



# Host City Bid Application

2020 YJA Convention

Young Jains of America

[www.yja.org](http://www.yja.org)

[projects@yja.org](mailto:projects@yja.org)



February 21, 2019

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Jai Jinendra!

It is our pleasure to offer you the Young Jains of America 13th Biennial Convention Application. To date, YJA has hosted conventions in Chicago ('94), San Francisco ('96), Houston ('98), Los Angeles ('00), Mahwah ('02), the Bay Area ('04), Stamford ('06), Chicago ('08), New Brunswick ('10), Tampa ('12), Washington DC ('14), Los Angeles ('16), and Chicago ('18). We are now looking forward to choosing the location for the 2020 YJA Convention - it could be your city!

A YJA Convention is a one-of-a-kind event - many attendees will tell you that those four days are some of the most formative of their lives. Social, educational, and spiritually-focused programming come together to allow Jain youth to meet new people, broaden their horizons, and deepen their connection to their faith.

But convention doesn't come about by magic - it requires a dedicated team of leaders, strong Sangh, adult volunteer and youth support, and a host city that provides the right environment for attendees to learn, network, and grow. The YJA Executive Board and Host City Convention Committee are responsible for #YJA20 from start to finish, and charged with finding new and innovative ways to deliver an unforgettable experience for every attendee. We see that both as an enormous responsibility, and a huge honor!

Think that you've got what it takes? Enclosed you will find the necessary information with regards to hosting the 2020 YJA Convention. The bid packet you provide will show your commitment, capabilities, and creativity while serving as a blueprint for the Convention.

All bids must be completed and submitted electronically by **April 15, 2019** to [projects@yja.org](mailto:projects@yja.org). Please gather all materials in a uniform fashion (i.e. PDFs, Google Documents). Please note this is a holistic process. We recommend submitting more information rather than less and leaning towards accuracy rather than false information. While all parts of the application are required, every location is different. We will score the application holistically so it is ok if your location scores low on certain portions as long as there are pros to make up for them.

For the 2020 YJA Convention Bid Application, we are looking at three main capabilities from the host city, which **must** be reflected in your Bid Application.

1. **Support from Local Sangh(s)** – both a Fundraising Plan and Volunteer Plan to provide a strong backbone for the convention
2. **Venue** – a minimum of 3 venue quotes are required, 3+ are encouraged
3. **Potential Convention Committee Members** – 14 local youth volunteers willing to serve on the YJA Convention Committee that is responsible for in-depth convention planning

Sample documents can be made available upon request as reference for your bid application, including: a sample budget, a sample hotel contract, a sample Convention schedule, and a sample fundraising plan. If you have any questions during the bid process, please feel free to ask. Note that no current YJA Executive Board member may assist you with assembling any portion of the Bid Packet.

You may contact Mahima Shah at [projects@yja.org](mailto:projects@yja.org) or at (732) 299-1850 with any questions or concerns. We look forward to receiving your bids. Good Luck!

Sincerely,  
2018-2019 YJA Executive Board



## PART 1: LOCAL SUPPORT - SANGH, FUNDRAISING, AND VOLUNTEERS

### SANGH SUPPORT

Because a successful YJA Convention takes the support of the entire community, the Convention Committee depends on its local Sangh for resources, support, advice, and major financial contributions.

**Please include a formal letter showing unanimous support for the 2020 YJA Convention from your Sangh's Executive Board or Executive Committee.** The host Sangh (Jain Center) and the Convention Committee must also be prepared to sign a contract agreeing to the contents of the Convention Bid Guidelines, Convention Bid Application, and other terms and conditions necessary to host the Convention.

Please ask the local Sangh to create an official committee, which must include the Sangh President and three additional members from the Sangh Executive Board. They will dedicate volunteer time and coordinate financial resources on behalf of the Sangh for 2020 YJA Convention. Please note, it is acceptable for multiple Sanghs to jointly support Convention. If pursuing this route, please form the committee with members from each Sangh Executive Board.

### VOLUNTEER PLAN

A YJA Convention is not possible without the support of adult volunteers in the host city, both from the local Sangh and other Sanghs in the area. When applying to host the 2020 YJA Convention, we would like to see some **proof of a large population of adult volunteers** (approx. 100-150 local adults is ideal) who can assist with events during the weekend of the convention.

### FUNDRAISING PLAN

The Convention Committee is responsible for fundraising, along with the Executive Board, for 2020 YJA Convention expenses. The YJA Executive Board hopes for at least \$50,000 of convention expenses to come from the local Sangh and local donors. The amount of that contribution that we would expect to come directly from the Sangh will be evaluated in relation to the size of the Sangh. **Please provide your strategy for fundraising that amount from your Sangh and surrounding community, including projected pledges for a minimum of \$50,000.** These projected numbers can be gathered from Sangh donors and/or local companies/vendors.

