

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(C) APPENDIX (A)  
REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

NOTE: This document file is available from the Federation Secretary and/or Treasurer.



***CALIFORNIA STATE FEDERATION OF CHAPTERS (CSFC)  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION  
(NARFE)***

**REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

We have a membership in California of about **20,000** members and **90** chapters throughout the state ranging from Yreka in the north to **San Diego** in the south and from the Nevada state line to the Pacific Coast.

Our membership is made up of both male and female with spouses ranging in age of 45 to 97 years. We are currently searching for a convention site for (YEAR), April 16 – June 2. The length of the convention is **2** days with a 1 day Executive Board Meeting prior to and 2 days after the convention. **None of the five days can fall on ANY religious holiday.**

Our average attendance has been 250 - 300.

Our needs are as follows:

1. **FACILITY** – All convention activities need to be in one complex.
2. **GENERAL MEETING ROOM AND BANQUET ROOM** – Need to seat 300 people, preferably classroom style or round tables, but theater style seating is acceptable for meeting room; round tables of 8 preferable for banquet room.
  - a. A head table somewhat elevated from the main floor that will accommodate 12 people
  - b. A public address system with microphone at the podium and a minimum of three, preferably four, located on the floor area, preferably at no charge
  - c. Hearing assistive devices need to be available, preferably at no charge
  - d. Need Handicap accessibility throughout the entire facility
  - e. **The general meeting room will be used for the two days of the convention from 8:00 a.m. to 9:00 p.m. the first day and 8:00 a.m. to 5:00 p.m. the second day and 7:00 to 11:00 p.m. for the banquet if the banquet is in the same room.**
  - f. Need projection screen in this room for any of the three days, and/or evening, as necessary (preferably at no charge).
  - g. Assuming Banquet is in this room, See item **11. b** for details of room setup.
  - h. Need ice water through day and evening when in use.
3. **BREAKOUT ROOMS** – Up to **seven (7)** rooms (or isolated areas) are needed one day before convention, during convention (at various times) and one-half day after convention as indicated below.

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(C) APPENDIX (A)  
REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

- a. HOSPITALITY ROOM** — One complimentary room or suite, approximately 1,000 square feet is needed one day prior to convention and each day during convention for use by all convention delegates.
- 1) Need authorization to bring and serve **cold** refreshments in this room along with coffee/tea or juice for convention delegates.
  - 2) Need electrical outlets for three (3) coffee pots.
  - 3) Need full size refrigerator with electrical outlet.
  - 4) Need tables and chairs for serving food and guests to sit.**
  - 5) Need 24-hour lockup with two (2) keys.
- b. SERGEANT-AT-ARMS ROOM** – One room about 600 square feet for first aid, security, **a roll away bed**, and storage.
- 1) Need one day before convention, 24 hours throughout convention and one-half day after convention.
  - 2) Need 24-hour lockup with two (2) keys.
  - 3) Need four (4) 5' or 6' tables and 10 chairs.
  - 4) Need one electrical outlet.
- c. MEETIN ROOMS** – **Five (5)** rooms (or isolated areas) from 600 – 800 square feet). **NOTE: One of these rooms needs to seat 100 people theater style or it could be a sixth room that is only used for 2 hours on first day as indicated in (1) below.**
- 1) **Need one (1) room that will seat a head table for two (2) with lectern and mike and seats 100 theater style from 7:30 a.m. to 9:00 a.m. on first day.**
  - 2) **Need five (5) rooms (or isolated areas) from 5:00 p.m. – 8.00 p.m. on first day of convention, set up with one 6' table and 30 chairs theater style.**
  - 3) Need one room, about 800 square feet, on **second** day of convention **from 11:00 a.m. to 3:00 p.m.** for voting, setup with **four (4)** 6' tables and 24 chairs. Preferably this room should have two (2) doors for entering and exiting at different locations.
- d. RECEPTION ROOM for National President** – **This room or area is needed the day before convention from 6:00 p.m. – 8:00 p.m. and should accommodate about 120 people. This room should also accommodate a cash bar and light hors d'oeuvres. NOTE: The Meeting Rooms above should be provided with ice water, except for the voting room.**

