

Requirements of Bid Committee:

1. Bid committee must consist of at least three AA members with one or more years of continuous sobriety.
2. Each committee will be given a maximum of 30 minutes to present a bid. Advisory suggests limiting skit time to 5-7 minutes, to allow time for Q&A.
3. Submit a list of bid committee members, including contact information, sobriety dates, and service experience via email to bids@escypaa.org no later than 1 day before the start of the convention. Do not include this information in the printed bid packet.

Requirements of Bid Packet:

4. A statement demonstrating why the bid committee wants to host ESCYPAA in their area.
5. Describe the committee's effort to be involved in AA General Service work, to outreach the message of AA, and to practice the Twelve Traditions.
6. Provide a proposed date for the convention that falls between August 15th & November 15th.
7. Proposals or Unsigned contracts from at least two (2) meeting facilities adequately sized to hold the convention. If the facility is not adequately sized to hold the big meeting, a location for the big meeting must be within walking distance of the facility. The proposals must clearly indicate dates, room night commitment/attrition rate, room rates, total room inventory of facility, food and beverage commitment, a floor plan of the facilities meeting space and any other relevant facility information (i.e. parking, outside food and beverage policy, costs for hospitality suites/advisory meeting room, etc.). All costs related to the facility, both to ESCYPAA and to the attendee, must be outlined. Room night commitment is based upon the size of the bidding city market; Contact advisory's hotel chair and your committee's bid city liaison to find out what the best size contract is for your area. Please include the proposed convention schedule that your committee provided to the facility, and any proposed convention schedule that has been provided to you by the facility. Please see Advisory's Hotels 101 document.
8. Provide detailed financial records including all committee activities in the past 12 months demonstrating responsible financial autonomy and the ability to operate within the spirit of AA's Twelve Traditions. These would include cash flow (both revenue and expenses) and a detailed transaction log including a current account balance.
9. A detailed convention budget. You may use the template provided as a starting point. A separate budget must be provided for each facility.
10. A temporary pre-registration flyer, which includes a permanent P.O. Box for bid Committee.
11. Letter of support from bid committee's local area, districts, and inter-groups (where applicable) and a statement indicating the local committee is willing to work with the host committee to avoid date conflicts
12. An event insurance policy quote in the amount of one million dollars.
13. Signatures of each bid committee member acknowledging that they have read, understand, and agree to comply with the Advisory bylaws. Additionally, include a statement acknowledging the understanding that Advisory requires all members of the future Host Committee will comply with the Advisory bylaws.
14. A statement detailing examples of challenges your committee may face during your host year and how you intend to use the traditions to overcome these challenges.
15. Bid packets are to be delivered to Advisory in two ways:
 - a. An electronic copy is to be sent to bids@escypaa.org 2 weeks before the convention (changes to hotel contracts permitted up to Friday of convention, if necessary)
 - b. 18 final bid packets are to be delivered to advisory on the Friday of the convention (please confirm this number with your bid city liaison prior to printing)