While the YJA Executive Board and Convention Committee will be working as a team in their convention fundraising efforts, it is important that the host community and Sangh can offer a minimum amount of support to ensure a successful convention. Therefore, the Fundraising Plan should include the minimum donation amount the Sangh itself will contribute.



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We do understand that the size of Sanghs plays a factor in how much can be contributed. As a result, we've established tiers of donations which have worked well in the past.

Donations from the Sangh's Executive Committee in the name of the Sangh: \$25,000 - \$40,000

Donations from the Sangh members at large: \$20,000 - \$30,000

Donations from local businesses and vendors: \$15,000 - \$25,000

If the size of your Sangh or community is not large enough to meet these donation ranges, we recommend seeing if there are Sanghs nearby to create a joint effort in hosting 2020 YJA Convention. If this does not seem feasible, please note what can be provided. This is a holistic process based on many factors and we are receptive to different fundraising situations. If you would like to talk through any factors, we highly recommend reaching out to [projects@yja.org](mailto:projects@yja.org). If gaining Sangh support is proving to be difficult, please encourage them to contact us at [projects@yja.org](mailto:projects@yja.org) so that we can further explain the process and requirements of a host city Sangh.



## PART 1.1 | SANGH SUPPORT PLAN

In order to ensure the Sangh's support, please gain the support of *3 adult advisors, in addition to the President, from the executive committee* at your local Jain Center and *provide their contact information below*. These same three advisors and the President must also write and sign a formal letter of support, which describes the assistance they will provide for the 2020 YJA Convention if it is hosted in their city. An example of such letter of support can be found in the Appendix (pg. 28).

### YJA ADULT ADVISORS COMMITTEE

#### Member 1 (President)

Name: \_\_\_\_\_  
Executive Board Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

#### Member 2

Name: \_\_\_\_\_  
Executive Board Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

#### Member 3

Name: \_\_\_\_\_  
Executive Board Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

#### Member 4

Name: \_\_\_\_\_  
Executive Board Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

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## SANGH'S CONTACT INFORMATION

Name of Jain Sangh: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## SANGH'S ELECTIONS

Please briefly describe how the Sangh's Executive Committee Elections work.

Date of 2019-2020 Sangh Executive Committee Elections (MM/DD/YY) \_\_\_\_\_

Will the members making up the Adult Advisors Committee still be a part of the Sangh's Executive Committee in 2020? (Y/N) \_\_\_\_\_

Sincerely,  
**Jain Sangh's Executive Board**



## PART 1.2 | VOLUNTEER SUPPORT PLAN

Based on the average population of families who attend your local Jain Sangh, please provide a projected number of local adult volunteers that we can expect from your area. It is essential to the success of the convention that committed adult volunteers are available throughout the convention to provide support to the Convention Committee and YJA Executive board members. An average convention has approximately 45-60 adult volunteers at any given time during the weekend!

### VOLUNTEER PLEDGE

As the host city we can pledge to have a team of \_\_\_\_\_ volunteers, composed of adults from our local Sangh and committee, who are able and willing to provide their support during the convention dates.

*Please provide contact information for three adult volunteers from your Sangh that we can communicate with regarding the availability of volunteer support. Additionally, note that it is recommended the three volunteer names do not overlap with the 4 names provided for the Adult Advisors Committee (pg. 4).*

#### Volunteer 1

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Volunteer 2

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Volunteer 3

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternative Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

***Sign below to show your commitment to this pledge.***

**X:** \_\_\_\_\_



## PART 1.3 | FUNDRAISING SUPPORT PLAN

To ensure that the host city has the financial backing necessary to host a successful convention, we ask to see a fundraising plan. In this plan, we would like to have a **signed letter of support and pledge** from your local Jain Center's Executive Board stating that they are willing to support the YJA Board and Convention Committee in terms of fundraising, adult volunteer support, and marketing.

We are looking for donations at a minimum of \$50,000 from the local Sangh and donors in the area of the host city or members of the broader local community interested in supporting the convention in this location. If this is not possible due to Sangh size, we will take that into consideration. **Please include projected pledges to meet this minimum and names of potential donors (approx. 10-15).** Additionally, note the 3 example tiers of support on page 3 to help formulate your fundraising plan.

In the appendix (pg. 26-28), you will find a template letter/e-mail that can be edited and used to reach out to local Sanghs to gain a letter(s) of support for your fundraising plan.

As the host city Sangh, we pledge to contribute a minimum \_\_\_\_\_ dollars to ensure a successful convention.

As the host city, we can pledge to raise a minimum \_\_\_\_\_ dollars from Sangh members at large to ensure a successful convention.

As the host city, we can pledge to raise a minimum \_\_\_\_\_ dollars from local businesses and vendors to ensure a successful convention.

