



Young Jains of America

Federation of Jain Associations in North America
A Non-Profit Tax-Exempt Religious Organization. IRS
Code Section 501(c)(3) EI #54-1280028
board@yja.org • www.yja.org

Jai Jinendra!

The following shows a sample bid packet submitted in 2017. Please feel free to model your own Bid Packet off of this sample. Additionally, note that while this Bid Packet was done well, there were still additional items that could have provided valuable information to the Board. We have included samples of those additional items which we are also looking for. Any pages with the word "SAMPLE" shows what we are looking for that was not included in the original application. We have included additional "Notes" throughout the packet to explain some of the sections. Please be aware that our Notes should not be included in your Bid Packet or should be modified to explain your research.

Lastly, keep in mind this Bid Packet was submitted under the 2016-2017 requirements. The Bid Application has been updated since then so be sure to use the 2018-2019 version when creating your own packet. If you have any questions, reach out to Mahima Shah at projects@yja.org. Thank you!

With #yjlove,

The 2018-2019 YJA Executive Board

2018 Young Jains of America Convention Bid Packet Chicago, IL

Dear YJA,

In 2016, YJA celebrated its 25th year anniversary and hosted its biennial convention in Los Angeles, CA. Many Chicago Young Jains were in attendance and were highly motivated to bring the 2018 convention to Chicago after their memorable experience.

YJA's establishment and first convention planted the seeds to Chicago's unique bond with YJA. Many Jains see how YJA has rapidly grown over the past five years and the Chicago Jain Youth wants to spread Jain knowledge, connect Jains, embrace Jainism with YJA's prestigious platform. To put this bid packet together, we have been working with [REDACTED] [REDACTED] [REDACTED]. They have helped us throughout this process and will support us in bringing the 2018 Convention to Chicago.

Please help us bring the 2018 YJA Convention to the largest Jain Sangh in the United States as we look to unite Young Jains, Jain families, and Jain Sanghs all across the world.

Sincerely,

The Chicago Jain Youth

ABOUT THE JAIN SOCIETY OF METROPOLITAN CHICAGO

Founded in 1970, the Jain Society of Metropolitan Chicago (JSMC) has a membership of about 1,800 families, the largest membership representation of the Jain Centers in North America. JSMC is a proud member of the Federation of Jain Associations In North America (JAINA) and has a distinctive honor of having built in 1992 the 1st significant Jain Temple of North America on 15.4 acre property it owns in Bartlett, Illinois.

The primary purpose of JSMC is to provide a temple for religious services and a community center for social, cultural, educational and economic needs of the Jain community. Other objectives of JSMC are to increase the awareness of the principles of Jainism, achieve the unity of all Jains, provide a platform to project the voice of Jain religion, promote the feeling of amity and brotherhood among Jains and to promote inter-faith understanding, establish communications between scholars of Jain philosophy and members of the Society, and celebrate Jain festivals and holidays.

Mission:

To offer a trustworthy and structured ground for projecting a common voice of all Jains for promoting principles of Jain religion, providing Jain education to the community, and celebrating Jain social and cultural events in a manner that is compassionate, vibrant, & dynamic to all. In doing so, the organization shall execute its affairs ethically based on a sound infrastructure and responsible conduct, while creating a sustainable financial position.

Vision:

To establish an inspiring Jain lifestyle that focuses on youth involvement, boasts the highest membership among Jain Centers outside of India, demonstrates having a positive impact on every stakeholder, grows financially to a stable and sustainable debt-free position, becomes a "can't live without" for the community, and attracts visitors as a "must visit" place on Chicago's list.

History:

JSMC has come a long way since its formation more than twenty-five years ago. The idea of organizing JSMC was initiated during PARYUSHANA PARVA in 1969. The constitution for that purpose was adopted in a general body on January 11, 1970.

