

Site Committee Proposal

The four Quarterly meetings will be held in one of each of the four zones depicted in the Area 60 attached map. Each Quarterly meeting will be scheduled by the Chairperson based upon proposals submitted by the Host District or Districts. Proposals must be submitted by the fourth Quarterly meeting 2 yrs. in advance. The proposals must include a map and street address if possible. Each geographical zone will be encouraged to host only 1 quarterly meeting per year. The proposals will be evaluated and accepted by the Area Executive Committee, and the site will be inspected by a member of the Area Committee.

The Host District will be expected to submit an offer sheet which meets the following criteria:

- * costs under \$ 450
- * Seating and tables to accommodate 150 people
- * PA system
- * Adequate free parking
- * Available from 8am-3pm on Sunday
- * Internet Access
- * Meeting site must be handicap accessible including

restrooms

Meeting all these criteria is not a necessity for acceptance of a Districts proposal. Once accepted a Districts proposal must be verified by a written contract between the facility and Area 60. The host district will be responsible for setup, teardown and the PA system if necessary. The Host District will be responsible to provide member support to make coffee and provide water. The Area will be providing funding for coffee and water. If an acceptable bid is not submitted by one of the four zones, the Quarterly meeting will be scheduled at the Host Hotel which hold the remaining Area 60 events.