

2018 Florida Student-Athlete Leadership Seminar Sample Proposal

I. Information regarding prospective host organization

- a. Type of school (i.e. public, private, charter)
 - i. **Our school is a public, private or charter school**
- b. School contact list
 - i. **Include list of staff members and contact information**
- c. Name of event manager and brief description of his/her event-organizing experience.
 - i. **John Smith will be the event manager. He oversees 20 athletic events annually and student leadership group at our school.**
- d. List of similar events that have been hosted by organization.
 - i. **Include list of leadership events or conferences hosts by school previous**
- e. Affirmation of solid volunteer base from which to draw staffing for event.
 - i. Staffing Needs:
 1. Facility liaison
 - a. **Include name and contact information**
 2. Janitorial staff
 - a. **Include name and contact information**
 3. Certified athletic trainer(s)
 - a. **Include name and contact information**
 4. Technical assistant
 - a. **Include name and contact information**
 5. Volunteers or school groups to assist with lunch distribution, school navigation, parking attendants
 - a. **Include name and contact information of volunteer supervisor plus a list of clubs, teams or organizations that you can get volunteers from**
- f. Describe any plans to secure local sponsorship for event. Name potential local sponsors you might approach. What benefits do you propose to offer them?
 - i. **Include list of local sponsors and any benefits they currently receive**
- g. Disclose any facility policies that might prohibit FHSAA corporate partners from showcasing and distributing their products or services in facility during event.
 - i. **Are there any policies that would prohibit sponsors from setting up a table, display a banner, handing out gifts, ect at your facility?**

II. Information regarding proposed facility

- a. Name and location of facility (if not on campus)
 - i. **Name of school or facility here**

- b. Name of facility liaison (if different than event manager)
- c. Letter from facility administration confirming facility's availability on specified dates and its willingness to house event and its waiver of all access, utilities and vendor fees
 - i. **Include letter of support here**
- d. Address all facility requirements as stated below
 - i. **Include any list of facility requirements here**
- e. List and describe any special technological features of facility that will be available for use to enhance event experience for participants
 - i. **Include any special tech features of facility here**
- f. Map showing location of facility
 - i. **Include a map of facility here**
- g. Diagrams of facility showing classroom areas; entrances and exits; hospitality area; General session location, Lunch room location, etc.
 - i. **Include diagram or picture of classrooms, entrances and exits, lunch areas, auditorium, gym, ect here**
- h. Diagram of all parking areas showing proximity to facility and number of available spaces
 - 1. A minimum of 175 spaces should be available for use.
 - 2. **Yes, we have a parking lot with 175 spaces**
- i. Describe plans to handle overflow parking, if necessary
 - i. **Include overflow parking plan here**

III. Facility Requirements (these spaces may be multipurpose):

- a. Auditorium/Large Meeting Space – seat 200 or more
 - i. **Yes, we have an auditorium that seats 200 people**
OR
No, but we do have capacity for XX people
- b. Lunch Room/Large Space with tables and chairs – seat 200 or more
 - i. **Yes, we have a lunch area that seats 200 people**
OR
No, but we do have a lunch area that holds XX people
- c. Four to five (4-5) Classrooms that seat 40
 - i. **Yes, we have a classroom that seats 40 people**
OR
No, but we do have a lunch area that holds XX people
- d. Gymnasium – allow 75 students to utilize at one time
 - i. Students will participate in a round of basketball drills in the gymnasium
 - ii. **Yes, we have a gymnasium that allows 75 students to utilize at one time**
OR
No, our gym doesn't have that capacity but we can provider an alternate idea
- e. Football/Soccer Field – allow 75 students to utilize at one time

- i. Students will participate in relay races on the field
- ii. Yes, we have a field that allows 75 students to utilize at one time
OR
No, our field doesn't have that capacity but we can provide an alternate idea
- f. Registration Space
 - i. 4-6 tables
 - 1. Yes, we can provide 4-6 tables
 - ii. 8-12 chairs
 - 1. Yes, we can provide 8-12 tables

