



# Wyoming Republican Party 2026 State Convention Bid Guide

## **Deadline for Bid Submittal**

- November 1, 2024, deadline will be adjusted if no bids are received.
- Be prepared to tour the State Convention Committee around the facility prior to selection.
- A representative will be required to give a presentation on this bid and answer questions at the November 2024 Central Committee Meeting where a vote of the body will determine who the bid is awarded to.

## **2026 Top State Offices Will be up for Election**

- Governor
- Secretary of State
- Treasurer
- Auditor
- Superintendent of Public Instruction
- 1 US Senate Seat
- US Congress

The above candidates are encouraged to be in attendance in 2026 so a great turnout is expected.

## **Available Convention Dates**

- April 15<sup>th</sup> - 19<sup>th</sup> 2026
- April 22<sup>nd</sup> - 27<sup>th</sup> 2026
- April 29<sup>th</sup> - May 3<sup>rd</sup> 2026

## **Instructions**

The WYGOP State Convention is held in the spring of every even numbered year. The objective of the convention is to organize a high quality event at the most cost-effective rates available in the state. As you seek quotes for your bid packet keep this in mind, “cheap” is not always the most cost-effective quote and we do not want to sacrifice quality in an event of this caliber.

Included in this packet is information to assist counties in compiling a quality bid packet. The application must be filled out and submitted, attached as the final pages of this guide. Do not hesitate to reach out to the state convention committee chair for additional support. There is an example bid available from the 2020 Campbell County event that can be sent upon request.

## **Projected Attendance**

The host city of the State Convention can expect at least 250 people Thursday and Friday. Friday evening through Sunday morning average attendance expected is upwards of 550 delegates, alternates, staff, speakers; Local, County, State and National elected, candidates, guests, vendors, and press.

## **Financial Commitments**

A significant benefit to winning the State convention bid is the opportunity to host your county party event Thursday night NOTE: *this event is optional*. Typically the turnout to this event is excellent and a great fundraiser for the host county/counties. This is the only financial commitment the host county would incur. If the host county/counties turn down this event the State Party will host an alternative event. Once the bid is awarded the WYGOP covers all other expenses.

## **Personnel Commitment**

Financially there is little commitment needed from you, but the man hours needed to host a superior event is significant. The effort necessary to put the required bid packet together is substantial and the WYGOP advises you have a team of committed members ready to help before taking this challenge on. This event brings significant attendance to warrant reaching out to your venue's planning team for large portions of this bid, don't hesitate to reach out to local officials / electeds, as well as nearby counties to assist in the bid package and needed volunteers.

From November to the event the host county/counties convention representative will need to be an integral part of the Convention Committee. The State Party Convention Committee runs these meetings but will lean heavily on the host county/counties' representative for their local knowledge and support.

♦**Volunteer Base** The event will require assistance from the host county/counties as well, below is a list of typical volunteers needed. Do not limit yourself to your precinct members, reach out to your local community and affiliated Republican groups / associations for volunteers as well.

- Wednesday State Office setup 3-5
- Sunday Tear Down 10
- Decorating Team -funding by state party 6+
- Swag Bag development (Pre-Convention)
- Swag Bag Filling (Wednesday) 4-6
- Banquet set up/tear down 3 nights worth 10
- State office staff 3-5
- Committee Check In each day 4-6
- Committee Scriveners
- Convention Check In 6-8
- Silent Auction organize, set-up, close out 4
- Boxed lunch distribution 3-4

## **Venue**

It is ideal that the entire 3 day event be hosted at one location for multiple reasons, the largest is that the State Office onsite does not need to relocate Friday evening. Candidates running for state offices who have purchased a booth want to be available to the entire delegation, Thursday through Saturday. Vendors have difficulty relocating their booth Friday night. We lose a full day of booth rentals with a venue change on Saturday. Bids with separate venues will be accepted and considered.

It is appealing to provide a venue that does not require a significant number of room turnover or flipping. Flipping a room is typically necessary on convention Saturday as we transition from the convention to the evening convention banquet. Please note, on Thursday and Friday it is not possible to plan to flip the committee rooms to a banquet room as all too often these committees run late. The work being done in committee must always be prioritized over the banquets. In short, your venue plan must accommodate enough rooms for committees to work and the banquets to run concurrently if necessary.