***Sign below to show your commitment to this pledge.***

**X:** \_\_\_\_\_



## PART 2: VENUE

### PART 2.1 | CONVENTION SITE DESCRIPTION

For the 2020 YJA Bid Application the YJA Executive Board is requiring applicants to **submit quotes for 3 venues/hotels in the possible host city** with a breakdown of information for each venue. The primary concern in choosing the appropriate type of accommodations for the Convention is to ensure that the environment is conducive to an educational and enjoyable Convention. It is mandatory to have the living quarters/rooms in the same facility as the Convention.

Please review the following guidelines to ensure compliance in selecting your potential Convention Sites. The minimum information required in your Bid Packet for each site evaluation includes:

1. Total Expense (line-item in budget) of Convention Site
  - Approx. 750-850 attendee rooms
    - 150 Double Queen Rooms per day
    - 130 King Rooms per day
  - Sample food costs breakdown (Breakfast, lunch, dinner)
  - WiFi/Power costs
  - Parking Pass costs
  - Transportation Shuttle
  - Room Flips
  - Tax costs
2. Description of Convention Site (facilities and accommodations), including:
  - Location to relative surroundings
  - Capacity
  - Number of rooms available (floor plan)
  - Conference Rooms/additional useful facilities
  - Accommodations description for guests and speakers
  - Under what terms will site allow us to bring outside food.
  - Quotes on food they could provide to us, and information as to how they will be able to cater to our Jain and vegan needs
  - In-House Audio-Visual Company Details
3. Arrangements for Transportation
  - Distance from major airport(s) to place of accommodations and facility
  - Method(s) of transportation between airport(s) and Convention Site
4. Other features of the site which would be advantageous in hosting a convention

*\* Any brochures, videotape, and other information about each site can be included for evaluation. \**



## The Facility

### Requirements

- Site must be available from July 2<sup>nd</sup>-July 5<sup>th</sup>, 2020
- Site must provide living accommodations for at least **800** paid registrants, and no more than **900** total persons including guests, lecturers, volunteers, and board members. Adjacent or nearby living accommodations from the Convention facility are **unacceptable**; a single site, which can provide living accommodations to all the participants as well as provide the appropriate rooms/facilities for scheduled activities, is required.
  - Conventions in the past have occupied approximately **250-350 guest rooms**
- Site must provide appropriate rooms/facilities for scheduled activities (i.e., theater rooms, lecture halls, dining hall, meeting rooms, audio-visual equipment and ports for computer equipment)
- Site must have sufficient rooms for concurrent programs and one large ballroom to hold **all participants** (e.g. small group discussions, break-out sessions, and opening/closing ceremony)
- Site must have storage rooms for materials for the Convention (included but not limited to AV, decorations, and souvenir items) on the ground floor
- Site should have at least **20-30 meeting rooms** for the sessions and meeting rooms for the Executive Board. It is required that the total person capacity of all meeting rooms should be able to accommodate 750 people at one time.
  - The site should also have a **Grand Ballroom space of 9,000-12,000 square feet** which can fit at least 800 people at one time
  - It is preferred that the Grand Ballroom is not broken up into meeting room space for sessions
- Site must vacate all alcohol from living quarters/rooms (i.e. no alcohol inside reserved guest rooms)
- Site should be able to restrict serving alcohol to general public (if this is not possible, then explain an alternate solution). Typically, establishment owners agree to refuse service to anyone with a YJA wristband. Ideally, those sections are closed off during Convention.
- Site must allow outside food and beverage throughout event

### Recommendations

These are our recommendations regarding venues based on past convention experiences. It is not necessary to meet all of these; however, if your venue does not have one of the recommended characteristics, please explain how you will address the relevant concerns.

- Site should be isolated from a metro city, allowing outdoor morning activities, recreation hour, and sessions. Also, this will strongly minimize security concerns by preventing youth from leaving the site.



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- Site should be exclusively occupied by Convention participants (the previous 2 Conventions have been 90% and 100% exclusive for the YJA Convention)
- Site should contain a location that is favorable for taking a group picture containing 800+ people





Number of Ballrooms: \_\_\_\_\_

Ballroom Capacities (note by ballroom or large meeting spaces — include sq. ft. & max capacity):

## Transportation Arrangements

### Major Airports Near Convention Site

#### Airport 1

Name: \_\_\_\_\_

Distance from Site (in miles): \_\_\_\_\_

Does hotel/site offer complimentary shuttle service to/from this airport? \_\_\_\_\_

#### Airport 2

Name: \_\_\_\_\_

Distance from Site (in miles): \_\_\_\_\_

Does hotel/site offer complimentary shuttle service to/from this airport? \_\_\_\_\_

### Parking

Does the site offer complimentary or discounted parking? \_\_\_\_\_

If so, approximately how many spots? \_\_\_\_\_

### Alternative Methods of Transportation (optional):

\_\_\_\_\_



## Other Features to Convention Site (optional)

Describe any other advantageous features this convention site may have (i.e., podium AV stations, indoor recreation area, attendee wifi, social media/application integration into hotel screens, large room for luggage storage on ground floor, early check-in, details about ballroom space, digital readers outside meeting space rooms, shipping/storage capacity for pre-convention packages):

*\* Please include a floor plan for each chosen venue in your application \**

## In-house Audio Visual Company

Please obtain a quote/contract from the venue's in-house A/V company for the requirements listed in the appendix on pages 29-31.

