

NATIONAL COUNCIL OF CORVETTE CLUBS, INC.
Meeting Site Proposal Information

To assist you in procuring a proposal for a NCCC business meeting site location, the Membership Committee has compiled the attached procedures and proposal form. Your cooperation in working with the Membership Committee, which require the assistance of the Business Manager and the Finance Committee to complete this process would be appreciated. The Meeting Site Proposal form will require that you fill-in some specific information. The VP of Membership can assist you in these areas.

NATIONAL COUNCIL OF CORVETTE CLUBS, INC.
Meeting Site Proposal Procedure

1. The VP of Membership shall make available meeting site proposal forms and general information.
2. There should be a minimum of two hotel proposals submitted for each geographic location.
3. Suggested perimeters for meeting date: 1st meeting - end of February, early March; 2nd meeting - early May; 3rd meeting N/A; 4th meeting - mid September; 5th meeting - early November. Dates that are different from the above dated should be reviewed with the VP of Membership before soliciting proposals from any hotel.
4. The deadline for submitting proposals to the Membership Committee is no later than the last regularly scheduled business meeting of the calendar year prior to the year the meeting site location will be voted on.
5. A copy of the proposals will be given to the Business Manager and Finance Committee for review and evaluation. The Business Manager and
the chairperson of the Finance Committee shall submit in writing their respective evaluation of each proposal to the VP of Membership no later than 30 days before the first regularly scheduled business meeting of the year the meeting site location will be voted on.
6. Each hotel submitting a proposal shall be apprised of the necessity for a complimentary room for the Business Manager when conducting the site inspection. The Business Manager will arrange the schedule for site inspections.
7. If there are no proposal(s) submitted, the Membership Committee shall be required to submit a proposal
8. In addition to the above procedures, anyone seeking to procure a meeting site location proposal should review any relative issues covered in the NCCC bylaws and standing rules.

NATIONAL COUNCIL OF CORVETTE CLUBS, INC.
Meeting Site Proposal Form

HOTEL: Name _____

Address _____

City _____ Zip _____

Phone # _____ Fax # _____

Contact Person _____ Title _____

**This proposal will cover a three year period beginning in the year of _____.
Deadline for submitting proposal: _____**

MEETING INFORMATION:

Meeting name: National Council of Corvette Clubs, Inc. - Governor's Meeting

Meeting dates:	1 st year	2 nd year	3 rd year
1 st Meeting	_____	_____	_____
2 nd Meeting	_____	_____	_____
3 rd Meeting	N/A	N/A	N/A
4 th Meeting	_____	_____	_____
5 th Meeting	_____	_____	_____

MEETING SPACE REQUIREMENTS:

Friday night: time period (approx.) 6PM-1AM, total of six meeting rooms required.

- 3 meeting rooms, 16-18 people, conference style
- 3 meeting rooms, 12 people, conference style
- 1 hospitality suite, 6PM-2AM

Saturday:

- 1 meeting room, 14-16 people, conference style, 8AM-12NOON
- General session meeting room, 235 people, classroom style, 1-5PM
- Hospitality room, 50 people, round tables, 8PM-AM, beer & soft drink

SLEEPING ACCOMODATIONS:

Room block pattern: Friday night 80 rooms, Saturday night 35-45 rooms
Room Rates: _____ 1st year 2nd year 3rd year

Doubles	_____	_____	_____
King/Queen	_____	_____	_____
Suites	_____	_____	_____

Applicable taxes: _____

Comp room Policy _____

AUDIOVISUAL:

Equipment needed: American flag, podium, PA system (mike on podium and floor)
(Please include your brochure with equipment and all labor charges).

AGENDA:

Friday night: 6 committee meetings, hospitality room

Saturday: Executive board meeting, general session meeting, hospitality suite

BILLING/PAYMENT POLICY

Guests will pay for their individual rooms.

Meeting room related costs will be billed to NCCC.

AIRPORT SHUTTLE SERVICE: _____

Please mail or fax proposal to:

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____