



**APPLICATION TO HOST THE CONFERENCE**

Host Institution \_\_\_\_\_

Coordinator \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Focus or Theme (if known) \_\_\_\_\_

Proposed Dates \_\_\_\_\_

The attached Host Application Outline must be submitted to complete the application: process. The outline, which can be submitted separately, includes the following:

- Suggested Hotel and/or meeting facilities
- Initial Conference budget
- Identification of Coordinator and/or Key Host Committee Members

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Signature of Host Institution Official

**Completed application and outline should be submitted to:**

**Larry Lester  
P.O. Box 380146  
Kansas City, MO 64138  
info@LarryLester42.com**



## **Host Proposal Outline**

Thank you for your inquiry concerning the Jerry Malloy Negro Leagues Annual Conference. The continued success of The Conference depends on the dedication and commitment of our host committee or sponsoring organizations.

The Negro Leagues Committee of SABR welcomes your interest in hosting the Jerry Malloy Negro Leagues Annual Conference.

Please use the following questions to outline your proposal for hosting the Jerry Malloy Negro League Conference. The proposal and any attachments or supplemental material will be reviewed by the the Malloy Conference Site Selection Subcommittee, The Subcommittee will base their decision on the submitted proposal and subsequent discussions with the host organizing committee. We appreciate your effort and commitment to Negro Leagues Committee of SABR.

### **1. Proposed Host Organization/Institution**

Name of Organization/Institution?

Year proposing to host?

For previous Hosts, are there new exhibits or related facilities which would be of particular interest/historical or special significance for the attendees in the year you wish to host the conference? Please explain briefly

### **2. Details of Proposed Jerry Malloy Negro Leagues Conference**

- Proposed dates of conference (cannot conflict with religious holidays).
- Proposed theme of the conference.(Required upon approval of proposal).
- Proposed Conference Agenda (Required upon approval of proposal)

Please describe your plans for the development of the agenda and detail the resources of the Host or community (internal) and other relevant resources (external) which will be employed in the development of the agenda. A preliminary agenda or program is required upon approval of host proposal.

- Proposed Conference Committee

Please describe if possible the composition of the local conference committee. The quality of the local conference committee proposed in support of the bid is a critical factor in having your proposal accepted. A local committee should have at a minimum, a Conference Chair, Program Chair, and Finance Chair. Ideally each should have experience or related experience with conferences in some administrative or organizing capacity. As a group, they should be able to demonstrate experience with, interest in, and a commitment to Negro League history or research. The proposal need only “sketch” the experience of each member of the proposed committee.

It is been our experience that no more than two persons may share a conference committee position (except for the position of conference finance chair where only one person may serve). Where two persons share a position, they will be known as Co-Chairs. Each will assume all responsibilities and obligations of the position.

The Finance Chair should have an accounting background, experience with conference financial matters, and be capable of acting independently of all other Conference Committee members.

The Finance Chair also accepts responsibility for:

- (1) keeping authorized, accurate, and complete financial records relating to the Conference’s activities,
- (2) acting with integrity and honesty,
- (3) providing authorized, accurate, complete, and timely financial reports to the Conference Chair and
- (4) providing timely notification of material financial matters that would be of concern to the Conference Chair and SABR Negro League Committee. Formally, the Finance Chair reports to the Conference Chair, and through the Conference Chair, to the SABR Negro League Committee and the SABR Executive Director.

The Program Chair ideally would be an established scholar in the discipline and be capable of judging the quality of scholarship in a broad range of relevant topics. Recognizing the regional nature of the conference, the Program Chair should be willing and able to build a Program Committee that draws strongly on the regional scholarly information systems community.

The proposal should provide evidence that the banquet room, meeting space, and accommodation available for the conference are appropriate and adequate. At a minimum, the meeting space should accommodate full conference attendance at plenary sessions and exhibitor requirements. In addition, space may be required to host ancillary meetings before, during, and after the conference.

