



# **Bid Package Instructions**

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## ROLE OF HOST COMMITTEE

1. The purpose of the Host Committee is to plan and hold an upcoming WSNAC convention; to protect the integrity and quality of WSNAC through adherence to the Twelve Traditions and Twelve Concepts of Narcotics Anonymous; and to maintain and improve the standards and quality of WSNAC by working with the WSNAC BOD.
  - a. Up to two members of each Convention Committee are elected to serve as liaisons on the WSNAC BOD. One the year before the Convention, two the year of, and one the year after.
  - b. The liaisons serve in a similar capacity to that of an RCM or RD who serve an Area or Region.
  - c. The purpose of two liaisons the year of the Convention is to provide for greater representation of the hosting committee regarding current convention affairs.
2. To maintain the financial integrity of WSNAC Inc.
  - a. The Convention Committee is provided with a BOD approved budget.
  - b. All expenses are documented and submitted to the BOD Treasurer for reimbursement monthly the year of the Convention. **Receipts must accompany requests.**
3. The Executive Committee provides guidance to the Convention Committee in the following ways:
  - a. By adhering to the spiritual principles of Narcotics Anonymous in all decisions.
  - b. By helping to promote an atmosphere of Recovery throughout the year.
  - c. By helping to resolve issues that may arise during Convention year.
  - d. By utilizing the two host committee's liaisons to bring problems or concerns that cannot be resolved at this level to the BOD.

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## **ROLE OF WSNAC BOARD OF DIRECTORS**

- 1. The purpose of the WSNAC, Inc. Board of Director's is to ensure the continuity of the convention each year**
- 2. Acting as a liaison between the host committee and the Wisconsin Region.**
  - a. The Wisconsin Region has two elected representatives, both of whom serve two-year terms.**
  - b. These representatives serve in a capacity like that of an RCM or RD who serve their Area or the Region.**
- 3. Verifying that bid requirements for future WSNACs have been met.**
- 4. Ensuring the WSNAC, Inc. and the hosting convention committee are financial responsible.**
  - a. A written WSNAC BOD treasurers report, with current bank statement and balance sheet, will be submitted at each meeting of the WSNAC BOD.**
- 5. Being responsible for the filing of taxes, legal documents and all other matters related to the continuation of WSNAC and WSNAC, Inc.**
  - a. All contracts related to WSNAC need to be submitted to the WSNAC BOD for signing. This includes, but is not limited to, contracts with the hotel, those for merchandise, taping services, entertainment options, etc.**
- 6. Providing guidance to the hosting committee in the following ways:**
  - a. By adhering to the principles of Narcotics Anonymous in all decisions.**
  - b. By helping promote an atmosphere of Recovery throughout the year.**
  - c. By helping to resolve difficult issues that may arise.**

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## **POLICIES THAT AFFECT THE BID COMMITTEE**

1. The WSNAC, Inc. Board of Director's (WSNAC BOD) retains the name "WSNAC".
2. January of each year, the WSNAC BOD President shall invite Area's seated with the Wisconsin Area to submit a bid.
3. The current host committee shall adhere to the Host Committee Guidelines, Matrix, and Convention Weekend Operations Manual provided by the WSNAC BOD.
4. The WSNAC BOD shall organize and conduct the bid meeting held Saturday of the Convention weekend following the WSNAC Board of Director's Forum.
5. The quadrant rotation system is no longer used during the bid process as the availability of acceptable facilities is limited.
6. The WSNAC BOD negotiating team will make final contract agreements.
7. All conventions and meetings held by the WSNAC BOD must have meeting space and sleeping rooms that are fully wheelchair accessible.
8. If space is available at the host hotel a room shall be made available to Nar-Anon, upon request. However, the Sixth Tradition requires Nar-Anon to be responsible for all arrangements related to that convention.
9. The WSNAC BOD shall conduct an orientation meeting in December each year for the host committee planning the following years' convention.
10. There must be a minimum of three hotels/convention sites included in the bid package that meet the required needs; and, must be available for the recommended weekend at the time of the bid submission to the WSNAC BOD.
11. All material submitted in a bid package shall exclude references to bars and nightclubs.
12. The WSNAC BOD negotiating team shall meet with the proposed – hotels contained in the bid submission by November 30<sup>th</sup> of each year.

