

# **The OYL Guide to Preparing a Winning Summer Fling Bid**



**Summer Fling** is an exciting time of year for Ontario Young Liberals. We come together at this annual event to present, debate, and prioritize policies – but we also use the event as an opportunity to gather and socialize with new and old friends.

Summer Fling is important for a few reasons: it is an opportunity for our organization to identify and begin promoting its priorities, it is our only major summer event, and also because it is hosted by one of our clubs. It is our hope that the host club will be able to plan a fun and worthwhile weekend for all in attendance.

The lead-up to Summer Fling is a process many of you are familiar with. Clubs and individuals from each region write policy resolutions, and present them at their respective Regional Policy Parliament. Two federal and two provincial policies are prioritized at each Regional Policy Parliament, and move on to be presented and debated in hopes of being prioritized at Summer Fling.

The two federal and two provincial policies prioritized at Summer Fling will have been

Summer Fling is really the culmination of the hard work of our members and clubs from across the province. We know that the selected host club will take seriously the responsibility of setting the stage for Summer Fling, and we look forward to reading your bid packages.

Included in this guide is a typical schedule of the weekend, and a thorough checklist for items that should be included in your bid to host Summer Fling. While these guidelines do provide a valuable and necessary framework for the weekend, we also encourage you to include new and exciting ideas in your bids.

Best of luck preparing your bids, we can't wait to see them!

—The OYL Executive

## SUMMER FLING SCHEDULE

### **DAY ONE — Friday includes:**

- Arrival at Summer Fling
- Presidents' Council meeting
- Opening ceremonies
- Friday night social

### **Young Liberals will be arriving from across the province on Friday afternoon:**

- You've suggested how they get to Summer Fling.
- You've noted the estimated travel time and costs of car, bus, and plane options (list companies if possible).
- You've given the estimated travel time from major hubs, e.g. Toronto, Ottawa, Windsor, London, or Sudbury.

### **Presidents' Council will take place before Summer Fling officially begins:**

- You've listed small-capacity room options and costs

### **Opening ceremonies and Friday night social:**

- You've listed venue options available, including estimated costs (A/V, etc.), and capacity.
- You've noted the distance from accommodations, and available transportation options and costs.
- You've listed costs for: venue, drink tickets, food/snacks, underage policy, music/DJ, etc.

### **DAY TWO — Saturday includes:**

- Policy debates from morning to afternoon, with breakfast
- Lunch with a guest speaker
- Breakout sessions
- Awards dinner with a guest speaker
- Saturday night social

### **Policy debates will be held in large conference or lecture rooms:**

- You've listed room options and costs for various capacities (generally 150, 250, and 350 people).
- You've listed the cost of A/V and technology to be rented

### **Breakfast in the morning (in the policy room):**

- You've listed available food options (e.g. Continental, hot food options), and their cost.
- You've listed available drink options, and their cost.

### **Breakout sessions:**

- You've listed small-capacity room options and costs

**Lunch (usually on campus):**

- You've listed room options and costs to host lunch
- You've listed available food options, and their cost.
- You've listed available drink options, and their cost.
- You've noted the availability and cost of a podium and microphone for a guest speaker.

**Awards dinner (can be on- or off- campus):**

- You've listed venues or restaurants are available for various capacities (50, 100, 150, 200).
- You've listed available transportation options (if it is off-campus), and their cost.
- You've listed available food options, and their cost.
- You've listed available drink options, and their cost.
- You've noted the availability and cost of a podium and microphone for a guest speaker.

**DAY THREE — Sunday includes:**

- Policy debates and voting in the morning, with breakfast
- Closing ceremonies

**Policy debates will be held in large conference or lecture rooms (same as Saturday):**

- You've listed room options and costs for various capacities (generally 50, 100, 150, 250 people).
- You've listed the cost of A/V and technology to be rented

**Breakfast in the morning (in the policy room):**

- You've listed available food options (e.g. Continental, hot food options), and their cost.
- You've listed available drink options, and their cost.

## **ACCOMMODATIONS**

**Summer Fling is generally held at a campus club, where they offer residence rooms:**

- You've listed the preferred residence(s), including the room style (single, double, etc.), layout, bed type, number of beds per room.
- You have clearly stated the nightly room rate. (e.g a standard room with 2 double beds is costs \$100 per night) – Do not list this as a cost per person unless it is charged this way.
- You have enquired about the possibility of group rates.
  
- You've noted the proximity of this residence to the policy sessions, and lunch/dinner.
- You've touched upon campus policies to be made aware of when reserving residence rooms (e.g. reservation deadlines, room deposit costs, etc.).

- You have checked the availability of the accommodations.

## **FINANCIAL DUE DILIGENCE**

- You have attached a spreadsheet containing a detailed budget for the weekend.
  - The budget should clearly indicate any assumptions you made
  - The budget should contain cost estimates for 50, 100, 150, 200 people in attendance in columns.
  - All expenses should be itemized and the budget should be as granular as reasonable.
  - The budget should clearly list any rates in a column.
- You have attached all estimates you obtained from vendors.
- You have indicated any potential fundraising opportunities to help offset costs.
- You have indicated clearly throughout the documents how and if rates scale with attendance. (e.g. if we have 150 people we will need a bigger room which costs XXX)
- It is clear which costs are variable and which costs are fixed.

## **OTHER REQUIREMENTS**

- You've include an opening letter from the club president summarizing why their campus or riding is a great choice for Summer Fling.
- You've include endorsement letters for the club to host Summer Fling from local MP/MPPs, and other high profile Liberals (especially Liberals who are campus alumni).
- You've ensured your bid consistently answers the question: WHY should Summer Fling be hosted here?
- You've sprinkled your bid with fun facts and pictures (try to keep the picture file sizes low, without compromising quality).
- You've include as many dollar figures to items as possible.
- You've provide contact information to the venues listed in the bid, e.g. University President's office, residence office, restaurant or catering contacts, local bus contacts, etc.
- You've submitted your bid as a PDF and the budget as a spreadsheet (Please compress it so the file is less than 15-20MB).