**Request for Proposal**

**2013 SASFAA New Aid Officers Workshop**

**Institution Nam**e**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Available Dates:** *The proposed dates for the SASFAA NAOW are June 15 - 21, 2013 with instructors and early arrivals scheduled to arrive on June 13th.*

What dates in June 2012 could the institution host SASFAA NAOW? (dates need to be 8 consecutive days, which includes early arrivals.)

Does the institution have any camps, or yearly summer events that could interfere with the SASFAA NAOW? NO YES If yes, what is the event(s) and what are the dates?

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**Sleeping Rooms :** *We would need approximately 125 sleeping rooms (single occupancy bedrooms with no more than 4 individuals sharing a bathroom.)*

Can your institution accommodate this request? NO YES

If so, please describe the style of rooms and bathrooms *(ie. Suites with connecting bath, individual rooms with hall bath, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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In addition, we would need approximately 25 rooms for staff and early arrivals. Can your institution accommodate this request? NO YES

What is the sleeping room rate per night: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a room deposit required: NO YES If yes, how much $ \_\_\_\_\_\_\_\_\_\_\_\_\_ when is it due? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the Room Cancellation Policy? Attach a separate sheet if needed

What is the Room Attrition Policy? Attach a separate sheet if needed

Is there internet access in sleeping rooms? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_

List any sleeping room amenities such as microwaves, refrigerators, etc.

Linen Service, can your institution provide linens for sleeping rooms? NO YES

If yes, what is the charge/fee per person? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a kitchen area available? NO YES

List any kitchen amenities such as microwaves, refrigerators, etc.

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**Meeting Space :** *We would need a minimum of 8 classrooms and one staff headquarters in the same building.*

Can your institution accommodate this request? NO YES

Is there a charge for meeting/classroom space? NO YES If yes, what is the meeting/classroom space charge/fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are the classrooms set up with desk or tables and chairs?

Is the furniture in the classrooms movable or stationary?

Is there AV equipment in each classroom NO YES

Is there a charge/fee for AV equipment in each classroom? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there internet access in meeting rooms? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_\_\_

We would need an auditorium for approximately 150. Can your institution accommodate this request? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_

Is there a stage in the auditorium? NO YES

Is there AV equipment in the auditorium? NO YES

Is there a charge/fee for AV equipment in the auditorium? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there internet access in classrooms and auditorium? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_\_\_

Are keys available for classrooms and auditorium? NO YES If yes, how much is the deposit/ fee? $\_\_\_\_\_\_\_\_\_\_\_

Is there a computer lab available with 15-20 PCs? NO YES If yes, how much is the fee? $\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Dining Hall Facilities**

Is there an outdoor area for a cookout? NO YES

Does the institution offer a meal plan or are charges per meal or both? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the charge per person? $\_\_\_\_\_\_\_\_\_\_\_\_\_ What is the charge per meal? $\_\_\_\_\_\_\_\_\_\_\_\_

Will SASFAA be charged for a meal if we decide to offer attendees a free night off campus? NO YES

We would need banquet facilities available for approximately 150. Can your institution accommodate this request? NO YES If yes, how much is the charge/fee? $\_\_\_\_\_\_\_\_\_\_\_

Is there a Food/ Beverage Minimum? NO YES If yes, how much is the minimum? $\_\_\_\_\_\_\_\_\_\_\_

Are outside caterers permitted on campus? NO YES

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 **Miscellaneous**

Is there a registration area available near the sleeping rooms? NO YES

Is there a hospitality room available near the sleeping rooms? NO YES

Is there on-campus parking available? NO YES If yes, what is the rate? $\_\_\_\_\_\_\_\_\_\_\_

Is there a campus shuttle services? NO YES If yes, what is the rate? $\_\_\_\_\_\_\_\_\_\_\_

Is there a charge to post signage on campus? NO YES If yes, how much is the charge? $\_\_\_\_\_\_\_\_\_\_\_

Is there a copy center available on campus? NO YES If yes, how much is the charge per copy? $\_\_\_\_\_\_\_\_\_\_\_

Could the institution provide student workers or summer conference staff to assist with various functions? NO YES

Does the institution have computers available for use for participants who don’t bring laptops?

 NO YES

What is the institution’s Alcohol Policy? Attach a separate sheet if needed

Does the institution have luggage carts available? ? NO YES If yes, how much is the charge/fee? $\_\_\_\_\_\_\_\_\_\_\_

Does the institution have golf carts available? NO YES If yes, how much is the charge/fee? $\_\_\_\_\_\_\_\_\_\_\_

List a few area attractions and the approximate cost. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How close to the campus is the nearest grocery store? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How close to the campus is the nearest convenient/ drug store? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List a few nearby restaurants and the price ranges. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How close is the airport to the institution? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What airlines service your city? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What are some sample flight costs for May/ June?

 Is there transportation to your institution from the airport? NO YES If yes, how much is the charge/fee? $\_\_\_\_\_\_\_\_\_\_\_

Return to:

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