



FLORIDA STATE CONVENTION

How to submit a bid to Host

AREA 14 & 15 BID DOCUMENTS

- [Bid Timeline](#)
- [Bid Chart](#)
- [Bid Summary Package](#)
 - Available at Area 14 and 15's web sites listed below:
 - [BidPacket.pdf \(aanorthflorida.org\)](#)
 - [http://area15aa.org/state-convention/](#)

Handouts of Bid Timeline, Bid Chart and Bid Summary package are available

Bid Year 1	
January	Present Bid to Area Standing Committee
	On odd calendar years Area 14 & 15 Alternate Delegates start Chairing Area Standing Committee and rotate onto JAC - JAC Secretary/Treasurer position alternates each Panel between both Areas
February	Present Bid to Joint Advisory Committee if approved by Area
April	Attend Area Assembly with contract revisions if needed
May	Present Bid to Joint Advisory Committee if approved by Area
July/August	Have a Bid Display Table at Convention
	Attend morning JAC meeting
	Present Bid at Site Selection Meeting at Convention
	Chairperson & Treasurer of winning Bid Committee become JAC Members (Directors)
October	Attend Area Standing Committee Meeting and give a report
November	Attend JAC Meeting and give a report
	JAC Chair(Convention Chair) & Treasurer from 2 years previous Convention rotates off JAC
Year 2	
January	Attend Area Standing Committee Meeting and give a report
	On odd calendar years Area 14 & 15 Alternate Delegates start Chairing Area Standing Committee and rotate onto JAC - JAC Secretary/Treasurer position alternates each Panel between both Areas
February	Attend JAC Meeting and give a report
April	Attend Area Standing Committee Meeting and give a report
May	Attend JAC Meeting and give a report
July/August	Open Your Pre Registration at start of current Convention
	Attend morning JAC Meeting and give a report
	Attend Site Selection Meeting
October	Attend Area Standing Committee Meeting and give a report
November	Attend JAC Meeting and give a report
	JAC Chair(Convention Chair) & Treasurer from 2 years previous Convention rotates off JAC
Year 3	
January	Attend Area Standing Committee Meeting and give a report
February	Attend JAC Meeting and give a report
April	Attend Area Standing Committee Meeting and give a report
May	Attend JAC Meeting and give a report
July/August	Open Your Convention
	Attend morning JAC meeting and give a report
	Attend Site Selection Meeting
October	Attend Area Standing Committee Meeting and give a report
November	Attend JAC Meeting and give a report
	Convention Chair now becomes JAC Chair and Convention Chair/Treasurer from 2 years ago rotates off
Year 4	
January	Attend Area Standing Committee Meeting
February	Attend/Chair JAC Meeting
April	Attend Area Standing Committee Meeting
May	Attend/Chair JAC Meeting
July/August	Attend/Chair morning JAC meeting
	Attend/Chair Site Selection Meeting
October	Attend Area Standing Committee Meeting
November	Attend/Chair JAC Meeting then rotate off with your Convention Treasurer

