**BID PROPOSAL**

## **CAMPUS PRIDE CAMP**

If you have questions, please let us know. Submit your application by October 1, 2021 to Campus Pride Executive Director Shane Windmeyer at [shane@campuspride.org](mailto:shane@campuspride.org). Review of submitted proposals will begin immediately after the application deadline.

# **Evaluation Criteria**

* Competitive bid financially – low costs
* Commitment to Campus Pride and the Camp Pride Mission
* Quality housing and event facilities
* LGBTQ-inclusive campus policies, programs and practices on Campus Pride Index
* Preference for dates
* Host near major airport (ground transport a bonus)
* Host facilities accessible to all (gender inclusive restrooms, housing)
* Demonstrated ability to raise sponsorships from local area hosting events like camp
* Ongoing excitement and energy to serve as Host

Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization/Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Dates: **July, 7-10, 2022, July 14-17, 2022 or July 21-24, 2022**

# **HOUSING**

Please outline the housing costs for an estimated 40-100 people for a maximum of four nights on a per person basis.

Ideal Set-up: One residence hall to include a few lounge areas, wifi, access to a fridge and microwave. Also close to where we would be dining on campus or a food area where we provide food. Rooms could be single or double occupancy (Single is preferrable). Bathrooms could be suite style or communal with the option to be labeled as Bathroom (non-gendered). Note: There will be two different camp programs. One with 40-60 participants and another with 20-30 participants roughly. Plus we will have 10-12 volunteers who show up the Monday prior to prepare for camp. Housing needs to be in separate living floors/spaces.

Describe the preferred housing facilities; please note accommodations for guests with various disabilities, and whether the site offers gender neutral restrooms.

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On Campus Housing Location/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### *Check In/Check Out*

Preferably, check-in should be at 12:00 noon. Check out would be at noon or 1 p.m. on day of departure.

### *Room Contract Lockin/Cut Off Date*

No more than three weeks prior to the beginning of camp. (Normally hosts will honor reservations at the group rate as long as rooms are available.)

# **FOOD**

Please outline the food costs per person for an estimated 50-75 people for breakfast, lunch and dinner served in a dining hall over the five day period of camp. Campus Pride has had a longstanding sponsorship from Chartwells. Please let us know if you are a Chartwells campus or how you will help us come up with a $5000 food sponsorship to offset food costs.

Describe the preferred food and dining facilities; please note accommodations for guests with vegan, vegeterian and other food needs as well as guests with various disabilities.

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Please share your policy on bringing in food from an outside vendor on campus and any exceptions to this policy. Also, please share any policy on bringing in food that has been donated in full or in part. If exceptions are possible, please indicate any process and the likelihood of gaining such an exception. Also please provide details on options to go off-site for food or any policies.

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# **EVENT FACILITIES**

Please outline the event facility costs per day/hour for the following:

### *LARGE MEETING SPACE*

Quantity: 1

Time: Afternoon/Evening Day 1, All Day – Day 2, 4 & Morning on Day 5

Large Meeting Room to seat 150 comfortably around round tables. Preference for extra room in back of the room and flexibility to have a keynote or a group activity if space is re-arragned.

### *ENTERTAINMENT/AUDITORIUM SPACE*

Day 1, 2, 3, 4

Quantity: 1

Time: 9 a.m. to 11 p.m. (til Midnight on Day 4)

Keynote and entertainment space with stage/lights/sound for lectures, musicians, drag show, poetry artist, etc. Space should seat 150 comfortably in theater style.

### *ADVISOR TEACHING ROOM*

### *Day 1, 2, 3, 4*

Quanity: 1

Time: 9 a.m. to 9 p.m.

Teaching space, classroom style for 20-30 participants, AV accessible including computer screen, projector, sound, etc..

### *ADVISOR LOUNGE ROOM*

### *Day 1, 2, 3, 4*

Quanity: 1

Time: 9 a.m. to 9 p.m.

Informal teaching space for 20-30 participants, AV accessible including computer screen, projector, sound, etc..

### *WORKSHOP ROOMS*

Day 3 or 4

Quanity: 6

Time: Morning/Afternoon

Workshop breakout spaces for 20-30 participants.

### *DEN ROOMS*

Day 1, 2, 3, 4

Quantity: 6

Time: Morning/Afternoon/Evening

Space for no more than 12 participants for Den Meetings. These spaces can be conference rooms, roundtable areas, intimate spaces for safe, quiet discussions. In the past, we have utilized lounges that are in remote spaces as well.

MORNING FITNESS

Day 2, 3, 4

Rise and Shine Fitness every morning so access to an open room or a gym close by or a walking/running trail.

Describe the preferred event facilities; please note accommodations for guests with various disabilities, and whether the site offers gender neutral restrooms.

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# **AUDIO VISUAL COSTS**

Please outline the audio visual costs per day/hour for the following:

Laptop/LCD Projector/Screen setup for PowerPoint Presentations

General Stage/Riser

Podium/Lecturn with Microphone

In room Sound for playing CD

Flipcharts/Markers

Performance Space – Lighting/Sound

Other Tech Costs

Other Room Costs

Describe any other audio visual costs and equipment usage polices that are applicable.

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# **TRAVEL**

Distance From Major Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Miles\_\_\_\_\_\_\_\_\_\_\_\_\_Minutes

Describe available transportation modes, ground transportation, and costs between major airports and the host campus (campus bus, shuttle, taxi, tram, etc.):

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**COMMUNITY INVOLVEMENT**

Campus Pride likes to involve our campus host and the local community to provide LGBT and ally leaders a broader perspective on LGBT leadership, history and the broader social justice movement. Please describe ideas that may be available in your local surrounding community, on campus and the costs involved in such opportunities (ticket costs, food, travel, etc). We are also open to new ideas that fit with the camp mission.

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**FINAL COMMENTS:**

Lastly, the key to having a successful camp for Campus Pride is making sure that everything is welcome and a safe space. Please share with us your Campus Pride Index score and how your campus is a welcoming, safe place for LGBTQ people.

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We also ask that everything be within close proximity to each other. We are a camp of 50-75 participants with long days. Places that are easy and quick to get to and from is imperative to keep us on schedule. **All spaces have to be ADA accessible, have air conditioning and wifi.**

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# **THANK YOU FOR SUBMITTING THIS BID PROPOSAL**

**FOR CAMPUS PRIDE CAMP!**