The aims and objectives of the organization are to provide a platform for projecting the voice of Jainism in the United States, to strive for an increased awareness of Jain principles, and to promote better understanding with other religions and cooperation among different factions of Jainism. From the beginning our community was poised for having a temple of our own. As a step

in the right direction, we received Bhagvan Mahavir's Pratimaji (idol) in 1971. Thereafter, the following events took place:

Year	Milestone
1969	Inception of the idea of organizing a Jain Society in Chicago
1970	Adopted the Constitution for the purpose of JSMC on Jan 11, 1970
1988	Purchased 15.4 acres of land for the Jain Center
1990	Bhoomi Poojan
1991	Shilanyas
1992	Jain Center opening ceremony in May
1993	Pratishtha of Mulanayak Bhagvan, Mahavir Swami and all Ghabhara Pratimajis, Dev-Devi, Ghantakarna Mahavir, Shreemad Rajchandraji, Laghuraj Swami and Bhahmacharji and Atmasiddhi anavaran.
1995	Twenty Tirthankar Pratishtha. Also hosted JAINA Convention
1996	Shreemad Rajchandra Pratishtha idol and Atmasiddhi Shatabdhi celebration
1997	Four Tirthankar Pratishtha
2009	Grand Pratishtha

The Future:

It is now time to consolidate our financial base and expand our humanitarian and socio-economic activities with the development of JSMC Heritage Fund. We want to award educational scholarships, help our fellow Jains, and provide financial support to people during natural disasters. We would like to continue our efforts toward building other activity centers, expand and enrich our Library and increase support for publications. We want to spread the word about vegetarianism, one of our main religious principles.

We must create the platform for the next generation to continue and expand what we have started; to extend our humanitarian endeavors and excel in every aspects of Jainism.

ADULT ADVISOR COMMITTEE

Formal letter of support is attached with this document.

Member 1

[REDACTED]

President

[REDACTED] - [REDACTED] - [REDACTED]

president@jasmcoffice.com

Signature:

Member 2

[REDACTED]

Board of Trustees

[REDACTED] - [REDACTED] - [REDACTED]

[REDACTED]@jasmcoffice.com

Signature:

Member 3

[REDACTED]

General Secretary

[REDACTED] - [REDACTED] - [REDACTED]

[REDACTED]@jasmcoffice.com

Signature:

Sangh's Contact Information

Jain Society of Metropolitan of Chicago

630-837-1077

info@jasmcoffice.com

435 N Route 59 Bartlett, Illinois 60103, USA

Sincerely,

JSMC's Sangh

VOLUNTEER SUPPORT PLAN

As the host city we can pledge to have a team of **100+ volunteers**, composed of adults from our local Sangh and committee, who are able and willing to provide their support during the convention dates.

Volunteer 1

████████ ██████████
██████ - ████████ - ████████
████████████████████@gmail.com

Volunteer 2

████████ ██████████
██████ - ████████ - ████████
████████████████████@gmail.com

Volunteer 3

████████ ██████████
██████ - ████████ - ████████
████████████████████@gmail.com

X: _____



SAMPLE

FUNDRAISING SUPPORT PLAN - DONATION TIER PLEDGES

Note: There should be four numbers provided in this section. The total minimum pledged amount, minimum sangh contribution, minimum contribution from Sangh members at large, and minimum contribution from local businesses and vendors. Creating the Fundraising Support Plan is typically one of the most difficult part of the process - please let us know if you need help talking to your Sangh or further clarification on what we are looking for.

The total minimum contribution will be **\$XX,XXX**

As the host city Sangh, we pledge to contribute a minimum **\$XX,XXX** dollars to ensure a successful convention through fundraising efforts.

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

Pledges

- Donor Name 1 - \$201
- Donor Name 2 - \$501
- Donor Name 3 - \$301
- ...

Note: Sum of pledges is ideally over 5k. If the sum does not match the minimum amount, the assumption is there are more donors in the area or the sangh will make up the remaining amount through their own fundraising efforts.

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

Pledges

- Local Shop A - \$400
- Local Shop B - \$100
- Vendor 1 - \$250
- Vendor 2 - \$300
- ...

Note: Sum of pledges is ideally at least half of the minimum pledge

CONVENTION SITE APPLICATION

VENUE 1 - [REDACTED]

Bulk Guest Room & Meeting Room Rates: \$ [REDACTED]

- Hotel RFP is attached with this document.

