



**Cariboo Chilcotin Coast Tourism Requests Proposals:**

# A Call to Host

Cariboo Chilcotin Coast Tourism Association (CCCT) is seeking proposals from communities and venues interested in hosting the 2025 AGM and Summit!

We are targeting an event attendance of approximately 100 people over a two-day period. Generally, there are two evening functions and the CCCTA is very interested in events that showcase your community and provide partnerships with local community vendors. If you are interested in hosting this event, please provide a detailed proposal with the information outlined below.

## **Proposal Requirements:**

- Potential event dates (include any blackout dates)
- Please describe your business in 4-5 sentences including an answer to the question "what does sustainability mean to you?"
- Projected costs for all event components such as evening functions, conference facilities, catering, transportation etc.
- Outline the proposed food vendors ability to accommodate dietary restrictions and process for identifying allergies/sensitivities during event
- Conference Facility - must be able to accommodate approximately 100 people and have separate meeting room space for breakout sessions, please indicate what is included with the conference facility (chairs, tables, linens, microphone etc).
- Outline sustainability commitment (process for recycling, organic diversion, fair trade products etc.)
- Opening Reception Location with all projected associated costs
- Gala Evening Dinner Location with all projected associated costs
- Accommodations with rates - it is preferred that accommodations are close to conference venue

***Extra consideration will be given to proposals that outline sponsorship commitments and opportunities within the community that will offset the costs to CCCT.***

Please email your proposal to [amy@landwithoutlimits.com](mailto:amy@landwithoutlimits.com) or fax to 250-392-2838 no later than **May 31, 2024**

The host community/venue is responsible for ensuring all of the above is planned in coordination with the CCCTA. There will be the opportunity for the host community/venue to have input into the workshops/seminars at the conference. Note that changes can be made to the submitted proposal if in consultation and approved by the CCCT. Please indicate within the proposal if you are *interested* in being involved with the content planning OR *committed* to being involved with content planning.

If you have questions, please do not hesitate to contact Amy Thacker, CEO at 250-392-2226.

**The CCCT looks forward to receiving your submission!**