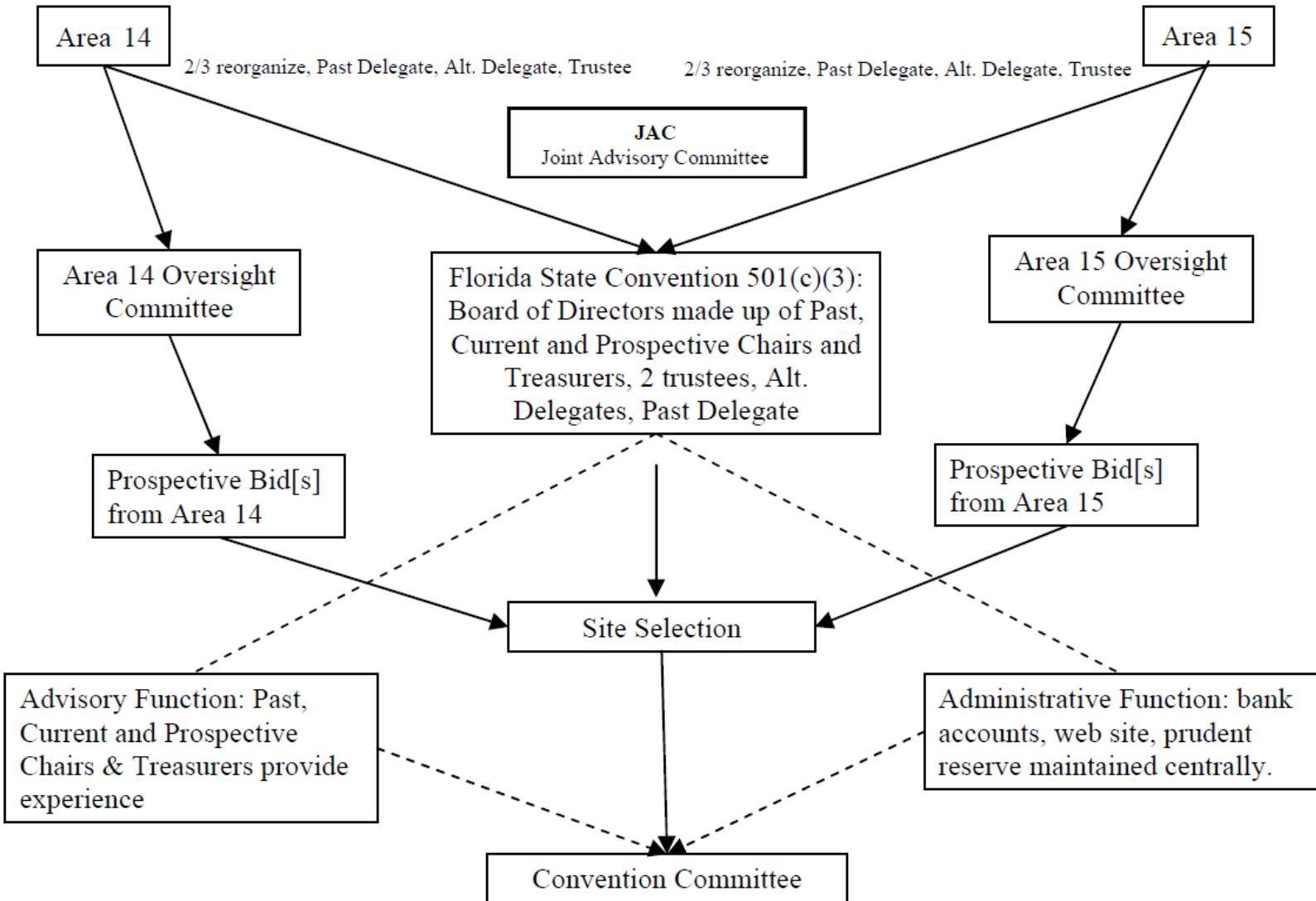
AREA 14 & 15 BID TIMELINE

The Hosting Convention Chairperson serves on their Area State Convention Committee and the Joint Advisory Committee (JAC).

The Hosting Convention Treasurer serves on Joint Advisory Committee (JAC).

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AREA 14 & 15 BID CHART



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AREA 14 & 15 BID SUMMARY PACKAGE

Florida State Convention Bid Summary

A. Registration

(Hold the last 2 weeks of July/1st 2 weeks in August except during International years then 1st 2 weeks of Aug)

Start Day		End Day	
Date		Date	

Early Reg Fee/Cut Off	\$	Reg Fee/Cut	\$
Date for Early Fee		Off Date to Cancel	

B. Host Hotel Information

Name, Location _____

	Wed	Thur	Fri	Sat	Total
Room Block					

Total

ADA/Accessible Rooms

	Single/Db	Triple/Quad	Suite	Other Options/List	Resort Fee
Room Rate	\$	\$	\$	\$	\$

	Self (spaces/per day)	Valet(spaces/per day)	Overflow(spaces/per day)
Parking	#	\$	\$
Shuttle Cost	\$	Hours of Operation	

	Ballroom (max seating)	Overflow Ballroom (max seating)	# Breakout Rooms	Hospitality Suite/Cleaning \$	Banquet max seating	Other
Meeting Space				\$		

Florida State Convention Bid Summary

Food & Beverage (Inclusive Pricing)

	Friday (plated or buffet/cost)		Saturday (plated or buffet/cost)	
Banquet	#	\$	#	\$

	Friday (servings/cost)		Saturday (servings/cost)		Other Event?	
Ice Cream	#	\$	#	\$	#	\$

	Flat Rate from hotel	Cost to purchase Coffee	Purchase gallons from hotel	Price per gallon	Other
Coffee	\$	\$	#	\$	

TOTAL Minimum F & B \$

Audio/Visual, Other Fees

A/V Costs	\$ <input type="text"/>	Other Fees	\$ <input type="text"/>
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Overflow Hotel Information

