Activity Proposal

NSW Branch Rover Council Conference 20XX

XX - XX April 20XX

*INSERT QUERKY BI-LINE*

# Organising Committee (for non Crew run events)

The committee as it stands at the time of this tender is:

|  |  |  |
| --- | --- | --- |
| Insert Name Here | Crew goes here | Event Position goes here |

# Venue / Location

Information regarding the venue that is being proposed goes here including costs.

# Accommodation

Information regarding the accommodation options for Conference goes here including costs.

# Catering / Food

Catering information for the weekend goes here. Sample menu would also be great along with associated costs. Note that the Saturday dinner is a formal sit down meal where awards will be presented

# Guest Speaker

At the Saturday dinner we would like a guest speaker to address the attendees. This guest speaker would be someone inspirational who attendees could relate to in some way.

# Equipment

As part of tendering for this event, the BRC requires you to source the following items for the Conference. Should these need to be rented, please provide quotes for review with this tender

* Tables & Chairs
* Laptop / Computer
* Data Projector
* Whiteboard
* Photo-copier
* Butchers Paper
* Markers

# Promotion

Information regarding the promotional opportunities for Conference goes here. This should include major promotional activities that the committee are planning to do.

# Timeline

This area is for an outline of what the timeline is for the dance. This should include reporting times, promotional opportunities and payment dates. 2 samples below:

* **December 12** – Start Promotions for Conference
* **February 2** – Promotion at XX Event

# Anything Else / Miscellaneous

If there is anything else you would like to do at the Conference, that wouldn’t fall under one of the above categories, feel free to make comment in here. Otherwise, simply leave this area blank.

Budget breakdown = $XX per person

# Budget Breakdown

See Attached Excel Spreadsheet

# Conclusion

Final comment as to why the BRC should consider the above tender document for Conference