



PCCCA Board Meeting - Criteria for Site Selection Application due by February 28, 2022

The PCCCA Board of Directors would like to invite your site to apply to host their April meeting.

Meeting information and requirements

- The meeting will be held on April 26-29 (Tuesday through Friday)
- Housing for 10-11 people in private bedrooms or cabins (linens to be provided by host site) with private, attached, or connecting bathrooms
- Meeting room for the entire group plus break-out space for up to two small groups
- Food service (meals and snacks) for the 10-11 people with the ability to handle reasonable dietary needs
- Transportation to the site on the main arrival day and to the airport on the main departure day
- The host site can be located no more than an hour and a half from the airport
- The PCCCA Board could eat Wednesday dinner at a restaurant close to the airport in case there are flight delays
- High-speed internet access
- Access to office equipment (copier, printer, LCD projector, screen, etc.)
- Cell phone coverage somewhere on site
- Site to provide a guided tour of their facilities
- The PCCCA Board would be willing to donate an hour of their time to work with your staff, committee, or board in any way that would be beneficial to your site.

Selection Process

- The site must have an organization membership in PCCCA.
- Preference will be given to sites that have not hosted a PCCCA event in the past five years.
- Host applications are to be submitted by **February 28, 2022**.
- Please send your completed form to Joel Winchip at joel@pccca.net.
- 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 2022 - Host Site Application

Site Name: _____

Contact Person: _____

Contact Phone: _____ Contact Email: _____

Is your site available during April 26-29, 2022? Yes No

Total price per person for lodging (with linens) for three nights

Single Occupancy _____

Double Occupancy _____

Total price per person for eight meals

(Dinner on Tuesday through Breakfast on Friday) _____

Total price per person for three evening snacks

(Tuesday, Wednesday, and Thursday) _____

Airport shuttle costs per van load

(round trip - shuttling people to the site and back to the airport) _____

Preferred airport _____

Airport's proximity to site: _____ miles and _____ minutes

Lodging accommodations:

Meeting room facilities:

Food service capabilities:

Please check all that apply:

High Speed internet (Cost: \$_____)

LCD projector (Cost: \$_____)

Cell phone coverage

Copies (Cost: \$_____)

Applications must be submitted by Monday, February 28. Please send your completed form to Joel Winchip, PCCCA Executive Director, at joel@pccca.net.