

# **STANDARD BID PACKAGE**

for

## **Alberta Royal Purple Lodges Association Society Annual General Meeting/ CONFERENCE**

Part I - Sample Royal Purple Budget

Part II - Standard Bid Letter &  
Requirements

Part III - Specific Requirements

Part IV - Royal Purple Conference Agenda

To be submitted to ARPLAS secretary for review by the ARPLAS directors by April 1/20 and then comes to the floor for the delegates to vote on at the Sundre AGM conference.

## Part I - Sample Budget

### **SAMPLE- PROPOSED 'ROYAL PURPLE' CONFERENCE BUDGET-**

#### **INCOME:**

75 Registrations at \$150.00 each (or less)

\_\_\_\_\_ Ads in Booklet at \$300.00, \$175.00, \$100.00, \$50.00

\_\_\_\_\_ Fundraising- Raffles, silent auction

\_\_\_\_\_

#### **TOTAL INCOME:**

\$ \_\_\_\_\_

Possible Government grant can be applied to help pay expenses.

#### **EXPENSES:**

Registration-tickets, programs, name badges

Printing booklets, 100 copies

Hotel conference room Rental

Sound System

Entertainment

Meet & Greet

Presidents Ball

One Lunch/Coffee breaks

Fundraising- raffle prizes/License

Miscellaneous

\_\_\_\_\_

#### **TOTAL EXPENSES**

\$ \_\_\_\_\_

**Final financial report to be submitted to ARPLAS secretary by September 15 following the June conference.**

## PART II - STANDARD BID LETTER

Date: \_\_\_\_\_

Alberta Royal Purple Lodges Association Society

Members:

It is with pleasure that we enclose our bid to be the Host at the Annual General Meeting/  
Conference of the Alberta Royal Purple Lodges Association Society on **June 11, 12, 13/2021**  
In (location) \_\_\_\_\_

\_\_\_\_\_ Royal Purple Lodge #\_\_\_\_\_ agrees to live up to all the requirements listed herein to the best of their ability. We will cooperate with any Committee appointed by the Provincial Association in the performance of their duties.

We confirm we fully understand our responsibilities in all areas. After considering all financial implications related to the Alberta Royal Purple Lodges Association Society, we request approval of our bid based on a per Delegate Registration Fee of \$\_\_\_\_\_ (inclusive of all taxes) as supported by the attached budget proposal (see sample page 2).

The registration fee will include, and the Host Committee will organize, the following:

1. One ticket to the President's Ball (Saturday), one ticket to Meet and Greet (Friday) and one lunch ticket (Saturday). Coffee breaks – 3.
2. Cover the cost of all rooms and equipment required for:
  - (a) The Official Opening, Installation and Closing.
  - (b) The Royal Purple Conference Sessions.
  - (c) Tables for Fundraising Committee
  - (d) Meeting room for the Royal Purple Provincial Executive.
  - (e) Room for Election Committee to count Ballots.
3. Wherever possible, all members of the Royal Purple Provincial Executive and Committee Chairmen will be housed within the same hotel during the Conference.

## STANDARD REQUIREMENTS

A. PROPOSED ROYAL PURPLE HEADQUARTERS HOTEL (MOTEL):

Name: \_\_\_\_\_

Number of Rooms Available: \_\_\_\_\_

Rates to be in effect at time of Conference: \_\_\_\_\_

B. OTHER HOTELS (MOTELS) AND RV PARKS

**Please attach map or diagram showing approximate locations.**

C. MEETING HALL FOR CONFERENCE SESSIONS:

- (a) Seating capacity must be figured after allowing for set up of proper Lodge Floor.
- (b) Banquet Style - Rounds of (8), if possible

D. TRANSPORTATION FACILITIES:

- 1. Air: \_\_\_\_\_
- 2. Rail: \_\_\_\_\_
- 3. Road: \_\_\_\_\_
- 4. City: \_\_\_\_\_
- 5. To and from Meetings and other Halls used: \_\_\_\_\_

E. CONFERENCE CHAIRPERSON:

- 1. Name: \_\_\_\_\_

F. FINANCES:

- 1. As soon as all accounting for the Conference has been completed, a copy of the Financial Statement is to be forwarded to the Association Secretary. No later than September 15.

### **PART III - SPECIFIC REQUIREMENTS**

#### **A. ITEMS SUPPLIED BY PROVINCIAL ROYAL PURPLE ASSOCIATION:**

1. Officers Collars
2. Sunshine Boxes
3. Question Box
4. Ballot Baskets and Ballots for Election
5. President's Gavel
6. Provincial Charter
7. Provincial Flag, Canadian Flag and stands
8. Flowers for Draping and Memorial Service with vases and stand.
9. Bible and cushion
10. Flip charts
11. Drape for charter
12. All executive positions

#### **B. ITEMS SUPPLIED BY THE ROYAL PURPLE HOST LODGE:**

1. Stations and Covers (new covers have been borrowed from lodges with these covers)
2. Registration Committee
3. Microphones for President, Secretary and 1<sup>st</sup> Vice President, 2<sup>nd</sup> VP & 3<sup>rd</sup> VP
4. Piano/keyboard

## PART IV - ROYAL PURPLE CONFERENCE AGENDA

Calendar of events-

### FRIDAY:

9:00 am – 12:00 noon – executive meeting (room required)  
1:00 pm – 4:00 – executive practise and set up of meeting room  
4:00 pm – 6:30 pm - Registration: Host committee responsible for registration area and committee schedules. Fundraising Committee needs area adjacent with tables and chairs.  
**(Refunds: Delegates will be refunded paid registration fees upon application, up to seven days prior to Conference opening and upon approval of Host Committee.)**  
6:30 pm – 8:00 opening ceremonies/sessions  
8:00 pm Meet and Greet

### SATURDAY:

8:00 am – Registration  
8:30 am – Sessions and/or workshop  
10:00am- Coffee break  
10:30 am - Sessions .  
12:00 noon - 1:00 pm - Lunch  
1:00 pm - Sessions resume/election of officers.  
3:00pm- Coffee break  
3:30 pm - installation of officers and adjourn for the day.  
6:30 pm - President Elects Reception, supper----- Entertainment

### SUNDAY:

8:30 am.... Sessions resume  
10:00am- Coffee break  
10:30am – charity presentations  
11:30- Closing ceremonies  
12:00 - Good Byes  
1:00 pm – incoming Executive Meeting  
HOME

*Suggestions by Host Committee:*