

CONVENTION PROPOSAL

Information Packet



CONVENTION PROPOSAL INFORMATION PACKET

LPPA CONSTITUTION ARTICLE V.

"The Party shall hold an annual convention to conduct such business as may properly come before it at a time and place to be set according to the Bylaws and in compliance with the Constitution, Bylaws, and Rules."

CONVENTION PROPOSAL PROCESS

The Board of Directors are responsible for selecting the time and location of the annual LPPA Convention. This is typically done at the February Board of Directors meeting.

It is customary for the Convention Committee to collect proposals from members and affiliates advocating for their preferred venues. The Convention Committee compiles the proposals and submits them to the Board of Directors for review. Members of the Convention Committee may choose to endorse specific proposals based on their thoroughness and responsiveness of the proposal contact.

Proposals are presented for consideration at the January Board of Directors meeting. The Board selects proposals for final consideration.

This information packet is designed to give members and affiliates the tools to build an effective proposal. There is a lot of great information in this packet and members/affiliates are encouraged to identify as much as they can.

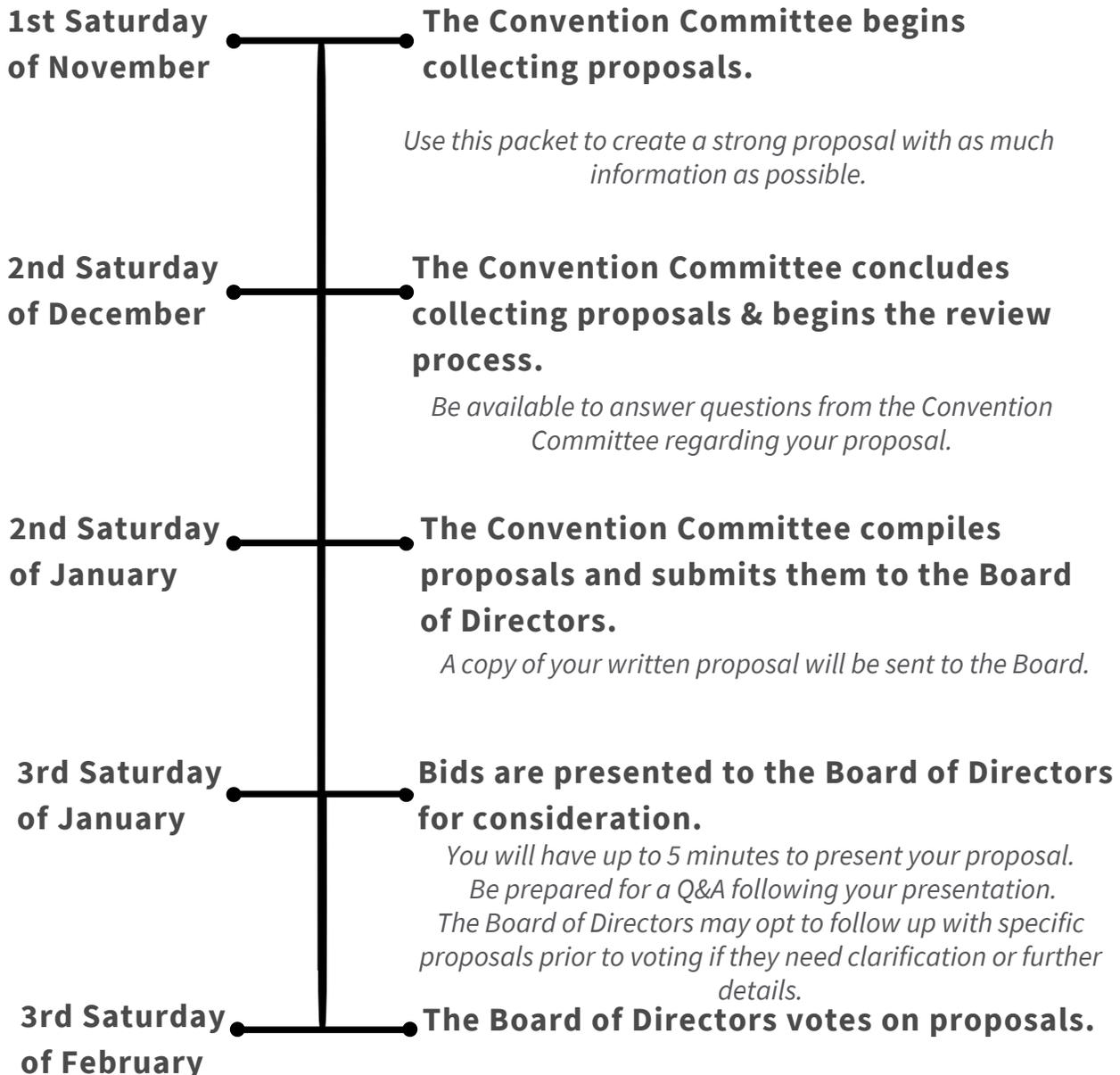
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PROPOSAL PROCESS TIMELINE

