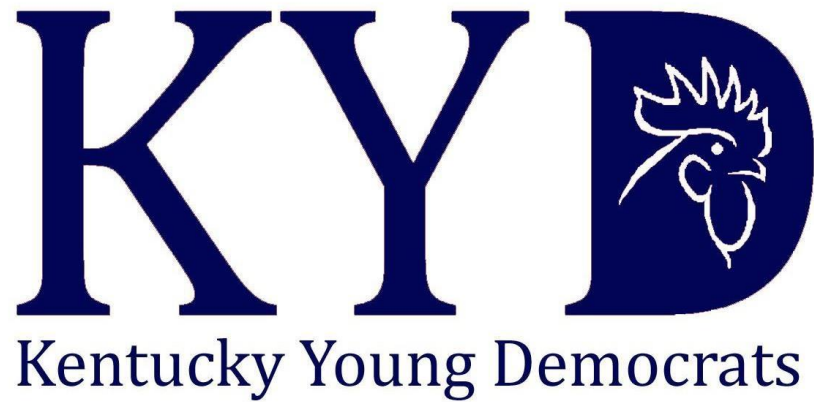




2020 KYD State Convention Bid Packet

August 26, 2019

Dear Potential Bidder:

First, thank you for your interest in hosting the 2020 Kentucky Young Democrats State Convention. The following pages are intended to be a starting point and a resource to assist you in putting together your proposal.

Myself and members of the KYD Executive Committee are committed to assisting you with your bid. We want every bid to be the best it possibly can be. Please let me know if you have any questions while putting together your bid packet.

Please submit your proposal to us at communications@kyyoungdems.com.

Again, I thank you and look forward to working with you in the coming months.

Sincerely,

A handwritten signature in black ink, appearing to read "Clayton Brown", with a long horizontal flourish extending to the right.

Clayton Brown
President, Kentucky Young Democrats

BID PROCESS TIMELINE

08/26/19	Email to announce the opening of bid process
10/19/19	All bids due by 11:59 p.m.*
10/20/19 - 10/26/19	Site Selection Committee Review
10/27/19	Executive Committee Vote**
10/28/19 - 11/03/19	Site Visit
11/04/19	Site Announcement

*All bids must be submitted to us at communications@kyyoungdems.com

**If the Executive Committee cannot reach a clear decision (e.g., there's a tied vote, no bid receives a majority, etc.) the decision will be sent to the KYD State Board.

GENERAL INFORMATION

Bid Process: The timeline for the bid process is outlined.

Organization: After the site is selected, the KYD Executive Committee will assist the host committee in preparing for the convention.

Numbers: For the purposes of bidding, we are targeting 100 registered participants. In the past, conferences have ranged from 50 to 150 participants.

Date: In accordance to the parameters set in the KYD Charter, the KYD State Convention must be held no later than 14 months after the previous year's convention. Additionally, in years when there is a statewide primary, the convention must be held no later than two weeks prior to any statewide May primary election. Therefore, the last eligible Saturday for this year's convention is Saturday, May 3rd, 2020.

Bid Length: There is no required length for your bid. The goal is to anticipate the questions of the KYD Executive Committee and include that information in your written bid. Floor plans, pictures, etc. are encouraged. As most members of the Executive Committee will not have had a chance to visit your facilities, you will need to give us that feel. The bid should be submitted in PDF form by the deadline.

Contracts: Only the KYD President can sign contracts for the Convention.

Resources: You should absolutely use your local Convention Center and Visitors Bureau to help you in the process. Their job is to bring conferences and meetings to the area. They can often send requests for proposals to all the hotels in your area. They can provide simple things for your bid like maps, fact sheets, etc. Their knowledge and guidance is often invaluable.

Questions: You can always email or call the Executive Committee at any reasonable time. It is always best to double check with the Executive Committee if you have a question about the process.

Special Rates: Bidders should consider negotiating special rates with local companies like hotels. A letter from the vendor stating the discount should be included in the bid.

HOTEL & MEETING SPACE

Hotel costs, parking, and accessibility to restaurants/entertainment are always one of the biggest concerns for delegates. Hotels that either house meeting space or that are adjoining (or in close proximity to) convention/meeting space are strongly preferred. When looking for hotels, there are lots of things to consider. Cost is always an issue.