Name, Location, Proximity _____

	Wed	Thur	Fri	Sat	Total
Room Block					

Total

ADA/Accessible Rooms

	Single/Db	Triple/Quad	Suite	Other Options/List	Resort Fee
Room Rate	\$	\$	\$	\$	\$

	Self (spaces/per day)	Valet(spaces/per day)	Overflow(spaces/per day)
Parking	#	\$	\$

Florida State Convention Bid Summary

C. Recreation Events

Golf (minimum/cost/course name/lunch included)				Run/Walk/Distance/course			
#	\$			#	\$		

Other		Other	
#	\$	#	\$

D. Bid Requirements

- Chair: _____ Treasurer: _____
(Prior Convention/Service in AA is helpful) (Service Resumes are attached)
- Agree to adhere to Traditions, GSO Convention Guidelines: Yes No
- Agree to Host Requirements of the Area Standing Committee & JAC: Yes No
- Intergroup/District/Area support: Yes No
- Chair and Treasurer understands that anonymity may be compromised through the required filings for 990 due to being a Director of the Florida State Convention of Alcoholics Anonymous Joint Advisory Committee. Yes No

By signing below it verifies that I have read all of the Florida State Convention Bid Summary both listed above and attached in Host Committee Requirements & FAQ. I agree to follow all as a Director.

Chair: _____ Treasurer: _____

Hotel contract approved by JAC: Yes No. ___/___/___ Approval Date

Signature JAC Chair: _____

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AREA 14 & 15 BID SUMMARY PACKAGE

Florida State Convention Bid Summary

Host Committee Requirements

As Chairperson and Treasurer of the awarded host for the future Florida State Convention, you both will become Directors of the Florida State Convention Joint Advisory Committee. As such, you and your committee will be acting on behalf of the Florida State Convention of Alcoholics Anonymous and enjoy certain protections under the 501c3 umbrella. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting the Florida State Convention. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Florida State Convention affairs, Area Committees, or AA as a whole, each Host Committee should be autonomous. Here the Joint Advisory Committee's attitude is that of custodial oversight. The Joint Advisory Committee does have veto power over any Host Committee action; while rarely exercised this is necessary and right in principle. With this relationship comes certain specific responsibilities and by endorsing and accepting the seed money funds you are hereby agreeing to the following:

1. Upon being awarded the future Convention, the positions of Chairperson and Treasurer must be actively fulfilled. These positions come with significant time commitments and responsibilities as follows:
 - a. Chairperson and Treasurer will be Directors on the Joint Advisory Committee and attendance will be mandatory at the quarterly business meetings. Chairperson and Treasurer may also be members of the corresponding Area Oversight Committees and attendance will be expected as defined by the Area's Structure. Upon completion of the convention, both positions will remain on the JAC for a subsequent 1-1/2 year term and shall serve as Chairperson and Secretary.
2. Adequate Financial and Status reports shall be presented as each of the meetings outlined in 1.a. These reports should include the following:
 - a. Financial Summary of cash on hand, income from registrations/other, expenses paid, and any liabilities / monies due to others (hotel, merchandise vendors, etc.)
 - b. Registration report showing registrations, banquets, other events sold to date.
 - c. Hotel room reservation report showing room pickup / percentage of contracted room block met.
3. Any significant issues that may adversely affect the Convention or the local AA service structures should be brought to the attention of the JAC immediately.
4. The Host Committee will establish a bank account and provide read-only access to the JAC's CPA.

