

CBDNA ATHLETIC BAND SYMPOSIUM HOST SITE PROPOSAL

We invite you to submit a proposal to host the CBDNA Athletic Band Symposium. Submission dates typically occur two years in advance and are handled by the CBDNA Athletic Band Committee. Documentation should be submitted electronically to CBDNA.ABC@gmail.com (PDF format) and to the CBDNA Athletic Band Committee c/o Barry L. Houser, Chair (bhouser2@illinois.edu)

There is no strict format for the application/proposal. It is the hope of the committee that you provide the following information within your proposal:

- Your institution (or institutions if consortium)
- Proposed conference dates. The ABS is traditionally held on the weekend following Memorial Day.
- Venue(s) for the symposium (spaces for sessions, banquet, etc.)
- Information regarding the facilities (available spaces, technology usage, etc.)
- Conference organization:
 1. Level of logistical and financial support from host institution
 2. Information on conference support personnel
 3. Information on technical support personnel
 4. Committed sponsors, if any, and level of expected funding if known
- Travel Information
 1. Airport location
 2. Distances to airport, venues, lodging,
 3. Transportation availability
- Accommodations
 1. Types (Hotels, Resorts, On-campus options, etc.)
 2. Projected Costs
 3. Access to conference venue
- Proposed Social Activities (Banquet, golf, etc.)
- Tourist Information
- Restaurants
- Local Attractions
- Other supportive information

Past history has provided precedence where the symposium is hosted on the following regional rotation: East, Central, West, Central, East, etc. While this rotation is preferred when available, it will not be a major factor in the determination by the committee for host selections.

The CBDNA Athletic Band Committee will review all proposals and determine the location of the next ABS site. The committee is encouraged to seek the opinions of the general constituency when possible and especially when there are multiple strong host site options. Announcement of the selected host site will be made by Fall 2023.

A copy of the University of Central Florida's proposal is attached below as a reference for a recently selected site (2022 ABS).

Deadline for submission: August 1, 2022



UNIVERSITY OF CENTRAL FLORIDA

School of Performing Arts - Music

12488 Centaurus Blvd 119M, Rm M214
Orlando, FL 32816-1354

Isaiah Odajima
Chair, CBDNA Athletic Bands Committee
Baylor Athletic Bands
One Bear Place #97408
Waco, Texas 76798

June 23, 2018

Dear Isaiah and members of the committee,

On behalf of the UCF band directors, UCF Bands and the UCF School of Performing Arts-Music, we would like to invite the CBDNA Athletic Band Symposium to the University of Central Florida in Orlando, FL between Wednesday, May 27 and Saturday, May 30, 2020. You will find that Orlando is a wonderful location to host a conference, as it is one of the best vacation destinations in the world. Included in this proposal is a proposed itinerary along with details regarding each aspect of the conference.

Between the UCF School of Performing Arts-Music building and the Nicholson School of Communication Building (walking distance), UCF can host this conference. In addition, accommodations for housing can be provided by either the DoubleTree Orlando East-UCF for \$128.00 per night (plus tax) or if completed, the brand-new UCF boutique hotel that will be opening in 2020. Once the conference begins, everything that is needed is at hand for no charge such as the conference rooms to A/V equipment. The only potential charge is the reception on the opening night along with the Friday evening reception. Furthermore, during the conference, we will work to receive significantly discounted tickets to a Blue Man Group evening performance. Next, for golfers, there are different golf courses to choose from within a short drive of UCF. For those who do not golf, there is a wonderful miniature golf course close to UCF and even shopping at the Waterford Lakes Shopping Center. You will find that there is something for everyone. To top it all off, families can come to Orlando before or after the conference to enjoy Disney World, Sea World, Universal Studios, etc.

There are two airports close to UCF. Participants can either fly into Orlando International Airport or the Orlando/Sanford Airport. Both airports are within 25 minutes of the UCF campus. In addition, transportation will be arranged for those who need a ride from the conference hotel to UCF. There are plenty of dining options within walking distance of the hotel. In addition, we plan to provide lunch on Thursday and Friday of the conference.

