



## APPENDIX 4 AGF SANCTIONED EVENT - BID APPLICATION FORM

### 1 Event Information

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**Year:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Program(s):** \_\_\_\_\_

**Venue :** \_\_\_\_\_

### 2 Host Club(s)

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Complete Coordinates of LOC	
Full Address	
Contact Person	
Phone Number	
Fax Number	
E-mail	
Website	

- If you are hosting with multiple clubs, please include a listing of the other contributing clubs and their main contact person

### 3 Local Organizing Committee (LOC)

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LOC Directors	Name	Languages Spoken	Previous Hosting Experience
Event Director			
Business Director			
Operations Director			

- Provide an organizational chart of LOC
  - See Event Hosting Check-list (Appendix 2) and Organization Chart (Appendix 3) for suggested positions and role descriptions for full LOC

**Volunteer Information:**

- Please include a brief volunteer recruitment plan.



## 4 Finance

Complete and attach a projected budget including all revenues and expenses in monetary value (both cash and/or in-kind). The budget must be realistic and conservative. Please be as specific as possible as this will be the basis for budget should you be awarded the event.

Please refer to Sample Event Budget (Appendix 5) for major expenses to be considered.

Please outline any known sponsorship commitments involved with the proposed event (facility or otherwise). These cannot conflict with AGF's Premier Sponsors. Please contact AGF for an up to date list of sponsors.

Sponsor	Category	Entitlements

## 5 Competition Venue

Venue Contact Information	
Name of Facility	
Full Address	
Phone Number	
Fax Number	
E-mail	
Website	

Venue Specifics			
<b>Competition Area</b>			
Dimensions (ft.)	Width:	Length:	Ceiling height (ft.):*
Number of columns and distance (ft.) between them (if applicable):		Seating capacity (space must not be counted in competition area):	
Details of warm-up area:		Lighting type and candle-foot:	
<b>Venue Amenities</b>			
Number of meeting rooms and size (sq. ft.):		Space available for vendors (sq. ft.):	
Number of parking spots:		Cost of parking:	
Storage available: Yes/No		Concession: Yes/No	
Dedicated Internet available for scoring: Yes/No		Free Wi-fi for spectators available: Yes/No	
Able to bring in outside hospitality food: Yes/No		Loading docks: Yes/No	
What is the proximity of the loading dock to the competition venue:			
Is there an in-house sound system available: Yes/No		Are there permanent video screens available for use: Yes/No	



On-site Technical/Audio Visual Company: Yes/No	
<b>Washroom and Change Area Information</b>	
Number of washrooms:	Number of change rooms:
<b>Additional Venue Features/Comments:</b>	

\*From lowest hanging point.

- Include a floor plan (blue print) of the facility. Please illustrate suggested venue layout by labeling assigned areas.

## 6 Accommodations

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Option 1	
<b>Contact and General Information</b>	
Name of accommodation	
Full address	
Phone number	
Website	
Number of rooms available	
<b>Location</b>	
Distance from venue (m)	
Distance from airport (km) and minutes by car	

Option 2	
<b>Contact and General Information</b>	
Name of accommodation	
Full address	
Phone number	
Website	
Number of rooms available	
<b>Location</b>	
Distance from venue (m)	
Distance from airport (km) and minutes by car	



Option 3	
<b>Contact and General Information</b>	
Name of accommodation	
Full address	
Phone number	
Website	
Number of rooms available	
<b>Location</b>	
Distance from venue (m)	
Distance from airport (km) and minutes by car	

- Please indicate any additional items that may be relevant:
  - Hotel parking costs
  - Nearby restaurants, shopping, attractions
- If suggesting using a residence, please include:
  - Number of beds available
  - Ratio of bathrooms to beds
  - Configuration of dorm

## 7 Additional Information

Please take the time to add any additional information you may deem necessary for the event or could strengthen your bid. Include your Club's past experience in hosting events, strength of volunteer base or anything else that you feel may help your bid stand out.

On behalf of AGF, thank you for your interest in hosting an event. We truly appreciate the willingness and cooperation of clubs to be involved.

For any question regarding this bid, please contact **Robin McDougall** at [specevents@abgym.ab.ca](mailto:specevents@abgym.ab.ca) or 1-800-665-1010.