

Date: January 26, 2009

To: All JAD Chapters

From: Greg Swann, VP Events & Conventions

Subject: Invitation and Request for Proposal (RFP) to Host JAD Spring Convention 2010

As plans are well underway for the 2009 Spring Convention to be held in Dayton / Kettering, Ohio, and hosted by the Western Hills Chapter, we are looking forward to the Spring Convention 2010.

As a chartered chapter of the JAD, your chapter is being invited to submit a bid for hosting the 2010 Spring Convention to be held April 9 – 11, 2010.

The successful bidder will be responsible for providing the manpower, and administrative accountability to assist the District Convention Team in the running of the convention. A strong bid will be one that offers convention friendly lodging (Headquarters Hotel) at an affordable price, with a contest site at, or within reasonable distance of the Headquarters Hotel. Community support in the form of a bid package from a County or City Convention & Visitors Bureau with financial incentives is a plus.

In preparing your bid package, it is not necessary for you to attempt negotiations with your proposed facilities, but the more information you include about the facilities is helpful.

Preliminary information about the proposed Headquarters hotel should include: Name and address of hotel, contact person and phone number of sales manager, number of sleeping rooms, suites, meeting space, restaurant, and parking.

Information about the proposed contest venue should include: Type of facility, (school, community theater, other) amount of seating, stage size, warm up rooms available at site, and distance from the proposed Headquarters Hotel.

If you're working with your local Convention & Visitors Bureau (recommended) most of this information is typically included their bid package.

Deadline for submitting your chapter bid package to host the 2010 Spring Convention is August 1, 2009, and should be sent to Greg Swann, Events VP 1659 Third Street Milton, WV 25541.

Questions concerning your bid package should be emailed to greg.swann2@verizon.net.

Thank you for considering this opportunity, and good luck with your bid.

Yours in Harmony,

Greg Swann, VP
Events & Conventions
Johnny Appleseed District