

ARGFest-o-Con



Location Request For Proposal ARGFest-o-Con 2015

Important Dates

October 31st, 2014 – RFP due

November 30th, 2014 – Location announcement

Contact Information

If you have any questions, please contact the Directing Committee at rfp@argfest.com.

Thank you for your interest in submitting a proposal for a possible ARGFest-o-Con 2015 location. This form may seem lengthy, but it will help the planning committee familiarize themselves with the city and the potential that it has for ARGFest-o-Con 2015.

Keep in mind that while you are selling your city to us, we want this to be as fair, accurate, and up to date as possible. What you think may be a huge plus may actually be a deterrent (and vice versa). So stick to the facts when asked and sell your heart out in the more subjective questions. Please provide as much information as possible, including relevant URLs.

Throughout the form, you will notice words in brackets – these are marking questions that you need to answer while providing a basic description of the answer. Several questions provide a sample answer format that can be repeated as often as necessary (for example, when providing venue or media information).

We will accept supplemental material. This is in no way a requirement and it should not replace this document. Supplemental material should be posted somewhere online – so it doesn't get lost on our computers – and should be linked to on this document. Provide login information if the materials are not publicly posted.

Finally, please know that whether or not your city is selected, we are grateful that you have taken the time to complete this proposal. It is because of you and your interest that we will be able to make ARGFest-o-Con 2015 a huge success. We know what it takes to gather this information and we truly do appreciate it. We wish you the best in creating this and we cannot wait to learn more about your city.

The ARGFest-o-Con 2015 Directing Committee

We do not anticipate massive growth of ARGFest-o-Con 2015 from years past but it will continue to include many speakers, events, and activities. With that in mind, consider the following information when creating your proposal.

Venues & Locations

While ARGFest-o-Con has been held in hotels in the past, other venues can and will be considered. These include locations such as meeting and event facilities, artist studios, and universities/colleges. Feel free to be creative, but also provide us with more traditional and conservative alternatives. Please include any relevant requirements specific to alternative venues, such as food/beverage restrictions, insurance requirements, or other important details.

ARGFest-o-Con 2015 will once again include a game festival celebrating ARG live events as well as urban and public play. We will be reaching out to game and experience designers in order to allow them to showcase their stuff. This means, that in addition to meeting venues, we will be considering the urban and green space areas of the city.

Potential Agenda

This is likely to change, but consider the RFP with this agenda in mind.

Thursday

Morning: General Sessions - Theater or round style seating for 100-150 (est.)

Afternoon: General Sessions - Theater or round style seating for 100-150 (est.)

Evening: Cocktail Event - Reception capacity for 100-150 (est.)

Friday

Morning: General Sessions - Theater or round style seating for 100-150 (est.)

Afternoon: General Sessions - Theater or round style seating for 100-150 (est.)

Evening: Keynote Dinner – Reception & Banquet Seating for 100-150 (est.)

Saturday

Morning: General Sessions - Theater or round style seating for 200 (est.)

Afternoon: Breakout Sessions, Games & Events

Sunday

All day: No formal activities planned; an opportunity for attendees to do whatever they'd like, maybe based on some suggestions we can provide them with, or begin their travel home as necessary

Location Proposal For: [CITY NAME]

Location

1. Does the city have a vibrant downtown core?
2. What neighborhood(s) would you suggest for ARGfest-o-Con?
3. Does the city have a vibrant suburb that would be great for ARGfest-o-Con?

City Culture

1. What is the general attitude or feel of the city? You will also want to keep this in mind when considering specific locations within a city. Is it a town where we can kick back and relax or is it more of an on-the-move place?
2. What colleges and universities are located in or near the city?

University	Size	Arts Program?	Film Program?	Media/Games Program?

3. Is the city friendly to alternative activities? To public play?
4. Does the city have an active geocaching community?
5. Does the city have a film festival?

Businesses, Partnerships, & Media

6. What are the primary industries of the city?

7. Please list any game companies, film studios, art studios, etc – especially if they would be interested in attending, speaking, or supporting ARGFest-o-Con.

[Company] *Please duplicate this section as necessary*

[url]

Description:

Contact Info:

[email]

[Address 1]

[Address 2]

[Address 3]

[Phone #]

8. Please list and provide contact information for local media, including the big guys and the smaller weeklies.

[Media Outlet] *Please duplicate this section as necessary*

[url]

Type: [TV station, Alt Weekly, etc]

Contact Info:

[email]

[Address 1]

[Address 2]

[Address 3]

[Phone #]

9. Please list and provide contact information for local local grants or assistance programs that may be interested in ARGFest-o-Con and are still accepting applications for 2015.

[Grant or Assistance Program] *Please duplicate this section as necessary*

[url]

Type: [Grant, Partnership, Sponsorship, etc.]

Contact Info:

[email]

[Address 1]

[Address 2]

[Address 3]

[Phone #]

Tourism & Recreation

Convention & Tourist Bureau

10. Please provide the website and contact information for the local convention and tourism boards.

[url]
[address line 1]
[address line 2]
[address line 3]
[phone number]

Parks & Recreation

As part of ARGFest-o-Con 2015, we will be including events and activities. Some of these may be taking place in public parks.