Description of Convention Site

Location and Relative Surroundings:

- Next to the Yorktown Center shopping plaza
- 20-22 miles from downtown Chicago
- 24-25 miles from Jain Society of Metropolitan Chicago
- 4-5 miles from Morton Arboretum
- 8-10 miles from Cantigny Park
- 2-3 miles from Oakbrook Mall

Convention Site Capacity

Number of Guest Rooms Available: 250

Number of Conference Rooms: 21

Number of Ballrooms: 5

Ballroom Capacities: Largest Ballroom configuration can accommodate 2,500 individuals and has a square footage of 18,914.

NOTE - There are several configurations, please take a look at the attached document.

Transportation Arrangements

Airport 1

Name: O'Hare International Airport

Distance from Site (in miles): 16

Shuttle Service is not available.

Airport 2

Name: Chicago Midway International Airport

Distance from Site (in miles): 24

Shuttle Service is not available.

Alternative Methods:

Coach Busses, Uber, and Taxis are easily available for a fair price.

Other Features of Convention Site:

- Floor Plan is in the Google Drive Folder.
-

SAMPLE

Venue Research

Indoor recreation area: Movie Theater Room

Attendee wifi: wifi is free for guests

Social media/application integration into hotel screens: There are screens around the hotel that we could put YJA snap/insta/twitter handles on or schedules for the weekend

Large room for luggage storage on ground floor: There is a room with a 150 person capacity that could be used for luggage

Early check-in: The earliest guests could check in is 12:00 pm

Digital readers outside meeting space rooms: Yes - could populate with session and speaker names

Shipping/storage capacity for pre-convention packages: hotel is okay with items being shipped to the venue and will store it until we arrive

Can we bring in outside catering? If not, is hotel willing to accommodate our dietary restrictions? - Yes, can bring outside catering

Any unusual/different/unique features about the venue/hotel? -- venue has three available ballrooms we could use and three banks of elevators that go to every floor

Overall feel of the hotel - can you envision convention being there? -- YES

*Note: In this section, please put as much research as possible with any information that may be relevant about the venue. We have listed some examples of information you may want to research. These items are **not** all required in order for a hotel to be selected, and there may be other information that you don't see here that you choose to include - this is your opportunity to share information that you have learned with us!*

SAMPLE

In-Line Budget for Venue

Note: Below is a sample of an in-line budget for a venue. Please format your columns in whichever way is easiest for you. Include all extra expenses that the hotel mentions and reference the Bid Application for miscellaneous items to ask the venue about. Please submit the in-line budget as an Excel or Google Sheets file on Google Drive.

Note: The following are generic numbers

Item	Quantity	Per Unit Cost	Days Needed	Total Cost
Double Queen Rooms	150	\$100	3	\$45,000
King Rooms	140	\$100	3	\$42,000
Hotel tax 14%	290	\$12.46	3	\$12,180.00
Parking Passes	100	\$20	3	\$6,000
Room Flips	5	\$20	3	\$300
Day 1 dinner price	800	25.00	1	
Day 2 breakfast price	800	14.00	1	
Day 2 lunch price	800	18.00	1	
Day 2 dinner price	800	14.00	1	
Day 3 breakfast price	800	14.00	1	
Day 3 lunch price	800	18.00	1	
Day 3 dinner price - hotel service package	800	15.00	1	
Day 3 dinner price - pp cost to caterer	800	15.00	1	
Day 4 breakfast price	800	14.00	1	
Day 4 lunch to-go	800	5.00	1	
Food sales tax 0%				
Food service charge 8%				
Food gratuity 17%				
Total Expense				\$XXX,XXX

VENUE 2 - [REDACTED]

Bulk Guest Room & Meeting Room Rates:

- Hotel RFP is attached with this document.

Description of Convention Site

Location and Relative Surroundings:

- 1-2 miles from Woodfield Mall and Streets of Woodfield
- 10-12 miles from Jain Society of Metropolitan Chicago
- 8-10 miles from The Arboretum of South Barrington
- 3-5 miles from Arlington Park
- Business, recreational, and entertainment suburb of Chicago.

Convention Site Capacity

Number of Guest Rooms Available: 450-500

Number of Conference Rooms: 20-25

Number of Ballrooms: 5

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

See attached document as there are several configurations. The total space that we can use adds up to approximately 100,000 square feet.

Transportation Arrangements

Airport 1

Name: O'Hare International Airport

Distance from Site: 9.1 miles

Shuttle Service is not available.