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(C) APPENDIX (A)  
REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

4. **EXECUTIVE BOARD MEETING ROOM** - One private room set with hollow square with 3 x 3 table (set in middle of square for recording device). Table seating for twenty (20) and perimeter seating for ten (10). Also need three 6' tables for setting up equipment at perimeter and table for coffee service.
  - a. This room is in addition to the Breakout Rooms.
  - b. Need this room lockable one (1) day prior to convention, during convention, and 2 days after convention, (**5** days total).
  
5. **RECOGNITION LUNCHEON ROOM** – On **first** day of convention, need a room that will seat **240** people at round tables. This is normally a different room than that used for the Banquet. See Item **11.a** for details of room setup. **Time of use, 12:00Noon to 2:00 p.m.**
  
6. **REGISTRATION/EXHIBIT SPACE** – Need up to **nineteen (19)** 5' or 6' tables each with two (2) chairs.
  - a. Three (3) tables for Registration located in lobby/foyer, preferably near hotel entrance.
  - b. Two tables for Credentials located next to registration
  - c. One table for Information, along with a standup bulletin board, somewhat near registration.
  - d. Up to **eight (8)** tables for exhibitors located near the general meeting room.
  - e. Five (5) tables for NARFE-PAC, Alzheimer's, FEEA, **and** 50/50 tickets (**Ways and Means**).
  
7. **HOTEL GUEST ROOMS** – Actual days of the week for the convention are flexible and dependent upon which days during the week and during the month result in the lowest lodging rate. **Need WiFi in guest rooms, preferably at no charge.** The following is an example of room nights to be scheduled.

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(C) APPENDIX (A)  
REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

- a. **Convention minus 2 days – 15 room nights**  
(Executive Board Check-in)
- b. **Convention minus 1 day – 80 room nights**  
(Executive Board Meeting, Committee, Convention Check-in)
- c. **Convention first day – 110 room nights**  
(Convention, more Convention Check-in)
- d. **Convention second day – 80 room nights**  
(Convention, some Convention Check-outs)
- e. **Convention plus 1 day – 20 room nights**  
(Executive Board Meeting, Convention Check-outs)
- f. **Convention plus 2 days – 15 room nights**  
(Executive Board Meeting, Outgoing Board Check-outs)
- g. **Convention plus 3 days – 0 room nights**  
(Executive Board Check-out)

***Total Room Nights – 320***

**8. HOTEL SUITES** – Need suites for officers.

- a. Need Presidential suite for Federation President (complimentary).
- b. Need **two (2)** other suites for other officers. Normally these suites and presidential suite are complimentary based on total room nights.
- c. Should have other suites available at a reduced cost.

**9. HANDICAPPED ROOMS** – Need up to four (4) handicapped rooms meeting ADA requirements.

- a. Need roll-in showers to accommodate wheel chair access.
- b. Need elevators, if convention activities are on upper floors.
- c. Need ramps and easy access to all convention activities for those attendees in wheel chairs.

**10. CONVENTION PREPLANNING MEETING ROOM** – A complimentary meeting room for twenty (20) people should be made available for **six (6) meetings for** convention planning before the convention commences.

**11. CONVENTION MEALS** – The convention has two (2) meal functions: a Recognition Luncheon on the **first** day and a Banquet on the **second** day.

- a. The Recognition Luncheon is normally scheduled on the **first** day from 12:00 p.m. to 2:00 p.m. If at all possible, this should be located in a room different than the General Meeting Room.