11. Please provide contact information for the city park services

[url]
[address line 1]
[address line 2]
[address line 3]
[phone number]

Season & Activities

12. Is your city known for a certain activity or event?

13. When is the tourist season, if there is one?

14. Favorable Date Ranking: ARGFest-o-Con is typically held in July or August. In your opinion, are there any specific weekends in this range that would be more appealing than others? What advantages or opportunities make these dates particularly special? Are there any weekends which must be avoided due to conflicts with other large events?

Landmarks

15. List and describe 3-5 major landmarks located in or near the city.

16. List and describe 3-5 minor, obscure, or off-beat landmarks located in or near the city.

History & Story

17. Does the city have a story, historical or otherwise, to tell?

Airports

[Airport Name] Please duplicate this section if the city is served by more than one airport.

18. Is the airport a hub? For which airline(s)?

19. Location & Travel Costs

Location	Miles to Airport	Cab		Rail		Bus	
		Cost	Time	Cost	Time	Cost	Time
City Core							
ARGFest-o-Con Location 1							
ARGFest-o-Con Location 2							

Note: please add columns for each proposed ARGFest-o-Con location within the general city area

20. Sample Fares

City	Avg Ticket Cost	Direct?	Date Sourced
New York			
Chicago			
Los Angeles			
London			
Raleigh, NC			
Portland, OR			

Note: if your city is listed above, include a similar city (location, size) for comparison.

Hotels

25. How many hotel rooms does the city have? (this information is usually available either online or from tourist board)

26. What is the average cost of hotel rooms in the city?

27. Provide a list of 3-5 suggested hotels

[Hotel Name] *Please duplicate this section as necessary*

[url]

[phone number]

[Address 1]

[Address 2]

[Address 3]

Neighborhood:

Average price per night:

Description:

[describe the hotel & benefits and explain why you chose this]

Venues

Note: in listing venues, there may be some overlap. We may be able to have the Keynote dinner in the very same room as we had the conference. What we're looking for here is options and possibilities. Keep in mind cost - we're not made of gold! It may be best to provide a range of options. And, if your city has a number of other events happening at the same time, you may wish to provide us with more options, but please don't just do a google search and provide us with the top 10 results – we can do that ourselves. Put some thought and consideration into this.

28. Provide a list of 3-5 suggested **conference venues**.

[Venue Name] *Please duplicate this section as necessary*

[url]

[phone number]

[Address 1]

[Address 2]

[Address 3]

Neighborhood:

Images & Layout: [include images or links to a layout of the venue]

Description:

[describe the venue & benefits and explain why you chose this venue.]

29. Provide a list of 3-5 suggested **cocktail party venues**.

[Venue Name] *Please duplicate this section as necessary*

[url]

[phone number]

[Address 1]

[Address 2]

[Address 3]

Neighborhood:

Images & Layout: [include images or links to a layout of the venue]

Description:

[describe the venue & benefits and explain why you chose this venue.]

30. Provide a list of 3-5 suggested **Keynote Dinner venues**.

[Venue Name] *Please duplicate this section as necessary*

[url]

[phone number]

[Address 1]

[Address 2]

[Address 3]
Neighborhood:
Images & Layout: [include images or links to a layout of the venue]
Description:
[describe the venue and explain why you chose this venue.]

31. Provide a list of 3-5 suggested **Saturday session venues**.

[Venue Name] *Please duplicate this section as necessary*
[url]
[phone number]
[Address 1]
[Address 2]
[Address 3]
Neighborhood:
Images & Layout: [include images or links to a layout of the venue]
Description:
[describe the venue and explain why you chose this venue.]

32. Provide a list of 3-5 suggested **Public Park Spaces**.

[Park Name] *Please duplicate this section as necessary*
[hours of operation]
[url, if available]
[Address 1]
[Address 2]
[Address 3]
Neighborhood:
Distance from Hotel:
How accessible is it to public transportation?:
Images & Layout: [include images or links images of the venue]
Description:
[describe the park and explain why you chose it.]

Ground Support Team

33. Please list everyone who has worked on this proposal, noting who should be the primary contact person. Also note which contacts will be involved in ARGFest-o-Con planning and how many hours per week they could commit.

This group may be asked to perform functions including, but not limited to, scouting hotel and venue locations to obtain first-hand information regarding amenities and restrictions, interfacing with local business and organization representatives when online communications are insufficient, assisting with mapping out location and travel information, and scouting locations for the FestQuest puzzle trail activity.

If no such contacts are available, please notify the Directing Committee so we may attempt to draw on community support to fill these roles.

Name	Unfiction member?	ARGFest-o-Con Planning		email
		proposed city	other city	
[Jane Doe]	[ufdoe]	[yes – 2h]	[no]	[ufdoe@example.com]

34. Are there others in the area who might be willing to help?

Why Here?

35. Please include personal statements on why this city should be chosen – plead your case. Make it awesome. Make us want to have ARGFest-o-Con there. These can be from anyone – not just the people on the proposal team.