UCF Bands is no stranger to hosting conferences. Our active Kappa Kappa Psi and Tau Beta Sigma chapters that hosted the 2017 National KKP/TBS Convention. The Phi Mu Alpha Chapter hosted two national conventions (2009 and 2012). UCF also hosts the Florida Elementary Music Educator's Workshop each year, the Florida Emerging Music Educator's Leaders Conference each year, the CNA/ME state conference each year, etc. Last, we have active sponsors who are no stranger to being involved. We will look to potential sponsors such as Yamaha, Conn-Selmer, Music USA, OrlandoFEST, Super Holiday Tours, UCF Athletics, UCF Marching Knights Alumni Association and the UCF College of Arts and Humanities to sponsor events such as evening receptions. Last, similar to previous CBDNA symposiums, we hope to receive financial support from CBDNA.

Around this time of year, the temperatures are normally in the mid to upper 80's with a chance of rain in the late afternoon. This is the perfect weather for shorts and marching band polo shirts. Participants are encouraged to bring their families, as there is plenty to do in one of the best tour destinations in the world.

Thank you once again and if you have any questions, please do not hesitate to contact us at any time.

All the best,



Dr. Tremon Kizer
Director, UCF Marching Knights
tkizer@ucf.edu



Mr. Dave Schreier
Associate Director, UCF Marching Knights
Dave.schreier@ucf.edu

2020 CBDNA Athletic Band Symposium
University of Central Florida
Proposed Itinerary

All conference sessions are expected to occur in the UCF School of Performing Arts-Music Building and the Nicholson School of Communications Building.

Wednesday, May 27th: Golf at Twin Rivers Golf Club. For non-golfers, mini golf at Congo River Golf and shopping at Waterford Lakes Town Center.

Evening reception in the UCF Fairwinds Alumni Center, for early arrivals.

- Orlando International Airport is the cheapest and largest. Several options for airport transportation.
- Sanford Airport is a little smaller but also convenient. Several options for airport transportation.

Thursday, May 28th: Session begins in the Nicholson School of Communications and UCF School of Performing Arts-Music Building. There are several lunch options on and off campus and within walking distance. In addition, we hope to have a lunch buffet provided through UCF Dining.

Thursday evening social: shuttles will be available to take participants to an informal dinner at Universal City Walk near Universal Studios Orlando. There is a possible either discounted ticket (\$40.00) or complimentary ticket to see the Blue Man Group.

Friday, May 29th: Conference sessions continue.

Friday evening event: Reception at Bar Louie or Burger U.

Saturday, May 30th: Conference ends by noon. Breakfast can be provided

Either before or after the conference, there are opportunities for families to see and enjoy several attractions such as Disney World, Sea World, Universal Studios, LEGOLAND, etc. Our attractions make for one of the best vacation destinations in the world.

If selected, we will work with the President's Office, UCF Athletic Association, Conn-Selmer, Yamaha and Florida Bandmasters Association to obtain a notable speaker.

Points of interest:

UCF website: <https://www.ucf.edu>

Orlando International Airport: <https://www.orlandoairports.net>

Orlando Sanford Airport: <http://www.orlandosanfordairport.com>

Twin Rivers Golf Course: <http://www.twinriversgolfclub.com>

Congo River Miniature Golf: <http://www.congoriver.com/east-orlando-experience-the-congo-golf.html>

Disney World: <https://disneyworld.disney.go.com>

Sea World: <https://seaworld.com>

LEGOLAND Florida: <https://www.experiencekissimmee.com/things-to-do/theme-amusement-parks/legoland-florida>

Universal Studios: <https://www.universalorlando.com>

Hotel Accommodations- DoubleTree by Hilton- UCF Orlando East

Locked in Rate: \$129 per night (plus tax)



Feel welcome at the DoubleTree by Hilton Hotel Orlando East - UCF Area with a warm, chocolate chip cookie at check-in. Our full-service Orlando, Florida, hotel, closest to the University of Central Florida, offers a tranquil, secluded setting just off University Boulevard. Enjoy easy access to shopping, dining and entertainment and many major Orlando corporations, including Siemens and Lockheed Martin. Our modern hotel in Orlando, FL, awarded the 2017 Trip Advisor Certificate of Excellence, is within 45 minutes of Orlando attractions such as the Walt Disney World® Resort, SeaWorld and Universal Orlando. Downtown Orlando is just 19 miles away and Cocoa Beach is 40 miles from our hotel.

