



**Goal:**

**The goal of an ASSEMBLY Bid is to provide a location for the annual ASSEMBLY in a facility that will efficiently accommodate all meeting requirements comfortably and at the lowest possible cost.**

**Background:**

A District considering the submission of an Assembly Bid begins by deciding which hotels within the District appear to have the facilities available and capable of meeting the Assembly requirements. The date of the Assembly has normally fallen in the last half of October or the first week of November. The bid must be submitted by the District Representative to the Chairperson, Ontario South Assembly, **NOT LATER THAN May 1st of the year prior to the Assembly date**. In addition, a bidding District must be prepared to present their bid at AWSC. The OSA Executive selects the Assembly site.

**Minimum Meeting Facilities and Requirements are:**

1. A large meeting room for a minimum of 300, seated theatre style for a voting year and a minimum of 250 in a nonvoting year.
2. Two hundred (200) hotel room nights in total.
3. Space for two (2) breakout-meeting rooms for Saturday capable of accommodating 50-75, theatre style.
4. One room (2) Friday evening for LOC meeting – 15 board room style.
5. One locked room with 4 to 6 tables in it Friday evening and all day Saturday for Literature Sales.
6. Equipment required from facility:
  - Podium/lectern with microphone in main meeting room;
  - Minimum sized 8X8 overhead screen
  - 2 microphones in aisles;
  - Water pitchers and glasses in all rooms while in use;
  - Three (3) tables for registration in foyer;
  - Eleven (11) tables in main meeting room for Delegate, AAPP, Alateen, Archives, Forum, Group Records, Literature, Open Lines, Public Outreach, Trillium and Website;
  - Two (2) tables in main meeting room for motions, Ask-It-Basket and sign-up sheets for workshops;

Check with OSA Chairperson if any other requirements are needed: i.e. Fundraiser.

---

**Cost Calculation**

Having nominated candidate hotels, if more than one hotel is available or applicable, the following data will be required in reaching a decision on which hotel to select for the bid. In presenting the bid, display these facts for the candidate hotel (or top two or three hotels, if applicable).

1. List of meeting rooms with dimensions and capacities in various configurations.
2. A floor plan of the meeting spaces
3. A schedule of proposed Meeting Room availability that would accommodate the Assembly program as outlined on pages 3.and 4.
4. Show cost of hotel rooms in Single, Double, Triple and Quad, occupancy with prices including all taxes.
5. Show cost of AV equipment.

The Ontario South Executive will then consider transportation connections and facilities, travel time requirements, ambience of the proposed facility, and the general compatibility of the proposed site with the Assembly meeting process. Bidders might keep in mind that for many members, an Assembly is a first, a confusing, an exciting and a rewarding growth experience. Accommodating such an activity requires exceptional planning and hospitality to permit accomplishing the Assembly's goals.

**PROPOSED DATE:** \_\_\_\_\_

**PROPOSED CITY:** \_\_\_\_\_

**BIDDING DISTRICT:** \_\_\_\_\_

**DISTRICT REPRESENTATIVE NAME:** \_\_\_\_\_

**HOST COMMITTEE CHAIRPERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, POSTAL CODE:** \_\_\_\_\_

**TELEPHONE/FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

ASSEMBLY COST COMPARISON CHART				
Session	HOTEL "A"		HOTEL "B" (if applicable)	
	Room	Cost	Room	Cost
<b>Friday Evening</b>				
5:00 p.m. – 8:00 p.m. Registration 3 Tables and chairs in Hall/Lobby				
7:00 p.m. – 11:00 p.m. Opening Session – Main Meeting room 300 Theatre Style Seating in a voting year 250 Theatre Style Seating in a nonvoting year 3 Tables and chairs for 5, podium, mic 12 Display Tables				
8:00 p.m. – 10:00 p.m. Two Rooms – LOC & OSAAC 15 – Board Room Style, Table and chairs				
4:00 p.m. – 10:00 p.m. Literature Room (Lockable) 6 Tables and some chairs				
4:00 p.m. – 10:00 p.m. Election Year Only - Country Store Room As many tables as the room will take and a few chairs (Lockable)				
<b>Saturday</b>				
8:00 a.m. – 10:00 a.m. Registration 3 Tables and chairs in Hall/Lobby				
9:00 a.m. – 11:30 p.m. Main Meeting Room Same set up as Friday				
Three (3) Breakout Rooms (Main Meeting Room can be used for one breakout session) 2 Workshops – One Afternoon and One Evening 75 – 100 Theatre Style Seating				
9:00 a.m. – 10:00 p.m. Literature Room (Lockable) 6 Tables and some chairs				
9:00 a.m. – 11:30 p.m. Election Year Only - Country Store Room Same set up as Friday (Lockable)				

Session	HOTEL "A"		HOTEL "B" (if applicable)	
	Room	Cost	Session	Room
<b>Sunday</b>				
9:00 a.m. – 12:00 p.m. Main Meeting Room Same set up as Friday				
9:00 a.m. – 11:00 a.m. Literature Room (Lockable) 6 Tables and some chairs				
9:00 a.m. – 11:00 a.m. Election Year Only - Country Store Room Same set up as Friday (Lockable)				
<b>Additional charges</b>				
Display tables, flip charts, easels				
PA system, AV equipment, 2 floor mics, 1 podium mic, screen (check with OSA Chairperson)				
<b>Total Cost Summary</b>				

Guest Rooms	HOTEL "A"	HOTEL "B"
Single		
Double		
Triple		
Quad		