This process begins at least 16 months prior to the convention in question.

For Example:

For the March 2023 Convention, this process begins in November 2021



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CREATING A PROPOSAL

The proposal is a written document outlining the key details of why the convention should be at your selected venue. This information packet can function as your outline to your proposal.

Proposals should be clearly typed into a Word, Google Sheets, or PDF document.

All Proposals must be submitted by the second Saturday of December to Convention@lppa.org

Proposals should be broken down into the following three sections:

- Contact Information
- Location Information
- Venue Information

Each of these three sections are broken out into further detail in the following pages.

GENERAL TIPS

DO NOT:

- provide lump sum proposals
- identify profit and losses based on your estimates

DO:

- feel free to submit multiple proposals. (Please submit separately)
- provide many details so the committee can decide the who, what, where and how
- submit proposals on time via email to Convention@lppa.org
- check your email frequently for follow-up questions from the committee
- ask for clarification in a timely manner



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AVOID EXPIRED PROPOSALS

Please communicate the timeline of the proposal process to your selected venue.

Proposals that have expired with the venue may require revision prior to presentation to the Board of Directors.

It is recommended to receive in writing that your proposal will be valid through the end of February.

APPENDIX A

Appendix A is provided at the end of this packet as a document outlining all of these key considerations. You may provide Appendix A directly to venues to aid you in the proposal creation process.

Please DO NOT share the entire information packet with the venue.



CONVENTION PROPOSAL INFORMATION PACKET

SECTION 1: CONTACT INFORMATION

The contact information provided must be the information of the individual submitting the proposal. This person will serve as the primary contact for the Convention Committee in regards to questions or clarifications on the proposal.

Below is the outline to follow when creating section 1 of your proposal document.

Please provide the following information:

- First & Last Name
- Name of Affiliate (If submitting on behalf of an affiliate)
- County of Residence
- Valid Email Address
- Phone Number
- Availability to assist in planning the convention at your proposed venue

If your proposal is selected, you will become heavily involved with The Convention Committee.

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SECTION 2: LOCATION INFORMATION

Please identify a few key highlights as to why this location is where the next convention should be.

Below are some suggested highlights to include when creating section 2 of your proposal document.

- History of the Area
 - Pennsylvania is full of American History
 - Does your location have any ties to historical figures?
 - Are there any interesting stories about people in your location?
- LPPA Significance
 - Has the LPPA had a convention in your location before?
 - How long has it been since the last convention in your area?
 - How accommodating/accessible will your location be for the members across Pennsylvania and those travelling from out of state?
- Affiliate Significance
 - Is there an affiliate in this area?
 - Does the affiliate encompassing the area support your proposal?
 - What would it mean to the affiliate members to host the LPPA convention?
- Area Attractions
 - What can spouses, significant others, and children possibly do while accompanying an LPPA family member?
 - Is there anything exciting happening during the dates included in the proposal?
 - Are there any local college or university campuses in the area?
- Area Social Activities
 - What can members do after hours during the convention dates included in the proposal?
 - Are there any other local groups in the area that Libertarians might be interested in learning more about?

Please Note: *These are just suggestions, you may include any combination of this information or details not listed here in section 2 of your proposal.*

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SECTION 3: VENUE INFORMATION

This is the main portion of the proposal. Thorough completion of this section is essential for proposal consideration.

Below is the outline to follow when creating section 3 of your proposal document.

