



## The Pre-Bid Process Checklist:

Begin at least one year in advance of your event to guarantee space availability for your choice of dates or season.

- Research and have available convention information from previous years
- Know the bid submission deadline
- Develop committees to organize and plan event activities
- Choose committee chairperson (heads all activities)

### Utilize Your Convention & Visitors Bureau:

Receive assistance and contacts for securing appropriate logistics.

- Local transportation
- Area Attractions for the season of your event
- Media in the area
- Recreational facilities
- Climate during the season being considered
- Distance from major cities
- Lodging establishments and convention facilities
- Bid convention services including formal bid presentation, site inspection arrangements, and assistance in coordinating space.
- Convention services and promotional resources available

### Check with area lodging establishment and convention facilities for:

- Room availability
- Meeting space
- Banquet service
- Quality of services
- Prices
- Menus
  
- Request bids from all possible facilities
- Start building contacts and supporters



### **Building the Structure:**

- Plan a budget and stay within your budget
- Develop committees to organize and plan event activities:
  - Registration/Housing
  - Facilities-menus/set-up, etc.
  - Promotion
  - Volunteers
  - Hospitality
  - Transportation
  - Entertainment/Speakers
  - Plan calendar for completing committee projects

(These are examples only. Each organization has special needs that need to be addressed and committees responsible for completion.)

### **Banquet & Convention Considerations:**

- Registration table needed
- Are hospitality rooms needed
- What exhibit space is required
- Are exhibit tables/chairs available
- Number of Meetings/Seminars
- How many breaks held at the same time
- Number attending each meeting/seminar
- Audio/visual equipment needed
- How do the rooms need to be set-up
- Are there special needs of the membership  
(Examples: dietary, hearing impaired, handicap accessible)
- Number of meals and number attending
- What past convention did right or wrong

### **Banquet/Special Functions:**

- Head table needed
- Special decorations required
- Number of people attending
- Entertainment required
- What has been served in the past
- Social hour to be held
- Audio/visual equipment needed
- Type of service desired (buffet or served)
- Time of year (Example: Lent – Fish would be a must for the meal)

### **Contact the Willmar Lakes Area Convention & Visitors Bureau for Convention Services:**

- Customized name badges
- Registration assistance
- Spousal program assistance
- Referrals for convention service vendors
- Media/Promotion
- Hospitality/Welcome Packets

### **Contacts at facility being used:**

- Don't be afraid to call often



**Guests:**

- \_\_\_ Number of guests to be served
- \_\_\_ Special diet needs (Examples: diabetic, vegetarian, religious restrictions)
- \_\_\_ Menu theme (BBQ, ethnic foods, traditional holiday, party theme)
- \_\_\_ How many meals/snacks are needed for the event
- \_\_\_ Time of day for meals/snacks (breakfast, luncheon, dinner, hors d'oeuvre reception)

**Service Preferred:**

- \_\_\_ Sit down dinner; full wait staff
  - Choose seating options (round tables, banquet style)
  - Head table needed?
- \_\_\_ Buffet style
  - Beverage wait staff
  - Full self-service
- \_\_\_ Reception style
  - Floating beverage and hors d-oeuvre wait staff

**Menu Suggestions:**

*Sit-down dinner or buffet:*

Meat options \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Potato or Rice Style? \_\_\_\_\_

Dessert(s) \_\_\_\_\_  
 \_\_\_\_\_

Side dishes    Type/Style

Salad(s) \_\_\_\_\_  
 \_\_\_\_\_

Vegetable(s) \_\_\_\_\_  
 \_\_\_\_\_

Breads/rolls \_\_\_\_\_  
 \_\_\_\_\_

Beverages \_\_\_\_\_  
 \_\_\_\_\_

*Sit-down breakfast or buffet:*

Main dish \_\_\_\_\_  
 \_\_\_\_\_

(egg bake; pancakes; waffles)

Potato or Rice    Style? \_\_\_\_\_  
 \_\_\_\_\_

Breads/rolls \_\_\_\_\_  
 \_\_\_\_\_

Beverages \_\_\_\_\_  
 \_\_\_\_\_

Breakfast can be the most creative meal! Make your own omelets; waffles with fresh fruit toppings; bagels and gourmet coffee will get everyone's day off to a perfect start.

Themes are always fun...Hawaiian luau, grill your own steak/chicken buffet. Simple "build your own" buffets are great for luncheon meetings (i.e., sandwiches, tacos, burgers, salads). An old-fashioned picnic with checkered tablecloths or Mexican enchiladas with piñatas filled with company give-aways. Be creative and enjoy.