

WURHA

WISCONSIN UNITED RESIDENCE HALL ASSOCIATION

HOW TO BID FOR AND HOST
THE ANNUAL CONFERENCE



THE BID

BEFORE YOU BEGIN THE BID...

- Things to do
 - Speak to your advisor and other school members about gaining support from your institution
 - Read the WURHA Governing Documents, specifically, the conference section
 - Look at a campus map! - Do you have the facilities to host?
 - Check out the WURHA website (www.wiscourha.com) and talk to the Directorship about obtaining past bids and conference booklets

THINGS TO CONSIDER FOR YOUR BUDGET

- What is the WURHA add-on fee for the annual conference? (\$12.00 per delegate)
- How detailed does the budget need to be?
- Directorship, special guest, and conference staff costs
- Contracts - Talk to your advisor about them
- What is your break even point?
 - What number of delegates do you need?

BUDGET PLANNING

- Contact the WURHA President or consult the WURHA website for a conference budget template
- Find your break even point and create three budgets: one for the break even number, and one each for 50 more or less attendees
 - ex. If 200 is your break even point, you would have a budget for 150, 200, and 250 attendees

THINGS TO CONSIDER FOR YOUR BID

- Facilities
 - What are the requirements/needs for: programming, housing, banquet, opening ceremonies, boardroom?
 - Sign contracts/reserve space - make sure all agreements are in writing/ email
 - Have a plan if a hotel or campus space becomes unavailable
 - Is everything compliant for those with needs (ADA, etc.)?
 - Plan for signage in large buildings! (Most of us don't know your campus like you do)
 - Possible hidden costs: tech support, venue set-up, tables, chairs, catering cost, etc.

THINGS TO CONSIDER FOR YOUR BID

- Working with hotels
 - Parking: remember passenger vans and buses are coming! Are there costs?
 - Keys: How many per room? Cost for lost key?
 - How will check-in/check-out work? Hotel vs. Conference Staff
 - All rooms should be capable of holding 4 delegates or two advisors
 - Sign a contract (advisor)
 - Review hotel policies and tell them what to expect from a WURHA conference. Door decs? Noise policy? Cheering?
 - Hospitality room, social rooms - are those included? Make sure to note those in the budget
 - Can food be brought in or does the hotel require you to use catering?

THINGS TO CONSIDER FOR YOUR BID

- Volunteers
 - How many people will you need for each event/section? (housing, registration, programming, banquet, opening ceremonies, etc.)
 - How will you recruit volunteers? Will you train them?
- Transportation
 - What type? Do schools provide their own, is there a shuttle, or both?
 - If you need a shuttle, reserve vehicles right away and recruit drivers

THINGS TO CONSIDER FOR YOUR BID

- Registration
 - Timeframe - list dates (conference, registration opens, registration closes, late registration deadline, etc.)
 - Check-in process for when schools arrive
 - Invoice process
 - Delegation cap - alternates, cancellations, etc.
 - What to do if a school forgets their check

THINGS TO CONSIDER FOR YOUR BID

- Programming
 - Programming needs vs. facilities (technology, etc.)
 - How will you recruit programs?
 - What will the “tracks” be?
 - How many program sessions? Length?
 - Top Ten ideas and selection

THINGS TO CONSIDER FOR YOUR BID

- Sponsorship
 - Conference Sponsors - RHA/NRHH contribution, office contribution
 - Corporate sponsors/donors
 - Include those who donate for hospitality, etc.

THINGS TO CONSIDER FOR YOUR BID

- Site Visit
 - Generally between November and January
 - Directorship attends
 - Cost associated (housing and food)
 - Make sure all conference staff can attend

WURHA DOCUMENTS

- It is necessary that you read the WURHA Constitution and Bylaws in order to make sure everything necessary for your bid is included!!!



HOSTING

YOU'VE WON THE CONFERENCE...NOW WHAT?

- Things to do!
 - Develop your team
 - Solidify all committee chairs
 - Identify students/groups to help volunteer
 - Re-read all WURHA Documents that cover conferences

ALWAYS REMEMBER...

- Be in constant contact with the Directorship
- Utilize all resources (past bids, wrap up reports, advisors, etc.)
- Provide monthly budget updates to the Directorship
- You can do it!

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THANK YOU FOR YOUR
INTEREST IN HOSTING THE
NEXT WURHA
CONFERENCE!!!