## **BID COMMITTEE REQUIREMENTS**

1. It is preferred that each Bid Committee have the approval of their respective Area Service Committee (ASC).
2. Each Bid Committee must agree to abide by current and future policies and guidelines of WSNAC, Inc., and must have the willingness to abide by the Steps, Traditions and Concepts of Narcotics Anonymous.
3. The written Bid must be submitted by August 1,
4. The bid presentation shall be provided to the BOD at the September BOD meeting with no less than two Bid Committee members in attendance for that meeting.
5. A presentation of a bid, not to exceed 25 minutes, is made to the Fellowship at the present WSNAC. No fewer than four (4) Bid Committee members are to be involved in that presentation.

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## **BID PACKAGE REQUIREMENTS**

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The following information must be included in the bid package.

1. A letter from the area chairperson supporting the submission and including the motion and outcome approving their Area's bid submission
2. A document from the bid committee summarizing:
  - a. Why the Area wants to submit a bid
  - b. Date It is suggested that WSNAC occur during the last two weeks of October (excluding Halloween weekend), but other dates can be considered.
  - c. How the convention will serve the primary purpose of Narcotics Anonymous.
  - d. Demonstrated understanding to abide by the policies and guidelines of WSNAC, Inc.,
  - e. Demonstrated understanding of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
  - f. A written history of Narcotics Anonymous in the hosting Area, including a summary of Conventions or special events that may have been coordinated by the area.
3. An Explanation of the theme and logo
4. All completed forms
  - a. Form 1: Area & WSNAC Board of Director's Agreement
  - b. Form 2: Hotel &/or Convention Center Specs for each venue
  - c. Form 3: Service Resume
5. A letter of support from
  - a. the Mayor of the hosting city, as well as the
  - b. Chamber of Commerce or

## THE BID PACKAGE PROCESS

This is intended to provide a brief chronology of preparing and presenting a WSNAC bid. It is an overview of the major steps and refers to the previous information and policies in the Bid Package.

1. Form a bid committee
2. Notify WSNAC Board President of possible submission
3. Select Logo and theme.
4. Select three (3) venues for the host site located within or near the boundaries of the Area submitting the bid. The hosting site may be in a stand-alone hotel if it meets the space requirements or in a hotel/convention center.
5. **Recommendation:** the hotel and convention center should be walking distance from
6. Complete Form 1: Area & WSNAC Bid Agreement to include in the final bid package (*After the Area Chair signs the document, mail it to the WSNAC President. The President will return a copy to both the Area Chairperson and the Bid Chairperson. The document shall be included in the bid package submitted August 1.*)
7. Fully complete Form 2: Hotel &/or Convention Center Specs for each venue. (See Form 2 Instructions for assistance)
8. Complete Form 3: Service Resumes for the following Host Committee positions
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary
  - d. Treasurer
  - e. Awareness and Entertainment Chairperson
  - f. Arts & Graphics Chairperson
  - g. Convention Guides Chairperson
  - h. Hotels & Hospitalities Chairperson
  - i. Merchandise Chairperson
  - j. Programming Chairperson
  - k. Registration & Convention Information Chairperson

**NOTE:** Leave vacant positions open, however, provide information on current & future recruitment activities.
6. Gather Letters of support from the following dignitaries or organizations and should be included in the bid Package.
  - ♦ Mayor or town chairperson
  - ♦ Convention Bureau Executive Director
  - ♦ Chamber of Commerce Executive Director

**NOTE:** Remember: we do not accept assistance that might infer endorsement or affiliation.
7. Assemble & deliver bid package to WSNAC Board President by August 1.
8. Present and discuss bid with the WSNAC board at the September BOD meeting, with no fewer than two (2) bid committee members
9. Following the September BOD meeting, each bid package will be posted on wsnac.org for fellowship review.

**NOTE:** to be posted on wsnac.org, the bid package must be assembled as one document.
10. Present bid to the fellowship at the October convention, with no fewer than four (4) bid committee members

## SCORING METHOD

The bid will be broken down into four sections for scoring. Only the board members present and participating for all four sections may vote.