Airport 2

Name: Midway Airport

Distance from Site: 24 miles

Shuttle Service is not available.

Alternative Methods:

Coach Busses, Uber, and Taxis are also readily available. Trains and buses from most major cities in the Midwest and Mid-Atlantic coast.

Other Features of Convention Site:

- Floor Plan is in the Google Drive Folder.
-

VENUE 3 - [REDACTED]

Bulk Guest Room & Meeting Room Rates:

- Hotel RFP is attached with this document.

Description of Convention Site

Location and Relative Surroundings:

- 35-37 miles from Jain Society of Metropolitan Chicago
- In the heart of downtown Chicago
- Walking distance from all city attractions including Millennium Park and the Willis Tower
- 2-3 miles from Museum Campus and Soldier Field
- 1 mile from the Magnificent Mile
- 2 miles from Navy Pier

Convention Site Capacity

Number of Guest Rooms Available: 300

Number of Conference Rooms: 77

Number of Ballrooms: 7

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

Largest ballroom is 16909 square feet, total meeting space of 130,000 square feet

Transportation Arrangements

Airport 1

Name: Chicago O'Hare

Distance from Site: 18 miles

Shuttle Service? No, but a shuttle is available by Airport Express, costing about \$34/person (cost is negotiable). Chicago public transit is also available via train (~\$2) or bus (~\$25).

Airport 2

Name: Chicago Midway

Distance from Site: 11 miles

Shuttle Service? No, but a shuttle is available by Airport Express, costing about \$30/person (cost is negotiable). Chicago public transit is also available via train (~\$2) or bus (~\$20).

Alternative Methods:

Coach Busses, Uber, and Taxis are also readily available. Trains and buses from most major cities in the Midwest and Mid-Atlantic coast.

Other Features of Convention Site:

- Floor Plan is in the Google Drive Folder.
-

VENUE 4 - [REDACTED]

Bulk Guest Room & Meeting Room Rates:

- Hotel RFP is attached with this document.

Description of Convention Site

Location and Relative Surroundings:

- 37-40 miles from Jain Society of Metropolitan Chicago
- In the heart of downtown Chicago
- Across the street from Grant Park
- Walking distance from all city attractions including Millennium Park and the Willis Tower
- 1-2 miles from Museum Campus and Soldier Field
- 2 miles from the Magnificent Mile
- 2 miles from Navy Pier

Convention Site Capacity

Number of Guest Rooms Available: 300

Number of Conference Rooms: 50

Number of Ballrooms: 4

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

Largest room is 39,000 square feet, total meeting space of 234,000 square feet

Transportation Arrangements

Airport 1

Name: Chicago O'Hare

Distance from Site: 17.3 miles

Shuttle Service? No, but a shuttle is available by Airport Express, costing about \$34/person (cost is negotiable). Chicago public transit is also available via train (~\$2) or bus (~\$25)

Airport 2

Name: Chicago Midway

Distance from Site: 11 miles

Shuttle Service? No, but a shuttle is available by Airport Express, costing about \$30/person (cost is negotiable). Chicago public transit is also available via train (~\$2) or bus (~\$20)

Alternative Methods:

Coach Busses, Uber, and Taxis are also readily available. Trains and buses from most major cities in the Midwest and Mid-Atlantic coast.

Other Features of Convention Site:

- Floor Plan is in the Google Drive Folder.
-

VENUE 5 - [REDACTED]

Bulk Guest Room & Meeting Room Rates:

- Hotel RFP is attached with this document.

Description of Convention Site

Location and Relative Surroundings:

- 20-25 miles from Jain Society of Metropolitan Chicago
- 30-35 miles from downtown Chicago
- Large shopping area and stores within 1-2 miles
- 3 miles from Vernon Hills Golf Course
- 4 miles from Captain Daniel Wright Woods Forest Preserve

Convention Site Capacity

Number of Guest Rooms Available: 300

Number of Conference Rooms: 22

Number of Ballrooms: 3

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

Largest room accommodates 1,500 people, total event space is 51,939 square feet

Transportation Arrangements

Airport 1

Name: Chicago O'Hare

Distance from Site: 19.3 miles

Shuttle Service is not available.

