

Bid Form Instructions and Procedures

• **Board Meetings** – Any Hawaii Jaycee chapter interested in hosting a board meeting must refer to the bidding process procedures found in article VIII, section 8, items 3, 4, 6, 7, 16 and 17 of the Hawaii Jaycees Bylaws.

• **State Convention** – Any Hawaii Jaycee Chapter interested in hosting a state convention must refer to the bidding process procedures found in article VIII, section 8, items 3, 4, 6, 7, 16 and 17 of the Hawaii Jaycees Bylaws.

• **Other projects** – Inquire directly with the Hawaii Jaycees Executive committee

• **Preparation**

1. Make tentative arrangements and reservations for facilities site prior to bid form submittal as applicable
 - a. Kamaaina or group rates with facility
 - b. Car packages
 - c. Meal packages
 - d. Meeting room sufficient to conduct training, meetings, judging and other Jaycee events
 - e. Banquet rooms
 - i. Lunch and dinner will require seating capacities as indicated below
 - ii. In addition, the following sound and lighting system requirements which include microphones, mixer, CD player and tape deck, stage, spotlight, podium, American and Hawaiian Flags, and other equipment and supplies required by the Hawaii Jaycees executive committee
 - f. Establish hotel reservation deadlines
2. Submit an official bid proposal
3. At board of directors meeting on Sunday morning of the convention
 - a. Reproduce copies of bid form proposal for board meeting
 - b. Present your local chapter bid at the board meeting
 - c. Make a motion to accept the chapter bid to host the board meeting
 - d. Upon approval of your local chapter bid to host a board meeting or state convention, the submittal of a Chairmans Planning Guide (CPG) to the state board coordinator is requested no later than 45 days from the date of the board of directors approval.
 - e. The final board meeting plans and bid agreement form are to be submitted for approval by the Hawaii Jaycees Executive Committee 90 days prior to the board meeting.
 - f. An onsite inspection by the board coordinator may be conducted 30 to 45 days prior to the board meeting or annual state convention. The inspection is upon the request of the state board coordinator and is to be hosted when requested by the hosting chapter.


• **Financial Responsibilities**

1. The Hawaii Jaycees is by law not to assume any financial liability for board meetings or annual state conventions.
2. A \$10 registration fee is charged per registered delegate by the host chapter. From that fee, the host chapter retains \$8 and the Hawaii Jaycees received \$2 per registered delegate
3. Meals paid through the Hawaii Jaycees executive committee will be at cost.

• **Board meeting requirements** – Board meeting consist of three days of events and activities. In your chapter, coordination of the following events are required.

- Friday through Sunday:
 - i. President's Suite (complementary)
 - ii. Sound and lighting system for opening ceremonies, Saturday luncheon and dinner ban-

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quets, including the following: microphones, mixer, CD player and tape deck, stage, spot-light, podium, American and Hawaiian flags, and other equipment and supplies as requested by the Hawaii Jaycees executive committee.

- iii. Instructional aides for registration, training and meetings

*Note: events and competitions may be held on Friday and/or Saturday.
Final agenda will determine where events will be held.*

Friday

Venue and time

Requirements

Event

6 – 10 p.m.

1 table and 4 chairs
1 table and 4 chairs
Bulletin board

Delegate registration table
Competition registration table
Announcements / updates

8 – 12 a.m.

Meeting room 100 pax
Meeting room 50 pax

Opening ceremonies
Various meetings

9 – 12 a.m.

10 tables and 6 to 8 chairs
per table

Book judging

Saturday

Venue and time

Requirements

Event

8 – 10 a.m.

1 table and 4 chairs
Bulletin board

Delegate registration table
Announcements / schedule

12 p.m. – 2 p.m.

Banquet room w/ head table
Sound and lights, stage

Lunch banquet

8 a.m. – 4:30 p.m.

Meeting room, 50 pax
Meeting room, 30 pax
Meeting room, 50 pax

Training sessions
Presidents training
Programming training

6 p.m. – 12 a.m.

Banquet room w/ head table
Sound and lights, stage

Dinner banquet

Sunday

Venue and time

Requirements

Event

8 – 11 a.m.

Meeting room, 100 pax
Sound and stage system

Board of directors meeting.

Pax = People