Often, hotels will provide meeting space free or at reduced charges based on hotel room occupancy. For example, you may receive a free meeting room for every 10 or 20 rooms booked for that day. The KYD President and Executive Committee will assist in the final negotiations following site selection and will sign the contract on KYD's behalf; the Host Committee should not authorize any expenses for the convention without explicit approval.

We will need auditorium (or classroom) style seating for around 150 in the general session meeting room. There should also be a backup plan if we get more than 150 delegates. There will also need to be a minimum of three meeting rooms available throughout the day for programs.

AV needs are the other high cost item in hotels. Are Internet services available? What kind of AV equipment is available? What is included and what costs extra?

The Food and Beverage Minimum will be a breaking point with a lot of the hotels. We need to keep this as low as possible. Please discuss this with the Executive Committee beforehand if you have any concerns.

It is our preference that we use a union hotel. We also recognize that some cities simply do not have union hotels.

Here is the information that should be presented in your bid package:

1. General Hotel Information
 - a. Hotel name and address
 - b. Proposed date of convention
 - c. How reservations will be made under our block
 - d. If there would be a problem with your suggested hotel for any reason, are there additional hotels in the area that could meet our requirements?
2. Hotel Room Specifics/ Rates
 - a. Total number of rooms available
 - b. Costs of room (single, double, quadruple occupancy)
 - c. Suites available (indicate size, occupancy and amenities in each)
 - d. Costs of suites
 - e. Total number of Special Needs Accessible Rooms (wheelchairs, walkers, refrigerators for medications, etc.)

3. Meeting Rooms Specifics/ Rates
 - a. Number of meeting rooms including size and occupancy
 - b. Costs for meeting rooms (including which rooms are free with room block)
4. Food and Alcohol
 - a. What restaurants or eating facilities are on site? (Provide sample menus)
 - b. What restaurants or eating facilities are within a quick walk from the hotel?
 - c. What catering options are available?
 - d. What is the alcohol policy on site? What is the price list for events?
 - e. What is the minimum food and beverage amount?
5. Transportation/ Parking at Hotel
 - a. Costs for parking daily
 - b. Security in parking facility
 - c. How many cars can be accommodated?
6. Technology/ AV
 - a. Is wireless available throughout the hotel and meeting rooms?
 - b. Are there wall jacks for internet in the meeting rooms?
 - c. Costs for projectors, screens, microphones, etc.
 - d. Are there dedicated staff members for technology issues?
 - e. Is the ballroom already lit for staging?
7. Convention Space
 - a. What are the room sizes and occupancy of each room in the convention space.
 - b. What are the costs for each space in the convention space?
 - c. Is the space connected to the hotel?
8. Other Issues/ Concerns
 - a. Union Status: The hotel should be staffed by a duly recognized labor organization. A letter from the local unit will suffice to indicate they are union. If a union hotel does not exist in the area, a letter from the local labor organization shall suffice to indicate such.
 - b. ADA Compliant: The hotel shall state that all facilities, meeting rooms, etc. are ADA compliant. What devices are available such as enhanced hearing systems, wheelchairs, etc.
 - c. Surrounding Area: Where is the hotel located? Are there night clubs, restaurants, and attractions in the nearby area?
 - d. Registration Area: is there a designated area for registration for the convention?
 - e. List of host committee members, with contact information

Please include pictures of the hotel and/or any meeting space (indoors and outdoors) with your bid packet. Do not submit a hotel or meeting space that you have not visited.

BUDGETING & FUNDRAISING

Budgeting should be extremely conservative and targets for fundraising should be close to the financial letters of support that will be included in your bid. It is a goal to make the KYD Convention a fundraiser for the organization, and the draft budget should reflect this.

Once the initial round of discussions is out of the way with the hotel, the Host Committee and the Executive Committee will then have to turn their focus onto fundraising. Having a clear and concise plan is a necessity.

The budget is a fluid document that will change as money comes in, and the KYD Executive Committee will make final decisions concerning costs. The goal is always to keep room rates and the registration fee low.

Here are some items to include in your bid:

1. Expected expense and revenue
2. Creative and new ways to raise revenue for the convention

Thank you for your interest in hosting the 2020 Kentucky Young Democrats State Convention. We look forward to reviewing your submission! Please contact us with any questions.

THANK YOU!

KYD Executive Committee

Clayton Brown, President

Will Hurst, Vice President for Programming

Ariana Velasquez, Vice President of Recruitment & Expansion

Lauren Tussey, National Committee Member

Seth Woods, National Committee Member

Krystal Spencer, Secretary

Logan Gatti, Treasurer