Feel at home in a stylish and spacious guest room, equipped with complimentary WiFi, an ergonomic desk, a Serta Perfect Sleeper bed and contemporary electronic door locks. Inviting, two-room suites are also available, offering additional space and amenities – ideal for families and extended stays in Orlando, FL.

With seven flexible meeting spaces that can be combined to create function space for up to 250 guests, contemporary A/V technology and a 24-hour business center, this Orlando hotel is ideal for meetings, social events and weddings. Work out in the complimentary fitness center or swim in the sparkling pool - the largest outdoor swimming pool in the surrounding area and the ideal place to relax on a warm, sunny afternoon. Savor American classics in the relaxed atmosphere of our bar and restaurant and buy snacks and sundries in our onsite convenience store.

Meeting Rooms and Technology/AV Equipment at UCF

Meeting rooms are available and there will be no charge to CBDNA

Vendor Fees (For discussion)

Exhibitor fees are \$50.00 per booth. The booth fee includes the space, 6' or 8' table, and two chairs. Electrical is available upon request and priced according to

requirements for booth.

UCF Fairwinds Alumni Center- Wednesday evening Reception

Burger U or Bar Louie- Friday evening reception event

Registration Services- provided by UCF. Having said that:

- 1) Fees for our ticketing system are determined by the price of the registration.
- 2) We are able to support multiple price points for registration, if needed (Early Bird, Student, Standard, etc.)
- 3) Our system collects basic contact information (First/Last Names, Email, Phone, Address), but cannot collect additional information that may be needed for conference registrations at this time (Dietary Restrictions, what school/organization they represent, etc.). However, after registrants pay their fees, we can set up a Qualtrics survey to collect the additional information needed.

Parking

Included in the registration

Breakfast during the conference

Potentially included in the registration

Lunch during the conference

Potentially included in the registration

Thursday evening meal- on your own

Friday evening meal- hors d'oeuvre provided

UCF Catering

Please visit

<https://ucfcatering.catertrax.com/menunavigation.asp?categorygroup=9#t:dinner|c:9>
for a complete listing of catering options and pricing.

Bar Louie Catering

Please visit <http://www.barlouie.com/> for a complete listing of menu options.

Burger U. Catering

Please visit <http://www.burgeruucf.com/catering.html> for a complete listing of menu options.



Venue Rates

ROOM		CAPACITY				RATES		
ROOM	SQUARE FEET	STANDING RECEPTION	WEDDING RECEPTION	THEATER	BANQUET/ MEETING	COMMUNITY	ALUMNI/ UNIVERSITY	STUDENT GROUPS
Grand Ballroom	4,800	400	210	320	240	\$1,500*	\$1125*	\$750*
Ballroom AB or BC	3,200	275	115	200	140	\$1125*	\$750*	\$565*
Ballroom A, B or C	1,600	130	72	100	72	\$625*	\$375*	\$315*
SGA Board Room	1,400	--	--	--	35	\$500	\$375	\$250
Dr. Hitt Library	900	--	--	--	8	\$375	\$125	\$125
Lobby/Patio	--	200	115	--	--	\$375	\$250	\$200
Alumni Lawn	--	300	100	100	100	\$375	\$375	\$200

*Additional weekend fees apply on Ballroom rentals | Ballroom A, B or C: \$150 | Ballroom AB or BC: \$250 | Grand Ballroom: \$300

*Additional RSO weekend fees apply on Ballroom rentals | Ballroom A, B or C: \$150 | Ballroom AB or BC: \$150 | Grand Ballroom: \$150