1. Section one: The August 1 bid package mailed or emailed to the WSNAC Board President. This document will be scored on the thorough assembly and completion of all requested information.
  - ♦ High score: 30 points
  - ♦ Average score: 20 points
  - ♦ Unsatisfactory score: 10 points

NOTE: The bid committee will receive recommendations for improvement following this section review by the WSNAC Board.

2. Section Two: the September BOD meeting Presentation. This presentation will be scored on the thorough assembly, completion, and presentation of all requested information.
  - ♦ High score: 30 points
  - ♦ Average score: 20 points
  - ♦ Unsatisfactory score: 10 points

NOTE: following the September board meeting, the bid packages will be posted on wsnac.org for fellowship review.

3. Section Three: When the Area submitting a bid last hosted a WSNAC convention.
  - 8 yrs. or more: 25 points
  - 7 yrs.: 20 points
  - 6 yrs.: 15 points
  - 5 yrs.: 10 points
  - 4 yrs.: 5 points
  - 3 yrs.: 0 points

4. Section four: The Vote:
  - Winner: 15 Points
  - Loser: 0 points

- ♦ The highest number of points available is 100.
- ♦ The bid with the highest score will host the WSNAC convention.
- ♦ The winner will be announced before the Sunday Speaker.



**AGREEMENT TO FOLLOW POLICY**

*Attachment I*

Date: \_\_\_\_\_

Area: \_\_\_\_\_

We, the WSNAC Bid Committee from the \_\_\_\_\_ Area have read and agree to abide by the policies and guidelines of WSNAC, Inc. We understand and agree to uphold the Narcotics Anonymous guiding principles outlined in the Twelve Steps, Twelve Traditions, and Twelve Concepts to the best of our ability. We have read the entire Bid Package and understand that the WSNAC BOD and the Convention Committee will work together guided by WSNAC, Inc. policies and guidelines. Further, we understand that said policies and guidelines are intended to protect the integrity, continuation and solvency of WSNAC.

_____	Area Chairperson	_____
<i>Name</i>	<i>Title</i>	<i>Date</i>

_____	Bid Committee Chairperson	_____
<i>Name</i>	<i>Title</i>	<i>Date</i>

_____	WSNAC President	_____
<i>Name</i>	<i>Title</i>	<i>Date</i>

Note: if your area has passed a motion approving the bid submission, please attach a copy of the approved minutes. Thank you.

**BID COMMITTEE CHAIRPERSON CONTACT INFORMATION**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**NA SERVICE RESUME**

Attachment II

Name: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Please list all the group, area, regional, and world service positions you've held that you consider relevant to the position to which you are nominated. Include the positions served within the past five years and approximate dates of service for each position.

	POSITION	GROUP/AREA/REGION/WORLD	START DATE	END DATE
a.	_____ →	_____ →	_____	_____
b.	_____ →	_____ →	_____	_____
c.	_____ →	_____ →	_____	_____
d.	_____ →	_____ →	_____	_____
e.	_____ →	_____ →	_____	_____
f.	_____ →	_____ →	_____	_____
g.	_____ →	_____ →	_____	_____
h.	_____ →	_____ →	_____	_____

Please include any narrative about the positions listed above in the space below.



2. In the last five years have you left (quit or removed) a service position before your term was up?  Yes  No  
Please Explain:



3. What resources will you bring to the position you are considering acceptance to the nomination?



4. What life skills will you bring to the position you are considering acceptance to the nomination?



5. Please include any other relevant information:



**GENERAL INFORMATION**

Do you have and use a sponsor?  Yes  No

Do you work through the steps with another?  Yes  No

Do you have a home group?  Yes  No

What do you consider regular meeting attendance? \_\_\_\_\_

Can you share any experience with the application of the "12 Traditions & 12 Concepts" while serving with others?



