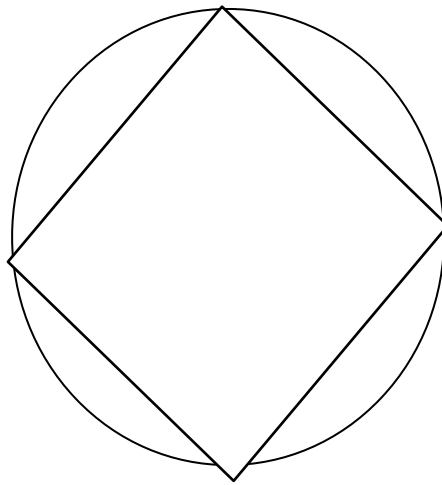


Wisconsin State Narcotics Anonymous Convention

WSNAC



Bid Package

Property of the WSNAC Inc. Board of Directors

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 back to the previous information and policies in the bid package.

- 1. A BID committee is formed.**
- 2. The prospective area service committee is aware of the request for a bid to hold WSNAC in this area.**
- 3. Once organized, the BID committee contacts the prospective convention sites (3), presents and attains specifics on;**
 - a. WSNAC space requirements**
 - b. Meal and beverage requirements**
 - c. Projected attendance, on average, up to 1000 people for the Saturday night speaker and 500-800 in the hotel throughout the weekend.**
 - d. Explains the nature of the convention (activities, purpose, etc.)**
 - e. Mentions the WSNAC request that no other groups or organizations be allowed to use the site during the convention.**
- 4. In response to this, the site is requested to respond in writing;**
 - a. The ability to meet the above needs.**
 - b. Room rates (including block requirements, maximum number of people per sleeping room and complimentary rooms provided per number of rooms blocked).**
 - c. Meals and beverage costs.**
 - d. Site amenities (pool, restaurants, capacity of meeting rooms and banquet rooms, etc.).**
- 5. The initial BID package is then assembled, including all items listed in the BID Package requirements.**
- 6. At least two (2) members of the BID committee are to attend the BOD meeting in August – two years before the prospective convention, to present and discuss this bid.**
- 7. Final bids are to be submitted in September, two years out.**
- 8. At least two BOD members from the negotiating team will visit the proposed site to verify the validity of the proposed bid.**
- 9. The BID is also presented to the fellowship at the BID meeting of the upcoming WSNAC.**
- 10. At least two of the BOD negotiating team representatives will visit the selected site to initiate simple contract agreements.**

***ANY DIFFICULTY MEETING AND OF THE ABOVE MAY BE DISCUSSED AND RESOLVED WITH THE WSNAC BOARD OF DIRECTORS.**

BID Committee Requirements

Any difficulty meeting any of the following requirements should be discussed and resolved with the WSNAC Board of Directors (BOD).

1. It is preferred that each BID Committee of WSNAC is approved by their perspective Narcotics Anonymous Area Service Committee.
2. Each BID committee must submit information about at least 3 prospective conventions sites, if appropriate.
3. Each BID committee must agree to abide by current and future policies set by WSNAC Inc. and must have the willingness and ability to abide by the NA Steps, Traditions and Concepts.
4. Proposed convention must be within Wisconsin.
5. The convention is scheduled and held in the last two weeks of October in each year, unless otherwise denoted.
6. Bids must be submitted to the WSNAC BOD at the August meeting.
7. Each BID committee must send at least two (2) representatives to the September WSNAC BOD meeting.
8. A presentation of each bid, not to exceed 25 minutes in length, is made to the fellowship at the convention bid presentation and at least four members are present at the BID meeting.

BID Package Requirements

Any difficulty meeting any of the following requirements should be discussed and resolved with the WSNAC Board of Directors (BOD).

1. A letter of support and approval for the bid from a local ASC is preferred.
2. Letter of support from the Mayor and Chamber of Commerce or Convention and Visitors Bureau in the city of the proposed convention site is preferred.
3. A letter from the BID committee summarizing;
 - a. Why the committee wants to host the convention and how they can best serve the NA Fellowship by hosting the convention.
 - b. A statement expressing an understanding of the agreement to abide by the policies and guidelines of WSNAC Inc. and the willingness and ability to abide by the NA Steps, Traditions and Concepts.
 - c. A written history of Narcotics Anonymous in the area and a summary of the Conventions and other events previously coordinated by the area.
4. Service resumes of principle BID committee members explaining their experience, qualifications and clean time (a form is included in this packet).

5. A completed Hotel specification and information sheet for each proposed Convention site (a form is included in the packet).

WSNAC Convention, Inc., Board of Directors
The Role of the Convention Committee

1. The purpose of the Convention Committee is to plan and host the upcoming WSNAC Convention to protect the integrity, quality and adherence to Narcotics Anonymous Tradition and Concepts and maintain and improve the standards and quality of the WI Narcotics Anonymous Convention by acting as liaisons between the hosting Convention Committee and the WSNAC Board of Directors.
 - a) One member of the hosting committee is elected to serve on the WSNAC BOD for a period of 3 years. The year before the convention, the year of the convention and the after the convention. Another member is elected from the Convention committee as a second representative for a period of 1 year, the year of the convention.
 - b) These representatives serve in a similar capacity that a ASR or RSR serves to their ACS or RSC.
 - c) The purpose of having two reps is to provide greater representation of the hosting committee regarding current convention affairs
2. To insure the financial responsibility of the hosting committee.
 - a) The Convention committee is provided with a budget from the board.
 - b) All expenses are to be documented and submitted to the Board Treasurer for reimbursement on a monthly basis during the convention year. 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 promote an atmosphere of Narcotics Anonymous recovery throughout the year and at the convention.
 - c) By helping resolve difficult issues that may arise during the course of preparations and commencement of the WSNAC Convention.
 - d) By utilizing the two host committee reps on the board to bring problems or concerns that cannot be resolved on this level to the Board.