

REQUEST FOR BID PROPOSALS
GEORGIA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS
(GRCNA)

The Georgia Regional Convention Corporation (GRC INC) is requesting areas in the Georgia Region (RSC) to submit bids to host the annual Georgia Regional Convention. The Bid Proposal Form (attached) shall be completed and submitted to GRC Inc. at P.O. Box 87499, College Park, GA 30337, or may be given to any board member at any RSC.

DEADLINE: ALL PROPOSALS TO BE CONSIDERED FOR THE FOLLOWING YEAR CONVENTION MUST BE RECEIVED BY THE JUNE RSC.

BID AWARDS:

GRC Inc. will review all bid proposals and announce the location chosen for the next convention at the RSC in September.

SPECIFICATIONS:

Any area which intends to submit a proposal should consider that GRCNA will require a facility that will seat at least 1000 people for the main speaker meeting, and have at least four (4) additional meeting rooms available for events and workshops. Any facility listed on the Bid Proposal Form must meet these minimum space requirements.

HOST AREA VOLUNTEERS:

All Bid Proposal Forms shall provide the name, phone number and clean date for the Host Area volunteers that will assist the Convention Planning Panel (CPP) and GRC Inc. with the convention. The Host Area volunteers shall be required to abide by the policies of the Georgia Region related to the Georgia Regional Convention including the RSC Policy, the GRC Inc. Bylaws, Relationship and Responsibilities and the Guidelines for the Georgia Regional Convention of Narcotics Anonymous.

HOST AREA VOLUNTEER RESPONSIBILITIES:

Pre-Convention:

The Host Area volunteers will be responsible for assisting with registration, merchandise sales and any other duties assigned by GRC Inc. throughout the year. In addition, the Host Area volunteers will be responsible for providing one volunteer to attend all monthly CPP meetings. This volunteer will act as a liaison between the CPP and the Host Area volunteers. The liaison will be responsible for providing information to the CPP regarding all merchandise sales, registrations sold, fundraising efforts, etc. that have occurred since the previous CPP meeting. The liaison will be provided a triple copy receipt book for registrations sold. One copy will go to

the CPP, one to the registrant and one retained by the liaison. In addition, a duplicate receipt book will be provided for all other monies collected by the Host Area volunteers.

The Host Area volunteers will also assist in all CPP fundraising efforts. (i.e. Fall Dance, New Year's Eve Dance, RSC dances, etc.) In addition, the Host Area volunteers will be required to plan and facilitate at least one fundraiser in their Area.

On-Site:

The Host Area volunteers will be assigned to a CPP committee while on-site (i.e. Registration, Activities, Merchandise, etc.). Each member will work closely with the Chair of each committee to determine on-site duties and responsibilities.

BID PROPOSAL FORM

APPLICANT: _____
(NAME OF AREA OR COMBINATIONS OF AREAS)

NAME OF FACILITIES AND/OR HOTEL(S) (INCLUDE FACILITY AND CONTACT):

1: _____

2: _____

3: _____

HOST AREA VOLUNTEERS:

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

(NAME, PHONE, CLEAN DATE)

**If needed, please use the back of this form for additional names.*

FUNDRAISING IDEAS:

