

# District 5 Convention Bidding Guidelines for 2028

Updated April 26, 2025

Due March 15, 2026 for review at April District 5 Board Meeting so bids can be reviewed and then proposed to the delegates at the 2026 convention.

This proposal is to:

- Host the convention independently
- Co-host the convention with the District Board. Provide details of how the workload and profits/risk would be divided based on previous discussion with the District Board.

## Information from the District Policies and Practices Book on Convention Bids

**A. 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 meeting room and have banquet capability with an on-site kitchen or established catering service.
  - 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, large screens, and ample Wi-fi. There should be ample and safe seating safe.
  - c. Committee Rooms: Committees that need to meet in-person should have meeting spaces.
  - d. Sleeping Rooms: A sufficient number of sleeping rooms for delegates and guests should be available.
  - e. Parking: Ample 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. There should be places for displays for related organizations, associations and vendors space.
- 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.
- i. Host Lodge Activities: The host lodge Committee is responsible for arranging cultural, educational, recreational, shopping, dining, and entertainment opportunities that are available and accessible.

4. 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.
5. Registration Fee: The assessment of a registration fee by the Host Lodge Committee must be approved by the District Five Board of Directors.
  1. 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.
  2. 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. Action at June 2018 District Lodge Meeting- \$2500 shall be allocated for startup funds for the year 2026 District 5 Meeting and Convention

**B. Progress Report:** The Host Lodge Committee shall provide the District Five Board of Directors with a "progress report" on their work. This report shall be due at the spring Board Meeting in the year preceding the District Five Lodge meeting.

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#### **Other criteria a bidding lodge should consider:**

Hotel needs for up to 120 delegates and additional guests (also refer to previous year's convention numbers)

- Traditional schedule: Wednesday- 25 rooms, Thursday- 100 rooms, Friday- 100 rooms, Saturday- 75 rooms
- Variation of days for the convention is allowed. Please work with the District Board on this to determine when the business meetings will be.

Sufficient break-out rooms - Committee meetings – up to 7 committees that might need meeting space- they can share rooms; Workshops- dependent on planning committee; Classes that might be offered.

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

Friday noon luncheon- can be up to 150 people

Saturday noon lunch - can be up to 150 people

Room for business sessions:

- Classroom seating for delegates- up to 120 delegates
- Seating in back of room for 30-40 guests and visitors
- Tables around room for Silent Auction
- Head table for board, Parliamentarian, and International Director
- 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:**

- This proposal is to:
  - Host the convention independently
  - Co-host the convention with the District Board. Provide details of how the workload and profits/risk would be divided based on previous discussion with the District Board.
- 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 March 15, 2026. For more information, contact Darlene at [arnesonfamily5@gmail.com](mailto:arnesonfamily5@gmail.com) or 608-873-7209**