### 3. Information on the Proposed Meeting Facilities

Two hotels should be proposed as options to enable the local committee to obtain the best possible room rates and overall hotel agreement once the conference has been awarded. Ideally each hotel should have sufficient capacity to accommodate the estimated attendees.

However a main hotel in combination with other nearby hotels may also be proposed. For attendees on a limited budget, conference organizers are urged to list on the conference website a few alternate hotels and hostels (though this is not required for the proposal).

The conference hotel should be located in close proximity to amenities such as shops, theatres, restaurants, and other amenities. Hotels requiring taxis, public transportation, or a long walk to reach such attractions should not be proposed unless transportation services are provided at no or incidental additional charge.

The proposal should provide evidence that the banquet room, meeting space, and accommodation available for the conference are appropriate and adequate. At a minimum, the meeting space should accommodate full conference attendance at plenary sessions and exhibitor requirements. In addition, space may be required to host ancillary meetings before, during, and after the conference.

#### Key Information

Name of primary meeting facility?

How many total meeting rooms are available?

What is the proximity of the meeting rooms to the exhibit hall?

What is the size of the exhibit hall for exhibiting and coffee breaks?

(\_\_\_\_\_ sq. ft.)

Is it in the hotel? Is there a room rental? If yes, what is the rate?

What are the sizes of the various meeting rooms?

How many of each?

Prepare list for each hotel/convention center.

Name of main Hotel? (if other than primary meeting facility)

# of total sleeping rooms blocked \_\_\_\_\_ (range: minimum-maximum)

Rate offered to Malloy Conference: Single \$ \_\_\_\_\_, Double \$ \_\_\_\_\_, Triple \$ \_\_\_\_\_

Name of secondary Hotel \_\_\_\_\_ (if other than primary meeting facility)

# of total sleeping rooms blocked \_\_\_\_\_ (range: minimum-maximum)

Rate offered to Malloy Conference: Single \$ \_\_\_\_\_, Double \$ \_\_\_\_\_, Triple \$ \_\_\_\_\_

Guaranteed maximum rate sleeping room increase % per year is \_\_\_\_\_ %.

List shopping opportunities, alternate eating locations, etc., in or around the site, available for meal service (include approximate distance).

#### 4. Information on Host's City

How many airlines utilize the local airport(s)? What are the primary airlines using the airport?

How far is the airport to the main hotel?

What's the average taxi fare from the airport to the main hotel?

Is shuttle service available? Average price of shuttle?

List other local attractions, shopping opportunities, outdoor recreation, alternate eating locations, etc., in or around the site, that may be of interest to the delegates, their spouses, companions and families.

#### 5. Conference Budget

The Conference budget is subject to approval by the SABR Negro League Committee and the SABR Executive Director.

To assist in preparing the conference budget, the Finance Chair for the Bid Committee should obtain (a) the financial statements for the previous two Jerry Malloy Negro League Conferences from the SABR Negro League Committee. A Budget templates to ensure uniformity from conference to conference is attached.

**Jerry Malloy Negro Leagues Conference  
Proposed Budget**

	Projected Attendance	100	75	60
<b>Revenues</b>				
Registration Revenue		\$0	\$0	\$0
	All Inclusive			
	Conference Only			
	Student All Inclusive			
	Student Conference Only			
Banquet Only				
Vendors				
Silent/Live Auction				
Donations		\$0	\$0	\$0
	Major Donors Listed			
Total		\$0	\$0	\$0
<b>Expenses</b>				
Meeting Space				
Ball Game Tickets				
Ball Game Transportation				
Lunch				
Banquet Dinner (All Inclusive)				
Audio Visual Rental				
Goody Bag				
Player Stipends/Travel				
Extra Banquet				
Other				
Administrative incl. Supplies and Postage				
Total		\$0	\$0	\$0
Excess Revenue/Expense		\$0	\$0	\$0
Rev per Person		\$0.00	\$0.00	\$0.00
Cost per Person		\$0.00	\$0.00	\$0.00
Net per Person		\$0.00	\$0.00	\$0.00