**HOTEL & CONVENTION CENTER INFORMATION**

Attachment III

**LODGING AND CONVENTION CENTER CONTACT INFORMATION**

Projected Date Options: \_\_\_\_\_  
*First Weekend Selection*                      *Second Weekend Selection*                      *Third Weekend Selection*

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street*    *City*    *State/Zip Code*

Contact Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell: \_\_\_\_\_ Notes: \_\_\_\_\_

**SLEEPING ROOMS**

# Sleeping rooms: \_\_\_\_\_ Notes: \_\_\_\_\_

Room Rates: \_\_\_\_\_  
*2 Doubles or Queens*                      *King*                      *Suites*                      *Other*

# Occupants per Room: \_\_\_\_\_ Check-in: \_\_\_\_\_ Check-out: \_\_\_\_\_

# of Handicapped Rooms: \_\_\_\_\_ # of Suites: \_\_\_\_\_ # Other Rooms: \_\_\_\_\_

Number of cots/rollaway beds available: \_\_\_\_\_ Cost per Cot \$ \_\_\_\_\_

Does the Hotel hold out any number of room nights?	<input type="checkbox"/> Yes; <input type="checkbox"/> No
Will you offer WSNAC, Inc. exclusive use of the hotel?	<input type="checkbox"/> Yes; <input type="checkbox"/> No
If not, is there a convention center or within walking of the hotel?	<input type="checkbox"/> Yes; <input type="checkbox"/> No
Can the hotel provide all necessary convention space?	<input type="checkbox"/> Yes; <input type="checkbox"/> No

**BANQUET & BRUNCH INFORMATION**

The WSNAC Banquet is normally held Saturday at 5:00pm. Service must be swift to make sure we all arrive at the 7:00 pm keynote/speaker. Please select 3 to 4 banquet meals at varying price points. Also provide some information on a Sunday morning brunch, i.e. types of food and costs. Generally, the brunch opens at 7:30 am and attendees stroll in and out until it closes at 10:30 am.

BANQUET	COST PER HEAD	
	SERVED	BUFFET
1.		
2.		
3.		
BRUNCH	COST PER HEAD	
1.		
2.		

➔ Gratuity: \_\_\_\_\_ % Please include any other costs related to providing food for the WSNAC attendees: \_\_\_\_\_

**HOTEL RECREATION INFORMATION**

Pool:  Yes;  No                      Hours: \_\_\_\_\_                      Capacity: \_\_\_\_\_

Hot Tub:  Yes;  No                      Capacity: \_\_\_\_\_                      Sauna:  Yes;  No

Exercise Room:  Yes;  No                      Video Arcade:  Yes;  No                      Other: \_\_\_\_\_

CONVENTION SPACE NEEDS						
WSNAC ROOM NEEDS (Rooms that require theater seating)					HOTEL'S RESPONSE TO NEED	
WSNAC ROOM NEEDS	# SEATS	FRIDAY	SATURDAY	SUNDAY	CAN YOU MEET OUR	Comments
2-Large breakouts	100	12pm-5pm	8am-5pm		<input type="checkbox"/> Yes; <input type="checkbox"/>	
2-Small breakouts	50	12pm-5pm	8am-5pm		<input type="checkbox"/> Yes; <input type="checkbox"/>	
Small ballroom	150-200		12pm-1:15pm		<input type="checkbox"/> Yes; <input type="checkbox"/>	
Medium ballroom	500-700	7pm-9pm		10am-12pm	<input type="checkbox"/> Yes; <input type="checkbox"/>	
Large ballroom	800-1,000		7pm-9pm		<input type="checkbox"/> Yes; <input type="checkbox"/>	

WSNAC ROOM NEEDS (Rooms That require different types of seating)						HOTEL'S RESPONSE TO NEED	
WSNAC ROOM NEEDS	# SEATS	TABLE TYPE	FRIDAY	SATURDAY	SUNDAY	CAN YOU MEET OUR	Comments
Banquet	125-150	Rounds		5pm-7pm	7am-	<input type="checkbox"/> Yes; <input type="checkbox"/> No	
Brunch	175-200	Rounds	12pm Friday to 12pm Sunday			<input type="checkbox"/> Yes; <input type="checkbox"/> No	
Hospitality Room	Lg Suite	Small rounds	12pm Friday to 12pm Sunday			<input type="checkbox"/> Yes; <input type="checkbox"/> No	
Marathon Meeting	30-50	Chairs only	12pm Friday to 12pm Sunday			<input type="checkbox"/> Yes; <input type="checkbox"/> No	
Vendor Sales	4-5 vendors all need 2-6 tables could use one large room or 2 small					<input type="checkbox"/> Yes; <input type="checkbox"/> No	

WSNAC will also need common use space for registration, programming, convention guide, and hugger sign up. This requires approximately 10 - 8'x4' tables, 2 - 8'x2' tables, and 3-4 small rounds.