

Bid Package Requirements

Prior to putting the bid together, you should reach out to your local Convention and Visitors Bureau(s) for assistance for things like hotel negotiation (if you don't already have one you work with), possible grants that your committee may be able to receive, list of local LGBTQ+ businesses, discounts (airfare, car rental, local business), and swag. All this can help your bid and fundraising.

Along with the first draft of your bid, you should have draft contracts with the hotel and bowling house (see below for guidelines on both) submitted with the package.

The following are required in the bid:

Organizational Chart – Should include names filling those roles as well if possible (bios would be good too for at least the executive committee level)

- Include:
 - IGBO Board of Directors
 - Bid Process and Support Committee
 - Regional Director
 - Director(s) of the Tournament
 - Secretary
 - Treasurer
- Common Roles to include:
 - Fundraising Chair
 - Sponsorship
 - Social Media, Marketing and Advertising Chair
 - Banquet and Hotel Chair
 - Awards
 - Hospitality
 - Statistician
 - Registration
 - Volunteers

Tournament Rules – See “IGBO Annual Tournament Rules” document.

Bowling Center(s)

- Name and Address
- Number of Lanes
- Distance to Host Hotel(s)/Travel Time/Travel Cost
- Events being held (if multiple houses)
- Pro Shop?
- ADA Accessibility
- Parking
- Bowling Ball Storage?
- ATM?

- Snack Bar/Restaurant/Bar Info
- Bar hours if different from Snack Bar/Restaurant

Host Hotel(s) Information

- Name and Address
- Room Block – Room nights per day
- Room Rate – Single/Double/Triple/Quad
- Food and Beverage Minimum
- Attrition Rate
- Complimentary items may include the following:
 - Wifi
 - Parking
 - Breakfast
 - Waived Resort Fees
 - Special cocktail hours/happy hour prices
 - Airport Shuttle
 - Other amenities

Banquet Information (if location differs from Host Hotel)

Schedule of Events

- Must include:
 - All Bowling Shifts
 - Board Meeting(s)
 - General Membership Meeting
 - Registration
 - Banquet
 - Hospitality Suite
 - Forums/Seminars
 - Quilt Display (Physical or Video) <https://www.aidsmemorial.org/interactive-aids-quilt>
- Optional for bid:
 - Non-bowling events (wine tour, casino, etc.)
 - Volunteer Activity
 - IGBABE – Talent Show

Financials/Budget (based on Anticipated Number of Participants)

- Breakdown of Entry Fee
- Income Projections – to include but not limited to
 - Registration Fees (and Late Fees)
 - Optional Event Fees
 - Other Fees (USBC, Associate Membership, etc)
 - Non-Bowling Participants (e.g. Banquet only)
 - Fundraising (Pre and During Tournament)
 - Sponsorship/Donations
- Expense Projections

- Lineage
- Prize Fund
- Optional Event Payouts
- Free Entries
- Fees Collected (to pay to USBC, IGBO, etc)
- Awards/Trophies
- Banquet
- Hospitality
- Audio/Visual
- Charities
- Promotion/Advertising
- Miscellaneous (Cost of printing, swag, etc.)

Highly suggested items to include in the bid:

- Endorsements
 - Local IGBO Leagues/Tournaments
 - Local Political Leaders
 - Local CVB
 - Other organizations
- Non-Bowling Events
- City Attractions

Items for Hotel Contract Negotiations

Must include:

- Room Rates for Single/Double/Trip/Quad Occupancy
- Room Block

Sample Room Block

Tues	Wed	Thurs	Fri	Sat	Sun
10	20	50	100	100	50

- Suite with Parlor (or equivalent) for the IGBO President
- Meeting Rooms (Board meeting, registration, general membership, convention space, etc.)
- Hospitality Suite
- Food and Beverage Minimum
- Banquet and Rep Lunch Pricing
- Comps

Things you may ask for:

- Comp Rooms
- Room Upgrades
- Parking Discount
- Pens/Notepads/Easels
- Money Back
- Wifi
- Breakfast
- Waived Resort Fees
- Special cocktail hours/happy hour prices
- Airport Shuttle
- Other amenities

Items to Talk with Bowling House

There is a standard IGBO Bowling Contract which you will use, but shall not sign. However, the following should be discussed with the House at a minimum:

- Dates
- Lineage
- Bowling schedule
- Whether to allow open bowling if House is not full for shift

Things to discuss with House as it gets closer to the Tournament:

- Time for House to be opened
- Mechanic staffing
- Staffing food/beverage
- Mechanism to get scores for verification
- Oil Pattern*
- Table/Space layout for side pots

*A House Shot (that differs from your normal league shot) or Recreation Pattern from the Kegel Library shall be used. Host City shall share the pattern with the President during the site visit. The BPS committee will review and provide approval.

Revisions	Date
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