Florida State Convention Bid Summary

5. In keeping with the 7th Tradition of AA, all Convention Committee activities and actions ought to be fully self-supporting. The JAC reserves the right to request explanation of income and/or expenses paid and may recommend a change in action if those actions were determined to not be in the Spirit of the 7th Tradition.
6. In keeping with the 6th Tradition of AA, all Convention Committee activities and actions ought to be free of any implied or explicit affiliations with any other entities. Furthermore, any implied or explicit conflicts of interest shall be discouraged. The JAC reserves the right to request explanation of actions and may recommend a change in action if those actions were determined to not be in the Spirit of the 6th Tradition or a conflict of interest which could harm the integrity of the Florida State Convention.
7. Budgeted funds to include:
 - a. Seed-money returned/passed onto next Host Committee. (\$5000 Cashier's check)
 - b. JAC Prudent Reserve contribution.(\$2000)
 - c. JAC International Hospitality fund contribution. (\$2500)
 - d. CPA (\$750 to JAC Operating account)
 - e. Sales tax for Merchandise Sold (\$ to JAC Operating account)
 - f. JAC Operating Account contribution. (\$700 meeting contribution, Area Reps, misc.)
 - g. Reasonable pre-paid travel expenses for the Chairperson/Treasurer's attendance at meetings for the remainder of their terms. (\$ to JAC operating to be earmarked)
 - h. JAC Operating Account contribution. (\$2500 website marketing fee)
8. Upon completion of the convention, timely closings of Registrations, merchandise and ultimately host committee financials is necessary to meet JAC statutory requirements. Completed Financial Reports are expected at the 4th quarter JAC meeting to be provided to the JAC CPA.
9. Remaining proceeds from a budget overage shall be handled by the Host Committee's group conscience. They may distribute in their local A.A. service structure. It is recommended that any Area contributions be distributed 50/50 between North (14) and South (15) Florida Area Committees. This disbursement list will be presented to JAC at the 4th quarter November meeting for disapproval BEFORE disbursements are made. The accounts can be closed immediately following the meeting.

Florida State Convention Bid Summary

Bid Package / FAQ

- Further explanation of the "veto power": How would the JAC go about advising/ requiring a change in action to the host committee? Emergency meeting of the JAC by conference-call / email, would require a majority consensus to go forward. Communication in such a situation should not be an issue since both the Host Committee Chair and Treasurer should be actively participating in the JAC.
- Funding proceeds after the Convention: I'm sure various points of view exist on this... And here's mine: Proceeds should not be "too large" – in other words the Florida State Convention is not a fund-raising activity – nor should it be used for that purpose. To give an example, ICYPAA's requirements is that 80% of the proceeds get turned over to the Advisory Council, the remaining 20% can be used as the Host Committee wishes to distribute amongst the local service structure. This serves 2 purposes 1) The Advisory will be adequately funded 2) this "deters" profit motive with the Host Committee. The Advisory Council has a Prudent Reserve cap in place which then in turn transfers any overages over to GSO.
- Affiliations: Maybe define or give examples of what this looks like. In a general way, this can be defined as any actions that imply affiliation with an outside entity. On this note, we should examine the existing suggestion (requirement) about how we are supposed to handle scholarship registrations. I think this should be questioned to determine what is required (by 501c3) and ensure that how we go about it does not "affiliate" us with the various Treatment Facilities we contact. In other words, we may "outreach" scholarship registrations to AA members which happen to be clients of the Treatment Center but we should not be offering the Treatment Center scholarship registrations.
- Conflicts of Interest: Maybe define or give examples of what this looks like. In a general way, this can be defined as any actions performed by decision makers / voting members of the Host Committee (or JAC) that can result in a personal gain (usually financial).

More than likely, any of the above issues may happen inadvertently and by accident. As the Chief Custodian, the JAC has a responsibility to identify possible issues such as these and take action to avoid any negative impact on the reputation and integrity of Florida State Convention, associated Area Committees, and AA as a Whole.

Handouts of Bid Timeline, Bid Chart and Bid Summary package are available

INFO NEEDED

- Gather information on needs for a contract –

ASK for help from Area 14/15 State Convention Committees or Past Convention Chairs

- Breakout Rooms- How Many?
- Ballroom size-How Big?
- Guest rooms-How Many?
- Food & Beverage-Minimum? INCLUSIVE PRICING (NOT ++)
 - Coffee needs-How Much? INCLUSIVE PRICING (NOT ++)
 - Banquet needs-What Meals? How Much? INCLUSIVE PRICING
 - Ice Cream-When? How much? INCLUSIVE PRICING (NOT ++)
- Audio Visual (AV) needs INCLUSIVE PRICING (NOT ++)
- Pre-function area needs-Registration table? Merchandise table? Sports? Volunteer table?
- Parking needs-Free? Shuttle?
- A clause in the contract stating NO construction during the convention

BREAKOUT ROOMS

- **How many rooms will be needed?**
 - Workshops?
 - Al-Anon?
 - Young People?
 - LGBTQ?
 - Marathon Meetings?
 - Hospitality?
 - Spanish Linguistics?
 - Archives?
 - Meditation?
 - Yoga?
 - Props for Entertainment?



BALLROOM SIZE

- How many attendees for big speaker meetings?
- How much Banquet seating is needed?
- Do we need overflow room(s)?