IV. Lodging.

- a. Name of proposed headquarters hotel.
 - i. Include name of the hotel and address here
 - ii. Distance and driving time to facility Enclose brochure from the hotel
 - 1. Include distance of hotel and driving time to the facility
 - 2. Include digital brochure or flyer if available
 - iii. Disclose secured best-possible rate for rooms in FHSAA blocks
 - 1. Include the best rate of hotel nears the facility
 - 2. Hotel block needs
 - a. 20 rooms for FHSAA staff, Student-Athlete Advisory Committee (SAAC) members and keynote speakers
 - i. Yes, the headquarters hotel can provide a block of 20 rooms for FHSAA staff, SAAC, keynote speakers
 - b. Due to this being the first year of the event, it is estimated that most students will probably be local. However, we'd like to establish a block of 10-20 rooms for out of city attendees
 - i. Yes, the headquarters hotel can provide a block of 10-20 hotel rooms for out of city attendees
 - iv. Deadline established for releasing to public unreserved rooms in blocks
 - 1. The deadline to book hotel rooms is on Wednesday July 18, 2018, which is two weeks before the event.
 - v. Will host and/or hotel offer to FHSAA any complimentary rooms?
 - 1. Yes, there are five complimentary rooms for FHSAA to use.
OR
No, there are no complimentary rooms available for FHSAA to use.
 - vi. Provide name and contact information for hotel employee who will act as liaison to FHSAA in management of room blocks
 - 1. Include the name of the representative from the hotel will assist

attendees with their booking needs

- b. List all hotels/motels in area within 5, 10 and 20 miles of facility
 - i. Provide number of rooms and rates for 2-person and 4-person occupancy at each property
 - 1. **Include name of hotel, number rooms available and room rates**
 - ii. Include map of community showing all hotel/motel locations in proximity to the facility
 - 1. **Provide a picture or map that show proximity of hotels to school or facility**
 - iii. Describe efforts you will undertake on behalf of participating students to negotiate special rates for lodging accommodations, including food services, during their stay in your community
 - 1. **Include anything you will do to get special rates for hotels for out of city attendees**
- c. Disclose any other events taking place within the city or surrounding communities during the dates of the event that may impact the availability of reasonably priced lodging accommodations for attendees.
 - i. **Include a list of events that are taking place at the same time of the conference that may have negative impacts on travel**

V. Food and beverage concessions.

- a. Host must provide food and beverages at their own expense.
 - i. **Yes, we will be able to provide food and beverages**
- b. Disclose plans for providing food and beverage services to attendees during the following times:
 - i. **Wednesday Morning:** continental breakfast (pastries, coffee, fruit juice, fruit, water etc.)
 - 1. **Yes, we will have continental breakfast items for 175 people**
 - ii. **Wednesday throughout the day:** beverages (bottled water, lemonade)
 - 1. **Yes, there will be beverage stations available**
 - iii. **Wednesday Lunch:** food to feed 175
 - 1. **Yes, we will be able to feed 175 people**
- c. The FHSAA will provide its tax exempt number to keep food and beverage purchases from being taxed. The FHSAA also has a corporate account with Jason's Deli which could be used for lunch if no other options are available.

VI. Insurance.

- a. Host must provide insurance coverage for the event. Please confirm within proposal the ability to provide required insurance coverage.
 - i. **Include the ability to provide insurance coverage for the event**

VII. Financial arrangements.

- a. The FHSAA will provide \$3,000 to the host. Payment will be made on the date of

the event.

- i. Hosting fee has potential to increase of event sponsor is found.
 - ii. **Yes, we agree to the financial arrangements**
- b. All facility cost (i.e. janitorial, food) must be factored into the \$3,000 hosting fee for all services mentioned in RFP.
 - i. **Yes, we agree to the financial arrangements**

VIII. Summation. Close your proposal with an explanation as to how and why the prospective host school and prospective facility should be selected to serve as host for the event. Specifically address how the prospective host school, the prospective facility and the surrounding community are qualified to uniquely fulfill the specifications. What about your facility or community will contribute to a successful event?

- a. **Include why you think your school would be the best option for this conference**