



## **PCCCA Board Meeting Criteria for Site Selection**

Application due by September 15th, 2008

The PCCCA Board of Directors would like to invite you to apply to host the PCCCA Spring Board Meeting. The event normally takes place the first week of March.

### **Meeting information and requirements**

- Meeting is four days and three nights (with the option of a small group coming in a day before or a day after)
- Housing for up to 15 people in private/semi-private bedrooms or cabins (linens to be provided by host site)
- Meeting room for 15 people with break-out space (could be porches, additional bedrooms, etc.) for three groups
- Food service for the 15 people with the ability to handle reasonable dietary needs
- Transportation to the site on the main arrival day (with up to two shuttles during a three-hour window) and to the airport on the main departure day (with up to two shuttles during a three-hour window)
- The site can be no more than an hour and a half from a major airport
- Variety of snacks and beverages in close proximity to the meeting area
- High-speed internet access
- Access to office equipment (copier, printer, lcd projector, screen, etc.)
- Cell phone coverage somewhere on site
- Site to provide a guide for a tour of the campus
- The PCCCA Board would be willing to donate an hour of their time to work with your staff, committee, or board on the subject of your choice

### **Selection Process**

- The site must have an organization membership in PCCCA or at least one staff member who is an individual member of the organization
- Preference will be given to sites that have not hosted a PCCCA event in the past five years
- Host applications are due by **September 15th, 2008**
- Completed forms are to be sent to Joel Winchip, PCCCA Executive Director, 191 Diane Road, York, SC 29745-9740 along with any additional facility brochures or descriptions
- The process will include the comparison of the total bid package (which includes the lodging, meals and shuttle costs) submitted by the site and the estimated travel costs as determined by the selection committee

# PCCCA Board Meeting– Host Application

Site Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## Bid Specifications

Is your site available during March 1st-4th, 2009?  Yes  No

Price per person for lodging with linens (three nights) \_\_\_\_\_

Price per person for meals and snacks  
(Dinner Sunday—Breakfast Wednesday) \_\_\_\_\_

Price per person for meals and snacks  
(Dinner Sunday—Breakfast Wednesday less dinner Tuesday) \_\_\_\_\_

Shuttle costs per person \_\_\_\_\_

Preferred airport \_\_\_\_\_

Airport's proximity to site: \_\_\_\_\_ miles and \_\_\_\_\_ minutes

Overall description of the site:

Lodging accommodations:

Meeting room accommodations:

Food service capabilities:

During the meeting, the board will often take an afternoon or evening for a Sabbath time. What features or amenities are offered by your site or your region that would make it attractive location for a PCCCA Board meeting?

Please check all that apply:

\_\_\_ High Speed internet    \_\_\_ LCD projector (Cost: \$\_\_\_\_\_)

\_\_\_ Cell phone coverage    \_\_\_ Copies (Cost: \$\_\_\_\_\_)

Please send the completed form to Joel Winchip, PCCCA Executive Director, 191 Diane Road, York, SC 29745-9740 along with any additional facility brochures or descriptions.