Rental Policies

- We are closed on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day.
- A holiday rental fee of \$250 applies to the Saturday or Sunday on the following holiday weekends in addition to the weekend fees posted above: Independence Day, Veterans Day, Labor Day, Martin Luther King Jr. Day and Memorial Day.
- Dates CANNOT be held and events will NOT be confirmed until a signed contract and deposit is received.
- ALL signed contracts must be accompanied with a deposit of 50% of the rental space to be considered fully executed. The remaining balance, which includes additional rental equipment, is due the FRIDAY BEFORE the event date.
- Events cancelled within 30 days of the event will result in total forfeiture of the deposit. Events cancelled outside of 30 days of the event will result in a 50% forfeiture of the deposit. Clients may reschedule the event within six months of the original event date, where the remaining 50% of the original deposit may be forwarded as partial deposit on the new date. The additional 50% deposit on the new date must be received with a new contract to be considered fully executed.
- All charges are subject to an 18% service fee and 6.5% state sales tax. Tax-exempt organizations must provide proper documentation before the event in order NOT to be charged sales tax. Events that take place on Saturday or Sunday will be charged a weekend rate per day.
- Equipment that is provided by the alumni center cannot be brought in by an outside vendor.
- All catering must be contracted through a UCF-approved caterer. The list is available on ucfalumni.com.



UCF FAIRWINDS

ALUMNI
CENTER

Equipment Rental Rates

EQUIPMENT	RATES*
Wireless Internet	Complimentary
Black and gold padded chairs	Complimentary
Cocktail table <i>(with black or gold linen)</i>	\$20 per table
60-inch round table <i>(with black or gold linen)</i>	\$20 per table
6-foot rectangle table <i>(with black linen)</i>	\$20 per table
Dance floor <i>(12-feet x 12-feet) (15-feet x 15-feet) (18-feet x 18-feet)</i>	\$400 (12' x 12') / \$500 (15' x 15') / \$600 (18' x 18')
Stage and stairs <i>(8-feet x 4-feet platforms)</i>	\$100 per platform <i>(min. 2 platforms)</i>
High-definition projector/16-feet x 9-feet screen and computer	\$60 per ballroom
Teleconference phone	\$30
Wired microphone	\$30 each
Wireless microphone	\$40 each
Lavaliere microphone	\$40 each
Wireless presentation remote	\$10
VGA/HDMI cable	\$10
Power strips/extension cords	\$10
Piano	\$250
Black or gray podium <i>(based on availability)</i>	\$40
Easels/flip chart	\$10 each
Kegerator machine	\$250
Black pipe and drape	2 panels \$250
White wooden fencing	\$150 per section <i>(up to 3 sections max)</i>
Black leather furniture	\$100 loveseat/\$50 per chair
UCF flag, USA flag, state flag	\$10 each or \$30 for set

*All prices are subject to change. A service fee of 18% and 6.5% state sales tax will be added to final charge.
A service fee of 10% will be added to final charge for all RSO groups.



UCF ALUMNI HOME	ALUMNI CENTER ▾	RATES AND RESERVATIONS	CATERING SERVICES	CONTACT US
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PREFERRED CATERING SERVICES

FULL SERVICE CATERERS

Arthur’s Creative Events & Catering

407.331.1993
hayli@arthurscatering.com
arthurscatering.com

Big City Catering

407.438.3488
aubrey@bigcitycatering.com
bigcitycatering.com

Tim Webber Events and Catering

407.719.4488
adam@timwebberevents.com
TimWebberEvents.com

Pearson's Catering

407.259.8404
kim@pearsonscatering.com
pearsonscatering.com

Puff 'n Stuff Events and Catering

407.629.7833
emily@puffnstuff.com
puffnstuff.com

RESTAURANT PARTNERS

4 Rivers Smokehouse

407.474.8377
kellie@4rsmokehouse.com
4rsmokehouse.com

California Pizza Kitchen

407.384.5689
r_wat@cpk.com
cpk.com/catering/menu

TooJay's

407.249.9475
Sharon.millan@toojays.com
toojays.com