## **State Office**

The WYGOP Executive Director will oversee the State Office management. Multiple volunteers who have been involved through the planning process of convention are needed to assist all 4 days in the office. These individuals need to be competent with computers, printers, software, Microsoft Word and Excel. If the host county/counties do not have capable volunteers available for these tasks reach out to the State Convention Committee for possible statewide resources that are known to have these skills.

♦**Printing** The State Office has mid-size printers to use for Committee work & daily office needs that will need to be set-up Wednesday. Once committee work is complete Friday evening the final copies of Bylaws (average 16 pages), Platform (average 4 pages), and Resolutions (average 60 pages) must be printed, in quantities of about 350 - 450 for each delegate packet. These must be ready for distribution to delegates by 7 AM Saturday morning of Convention.

If host site has local Print Shops willing to print a large order Friday night, please include bid quotes. If Print Shops are not able to handle that large of a job, are there high-speed copiers available for rent to set-up on site, if so include quote. If nothing is available the Convention Committee will find other solutions.

**◆Secure Area**

The State Office also requires a secure location that is lockable to house auction items, swag bags, and other valuables for convention.

**◆Check in Space**

All Venues must have adequate space for two-four 8 foot check in tables at a convenient entrance.

**Committee Meeting Space Requirements**

The Thursday and Friday committees must be housed in separate rooms as they run concurrently. Each meeting room must be able to provide projection/video to enable real time edits be visible to delegates while working. Sound systems with 2 microphones minimum per room and speakers. If the facility does not have this sound equipment, contact the State Convention Committee for other options.

**Bid Requirements**

- 4 Separated Rooms
- Dedicated sound systems to each room with 2 microphones
- Dedicated video/projection to each room
- American flag in each room
- RECTANGLE tables only

	State Office	Bylaws	Resolution	Platform	Credentials	Nominating & Election
<b>Min Capacity</b>	10	60	60	60	60	100
<b>Seats at Rectangle Tables</b>	0	35	35	35	Optional	Optional
<b>Guest Seating</b>	0	20	20	20	20	30
May share room one to run AM one in PM						

**Committee & Convention Working Meals**

Working lunches are provided to delegates and alternates Thursday, Friday and Saturday. Lunches must be easily distributed and eaten while still acting in committee. Think along the lines of sandwiches, wraps, salads, or bento boxes. Meals need to be easily distributed and eaten with a fork or with your hands. Buffets will not be considered.

**Estimated Meal Quantity**

❖Thursday 75 ❖Friday 100 ❖Saturday 400

**The Convention**

**Requirements**

- Seats at rectangle tables for 350-500
- Segregated space for at least 150 alternates
- Dais with space for convention officers
- Segregated space for at least 100 guests

**Bid Requirements**

- Available audio/visual to include 2 floor mics, 2 large screens, 1 mic on dais. *If not available contact the State Convention Committee.*

**Banquets**

Friday and Saturday evening are banquet dinners for 350-400 attendees each night. It is recommended you source more than one caterer so there is a choice and competition in the bid. Be aware the State Convention Committee will make all final arrangements and give accurate totals to caterers. (Do not forget to plan your own host county/counties event Thursday evening and perhaps get a better rate with more meals)

**Requirements**

- Table accommodation for at least 350
- Dais for speakers
- Audio & video
- Preference to round tables

**Bid Requirements for Friday and Saturday**

- Meal style (buffet, plated)
- Suggested menu -2 entrees
- Estimated price per plate
- Onsite preparation details
- All perks offered by your suggested caterer

## **Vendor Space Requirements**

Booth space at the venue must be available for political candidates/campaign committees, as well as any vendors who would like to purchase a booth. Booth space is dependent on venue but should be able to accommodate at least 20-25 vendors. Include options available for candidate/vendor tradeshow, costs for tables, chairs, and electrical. Is the area able to be closed/locked in the evenings? The state convention committee coordinates all vendors.

## **Lodging**

Convention averages approximately 300+ local rooms on peak nights Friday - Sunday. Room rates must be provided in bid. These can include hotels, motels, Airbnb, and VRBO options.