Additionally, please provide the A/V company's contact information and any additional details here.



## Additional Site Visit Questions

- Lobby size
  
- Width of hallways
  
- Do you feel security would be an issue?
  - Does hotel provide security or would outside security be required?
  
- Can we bring in outside catering? If not, is hotel willing to accommodate our dietary restrictions?
  
- Is there the ability for good traffic flow that does not take lots of time?
  
- Has the hotel done events like this - large numbers of youth, vegan/special catering, productions/shows (lighting, AV, etc.)?
  
- Any unusual/different/unique features about the venue/hotel?
  
- How many elevators are in the hotel? Do they go to all floors? Are the elevator banks spread out around the hotel or are they all in one location?
  
- **Overall feel of the hotel - can you envision convention being there?**



## VENUE #2

Please let the site know you are working on a bid – there is no guarantee your city will be chosen. However, in the event that it is, within what time frame is it important to book the hotel before it is likely the July 2<sup>nd</sup> – July 5<sup>th</sup> timeframe will be taken? \_\_\_\_\_

## Contact Information

Point of contact (name, phone number, email address) \_\_\_\_\_

## Total Expense (in-line budget)

Please provide a full in-budget for the venue. This is **required in addition to the contract the hotel will provide**. We would like you to take the costs for all site-related items such as guest rooms (separated by Double Queen rooms and King rooms), meeting room, ballroom for convention events from Thursday, July 2, 2020 to Sunday, July 5, 2020, as well as any costs for power/wifi, food, parking pass, transportation shuttle, room flips (i.e. banquet rounds, classroom style, theater style, etc) , hanging banners, tax on rooms, tax on food, etc. and enter them as line items on an Excel spreadsheet. Include all items with their individual costs, quantity needed, days needed, and the final Total Cost for all these site related items (sum of all items x quantity costs).

**Please include/attach Hotel Contract/Budget for the dates above for each chosen venue.**

## Description of Convention Site

Location and Relative Surroundings:

## Convention Site Capacity

Total Number of Guest Rooms Available: \_\_\_\_\_ Double Queen \_\_\_\_\_ King \_\_\_\_\_

Number of Conference Rooms: \_\_\_\_\_



Number of Ballrooms: \_\_\_\_\_

Ballroom Capacities (note by ballroom or large meeting spaces — include sq. ft. & max capacity):

## Transportation Arrangements

### Major Airports Near Convention Site

#### Airport 1

Name: \_\_\_\_\_

Distance from Site (in miles): \_\_\_\_\_

Does hotel/site offer complimentary shuttle service to/from this airport? \_\_\_\_\_

#### Airport 2

Name: \_\_\_\_\_

Distance from Site (in miles): \_\_\_\_\_

Does hotel/site offer complimentary shuttle service to/from this airport? \_\_\_\_\_

### Parking

Does the site offer complimentary or discounted parking? \_\_\_\_\_

If so, approximately how many spots? \_\_\_\_\_

### Alternative Methods of Transportation (optional):

\_\_\_\_\_



## Other Features to Convention Site (optional)

Describe any other advantageous features this convention site may have (i.e., podium AV stations, indoor recreation area, attendee wifi, social media/application integration into hotel screens, large room for luggage storage on ground floor, early check-in, details about ballroom space, digital readers outside meeting space rooms, shipping/storage capacity for pre-convention packages):

*\* Please include a floor plan for each chosen venue in your application \**

## In-house Audio Visual Company

Please obtain a quote/contract from the venue's in-house A/V company for the requirements listed in the appendix on pages 29-31.

Additionally, please provide the A/V company's contact information and any additional details here.



## Additional Site Visit Questions

- Lobby size
  
- Width of hallways
  
- Do you feel security would be an issue?
  - Does hotel provide security or would outside security be required?
  
- Can we bring in outside catering? If not, is hotel willing to accommodate our dietary restrictions?
  
- Is there the ability for good traffic flow that does not take lots of time?
  
- Has the hotel done events like this - large numbers of youth, vegan/special catering, productions/shows (lighting, AV, etc.)?
  
- Any unusual/different/unique features about the venue/hotel?
  
- How many elevators are in the hotel? Do they go to all floors? Are the elevator banks spread out around the hotel or are they all in one location?
  
