

GA Jaycees Year-End Bid Checklist

This document serves as a suggestion of the plans that a local chapter may consider for their bid to host the Georgia Jaycees Year-End Celebration. Please discuss your chapter's intention to host the Year-End Celebration with the Executive Committee as soon as your intention is clear. This should in no way serve as an all-encompassing checklist of requirements or as an agreement by ExComm.

Necessary Items/Plans:

- Hotel

- Handicap accessibility (i.e. ADA compliance).
- Location in proximity to restaurants and bars. _____ miles
- Willing to allow alcohol in the Corps/Senate Hospitality Suite.
- Bonus: Ability to house attendees on a single floor.

- Meeting Space

- Jaycees** - Space for 50 people (unless otherwise expressed by Excomm).
- Corps/Senate** - Space for 50 people (unless otherwise expressed by Excomm).
- Audio/Visual capabilities.
- Speak with ExComm about seating needs for trainings.
- Registration table, name tags, and volunteers.

- Awards Banquet

- Space for 75 people (unless otherwise expressed by ExComm).
- Caterer
- Cash Bar (or other plans for adult beverages)
- Location suggestions for Corps/Senate Cocktail Party (not Jaycees responsibility).

Secondary Items/Plans:

- Friday Night Social Event
- Saturday Night Social Event (after Awards Banquet)
- Swag Bags

Notes from ExComm:

- The date of this event will be selected alongside ExComm.
- Submission of a Year-End Bid requires the local chapter's willingness to take on full financial responsibility for the event including any profit/loss. That being the case, the ExComm will budget a small amount (no more than \$500) for any expenses incurred because of plans specific to the ExComm's obligations.
 - This bid must include an itemized budget with the cost per attendee declared.
 - Registration & Meals for Executive Committee members and any JCI USA guests must be covered. (Hotel accommodations will be covered by ExComm.)
- The Executive Committee holds the obligation for planning and scheduling all trainings, keynotes, and meeting agendas for this event but will take recommendations from the chapter.
- The traditional registration cost of \$50 is adjustable depending on the specific needs/plans of the bidding chapter. Please discuss with ExComm for approval before selecting a registration cost higher than \$50.
 - Friday/Saturday night social events need not be included in that registration cost and can be offered as an additional cost to the attendees if the host chapter sees fit to do so.
- Registration can be run through the GA Jaycees Eventbrite if the chapter wishes to do so.