

The following basic information needs to be provided with your proposal. Feel free to expand on this information, but try not to go into minute detail and thus create a huge text for the BOG to review. (A fill in the blanks - form follows this text.)

Proposal - to hoston the week of.....at (a college, jr. college, high school, etc., if you plan to use a middle or elementary school explain your plans to provide adult-size seating)

Location - general information about the area (nestled in the foothills, along the ____ River or Lake _____. Adjacent to ____ state or national forest, etc.)

Available facilities - describe what you plan to have available - are they air-conditioned Classrooms - number & seating capacity

Lecture Halls - number & seating capacity - flat or sloping floors

Registration site - indoors or out - indoors is usually preferred by the staff and is easier to secure

Gymnasium - number of available rig points, what kind of spectator area (chairs, bleachers, mats) a rebelay facility (does not have to be in the same location as the vertical but it should be close by)

Photo Salon Facilities - is it a totally dark room? - can you seat everyone in 2 sessions? - theater style is preferred (don't forget to investigate renting a movie theater for the day) or will it be a flat floor - remember the screens are 12' high and do need to be elevated six to eight feet, if possible

Banquet Facilities - everyone needs to be in one area - either indoors or sheltered outside (tent, pavilion)

Secured rooms - number and square footage - needed for NSS Bookstore, Consignment sales, and the indoor vendors

Exhibition areas - lockable display cases - display areas for the salons (rooms, hallways, glass walls, etc.)

Hotels/Motels - number locally available - price range is a nice added touch

Dorms - (a real plus if you have them) number available and approximate cost

Camping - include details like - how many acres, is it flat, rolling, steep, marshy, grassy, treed, is there shade? Will you have indoor or field showers or a mix (give numbers). Will you have flush johns or porta potties or a mix. Is water available throughout the site or only at a central location? Are the sessions within walking distance - if not - what are your plans to provide transportation? List any restrictions or possible problems and your game plan to handle them. Will the outdoor vendors be centrally located and do you

have sufficient power (don't forget the sewing machines draw a lot of current).

Eateries - give an overview of type and price range - approximate distance from meeting location & campground - a short walk, a short drive, x number of miles

Transportation

By Car - how far from a well known city or other major landmarks (interstate exit, etc.)

By Air - name the largest airport/s near your location & any regional airports. Do you plan to provide a shuttle service (optional), note any available ground transportation (rental cars, limo's, buses, cabs....)

By Bus or Train - provide if applicable

Weather - Provide normal temp ranges and rainfall for the area at that time of year. (we all know nothing will be normal during the convention)

Environmental Impact. - Cave and cave owner impact projections should be provided also info on your plans to restore the campground if necessary.

Caving - general info on the local caves that will be accessible during convention week and for the pre and/or post convention camps. Plans to minimize pressures on them. (limited trips, led trips, group size limits, etc.)

Other - features or attractions that might be of interest to cavers and their families.

List your major staff (include addresses, phone numbers & e-mail addresses) Provide a list of your other staff positions - it is understood that some may be vacant at this time - you can update the list periodically in your reports to the BOG

It does not hurt to add a statement indicating that you have the support and cooperation of the region, grottoes, landowners, local authorities, chamber of commerce, etc.

A preliminary budget **MUST** accompany your proposal. This too may have changes as time goes on but the board wants to see that you haven't overlooked any major expense lines. You don't have to set your final price at this time, but try to give a ballpark figure.

REMEMBER THESE ARE YOUR PLANS NOT PROMISES - WE ALL KNOW THAT SOME THINGS WILL CHANGE DURING THE PLANNING PROCESS

PROPOSAL To host the Annual Convention of the National Speleological Society on the week of ____ _ through the ____, ____ on the campus of _____

LOCATION

AVAILABLE FACILITIES

1. Classrooms
2. Lecture Halls
3. Registration Area
4. Gymnasium
5. Photo Salon Facilities
6. Banquet Facilities
7. Secured Rooms
8. Exhibition Areas
9. Hotels/Motels
10. Dorms
11. Campground
12. Eateries
13. Transportation A - By Car B - By Air C - By Bus or Train
14. Weather
15. Environmental impact
16. Caving
17. Other activities
18. Officers
19. Staff
20. Budget