

TENNESSEE COVER SHEET FOR BID PACKAGES
FOR A.A. RECORDS AND EVENTS

YEAR: _____ QUARTER: _____ HOST CITY: _____ DISTRICT: _____
COMMITTEE CHAIRPERSON: _____

HOTEL PACKAGE

HOTEL SITE: _____ ADDRESS: _____
NR. OF ROOMS BLOCKED: _____ CUT-OFF DATE: _____ ROOM RATE: _____
NR. OF COMPLEMENTARY ROOMS: _____ FREE: _____ RENTED: _____
COST OF COFFEE WITH HOTEL: _____ COFFEE PROVIDED: _____
COST OF MEETING SPACE: _____ TOTAL CAPACITY OF HOTEL: _____
ROOMS RENTED: _____ NR. OF MEETING ROOMS: _____
CAPACITY OF LARGEST MEETING ROOM: _____ RATE HOTEL SERVICE: _____
CREDIT ARRANGEMENTS WITH HOTEL: _____
OTHER INCIDENTAL COSTS WITH HOTEL NOT LISTED ABOVE: _____

STATISTICS OF THE A.A. EVENT

NR. OF REGISTRATIONS: _____ NR. OF PRE-REGISTRATIONS: _____
NR. OF AL-ANONS: _____ NR. OF AL-ATEENS: _____
NR. ATTENDING LARGEST MEETING: _____ NR. OF FREE REGISTRATIONS: _____
NR. OF GALLONS OF COFFEE: _____ WAS THERE ENTERTAINMENT: YES ___ NO ___

NOTE: PLEASE ATTACH A PROPOSED LIST OF DCM'S AND ALL CO-CHAIRPERSONS
AND WHAT COMMITTEE THEY SERVE. HOST COMMITTEE MEETING REPORTS AND MINUTES
MAY BE ATTACHED, FOR FUTURE USE BY THE STATE COMMITTEE.