

USPTA, Pacific Northwest Division Convention Bid Requirements

In order to host the convention here are the requirements

1. Hotel accommodations (approximately 50 rooms) from \$50 -\$100 /night with a room bock advanced reservation (preferably on site) however, accommodations can be no further than a ten minute drive from the host facility.
2. Provide banquet facilities large enough to hold and serve food and beverage for 80 people for the awards dinner.
3. Meeting rooms set up in classroom style for 20 -50 people.
4. Minimal charge for meeting rooms.
5. Minimal charge for exclusive use of tennis courts.
6. No restrictions allowing USPTA staff and members to hang banners in meeting rooms and/or on court fences.
7. No restrictions allowing use of or setting up of our own audio/visual equipment.
8. Be able to accommodate seating for on court presentations on or next to the court.
9. The Tennis Director or Head Pro must be USPTA certified.
10. Provide 3 empty teaching cart for use during the convention that will be filled with Pro Penn balls. (These Pro Penn balls will be donated to the facility after the event.)
11. Provide beer and/or wine to selected member functions.

Traditionally, the following functions are offered during the convention (USPTA reserves the right to add or remove functions)

Board meeting 10 people - beverages & lite munchies

Welcome Party 40 people - heavy appetizers and drink tickets

Awards Dinner – 80 people – plated or buffet dinner with beer and wine

The PNW board reserves the right to choose the facility they feel is best suited to provide the superior educational experience for its members. If you are interested, please send information including host location, host professionals, hotel pricing and alternate hotels, catering information, and any additional amenities to:

Don Patch

Executive Director

USPTA, Pacific Northwest Division

usptapnw@aol.com

503-702-8942