- **Overall feel of the hotel - can you envision convention being there?**



## VENUE #3

Please let the site know you are working on a bid – there is no guarantee your city will be chosen. However, in the event that it is, within what time frame is it important to book the hotel before it is likely the July 2<sup>nd</sup> – July 5<sup>th</sup> timeframe will be taken? \_\_\_\_\_

### Contact Information

Point of contact (name, phone number, email address) \_\_\_\_\_

### Total Expense (in-line budget)

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**Please include/attach Hotel Contract/Budget for the dates above for each chosen venue.**

### Description of Convention Site

Location and Relative Surroundings:

### Convention Site Capacity

Total Number of Guest Rooms Available: \_\_\_\_\_ Double Queen \_\_\_\_\_ King \_\_\_\_\_

Number of Conference Rooms: \_\_\_\_\_



Number of Ballrooms: \_\_\_\_\_

Ballroom Capacities (note by ballroom or large meeting spaces — include sq. ft. & max capacity):

## Transportation Arrangements

### Major Airports Near Convention Site

#### Airport 1

Name: \_\_\_\_\_

Distance from Site (in miles): \_\_\_\_\_

Does hotel/site offer complimentary shuttle service to/from this airport? \_\_\_\_\_

#### Airport 2

Name: \_\_\_\_\_

Distance from Site (in miles): \_\_\_\_\_

Does hotel/site offer complimentary shuttle service to/from this airport? \_\_\_\_\_

### Parking

Does the site offer complimentary or discounted parking? \_\_\_\_\_

If so, approximately how many spots? \_\_\_\_\_

### Alternative Methods of Transportation (optional):

\_\_\_\_\_



## Other Features to Convention Site (optional)

Describe any other advantageous features this convention site may have (i.e., podium AV stations, indoor recreation area, attendee wifi, social media/application integration into hotel screens, large room for luggage storage on ground floor, early check-in, details about ballroom space, digital readers outside meeting space rooms, shipping/storage capacity for pre-convention packages):

*\* Please include a floor plan for each chosen venue in your application \**

## In-house Audio Visual Company

Please obtain a quote/contract from the venue's in-house A/V company for the requirements listed in the appendix on pages 29-31.

Additionally, please provide the A/V company's contact information and any additional details here.



## Additional Site Visit Questions

- Lobby size
- Width of hallways
- Does hotel provide security or would outside security be required?
- Can we bring in outside catering? If not, is hotel willing to accommodate our dietary restrictions?
- Has the hotel done events like this - large numbers of youth, vegan/special catering, productions/shows (lighting, AV, etc.)?
- Any unusual/different/unique features about the venue/hotel?
- How many elevators are in the hotel? Do they go to all floors? Are the elevator banks spread out around the hotel or are they all in one location?
- **Overall feel of the hotel - can you envision convention being there?**



## PART 3: CONVENTION COMMITTEE BOARD

A Convention Committee Executive Board comprises a minimum of 14 members and a maximum of 25 members. Below are position descriptions for each of the Convention Committee Members:

1. **Convention Committee Co-Chairs (2)** – Convention Committee Co-Chairs share major decision-making responsibilities with YJA Executive Board Members. For Co-Chairs, management experience is recommended, as the Co-Chairs will be leaders of the convention committee. It would also be beneficial for Co-Chairs to be well connected with the local Sangh and be involved in the Jain community.
2. **Site Committee Co-Lead** – This committee co-lead is responsible for all convention site related items, including business meetings with hotel managers and controlling logistics of the site, such as attendee rooms, meeting rooms, and ballrooms before and during the convention.
3. **Daytime Programming Committee Co-Lead** – This committee co-lead is responsible for organizing all daytime sessions and programming for the convention. A strong connection with the Jain community and Jain education as well as strong interpersonal skills would be beneficial for this position.
4. **Social Programming Committee Co-Lead** – This committee co-lead is responsible for all evening convention events such as the garba, mixers, talent show, and formal. This individual must have an experience in event planning and budgeting for large-scale events.
5. **JNF Programming Committee Co-Lead** – This committee co-lead is responsible for specialty daytime and nighttime programming for the Jain Networking Forum (JNF) age group. The JNF age group is composed of attendees between the ages of 21-29. This individual must be in the JNF age group and it is recommended that this individual have similar interests/qualifications as those listed for the Daytime Programming and Social Programming positions.
6. **Adult Volunteer Committee Co-Lead** – This committee co-lead is responsible for coordinating all of the adult volunteers including scheduling shifts, providing on-site orientation sessions/training, and working with other committees in regards to their volunteer needs. It is highly recommended that this individual has strong interpersonal and organizational skills.
7. **Fundraising Committee Co-Lead** – This committee co-lead will be in charge of local fundraising efforts for the convention. This individual will also work very closely with the YJA Executive Board Director of Fundraising for the entire convention. It is recommended that this individual has strong interpersonal skills and an interest in budgeting money.
8. **Registration Committee Co-Lead** – This committee co-lead is responsible for all items associated with convention registration including online registration, room assignments, and on-site convention registration booths where attendees check-in upon arrival to convention. This individual should have experience in database management, and any IT experience is highly recommended.