GUEST ROOMS

- How many sleeping rooms are needed?
- How many complimentary rooms are being allotted in the contract?
- Room attrition? (How many rooms do we need to fill – what percentage?)
- Pricing on rooms? (1-4 people in room/same price)
- Suites/different room options? (preferred view, 1 bedroom, 2 bedroom)
- Resort fees? (included or waived)

FOOD AND BEVERAGE

- **Banquets**

- What is the minimum F&B (Food & Beverage)
- Is it **inclusive** or exclusive (++ in contract)
 - Watch out for inclusive or exclusive of taxes and service charges (++)
 - Typical service charge up to 25%
 - We are tax exempt!
- How many Banquets? (Friday and Saturday night)
- How many people will attend banquets each night? (smaller attendance on Friday?)
- Pricing?
 - What is included in the dinner? (salad, entrée, dessert) (protein options? vegan options?)

FOOD & BEVERAGE CONT.

- **Coffee**

- How much is the FREE coffee going to cost? (INCLUSIVE or exclusive ++)
- How much coffee do we need?
- Are we going to offer FREE coffee all day long?
- Can we make our own coffee in Hospitality?

- **Ice Cream**

- How much is going to cost? (INCLUSIVE or exclusive ++)
- When? Typically Friday and Saturday nights after the speaker meeting
- How many people will be served?
- What's included? (what flavors, how many toppings, sugar free option)

AUDIO VISUAL NEEDS

- **Sound?** (Hotel house sound or speakers)
- **Visual?**
 - Are you planning on using screens in the main meetings or overflow room(s)?
 - Are you planning on using captioning?
 - Camera
 - Projectors
 - Screens
- **Microphones?**
 - Extra cost?
- **Easels?** How Many?
- **Podium** - we have our own podium

PRE-FUNCTION AREAS

- **How many tables?**

- Recording company for recordings of the speakers/workshops table needs
- Registration table needs
- Merchandise table needs
- Volunteer table needs
- Sports events table needs
- Next state convention registration
- Bidding state convention(s) information
- Literature Sales
- Area Committee Displays? (Accessibilities, Corrections, Grapevine, Public Information/Cooperating with Professional Community, Remote Communities)
- Young People
- Any more?



PARKING

- How much is available?
 - The locals typically drive back and forth so lots of daily parking is necessary.
- What is the cost for valet and self?
- Large remote parking on hotel property – shuttle needed?
- Off sight parking - transportation needed?

YOU HAVE A DRAFT CONTRACT (NOT PROPOSAL) READY

Now what???



GET AREA APPROVAL

- The next set of approvals are to make sure that the hotel is sufficient for a state convention and.....
- To make sure of the financial feasibility of the contract.
 - Once you get a draft contract from a hotel
 - Go to area state convention standing committee meeting at appropriate area assembly by the cutoff date with your draft contract and completed bid summary sheet (January 2 years prior to when the convention will be held)
 - Area 14 – North Florida
 - Area 15 – South Florida
 - Go back to Hotel to get any changes suggested by Area committee (if needed) and then go to the April Area State Convention Standing Committee meeting with all the appropriate changes.

GET JAC APPROVAL

- Now that the area committee has given your contract approval to go to JAC.... (Joint Advisory Committee – Area 14 and Area 15 combined)
 - Contact the JAC Chair to inform them that you would like to attend the JAC meeting to present your bid contract at the February OR May JAC meeting 2 years plus prior to the actual convention you are bidding on.
 - JAC will go over the contract and bid summary sheet to make sure the hotel is sufficient for a state convention and it is financially feasible.

BID TABLE

- Once JAC gives approval then you may set up a bid table at the State Convention in July/August 2 years prior to the convention you are bidding on.
- Then at that same convention there will be a site selection meeting where all of the attendees vote on which hotel will win the bid.

- **YOU WIN!!!!**
 - If your hotel is chosen then you receive immediately from the current state convention \$5000 seed money to start off for planning etc.
 - Then the fun begins.....
 - You will start to get committees and planning meetings to be ready to start registering people at the next State Convention which will be 1 year prior to your convention.

AREA 14 & 15 BID DOCUMENTS

- [Bid_Timeline.xls \(floridastateconvention.com\)](#)
- [Bid Chart](#)
- [Bid-Summary-Revised.pdf \(floridastateconvention.com\)](#)
 - Available at Area 14 and 15's web sites listed below:
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 - <http://area15aa.org/state-convention/>
- Contact the Alternate Delegate in your Area for more information
 - Area 14: altdelegate@aanorthflorida.org
 - Area 15: altdelegate@area15aa.org

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QUESTIONS??????