- Venue Information
 - Name of Venue
 - Address
 - Contact information at the Venue
 - Include: Name, Email, and Phone Number
- Available dates for convention in March
 - Two-Four day event (Saturday & Sunday/Thursday-Sunday)
 - How early can we begin set-up?
 - What time must we have all items removed from space?
- Images of key spaces including:
 - Main convention space
 - Additional break out rooms available
 - Outdoor spaces available
 - Vendor space
 - Parking & wheelchair accessibility
- Map/Floorplan of space identifying:
 - Location for vendor tables
 - Location(s) for speakers/workshops
 - Area laid out for food service
- Rental fees: *(Please list each fee a la carte for consideration)*
 - Large convention space
 - Any additional spaces available (workshop/seminar rooms)
 - Outdoor space
 - Rain Contingency space
 - Parking

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SECTION 3: VENUE INFORMATION

- Convention operational needs:
 - How many tables/chairs are included in the rental?
 - What size/type of tables are included in the rental?
 - Are linens included in the rental?
 - What type of audio/visual capabilities are included?
 - Is there a fee for use of audio/visual equipment?
 - Can we bring our own audio/visual equipment & if so, is there a fee associated?
 - Projector & hookups (VGA/HDMI/Lightning)
 - Is there a recommended rental company to work with in the space?
 - Is power available for participants and vendors?
 - Are there any additional fees for use of power for participants and vendors?
- Catering:
 - Does the Venue provide catering?
 - If so, do they allow outside catering or are they exclusive?
 - If not, please identify a nearby catering option and address the questions below.
 - Does the Venue serve alcohol?
 - If not, do they have recommendations for outside beverage services?
 - Is there a minimum for catering/meals sold?
 - What are the listed prices for available menu options for breakfast, lunch, and dinner?
 - What are the listed prices for available beverage options?

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SECTION 3: VENUE INFORMATION

- Hotel Rooms:
 - Is the venue a hotel? If not, please identify nearby hotels/lodging and address the questions below.
 - Do they allow pets & is there a fee associated?
 - What is their weapons policy?
 - What is the minimum and maximum cost per double room?
 - What is the minimum and maximum cost per king room?
 - What is the minimum and maximum number of rooms to hold for a room block?
 - How many ADA rooms are available?
 - How many suites are available?
 - Are suites available for a discounted rate with a room block?
 - Are any rooms included complimentary?
 - Is there an individual or affiliate willing to provide a hospitality suite for evening cocktails and conversations?
- Contract requirements:
 - Sample contract(s)
 - **This is an essential part of the proposal. Proposals submitted without sample contracts may not be considered.**
 - **If you have identified an outside caterer or hotel, please include sample contracts for them as well.**
 - What is the down payment to lock in the contract?
 - How long is this proposal valid?
 - What are the liability requirements?
 - Any additional rules/regulations?

Appendix A is provided at the end of this packet as a document outlining all of these key considerations. You may provide Appendix A directly to venues to aid you in the proposal creation process.

Please DO NOT share the entire information packet with the venue.

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SUBMITTING YOUR PROPOSAL

After completing your proposal, please be sure it is saved as one of the following: Microsoft Word Doc, Google Doc, PDF.

Email your final proposal to: **Convention@lppa.org**
Include VenueName.ConventionProposal in the subject line.

Please check your email frequently for any follow-up questions from the Convention Committee.

Your written proposal will be compiled by the Convention Committee and submitted to the Board of Directors.

PRESENTING YOUR PROPOSAL

You will have 5 minutes to present your proposal to the Board of Directors on the third Saturday of January.

TIPS:

- Create a Powerpoint or Google Sheets presentation to follow
- Write notecards with your key points highlighted
- Be prepared to take questions
- Practice in the mirror and in front of friends
- Wear business casual attire



Appendix A: Venue Key Considerations

CONVENTION OVERVIEW

Once each year, approximately 500-1,200 members of the Libertarian Party of Pennsylvania (LPPA) gather for two days to conduct state-wide party business and network over good food and fruitful conversation.

The convention also functions as an opportunity for members to learn from a diverse group of Libertarian thought leaders and politicians through seminars and workshops.

2021 CONVENTION VENUE HIGHLIGHTS

As a venue hosting the LPPA, there are numerous beneficial opportunities. Some select highlights from the 2020 convention are:

- 52 Rooms Booked at Venue (Full room block)
- Photographs and Mentions on LPPA mailing list of 1,200+ members
- 100+ Meal packages purchased
- Mentions in Press Releases



Appendix A

VENUE KEY CONSIDERATIONS

These are key items for consideration for the LPPA in choosing a convention venue. Please provide as much information as possible regarding the items listed below.

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APPENDIX A

VENUE KEY CONSIDERATIONS

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