

**2017 Regional Conference Bid Form  
Due Friday, September 9, 2016**



To bid to host a Regional Conference, you must submit this completed form and a letter of recommendation from your Faculty Adviser by the deadline of **Friday, Sept. 9, 2016**. You may submit additional materials (logo, promotional material, etc.), but only this form and the letter of recommendation are required. All materials submitted must be typed.

**Email bid to:** Vice President of Regional Conferences: [Nicole.ek.price@gmail.com](mailto:Nicole.ek.price@gmail.com)  
National President: [emfinky@gmail.com](mailto:emfinky@gmail.com)  
Vice President of Education: [jeneen.garcia@prsa.org](mailto:jeneen.garcia@prsa.org)

Interviews with schools that submit a bid will take place between Friday, Sept. 23 and Monday, Oct. 3. Make sure you are available for this 15–20 minute interview during these two weeks. Bids selected to host 2017 Regional Conferences will be announced in mid October.

At least one representative from all schools chosen to host must attend the Regional Conferences Workshop at the PRSSA 2016 National Conference in Indianapolis, Indiana in October. Registration for the Conference closes on Sept. 16; please plan accordingly. Contact Nicole Price, vice president of Regional Conferences, for further information/answers to questions.

**Regional Conference Information**

Host School(s): \_\_\_\_\_

Proposed Date(s) (must be in spring 2017): \_\_\_\_\_

Are these dates flexible?  Yes  No

Proposed Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

**Regional Conference Coordinator Information**

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**PRSSA Chapter Information**

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Faculty Adviser: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

***Remember to attach a letter of recommendation from your Faculty Adviser to this application.***

*By submitting this bid, I commit to being available for regular contact by phone and email with the vice president of Regional Conferences and others during the pre- and post-planning.*

Coordinator Signature(s) (electronic signatures permitted) \_\_\_\_\_

Chapters, within each region, with the highest total sum of points from the bid form and interview, will be selected to host spring 2017 Regional Conferences. During the interview, Chapters will have the opportunity to further explain and sell their unique plan shared in the bid form.

*This form must be typed in 10 point font, with no alterations to the size or format.*

**Logistics (30 points total)**

**Explain your theme and possible speaker topics (250-word limit, 10 points):**

**Provide an outline and schedule of your event (15 points): *Outlines that include additional value enhancing activities will be awarded 5 additional points in this section. For examples, reference the Regional Conference Handbook.***

**Provide a detailed outline of your budget (5 points): Please note you must budget for your National Committee Representative, as indicated in the Regional Conference Handbook.**

**Registration & Participants (25 points total)**

**Describe your registration process and cancelation policy (250-word limit, 5 points):**

**List all local PRSSA Chapters that you will proactively invite to attend (5 points):**

**Describe your attendance goals and how you will achieve them (350-word limit, 15 points):**

**Promotions (20 points total)**

**Create a timeline for your Regional Conference promotional plan (10 points):**

**Describe how you would promote your Regional Conference at the PRSSA 2016 National Conference (200-word limit, 5 points):**

**Describe how you will promote your Regional Conference using social media (250-word limit, 5 points):**

***National Initiatives (15 points total)***

Describe what tactic(s) you will use to incorporate High School/Community College Outreach into your Regional Conference. (250-word limit, 15 points)

Describe ways you will incorporate other National Initiatives ([www.prssa.prsa.org/about/Join/initiatives.html](http://www.prssa.prsa.org/about/Join/initiatives.html)) into your Regional Conference (250-word limit, 5 additional points each. You may reference your outline above).

***Sponsorship (15 points total)***

Describe your sponsorship outreach plans (250-word limit, 15 points):

**Regional Conference Committee (0 points total)**

**Provide a biography of the Regional Conference coordinator (250-word limit):**

**Provide the contact information below for other Chapter members who will assist with this event:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

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Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

**Provide at least six different time blocks when you are available for an interview with the vice president of Regional Conferences between Friday, Sept. 23 and Monday, Oct. 3:**

1.	2.
3.	4.
5.	6.