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(C) APPENDIX (A)  
REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

- 1) Room needs to seat 240 people at round tables; preferably 8 to a table. Room needs to have **two** head tables **to seat up to 30 people. One positioned at floor level and one positioned behind on a riser.**
  - 2) Head table needs a podium or lectern with a microphone.
  - 3) If general meeting room needs to be used for luncheon, then a  $\frac{1}{2}$  hour turnaround is **needed** to setup lunch from the general meeting seating. After lunch, general meeting will continue without returning to original seating configuration. However, chairs need to be setup around perimeter to seat those members who did not attend luncheon.
  - 4) Expected cost of meal to be **no more than \$35.00 all inclusive** with three selections.
- b. The Banquet is scheduled on the **second** day from 7:00 p.m. to 11:00 p.m. Cash bar from 6:00 p.m. to 7:00 p.m. and beyond.
- 1) Need round tables to seat **140** people; eight (8) people per table preferred.
  - 2) Need head table to seat up to 14 people with a podium or lectern and microphone.
  - 3) Need an area for entertainment; such as a 4 -5 piece band.
  - 4) Need an area for dancing after dinner.
  - 5) Need a cash bar near or in banquet room from at least 6:00 p.m. to 10:00 p.m. If cash bar cost is unreasonable, can cocktails be purchased at hotel bar?
  - 6) Expected cost of meal to be **no more than \$45.00 all inclusive** with three selections.

**12. HOTEL RESTAURANT** – Need seating accommodations for convention attendees for all meals **and/or at nearby eating facilities within walking distance.**

- a. May need special hotel accommodations, such as, Danish/coffee bar in morning, sandwich bar/buffet in afternoon, special buffet in evening.
- b. Identify other restaurants nearby.

**13. PARKING** – Need sufficient space for attendees to park on **site** at no charge.

- a. Need up to six (6) parking spaces for RV'ers at no charge. If not on site, identify nearest RV parking.

**14. TRANSPORTATION** – Need shuttle service to/from nearby airports, bus depots, and rail stations.

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(C) APPENDIX (A)  
REQUEST FOR (YEAR) CONVENTION BID PROPOSAL**

- a. If hotel does not provide shuttle service, identify who does and at what cost.
- b. Most attendees will arrive/depart by auto.

**15. PROGRAM OUTLINE** – The **two (2)** day convention

- a. **Day Before Convention:**
- b. **(1)** Registration, Credentials, Information, Sergeant-At-Arms and Hospitality each setup at 12 noon to 5:00 p.m.  
**(2) Exhibitor tables setup at 12 noon to 5:00 p.m.**  
**(3) National President Reception at 6:00 p.m. to 8:00 p.m.**
- c. **First Day:**
  - 1) **“b(1) and b(2)”** above will set up from 8 7:00 a.m. to 5:00 p.m.
  - 2) **Convention Orientation for 100 people from 7:30 a.m. to 9:00 a.m.**
  - 3) **General Meeting (Convention Call to Order commences at 9:00 a.m. and continues until 5:30 p.m).**
  - 4) **Recognition lunch 12:00 Noon to 2:00 p.m.**
  - 5) **Evening Caucus (5 breakout rooms) occurs from 6:00 p.m. to 8:00 p.m. One half of delegates meet from 6:00 – 7:00 p.m.; the other half meet from 7:00 – 8:00 p.m.**
- d. **Second Day:**
  - 1) **“b(1) and b(2)”** above will setup from 7:00 a.m. to 4:00 p.m.
  - 2) **General meeting at 9:00 a.m. to 5:00 p.m.**
  - 3) Lunch occurs from 12:00 **noon** to **1:30** p.m.
  - 4) **Social Hour 6:00 p.m. – 7:00 p.m.**
  - 5) **Banquet dinner and dancing 7:00 p.m. – 11:00 p.m.**

**16. CONTACT PERSON:**

Name-  
Title-  
Street Address-  
City, State Zip Code-  
Home Phone-  
Cell Phone-  
FAX-  
E-mail-