## **Tentative 4 Day Program**

<b>DAY &amp; TIME</b>	<b>Program</b>
<b>Wednesday</b>	
12pm-5pm	Staff arrives, setup of State Office and computer/printers
12pm-5pm	Vendor setup move-in
2pm-4pm	Swag bag filling
<b>Thursday</b>	
7am-9am	Committee registration
9am-5pm	Bylaws Committee
9am-5pm	Resolutions Committee
12pm-12:30pm	Boxed lunches for committees in session
5pm-9pm	Host county event
<b>Friday</b>	
7am-9am	Committee registration
9am-5pm	Bylaws Committee
9am-5pm	Resolutions Committee
9am-12pm	Credentials Committee
1pm-5pm	Nominating & Elections Committee
12pm-12:30pm	Boxed lunches for committees in session
4pm- 5pm	Auction set up and 8pm auction closeout
5pm-9pm	Delegate Dinner
9pm-11pm	Clean up/tear down banquet hall
<b>Saturday</b>	
6am-9am	Convention Check In
9am-5pm	State Convention
12pm-1pm	Boxed lunches for convention delegates and alternates
5pm-9pm	Vendor tear down
4pm- 5pm	Auction set up and 8pm auction closeout
6pm-9pm	Convention Banquet
9pm-11pm	Clean up/tear down banquet hall
<b>Sunday</b>	
9am-12pm	Tear down & clean up

## Final Checklist Bid Packet Documents

Required	Venue(s)	Confirmed venue allows 2nd Ammendment rights	
		Venue has available dates and has penciled us into their books (reserved dates). They understand the bid will not be awarded until the end of November so must hold until then.	
		Detailed list of included services	
		Detailed list of optional add on services with pricing	
		Draft Contract(s) *all contracts will be reviewed by legal council prior to approval	
		Maps with conference and banquet room dimensions	
		Full pricing quote	
	Banquet Meals	Quotes for both Friday and Saturday evening banquets with full details	
	Working Lunches	Quotes for boxed/working lunches for all 3 days	
	Vendor Space	Confirm space is available and provide dimension, cost for tables, chair & electrical. Can the area be locked at night?	
	Lodging	Multiple room options and pricing	
Application is complete and attached to everything above creating your full <u>Bid Packet</u>			
Recommended		Financial incentives and support (in-kind or hard dollars to offset costs)	
		Letters of support- local officials, state and or national electeds, local and or national associations, etc.	
		Cultural & Social Events (pre/post convention options & major attractions nearby)	
	Printing	Bulk print solutions for large scale Friday evening with pricing	
		Letters of intent to help and in what form from venue, local offices etc.	



**Bulk Print Cost Estimate** (optional) \_\_\_\_\_

**Committee & Convention Working Meals Quotes**

Option 1 \_\_\_\_\_

\_\_\_\_\_

Option 2 \_\_\_\_\_

\_\_\_\_\_

Option 3 \_\_\_\_\_

\_\_\_\_\_

**Banquet Meals Quotes**

Option 1 \_\_\_\_\_

\_\_\_\_\_

Option 2 \_\_\_\_\_

\_\_\_\_\_

Option 3 \_\_\_\_\_

\_\_\_\_\_

**Number & Details of Trade Show Booth Spaces Available** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Hotel Per Night Prices**

**Rooms Available at Committee/Convention Venue**      YES      NO

**Highest** \_\_\_\_\_ **Median** \_\_\_\_\_ **Lowest** \_\_\_\_\_

Are there 250 rooms within 30 minutes of venue      YES      NO

## Additional Venue Details

\*If Needed\*

\*Example\*

**Saturday Evening Banquet Venue** County Fairgrounds Building  
**Cost Estimates** 250.00 total, includes setup and tear down day  
**Details** Much more affordable than venue where committee work is held, larger space for tables and includes use of all audio and visual equipment in quoted price, some help with tear down included too

\_\_\_\_\_ **Venue** \_\_\_\_\_

**Cost Estimates** \_\_\_\_\_

**Details** \_\_\_\_\_

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\_\_\_\_\_ **Venue** \_\_\_\_\_

**Cost Estimates** \_\_\_\_\_

**Details** \_\_\_\_\_

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\_\_\_\_\_ **Venue** \_\_\_\_\_

**Cost Estimates** \_\_\_\_\_

**Details** \_\_\_\_\_

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\*\*The committee and deciding body understand that prices are subject to change from vendors with over 12 months until the event. Prices listed are requested to be as accurate as possible.\*\*