

Template

Here is a template to use for your bid to host State of the Map.

Group

Our group comprises:

- *List of group members (and any relevant experience hosting events)*

For further detail please contact:

- *Contact details for your group/main person.*

Option 1

Replicate this section for each suitable venue you have identified.

Venue

General detail:

Venue Name:	<i>Name of the venue</i>
Venue Address:	<i>Address</i>
Available Dates:	<i>List of dates that the venue is available</i>
Catering Restrictions:	<i>Details of any restrictions on catering (e.g. must use the venues dedicated catering provider/must use provider from “approved list/can use any provider).</i>

Detail about venue rooms:

Room	Capacity	Details
<i>Room 1 name</i>	<i>Size</i>	<i>Style of room (lecture theatre/claesroom), link to photos, etc.</i>

Catering

Details about potential catering providers that can be used at this venue:

Note: If the list of suitable catering providers for the venue is the same as any venues provided above you just need to state this.

- Provider 1 name
 - Details on cost,

- Link to website,
- etc...
- Provider 2 name
 - Link to quote
 - Also provides...
 - etc.

Cost (per day)

You may wish to provide cost quotes based on a range of delegate numbers (here we show 200 to 500 delegates).

If you identified multiple suitable catering providers select the best value one.

Please indicate the currency and state whether prices include taxes (which we will have to pay).

	Based on the following number of delegates			
	200	300	400	500
Cost of Venue (per day)				
Cost of Catering (per day)				
TOTAL Cost				

All prices are in *<currency>* and *<include/exclude>* taxes.

Worked Example

And here is a worked example.

Group

Our group comprises:

- *George (main contact, helped set up our local group which runs mapping parties each month)*
- *Jenny*
- *Claire*
- *Stuart*

For further detail please contact:

- *george@example.com.*

Option 1

Replicate this section for each suitable venue you have identified.

Venue

General detail:

Venue Name:	University of Greattown
Venue Address:	First Street, Greattown.
Available Dates:	5-7th August, 26-28th August
Catering Restrictions:	Venue does not have its own catering service. Can use any provider.

Detail about venue rooms:

Room	Capacity	Details
Room 1 (B2.1)	800	lecture theatre.
Room 2 (B2.2)	400	lecture theatre, opposite Room 1.
Foyer	1500	A large foyer suitable for lunch and coffee breaks.
B3.4	40	A classroom which can be used for breakout sessions
B3.6	40	A classroom which can be used for breakout sessions

Catering

Details about potential catering providers that can be used at this venue:

Note: If the list of suitable catering providers for the venue is the same as any venues provided above you just need to state this.

- Pro catering
 - Provides a range of option starting at \$X per person per day for basic lunch and coffees.
 - <http://pro-catering.theirwebsite.tld>
 - etc...
- Kat's Kitchen
 - Awaiting a quote but was used by OpenData conference so should be suitable...
 - Also provides...
 - etc.

Cost (per day)

You may wish to provide cost quotes based on a range of delegate numbers (here we show 200 to 500 delegates).

If you identified multiple suitable catering providers select the best value one.

Please indicate the currency and state whether prices include taxes (which we will have to pay).

	Based on the following number of delegates			
	200	300	400	500
Cost of Venue (per day)	1365	1365	1540	1620
Cost of Catering (per day)	3600	5300	7000	8500
TOTAL Cost	4965	6665	8540	10120

All prices are in EUR and include taxes.