

# 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
<b>Basic cost of site:</b> .....	_____	_____
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)	_____	_____
<b>Totals</b> (exclude refundable deposit)	_____	_____

Date submitted to the Area Committee: \_\_\_\_\_

**Attendance: Pre-Conf. 450** (plus 150 attend  $\frac{1}{2}$  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.