



PI KAPPA DELTA

The Art of Persuasion, Beautiful and Just

PKD Nationals Bid Submission Process

PKD National Tournament and Convention Site Selection Bid Information

- Minimum of 105 competition rooms available.
- Two large rooms for tabulation.
- Large and centrally located space for ballot distribution and collection.
- Large and centrally located spaces for judge and student's lounge, extemp prep, topic draw.
- Sufficient on-campus food service during the tournament (or within 3 blocks if not available).
- Evidence of success hosting large tournaments.

Campus and Administrative Support

- Letter of support from senior administrator (must be submitted with bid).
- Financial or in-kind support for hosting the tournament including access to computers, printers or photocopy machines for the purposes of tabulation, tab room office supplies, etc.
- Janitorial service, security and parking provided during the duration of the tournament without cost to PKD.
- For convention years, hosts are provided with \$3,000 to help subsidize the costs of the opening reception, judge's reception, and student party. PKD pays all costs associated with the Past President's Dinner and with the tournament Banquet and Awards assembly.

Judge Availability

- Host or province provides the equivalent of 20 full-time judges without cost to PKD. (Many of these volunteer judges can be lay-people who will be placed in events that prefer lay judges – thus freeing judges in that pool for other assignments. In addition, many companies like Wells Fargo allow

employees to volunteer to judge while being paid by the company. Please contact the National Council for recruiting advice.

- An additional 15-20 judges are available for hire by PKD during the tournament. All judges are hired directly by PKD and paid at rates negotiated by PKD. Please do not promise judges that they are “hired” without being explicitly hired by representatives of the National Council.

Hotel Facilities

- Hotel facilities with the ability to host a 2000-person convention. This can be a single hotel, or a cluster of 2-3 hotels within a close proximity.
- Free hotel parking is strongly preferred. PKD frequently uses a room block of between 400 & 500 rooms. The hotel should also offer a comp-room rate of 1 per 40 room nights.
- Availability of double rooms (for up to 4 people) at between \$100.00 \$120.00 per night.
- The ability to secure a block of at least 400 rooms, with overflow availability if necessary.
- Moderately priced eating establishments within walking distance of the hotel.
- Willingness to accommodate National Council Summer Meeting or Site Visit at reduced room rate.
- Availability of free or inexpensive transportation to and from major airport.

Convention and Banquet Facilities (For National Convention Years)

- Banquet facilities sufficient to host a 1,000-person sit-down banquet.
- No banquet set-up costs, including a double-raised, audience facing head table with a microphone and podium in the center of the top row.
- Banquet charge of between \$30 & \$40.00 per person, including taxes and tip.
- Ability to host opening reception for 500-600 people.
- Cold storage ability to store approximately 1,000 daffodils.
- Availability of 10 meeting rooms, including a large space with seating for 500-750 people, and four smaller spaces with seating for between 100 & 150.
- Lockable space for PKD history displays.
- Large area available for tournament registration.

Additional Convention Year Host Items

- Professional (or highly qualified) photographer/videographer for tournament banquet and awards ceremony. (It would be ideal if candid shots could be collected during the tournament as well).
- Hosts are responsible for printing the Tournament Booklet (50-60 page 5 ½ x 8 ½ booklet. Cover on cardstock), but are welcome to sell advertising space within the program to recover costs. Hosts are

also responsible for printing the tournament banquet program (with Auld Lang Syne printed on the back).

- Hosts are responsible for producing pendants for each chapter as well as for securing customized tournament pens for each participant. (Both items can be accomplished for approximately \$500.00).

Miscellaneous

- Location of tournament in relatively close proximity to campus (no more than a 10-minute drive). In the event that this is not possible, free shuttle service with capacity to move 500-700 people between hotel and campus facilities.
- Availability of tours, sites and other local attractions.

For more information or to submit a bid to host an upcoming PKD National Tournament or Convention, please contact the PKD President or President-Elect.