9. **Souvenir Committee Co-Lead** – This committee co-lead is responsible for creating and ordering a souvenir booklet for the convention attendees. This individual is also required to choose the souvenir gifts that will be given to each attendee upon arrival. (ex. bags, religious books, cups, pens, etc.)
10. **Security Committee Co-Lead** – This committee co-lead is responsible for creating a security plan for the convention site. This plan must take into consideration basic requirements such as males not being allowed on female floors of the hotel and vice versa. This committee is also required to research and hire an external security team to work at the convention.
11. **Hospitality Committee Co-Lead** – This committee co-lead is responsible for organizing volunteer schedules for convention dates, maintain the convention hospitality snack booth and ensure that transportation to the hotel from the airport runs smoothly.
12. **Public Relations Committee Co-Lead** – This committee co-lead is responsible for assisting with all PR and marketing efforts nationwide to get registrants for the convention. This individual will be managing social networking pages, creating promotional videos, and writing press releases for the YJA convention.
13. **Audio Visual Committee Co-Lead** – This committee co-lead is responsible for securing an AV company for Convention and organizing all audio-visual needs from committee members before and during convention. This individual will be managing everything from daytime session technology needs to nighttime social event technology needs.

Multiple individuals are allowed to be designated to committees but 14 distinct Co-Leads, including the two Convention Committee Co-Chairs, is the minimum. It is recommended that multiple Co-Leads be designated for **all** Committees.

Assembling a strong convention committee is a challenging task. For your convention bid application we need to ensure that there is a solid foundation of youth volunteers in the potential city to create a strong convention committee. The YJA Executive Board will work with the chosen Convention Committee Co-Chairs to find the best team possible; however, from your bid application, we want a sense of possible individuals that would be a great fit for the convention committee. You can list individuals based on the positions described above, however, this is not required – at this time, it is most important that there are at least 14-20 committed youth volunteers in your region that are willing to join the convention committee and help plan YJA 2020!



## Recommended Convention Committee Members

Please provide their information below. Listing a person below does not restrict he/she to the position indicated, nor does it guarantee that this individual will be selected to be on the Convention Committee when elections are conducted. Note that no current YJA Executive Board member can be listed below as volunteers for the Convention Committee. Additionally, please contact each of the individuals whose information you provide as we may follow up with them when reviewing applications. Feel free to provide more than 14 names.

Name	Phone Number	Email Address	Current City of Residence	Possible Convention Committee Position
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				



## APPENDIX

### SAMPLE LETTER TO JAIN CENTER EC/PRESIDENT

Jai Jinendra [INSERT EXECUTIVE COMMITTEE or PRESIDENT NAME],

I am writing to you on behalf of the local youth who are interested in bringing the Young Jains of America 2020 Convention to [INSERT CITY NAME]. Our objective with this email is to provide you with as much information as possible and also to obtain a letter from our Sangh indicating support if the convention were to come to this region.

The YJA Organization is currently probing multiple cities to select a site for next year's convention. We are working to produce information that will be useful to YJA in helping them make their decision, in hopes of bringing the convention to [YOUR CITY].

The following has been done so far:

- [Insert any research your committee has completed so far including venue/hotel quotes and possible convention committee members recruited]

Supporting a convention includes any or all of the following:

- Providing guidance and feedback
- Using the Sangh's marketing channels to promote the convention to its members
- Providing a room at the Jain Center once a month to be used for convention planning
- Encouraging Adults to volunteer at the convention
- Assisting with local fundraising efforts

Hosting a convention requires:

*(can be co-hosted with other Sanghs)*

- Adult volunteers to help with security, transportation, food preparation, etc. (at most time slots, about 20 volunteers are required, but we need over 120 volunteers signed up for the duration of the convention to take shifts)
- Help YJA fundraise \$50,000 (~40% of total fundraising)

### Frequently Asked Questions by the Hosting Sangh(s)

**Who is responsible for any financial burdens?**

- *YJA and JAINA are solely responsible.*

**What happens if our region cannot fundraise \$50,000?**

- *The \$50,000 is the amount YJA hopes to fundraise in the region. If it cannot do so, YJA will focus its fundraising efforts to other regions in the country. We ask support from the local Sanghs to help us reach out to individuals and corporations that would be potential donors. The approximate total amount that needs to be raised locally and nationally is \$120,000 to break even. Please contact YJA*



Executive Board directly at [projects@yja.org](mailto:projects@yja.org) or Mahima Shah (Director of Project Development) at 732-299-1850 to speak about any fundraising concerns.

