

RHA Bid Proposal

Name: _____

Area: _____

Program Title: _____

Program Date/Time: _____

Program Location: _____

Program Description:

Description of community/need interest:

Proposed Vendors:

Area/RA/PM Contribution:

Amount being requested (Must be half of total program cost):

Area Pro- staff Contribution:

Detailed description of where donated money will be spent:

Are you willing to advertise RHA at the event?

Have you ever worked with RHA before? Please list when/ and in regards to what.

Will you be willing to assist or support RHA in future fundraisers and/or programs?

Will there be advertising in other areas of campus? If so, where?

Is the program available to any resident on campus? If not, why?

In order to submit a bid proposal, please complete the following steps:

Complete the Bid Proposal Application. If possible, have a member of Pro-Staff review it. Turn it in at a RHA General Council meeting (at least one week in advance of the program). Be prepared to give a formal presentation on your bid at the meeting.

Present a five minute formal Bid Presentation at RHA General Council. Your presentation will be followed by a three minute question/answer session.

Please note: You will be asked to leave the room during the deliberation and voting process. When a decision is made, you will be invited back to the meeting and informed of the decision.