



District 5 Convention Bidding Guidelines

Due April 1 for review at April Board Meeting of Convention Year

Information from the District Policies and Practices Book on Convention Bids

Convention Site: The convention site and facilities are of the utmost importance for the smooth operation of the District Lodge Meeting. The following shall aid in the site selection:

1. **Convention Bids:** Bids to host a District Lodge Meeting two years hence shall be submitted in writing to the District Five Board of Directors prior to the **Spring** Board of Directors meeting of a convention year.
2. **Site Review:** The site review should be completed prior to the District Board of Directors meeting, which precedes the District Lodge Meeting and a report prepared for delivery at that time to the District Lodge.
3. **Site Criteria:** The following shall be inspected to provide for the needs of a comfortable and efficient District Lodge Meeting:
 - a. **Dining Facilities:** They should be separate from the main dining room.
 - b. **District Lodge Meeting Room:** The District Lodge meeting room should be isolated from noise, have proper lighting, ample seating for delegates and guests, and an adequate sound system.
 - c. **Caucus/Committee Rooms:** Zones should have private caucus rooms, doubling as committee rooms.
 - d. **Sleeping Rooms:** A sufficient number of sleeping rooms for delegates and guests should be available.
 - e. **Parking:** Ample free parking is necessary.
 - f. **Exhibit Space:** Spacious comfortable areas are needed to exhibit the crafts of Sons of Norway members and guests demonstrating our culture and heritage.
 - g. **Air Conditioning:** Air conditioning is required for an efficient meeting and relaxing rest for delegates and guests.
 - h. **Public Transportation:** Consideration should be given to the availability of public transportation. Air, rail, bus, taxi and limousine services should all be reviewed
4. **Host Lodge Activities:** The host lodge Committee is responsible for arranging cultural, educational, recreational, shopping, dining, and entertainment opportunities that are available and accessible.
5. **Set Costs:** The Host Lodge Committee shall make available to the District Five Board of Directors a list of the set costs which those who attend the District Lodge meeting shall be responsible for paying. This shall be done by the Fall Board Meeting preceding the District Lodge Meeting.
6. **Registration Fee:** The assessment of a registration fee by the Host Lodge Committee must be approved by the District Five Board of Directors.
7. **Credentials:** The Host Lodge Committee shall verify the identity of delegates. A delegate packet shall be issued only upon presentation of a legal form of identification.
8. **Host Lodge Committee Funding:** During the month of January of the convention year; District Five will distribute to the host lodge monies collected and held in escrow the previous biennium.

Other criteria a bidding lodge should consider:

Hotel needs:

- Wednesday- 25 rooms
- Thursday- 100 rooms
- Friday- 100 rooms
- Saturday- 75 rooms

Sufficient break out rooms - Need for 5 committees on Thursday. Normally 2-3 workshops offered at one time.

Thursday noon luncheon- 60 people (committee and spouses, board and spouses, convention committee and spouses)

Friday noon luncheon- 150 people

Saturday noon- box lunches - can be up to 150 people

Room for business sessions:

- Classroom seating for delegates- up to 135 delegates
- Seating in back of room for 30-40 guests and visitors
- Tables around room for Silent Auction
- Head table for board, International Director and Home Office representative
- Table in back of room for Vice President
- Microphones for delegates, front table, podium

Hallway space and rooms for:

- Displays and exhibits
- Convention registration
- Vendors

Bids should include the following information plus any supporting information:

- Price of rooms: \$_____
- Hotel name, location and features:
- Contact person (from bidding lodge/committee)

Bids need to be sent to Darlene Arneson, District Secretary, 2056 Skaalen Rd., Stoughton, WI 53589 by April 1. For more information, contact Darlene at arnesonfamily5@gmail.com or 608-873-7209