

Heartland Conference – Bid Proposal Guide

Is your school looking to bid for Heartland 2010? Wonderful! We're glad to see your interest in making this conference a success for years to come. All schools who want to host need to submit a Conference Bid Report. This report, known simply as your "bid," is your document that shows your planning and dedication to the future conference. These bids are what the review committee will use to decide which school will be awarded the conference for the following year. Please make sure your bid is complete, professional, and polished.

Bid Topics

Below is a list of suggested topics to be covered in a bid. Additional areas should be added as needed.

1. Conference Schedule
2. Letters of Support (Director, Dean, President)
3. Selection of Conference and Committee Chairs
4. Lists of positions, responsibilities, and brief biographies
5. Identification of a qualified Budget Chair
6. Detailed budget with varied totals for varied attendance as well as a breakdown of fixed and varied costs
7. Conference fee per delegate and rationale for that fee
8. Location for lodging and letters of support showing reserved block of rooms
9. Plan for meals and banquets
10. Confirmed entertainment, which may include standards like a dance and swap shop, as well as additional entertainment for the delegates to enjoy.
11. A well planned programming model and schedule, as well as room and technology reserved for the program sessions.
12. Fully designed advertising plan, including items like theme, logo, t-shirts, and a well developed website.
13. Ceremonies for opening and closing, as well as a keynote speaker, should be lined up.

Bid Format

Bids should be submitted as a single electronic document, preferably as a PDF. If you cannot submit a PDF, please send the bid as a Microsoft Word document. The bids will be converted to PDF and posted on the conference website. After all bids have been received, delegations will be able to review the bids online.

Questions

If you have any questions while preparing your bid, be sure to get in touch with us on our Contact Page.