

**BID FOR FEDERATION CONFERENCE FOR \_\_\_\_\_ (YEAR)**

TO: Federation President

The following information is submitted for consideration.

**Location** (Name of hotel, address, area code/phone #):

**Dates** (usually late April): \_\_\_\_\_ to \_\_\_\_\_

**Rooms:** Single \$ \_\_\_\_\_ ; Double \$ \_\_\_\_\_ ; Additional guest \$ \_\_\_\_\_

Number of rooms guaranteed: \_\_\_\_\_ # Handicap accessible: \_\_\_\_\_

Amenities (Wi-Fi, refrigerator, safe, etc.) \_\_\_\_\_

**Parking:** Auto #/\$ \_\_\_\_\_ RV #/\$ \_\_\_\_\_ Hookups #/\$ \_\_\_\_\_

**Space:** Conference floor: \_\_\_\_\_ Seating # \_\_\_\_\_ Type: \_\_\_\_\_  
(sq. ft.) (classroom/theater)

# Committee rooms: \_\_\_\_\_ Seating # \_\_\_\_\_ Type: \_\_\_\_\_  
(classroom/theater)

Committee rooms, size \_\_\_\_\_

# Banquet seating: \_\_\_\_\_

# Gratis rooms/suites for officer(s) \_\_\_\_\_

**Meals/breaks:**

(Location, type)

**Exhibit tables** cost: \_\_\_\_\_ Covered/skirted (yes/no, additional cost)? \_\_\_\_\_

**Access: Auto**

(Routes - Interstate)

**Access: Air:**

(Nearest Airport & Airlines)

**Other Ground Trans.:**

**Audio/Visual:**

(Wi-Fi, screens, projection)

**Local Attractions/Tours:**

(Historical, Ball Parks, etc.)

**Additional remarks:**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Chapter #+Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_