

CNCA Assembly Bid Form

revised: 9/17

Which Assembly: _____ Host District: _____

Proposed Date: _____ Proposed Site: _____

Address: _____ Deposit required _____ By (date) _____

Describe the facility (including parking) Are break-out rooms available? (Especially for summer Assembly)

Wheelchair accessible throughout? _____ Inspected by Assembly Coordinator? _____ Previous site? _____

	Estimate (Bid)	Actual
Basic cost of site:	_____	_____
Additional costs:		
Tables, chairs, (if extra).....	_____	_____
Kitchen.....	_____	_____
Trash disposal	_____	_____
Set-up and tear-down.....	_____	_____
Early Entry.....	_____	_____
Stage or dais.....	_____	_____
Food*	_____	_____
Coffee*	_____	_____
Decorations (estimate \$100)	_____	_____
Paper goods (estimate \$100).....	_____	_____
Other	_____	_____
Fixed additional costs:		
Site Insurance: (No charge from CNCA)	_____	_____
ASL for Post Conference: (Approx. \$700.00)	_____	_____
Totals (exclude refundable deposit)	_____	_____

Date submitted to the Area Committee: _____

Attendance: Pre-Conf. 450 (plus 150 attend 1/2 day Sunday), **Election 400, All others 300-350** Check with Assembly Coordinator for help estimating attendance, especially in outlying districts.

Note: *Food: \$5.00 per person, except 2-day Pre-Conf. is \$5.50 per person.
* Coffee: \$100.00 for 1-day Assembly; \$150 for 2-day Assembly

Please complete the left hand column prior to bid. After the assembly complete right hand column and submit to Treasurer.