Bid Packet Requirements

1. Title page
   a. school name, theme, logo, and Fall Leadership Summit or Spring Conference
2. Table of contents
3. Information about the school
   a. Background and location
   b. APIDA presence
   c. Land acknowledgement
4. Theme
   a. Proposed theme, reasoning, explanation
5. Potential Dates
   a. At least 3
6. Planning Committee
   a. Advisor (staff or faculty)
   b. Chair/MAASU Liaison (co-chairs are no longer permitted)
   c. Committees
7. Conference Venues + Fees
   a. Friday Evening Programming, Registration, Opening Ceremony, Workshops, Banquet
   b. Include capacity and any rental fees
8. Conference Schedule Overview
9. Keynote Speaker and Entertainment
   a. At least 3 potential for each along with quotes for honorarium/cost
10. Workshop Ideas/Tracks
    a. Topics
11. Proposed Budget
    a. Example budget
    b. Estimated revenue for break-even, max capacity, and expected attendance
    c. Potential funding sources- school, local organizations, corporate groups
12. Lodging Options
    a. Include 3-4 options and list how far these are from the conference site/banquet venue
13. Nearby Restaurants
14. Letter of Support
    a. 2 letters of support on university letterhead with a handwritten or digital signature
       i. 1 letter of support from a student affairs department/office
       ii. 1 letter of support from the planning committee advisor (staff or faculty)