

TIMELINE FOR FLORIDA STATE CONVENTION BID COMMITTEES

TWO YEARS AHEAD OF CONVENTION YEAR

January

- Bid committee chairperson brings bid packet, including hotel contract, to appropriate area committee at area assembly and is prepared to present.
 - When convention is to be held in geographic boundary of North Florida Area 14, bid committee chairperson comes to the North Florida Area 14 Oversight Committee meeting at the January area assembly.
 - When convention is to be held in geographic boundary of South Florida Area 15, bid committee chairperson comes to the South Florida Area 15 State Convention Committee meeting at the January area assembly.
- Bid committee makes any changes suggested by the area committee.

February

- Bid committee chairperson brings bid packet, including hotel contract, with any changes suggested by the area committee at the January meeting, to the Joint Advisory Committee meeting for review and is prepared to present.
- Bid committee makes any changes suggested by the Joint Advisory Committee.

April

- Bid committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's April assembly and is prepared to present.
- Bid committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
 - For conventions to be held in the geographic boundary of North Florida Area 14, bid committee chairperson submits the report to the chair of the South Florida Area 15 State Convention Committee.
 - For conventions to be held in the geographic boundary of South Florida Area 15, bid committee chairperson submits the report to the chair of the North Florida Area 14 Oversight Committee.
- Bid committee makes any additional changes suggested by the area committee.

May

- Bid committee chairperson brings bid packet, including hotel contract, with any changes suggested by the Joint Advisory Committee in February and the area committee in April, to the Joint Advisory Committee for review and is prepared to present.
- Bid committee makes any additional changes suggested by the Joint Advisory Committee.

July

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's July assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

July/August

- Bid committee sets up and monitors a table at that year's Florida State Convention.
- Bid committee officers attend the Joint Advisory Committee meeting at the convention. Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee and is prepared to present.
- Bid committee officers present their bid to convention attendees at site selection meeting at the convention.
- Officers of the successful bid committee attend the Joint Advisory Committee reorganizational meeting at the convention and are voted in as director members of the Joint Advisory Committee.

October

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's October assembly and is prepared to present.
- Committee chairperson submits a report of committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

November

- Committee chairperson brings bid packet, including hotel contract, with any changes suggested by the area committee in October, to the Joint Advisory Committee for review and is prepared to present.
- Committee makes any changes suggested by the Joint Advisory Committee.

ONE YEAR AHEAD OF CONVENTION YEAR

January

- Committee chairperson brings bid packet, including hotel contract, to appropriate area committee at area assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Bid committee makes any changes suggested by the area committee.

February

- Committee chairperson brings bid packet, including hotel contract, with any changes suggested by the area committee in January, to the Joint Advisory Committee meeting for review and is prepared to present.
- Bid committee makes any changes suggested by the Joint Advisory Committee.

April

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's April assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

May

- Committee chairperson brings bid packet, including hotel contract, with any changes suggested by the Joint Advisory Committee in February and the area committee in April, to the Joint Advisory Committee for review and is prepared to present.
- Committee makes any additional changes suggested by the Joint Advisory Committee.

July

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's July assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

July/August

- Committee sets up and monitors a table at that year's Florida State Convention.
- Bid committee officers attend the Joint Advisory Committee meeting at the convention and provide a report of activities to date, including financial transactions, and are prepared to present any changes suggested by the Joint Advisory Committee in May and the area committee in July.
- Bid committee officers attend the site selection meeting at the convention to determine the convention that will follow their convention.
- Bid committee officers attend the Joint Advisory Committee reorganizational meeting at the convention.

October

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's October assembly and is prepared to present.

- Committee chairperson submits a report of committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

November

- Committee chairperson brings bid packet, including hotel contract, with any changes suggested by the area committee in October, to the Joint Advisory Committee for review and is prepared to present.
- Committee makes any changes suggested by the Joint Advisory Committee.

CONVENTION YEAR

January

- Committee chairperson brings bid packet, including hotel contract, to appropriate area committee at area assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Bid committee makes any changes suggested by the area committee.

February

- Committee chairperson brings bid packet, including hotel contract, with any changes suggested by the area committee, to the Joint Advisory Committee meeting for review and is prepared to present.
- Bid committee makes any changes suggested by the Joint Advisory Committee.

April

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's April assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

May

- Committee chairperson brings bid packet, including hotel contract, with any changes suggested by the Joint Advisory Committee in February and the area committee in April, to the Joint Advisory Committee for review and is prepared to present.
- Committee makes any additional changes suggested by the Joint Advisory Committee.

July

- Committee chairperson brings bid packet, including hotel contract, with changes suggested by the area committee and the Joint Advisory Committee, to the appropriate area committee meeting at the area's July assembly and is prepared to present.
- Committee chairperson submits a report of bid committee's activities, including financial transactions, to chairperson of the convention committee in the opposite area.
- Committee makes any additional changes suggested by the area committee.

July/August

- Committee hosts convention.
- Bid committee officers attend the site selection meeting at the convention to determine the convention that will be held in two years.
- Bid committee officers attend the Joint Advisory Committee reorganizational meeting at the convention.

October

- Committee chairperson attends the appropriate area committee meeting at the area's October assembly and brings a final report.
- Committee chairperson submits a final report to chairperson of the convention committee in the opposite area.

November

- Committee chairperson attends the Joint Advisory Committee and presents a final report.
- Committee chairperson is voted in by JAC members as chair of the Joint Advisory Committee beginning in August.

YEAR FOLLOWING THE CONVENTION

February

- Committee chairperson attends/chairs the Joint Advisory Committee meeting.

May

- Committee chairperson attends/chairs the Joint Advisory Committee meeting.

July/August

- Committee chairperson attends/chairs the Joint Advisory Committee meeting at the Florida State Convention.

November

- Committee chairperson attends/chairs the Joint Advisory Committee meeting.

