2023 PCCCA Annual Conference - Hosting Criteria and Responsibilities

Site Criteria

The Annual Conference is the flagship event for the Presbyterian Church Camp and Conference Association and the Campfire Collective. A camp/conference center that wants to apply to serve as the host for this program must meet the criteria below.

A qualified host site is to:

- Hold current organizational membership in the association
- Have current staff or volunteers who have attended the Annual Conference and are familiar with how it is structured
- The preferred week for the Annual Conference is November 13-17, 2023 (Monday through Friday)
- Provide housing for 125-155 persons, with facilities to serve individuals, couples, and families with children (including those with accessibility needs). Facilities may be located off-site, but must be conveniently accessible to the conference proceedings (by walk or shuttle). There needs to be a minimum of 50-60 bedrooms, or rooms that could be used to accommodate a family. None of the accommodations should not require the use of top bunks to meet these requirements.
- Provide meeting space as follows: one meeting room large enough to hold the entire conference attendance (separate from the dining room) and 6 additional meeting rooms with a minimum capacity of 20-30 persons each for the workshop sessions
- Provide audio/visual equipment for each of the meeting rooms that includes something to write on (flipchart easel, chalkboard, or dry erase board) and access to LCD projectors. A sound system will need to be available for the large meeting room for keynotes, worship, etc.
- Provide indoor facilities for the children and youth program, which is separate from other meeting rooms
- Provide food service (including meals and snacks) which reflects a concern for ethical nutrition and special diets
- Provide linen service for all participants, which includes at least one change of towels in the middle of the conference week
- Be located no more than two hours from a major airport, with a regular transportation service or arrangements for shuttles to and from the airport in order to minimize the need for participants to rent vehicles
- Provide on-site accessibility to copiers for use by the PCCCA Board and the conference planning team
- Provide a firm bid on all of the above services, as outlined on the application form
- Preferably hold current accreditation with the American Camp Association

Site Responsibilities

The host site will:

- Provide a representative who will serve an active role on the planning team for the conference. This person will be the principal contact for planning related to housing, meeting space, audio-visual equipment, food service, and linen services.
- Submit a contract to the PCCCA Executive Director one year prior to the event that outlines the price for all the services that will be provided (using the bid prices in the application). Even though PCCCA pays a 20% deposit on this contract, the association will abide by all of the host site's policies (and penalties) if the conference was to be cancelled. If a secondary site is needed in order to meet housing requirements, PCCCA will pay the full deposit for that contract.
- Provide a photographer for the group photo
- Assist the planning team in arranging childcare providers for ages infant through 16
- Assist the planning team in arranging transportation (for shuttles, the free afternoon trips, etc.)
- Provide information on area attractions, tours, and transportation
- Welcome the group on the first evening and share a little history about the site, how to find things, housekeeping details, etc.
- Participate in the evaluations of the event
- Submit an itemized invoice to the PCCCA Executive Director within one month following the event

Please complete the PDF form on the next page and send it to Joel Winchip at joel@pccca.net or 9935 Tealridge Lane, Charlotte, NC 28277. Whether you send your application by email or snail mail, it is to be received by Friday, August 5.

Host Site Application for the 2023 PCCCA Annual Conference

This application is for a conference to be held on November 13-17, 2023 (Monday through Friday).

Site Name: _____

City/State or Province: _____ Website: _____

Contact Person(s): _____

Contact Phone: _____ Contact Email: _____

ACCOMMODATIONS Please provide the following information for each type of housing listed below. The cost per person should include linens and a mid-week towel change. A full stay is Monday through Friday (four nights).

	Brief Description (including capacity)	Adult		Child	
		Nightly	Full Stay	Nightly	Full Stay
Single Occupancy					
Double Occupancy					
Multiple/Group					
Families					
Other					

As it relates to your lodging and meal rates, what are the ages that identify a child and an infant?

If you plan on using alternate housing in order to meet the minimum bed criteria, please describe the facilities (including the distance from your site).

Does your site have availability three days before the proposed dates for the meeting of the PCCCA Board?

FOOD AND MEALS

Please provide prices per person for the following:

	Adult Price	Child Price
Breakfast		
Lunch		
Dinner		
Continental Breakfast		
Evening Snack		
Full Meal Plan (4 breakfasts, 4 lunches, 4 dinners and 1 continental breakfast)		

Does your site have an alcohol policy? If so, please describe:

One day of the conference is a free afternoon and evening, when dinner will not be required for the whole group. Will your site be able to provide dinner for those who wish to remain on site? ❑ Yes ❑ No

Price (if different from dinner price above): _____ Minimum number needed: _____

MEETING ROOMS AND FACILITIES

The following is an ideal list of meeting spaces for our conference. Our preference is to have a separate space for each activity (with the exception of plenary and worship). Please indicate which spaces your site can provide, and include a brief description of the room/ space, any additional fees, if applicable, for using that space.

Purpose	Room/Building and Brief Description	Wi-Fi?	Fee
Plenary (125-155 people)			
Worship (125-155 people - could be the same as above)			
Exhibit Hall (could be the same as above)			
Dining			
Workshop spaces (minimum of 6 rooms)			
Children/Youth Program			
Best place on site for a group picture			

Please indicate availability of the following supplies and equipment, and any applicable fee:

Equipment	Number Available	Fee
LCD Projectors		
Easel and Pads		
Photocopies		

Please check one box for each category below:

Cell Phone Coverage ❑ Great ❑ Good ❑ Inconsistent ❑ None

Current Accreditation by the American Camp Association ❑ Yes ❑ No

FREE AFTERNOON OPTIONS On one of the days during the Annual Conference, the participants will have a free afternoon (and evening) to enjoy the area surrounding your site. Please describe three (3) attractions (less than a two-hour distance from your site) that might appeal to the conference participants.

TRANSPORTATION

Please give us the name and proximity for the closest major airport(s):

Airport: _____ Proximity to site: _____ miles _____ minutes

Airport: _____ Proximity to site: _____ miles _____ minutes

Are there alternate forms of transportation (bus or train) to your site? If so, please explain, including approximate distance in terms of time and distance from the station(s).

To the best of my knowledge, the site described in this application meets the outlined host criteria. If selected, we agree to the outlined responsibilities of a host site.

Contact Person's Signature: _____ Date: _____

Please send the completed form to Joel Winchip at joel@pccca.net or 9935 Tealridge Lane, Charlotte, NC 28277 (along with any supplemental materials) by the deadline on Friday, August 5. If you should have any questions about the requirements or application, please contact him.