

NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP GUIDELINES

XI. ARCHIVES WORKSHOP BID WORKSHEET

A. SUGGESTED BID GUIDELINES

1. We suggest each group willing to bid on the Workshop fill in the following facts and cost figures to present to the Workshop:

a. Costs

- i. Registration- \$ _____.
- ii. Hotel Room- \$ _____.
- iii. Banquet- \$ _____.
- iv. Coffee- \$ _____/per gallon
- v. Ice Cream- \$ _____.
- vi. Other Costs- \$ _____.

b. Facts

- i. Chair- _____.
- ii. City- _____.
- iii. Area- _____.
- iv. Hotel- _____.
(a) Size- Ability to hold 200 people? Yes _____ No _____.
(b) Breakout Rooms – To hold two seminars at once? Yes ___ No ____.
(c) Airport Shuttle- Yes _____ No _____
- v. Area Support- Yes _____ No _____
- vi. Archives Repository- Yes _____ No _____
(a) _____ miles away.

-Please keep in mind that costs should be within the reach of Archivists from North America and in the local area. The Registration Fee should be kept low enough to encourage local participants.

2. Dates – The Workshop traditionally is held the last weekend of September whenever possible.
3. Goal of Workshop – To have a free exchange of information between Archivists from North America and beyond.
4. Other Bids – Each bidder should expect other bids so if your bid committee has all of the above information, it will have a better chance of getting the bid. We bid two years out per the group conscience at the X National Alcoholics Anonymous Archives Workshop in Baton Rouge.
5. Any supplies and equipment used in and/or left over from the conservation workshop must be shipped to the upcoming National A.A. Archives Workshop.