

# District A-16 Policy Manual

Updated November 7, 2021

## APPENDIX A

DISTRICT A – 16



CONVENTION  
BID FORM

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

From: Secretary, \_\_\_\_\_  
(Club Name)

To: District A-16 Convention Committee Chairperson

cc.: District Governor

Based on a motion made by Lion/Lioness Lion \_\_\_\_\_ and  
seconded by Lion/Lioness Lion \_\_\_\_\_ at a meeting of our Club  
on \_\_\_\_\_ (date) and approved by a majority of our members, the  
\_\_\_\_\_ is submitting  
(Club Name)

this bid to host the A-16 District Convention in the year \_\_\_\_\_.

It is understood that this bid to host the District A-16 Convention is submitted with the knowledge that this Host Convention Committee has reviewed and understands the obligations and requirements contained in the District A-16 Constitution and By-Laws and the District A-16 Policy Manual.

We understand and agree to comply with the conditions in the District A-16 Constitution and By-Laws including Article VII Section 1, By-Law VII and Appendix A, as well as the District A-16 Policy Manual.

Signed: \_\_\_\_\_ (Club Secretary)

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

*See the other side of this form to provide additional information.*

Revision: November 2021

# District A-16 Policy Manual

Updated November 7, 2021

## DISTRICT A – 16



## CONVENTION BID FORM

### CONVENTION BID INFORMATION

1. This Bid is to Host the District A-16 Convention in the year \_\_\_\_\_.
2. Dates preferred to Host this Convention \_\_\_\_\_.  
*The Convention shall be held between the last week in March and May 15<sup>th</sup>.*
3. **a)** This Bid is submitted by the \_\_\_\_\_ (Club Name).  
**b)** Name of Contact Person \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_ fax: \_\_\_\_\_.  
**c)** List other Clubs involved: \_\_\_\_\_.  
**d)** This Convention will be held in (City, Town, Area) \_\_\_\_\_.
4. Accommodation (*Please indicate number of rooms to be blocked in each Hotel/Motel*)  
Headquarters Hotel \_\_\_\_\_ with \_\_\_\_\_ rooms.  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_.  
Other Hotels/ \_\_\_\_\_ # of rooms \_\_\_\_\_ Phone: \_\_\_\_\_.  
Motels: \_\_\_\_\_ # of rooms \_\_\_\_\_ Phone: \_\_\_\_\_.
5. Planned location of events and activities:
  - a. Friday Cabinet Meeting \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - b. Friday Night Cabinet Dinner \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - c. Friday Night Warm-up \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - d. Saturday Breakfast \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - e. Parade Route (*provide map*) \_\_\_\_\_.
  - f. Opening Ceremonies \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - g. Room(s) for Region Rally/Rallies \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - h. Governor's Banquet \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - i. Sunday Business Session and Memorial Service \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - j. Sunday Lunch \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - k. Separate Voting Area \_\_\_\_\_ Capacity: \_\_\_\_\_.
  - l. Displays & Promotion Spaces \_\_\_\_\_ Size: \_\_\_\_\_.
  - m. Registration/Information Desk \_\_\_\_\_.