Airport 2

Name: Chicago Midway

Distance from Site: 43 miles

Shuttle Service is not available.

Alternative Methods:

Coach Busses, Uber, and Taxis are also readily available. Trains and buses from most major cities in the Midwest and Mid-Atlantic coast.

Other Features of Convention Site:

- Floor Plan is in the Google Drive Folder.
-

Notes:

Chicago Resources:

- [REDACTED] have donated **all groceries** to JSMC for Paryushan Maha Parva and Das Lakshana Parva **since 2009** and give discounted price groceries on major event dates (Mahavir Jayanti, Aymbil Oli, etc).
- [REDACTED] is the leading party and event rental equipment provider in the Chicagoland area and **provides JSMC with discounted to free** rental on most equipment for events such as, MELA, Lock-in, and JSMC Garba. [REDACTED] has a long-term contract with Township High School District 211, which is the most funded in Illinois, showing their prominence in their industry.
- [REDACTED] has given JSMC discounts on printing material since 2009 at least.
- [REDACTED] are professional cameramen and videographers as they capture **every JSMC event** in high quality for [REDACTED]. Please feel free to check out the photos and videos at jsmconline.org.
- **Minimum 75-100** Volunteers for all JSMC Events

YJA & Chicago Relationship/History:

- YJA was founded in Chicago, IL.
 - Chicago,IL held the first convention.
 - [REDACTED] of YJA, [REDACTED] [REDACTED] has shown immense interest and support in bringing the 2018 Convention to Chicago,IL.
 - Members of the first YJA Board, [REDACTED] [REDACTED] and [REDACTED] [REDACTED] [REDACTED] have shown great support in bringing the 2018 Convention to Chicago,IL.
 - Past YJA leaders and members, such as [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] and [REDACTED] [REDACTED] have shown great support in bringing the 2018 Convention to Chicago,IL.
 - United States Jain Pathshala Pioneers [REDACTED] & [REDACTED] [REDACTED] and [REDACTED] [REDACTED] [REDACTED] have show great interest in bringing the 2018 Convention to Chicago,IL.
-

Transportation:

- **Coach Busses:**
 - On average \$800- \$1600 per bus per day, dependent on type and capacity
 - **Average Uber & Lyft Price from O'hare to:**
 - Schaumburg: \$25.00
 - Lombard: \$30.00
 - Chicago: \$40.00
 - **Average Uber & Lyft Price from Midway**
 - Schaumburg: \$30.00
 - Lombard: \$30.00
 - Chicago: \$35.00
 - **Bussing Methods Around the Midwest:**
 - Greyhound, Megabus- average price \$60 round trip from Ann Arbor, MI
 - From Columbus, OH- \$80 roundtrip
 - From Madison, WI- \$40 roundtrip
 - From Minneapolis, MN- \$50 roundtrip
 - From Indianapolis, IN- \$50 roundtrip
 - From Cleveland, OH- \$72 roundtrip
 - From Iowa City, IA- \$54 roundtrip
 - From Pittsburgh, PA- \$120 roundtrip
 - **Train Methods Around the Midwest:**
 - Amtrak options are all about double the price of each bus option
 - Pittsburgh, PA- \$104 roundtrip on Amtrak
-

CONVENTION COMMITTEE BOARD

- The following committed youth volunteers are willing to help plan and execute the YJA 2018!

NAME	PHONE NUMBER	EMAIL ADDRESS	POSSIBLE CONVENTION COMMITTEE POSITION
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Registration Co-Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Daytime Programming Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Souvenir Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Nighttime Programming Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@UMICH.EDU	Co-Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Site Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Public Relations Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@UIC.EDU	Fundraising Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@UMICH.EDU	Finance Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Hospitality Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Adult Volunteer Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Registration Co-Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Co-Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Security Chairperson
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	JNF Programming
[REDACTED]	[REDACTED]	[REDACTED]@GMAIL.COM	Site Chairperson

SAMPLE

Audio Visual In-House Company Contract

Note: Please use the items listed in the bid packet to obtain a contract from the in-house Audio Visual company if there is one that partners with the hotel. Alternatively, submit contracts from other A/V companies that you know of in the surrounding area. Pages 29-31 in the Bid Application should have enough information for the companies to create initial contracts. Please make sure to confirm they are available July 2nd-5th, 2020.