## How will our name be used?

- The host Sangh(s) name will be used on all of our marketing materials (posters, fliers, emails, website, souvenirs, etc). However, the host Sangh(s) retains full discretion regarding the use of its name on such materials.

## Why should I consider being a “host”?

- A “host” Sangh(s) can expect to derive several benefits after a large event such as YJA convention in their region. For example, in the past, hosting a YJA convention has been shown to increase Pathshala enrollment by 25%, bring the community together for a common goal, yield leadership opportunities, and plant the seed for young Jains to connect or reconnect with their religion.

## What are our responsibilities as the “host”?

- As outlined above, the host’s responsibilities are to facilitate a connection between YJA and the local youth. We look to the host Sangh to be able to encourage their youth to attend the convention. We also look to the host Sangh for access to marketing channels and fundraising opportunities. All of the detailed convention planning is accomplished by the YJA Board and Convention Committee.

## How much time will being a “host” require?

- All of the convention planning is done by the youth, which is a combination of the YJA National Executive Board (16 youth members) and a Convention Committee (which would consist of 17-22 youth members). The time requirement we ask of the Sangh in the planning stages is to provide a list of potential adult volunteers, to provide leads for fundraising opportunities based on connections the Sangh has, and to use Jain center facilities for any pre-convention meetings.

## Conclusion

In conclusion, we will need a letter of support from the Executive Committee. The letter of support that is attached is not a commitment to host or a sponsoring agreement; it is only to show that the local Jain Center would be willing to support the YJA Board and Convention Committee in terms of fundraising, adult volunteer support, and marketing.

If the decision is made to have the next YJA convention in our region, the YJA board will then discuss the options and requirements that come with hosting the convention.

If you have any further questions regarding reasons for a Jain Sangh to host a convention, please contact **[INSERT YOUR NAME AND CONTACT INFORMATION HERE]**.

If you would like to speak directly to a member on the 2018-2019 YJA Executive Board, please email us at [projects@yja.org](mailto:projects@yja.org). The Board is readily available to explain the Bid Process, discuss fundraising plans, and offer any support or insight necessary to help Sanghs learn more about the YJA and host city Sangh collaboration necessary to host a YJA Convention. Much of the information included in this packet has been compiled from past years but there is an understanding that each city and Sangh is different. We recommend contacting YJA Executive Board directly with any concerns or questions regarding fulfilling Sangh expectations.



## **SAMPLE OF JAIN SANGH FORMAL SUPPORT LETTER**

*must be signed by your 3 EC adult advisors and Jain Sangh's President*

Dear YJA Executive Board,

The Executive Board at the \_\_\_\_\_ (name of Jain Sangh) provides our support to host the YJA 2020 convention in our city. We promise to do our best to provide the volunteer and financial support necessary in partnering with the YJA Executive Board to host a successful convention. We will ensure our Sangh provides the minimum pledged donation amount and will help the YJA Board raise the minimum \$50,000 from our city. Additionally, we will utilize our resources to obtain a sufficient amount of local Adult Volunteers from our community. We understand the mission of YJA in bringing together Jain Youth across the nation and are excited to be a part of the next YJA Convention. As requested we will create a committee to act as a liaison between the YJA Executive Board and our Sangh's Executive Board to provide adult advisors for the convention. Our adult advisor committee for the YJA 2020 Convention will be compromised of three members of our Sangh's Executive Board as well as the Sangh President.

Sincerely,

\_\_\_\_\_ Executive Board



## AUDIO VISUAL EQUIPMENT LIST

### Audio

<p><b>RCF TTL RIG</b>        8 TTL-33As, 4- TTL-36's,        (or comparable PA)        Fly/ground support bars,        Cables, RD-Net controller.        cases and covers.</p> <p>Quantity: 1</p>	<p><b>Shure SM-58</b>        Dynamic cartridge with cardioid polar        pattern. Includes microphone clip and        storage bag.</p> <p>Quantity: 10</p>	<p><b>Microphone stand (Tall)</b>         Microphone stand (Tall)</p> <p>Quantity: 5</p>
<p><b>Sennheiser EW 500-945        G3 Wireless rack</b>        Sennheiser EW500-945 G3        Wireless system with        distributor and Paddle        antennas. 2 body packs        and 2 HH with 945        capsules.</p> <p>Quantity: 1</p>	<p><b>Allen &amp; Heath GLD-80</b>        Digital Mixer with 20 Channel Strips in Four        Layers and External Cat 5-connectable I/O        racks to give you a 28-, 36-, or 44-mic-input        system. The main GLD-AR2412 AudioRack        (24 XLR inputs and 12 XLR outs) and up to        two AR84 expander racks (each having        eight XLR inputs and four XLR outs) may be        rigged up using up to 400' runs of Cat 5        cable</p> <p>Quantity: 1</p>	<p><b>Pioneer DDJ-SX2        Professional DJ        Controller</b>        Pioneer DDJ-SX2        Professional DJ        controller, 2 USB cables,        IEC cable and Case.</p> <p>Quantity: 1</p>
<p><b>headset microphones</b> for        Sennheiser packs</p> <p>Quantity: 4</p>	<p><b>Breakout room speaker</b>        Breakout room speaker. 12 inch speaker        with stand</p> <p>Quantity: 10</p>	<p><b>Short Mic stand</b></p> <p>Quantity: 2</p>
<p><b>Shure SM-58</b>        Dynamic cartridge with        cardioid polar pattern.        Includes microphone clip        and storage bag. *SPARE*</p> <p>Quantity: 5</p>	<p><b>1/8 to 1/8 Auxiliary cables</b></p> <p>Quantity: 16</p>	



