

Proposal to Host the Pennsylvania PTA State Convention

We, _____ (name of PTA/PTSA or Council), wish to submit a proposal for hosting the Pennsylvania PTA State Convention. The responsibilities of the local host committees are understood.

Please attach the following information provided by the hotel/resort:

- A proposal from the hotel/resort** indicating availability of SPECIFIC DATES in September or October* and willingness to serve as convention site. The letter/proposal should include:
 - Overnight Accommodations
 - Number of doubles, singles and suites available on site
 - Rates for each type of room
 - Number of complimentary rooms or suites available to the group
 - Any service charges, taxes, entertainment fees, or union services that may apply
 - General Session and Workshop Accommodations
 - Number of large ballrooms available for general sessions and vendor area
 - Approximate occupancy rate for each of these rooms
 - Number of breakout rooms for workshop session (theatre and classroom style)
 - Approximate occupancy for each of these rooms
 - Room rental rates (if applicable) including service charges, taxes, entertainment fees and union services
 - Banquet information
 - Maximum number the hotel can accommodate for a served meal
 - Approximate menu prices for hotel (to include food prices, cash bar, and service)
 - Miscellaneous
 - Is the hotel willing to work with us to set up exhibit/vendor area and provide electrical needs for at least 40 vendors?
 - Is the hotel willing and capable of setting up Audio Visual equipment in each of the workshop rooms and the general session area simultaneously if necessary?
- A brochure showing hotel photos and describing the location.
- Policy/cost schedule for audio visual equipment.
- Statement (from hotel) regarding the total number of cars to be parked at the hotel and proximity of parking to the convention activities.

Along with the hotel/resort proposal please include:

- Statement (from the local committee) describing distances and accessibility to nearby restaurants, shopping areas, hospitals, airport, etc.
- Indication of how many local PTA representatives are willing to assist with the local responsibilities of planning the convention.

Submitted By: (Contact Person) _____ Title _____
Address: _____
Phone: (Evening) _____ (Daytime) _____
Date: _____ Signature: _____

Please send to: Pennsylvania PTA, Attn: Convention Committee, 4804 Derry Street, Harrisburg, PA 17111
Phone: 717-564-8985

Please submit this form by **April 1, 2017** for consideration to host the 2018 convention.

*For the 2018 Convention the dates to be considered would be October 12-14 or October 19-20. For October 2019, any dates would be considered.