

**2018 Regional Conference Bid Form
Due Friday, September 9, 2017**



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, 2017**. 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 Events and Fundraising: Bryar703@live.missouristate.edu
National President: adcook22@gmail.com
Executive Director: 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 2018 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 2017 National Conference in Boston, Massachusetts in October. Registration for the Conference closes on Sept. 8; please plan accordingly. Contact Bryar Keyes, vice president of Events and Fundraising, for further information/answers to questions.

Regional Conference Information

Host School(s): _____

Proposed Date(s) (must be in spring 2018): _____

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 2018 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 2017 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) 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: _____

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Email: _____ Chapter: _____

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Email: _____ Chapter: _____

Name: _____ Phone: _____
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.