

MINNESOTA WOMEN OF TODAY
STATE MEETING BID FORM

Bid proposal must follow this format, but may be spread out over more than one page.

Name of Proposed Meeting _____ Date _____

Chapter _____ Chairman _____

Chairman's Address _____

Chairman's Phone (H) _____ (W) _____

Chairman's Email Address _____

Meeting Site:

Location _____

Describe facility & include floor plan.

Executive Council Meeting Room Seating Capacity _____

Business Meeting Room Seating Capacity _____

Luncheon Room Seating Capacity _____

Banquet Room Seating Capacity _____

Brunch Room (if applicable) Seating Capacity _____

Number of Forum Rooms _____ Capacity of Each _____

Include copy of any contracts being asked to sign in order to be reviewed.

Registration Cost:

What does it include?

Show registration breakdown (advanced and late).

Motel Rooms Available & Rates: (include number of rooms blocked for each night)

Meals:

What meals are included?

Attach menus, if available.

Friday and Saturday Evening Events & Facilities:

Available extras: Nametags, special attractions, decorations, favors, etc.)

Attachments may include floor plans, menus, confirmation prices from motels for room rates, etc. Please note Policy provisions of the Minnesota Women of Today. Form must accompany copy of State Meeting Contract and \$150 bid bond. Contract will be signed if awarded.