

Request for Proposals - 2019 State Convention
Libertarian Party of North Carolina

Matthew Clements - mclements@lpnc.org
(919)593-2119 cell

Convention Proposals due by October 31st to the Convention planning committee

1. Project Overview

The LPNC is looking for locations to host their annual state convention. The main goal of the convention is three fold - conduct party business, focus on party goals/education/outreach and have fun while growing the party while conserving party resources

2. Background

2008 - Burlington NC
2009 - Burlington NC
2010 - Placeholder NC
2011 - Hickory NC
2012 - Raleigh NC
2013 - Flat Rock NC
2014 - Durham NC
2015 - Durham NC
2016 - Lake Lure NC
2017 - Clemmons NC

3. Requirements

The LPNC expects to have around 100 attendees for the 2019 convention. A casual drop in reception for Friday night is encouraged. Then business from 9 am to 5 pm on Saturday with a fundraising/networking event in the dinner period, with additional business from 9 am to Noon on Sunday

4. Room Availability/Rates

There needs to be at least 50 hotel rooms within walking distance to the convention with a cap of \$100 per room under the group rate. Some flexibility is possible with 'destination' locations. The ideal location would have varied lodging within 10 minutes of the site for budget minded attendees - or other options for lodging (dormitories, camping, local sharing)

5. Food/Beverage

Breakfast, Lunch and Dinner on the Saturday of the Convention and Breakfast on Sunday are ideal. If the lodging location includes breakfast with room rates - that meal period could be eliminated with a coffee/beverage break during the convention. Setting menus for varied dietary needs is just as important as containing costs

6. Audio/Visual

Typical needs are as following

High Speed Wireless Internet

Electricity

Screen/Projector

Microphones/Mixer/Speakers

7. Room Setup

Ideally classroom style for attendees for the business meetings. Meals can either be in the same room or other rooms depending upon room rental charges. Additionally separate space for check in and registration is preferred

8. Preferences

The LPNC would like to ensure the growth of the party across the state of North Carolina - so varying the location of the Convention is just as important as the organization of the local planning community - on site volunteers are critical for the success of any convention

9. Timeline

Ideally the LPNC Executive Committee will solicit bids immediately following the prior year's convention to be able to select a host site at least 9 months before the following convention. Convention dates should be selected to be at least 1 month in advance of any LP National Convention (even years only)

10. Budget

The LPNC Convention should be a 'live within your means' pricing structure. Ideally an all inclusive price of under \$100 is preferred - 'early bird' pricing has been successful to drive early registrations

11. Volunteers

The convention will require a number of dedicated volunteers from the local community bid

12. Guest Speakers/Talent

The convention should have a keynote speaker, panels, educational seminars and other outreach and organizational presentations