## Lighting

<p><b>Chauvet 140SR Hybrid</b>          140 W discharge lamp Colors: 12 + white, split colors, continuous scroll at variable speeds Gobos: wheel (1): 9 + open, rotating, interchangeable, slot-n-lock, continuous scroll at variable speeds wheel (2): 17 + open, aluminum, continuous scroll at variable speeds</p> <p>Quantity: 12</p>	<p><b>ADJ Mega Par LED</b>          American DJ RGB uplights</p> <p>Quantity:10</p>
<p><b>CHAUVET Rogue R2 LED Wash Light</b>          CHAUVET Rogue R2 LED Wash Light, RGBW 1- clamp and 1 powercon.</p> <p>Quantity:12</p>	<p><b>Tomcat 10ft aluminum truss section</b>          Truss stick</p> <p>Quantity:10</p>
<p><b>Chauvet Shocker 2 BLINDER</b>          Chauvet Shocker 2 cell blinder. Powercon, bracket and clamp included.</p> <p>Quantity: 2</p>	<p><b>Tomcat Base plate</b>          Truss base plate</p> <p>Quantity: 4</p>
<p><b>MaOnpc command wing</b>          MaOnpc command wing with touch screen PC</p> <p>Quantity: 1</p>	

## Video

<p><b>Blackmagic Design ATEM 2 M/E Production RIG</b>          Blackmagic Design ATEM 2 M/E Production Studio 4K, 8 Decimators, 4- AJA Converters, 8 Blackmagic Converters. SDI cable package.</p> <p>Quantity: 1</p>	<p><b>Video Work box</b>          SDI cable(10-10's, 10-25's, 5-50's, 4- 250's) , HDMI cable, 2 DA's, 6 Black Magic SDI to HDMI Converters, 10 Decimators MD-HX, 2 Aja HA5-Plus, 1 Aja HA5</p> <p>Quantity: 1</p>
<p><b>3000 Lumen Projector w/ adjustable stand</b>          Video:3000 Lumen Projector w/ adjustable stand</p> <p>Quantity: 27</p>	<p><b>Down Stage Monitor (DSM/Confidence monitor)</b>          Down Stage Monitor (DSM/Confidence monitor). 43 inch.</p> <p>Quantity: 1</p>
<p><b>8' tripod screen</b>          8' tripod screen</p> <p>Quantity: 27</p>	<p><b>Perfect Cue</b>          Perfect Cue with 2 remotes.</p> <p>Quantity: 1</p>
<p><b>Panasonic 6K HD projector</b>          Panasonic 8K HD projector</p> <p>Quantity: 2</p>	<p><b>USB Slide Advancer</b>          USB Slide Advancer</p> <p>Quantity: 5</p>
<p><b>8X14 Front/Rear Projection screens</b>          8X14 Front/Rear Projection screens with scrim</p> <p>Quantity: 2</p>	<p>Small 17 inch monitor to be used as a speaker timer.</p> <p>Quantity: 1</p>



## Labor

<b>Audio Engineer</b> 5 Days	<b>Stagehand (GS)</b> 5 Days
<b>Lighting Designer</b> 5 Days	<b>Stagehand (Breakout tech 1)</b> 5 Days
<b>Video Engineer</b> 5 Days	<b>Stagehand (Breakout tech 2)</b> 5 Days
<b>Stage Manager</b> 5 Days	

## Video Wall

<b>LS4.81 4MM LED Panel</b> 4MM LED PANEL, 500x1000mm, SMD2724 black led panel, 25.35lb  Quantity: 54	<b>Genie ST-25 Super tower</b> Genie ST-25 Super tower. Maximum Lift Height: 24 ft 4 in. Lift Capacity At 18 inch Load Center: 650 lb.  Quantity: 3
<b>Rigging Hardware Package</b> Rigging Hardware Package, Shackles, Spansets, Steel, etc.  Quantity: 1	<b>Novastar VX4S</b> Novastar VX4S LED processor  Quantity: 1