

# **CBDNA ATHLETIC BANDS SYMPOSIUM HOST SITE PROPOSAL GUIDELINES AND TIMELINE FOR SUBMISSION**

The CBDNA Athletic Bands Committee invites you to submit a proposal to host the 2025 Athletic Bands Symposium. All submissions are evaluated by the Athletic Bands Committee and a timeline of this process is outlined below:

- September 1, 2023 – Distribution of the 2025 ABS Host Site Proposal Guidelines
- November 1, 2023 – Deadline for 2025 ABS Host Site Proposal Submissions
- December 1, 2023 – Selection and Notification of the 2025 ABS Host Site

There is no strict format for the proposal submission, however, it is the hope of the Athletic Bands Committee that you can provide the following information in your proposal:

## Host Site Location, Dates, and Symposium Venue(s)

- Your institution (or institutions if a consortium)
- Proposed dates and itinerary. The ABS is traditionally held on the weekend following Memorial Day; therefore, this would be **Wednesday, May 28 - Saturday, May 31, 2025**
- Symposium venue(s) (available spaces for sessions, banquet, etc.)
- Additional information regarding the facilities (available spaces, technology access, etc.)

## Symposium Organization and Support

- Level of logistical support and partners from the host institution(s)
  - Support personnel available (faculty, staff, students, alumni)
  - Technical support personnel available (potential venue and campus)
- In the past the ABS has been fortunate to have had a range of industry sponsors to support the event, but please highlight any local sponsors and/or partnerships that may be willing to support the Symposium

## Travel Information and Accessibility

- Airport location(s)
- Distances to airport, venues, lodging, etc.
- Transportation availability and accessibility
- Accommodation types and approximate costs (hotels, resorts, on-campus options, etc.)

## Tourist Information and Points of Interest

- Tourist information
- Local attractions, restaurants, and points of interest
- Proposed social activities (banquet, golf, etc.)

Host site proposals should be submitted electronically to [cbdna.abc@gmail.com](mailto:cbdna.abc@gmail.com) in a PDF format and to the CBDNA Athletic Bands Committee c/o Dr. Amy M. Knopps, Chair at [knoppsa@missouri.edu](mailto:knoppsa@missouri.edu)

Past history has provided precedence where the ABS 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 Athletic Bands Committee for host selections.

The CBDNA Athletic Bands Committee will review all proposal submissions received by **November 1, 2023** and determine the location of the next ABS site by **December 1, 2023**. The committee is encouraged to seek the opinions of the general constituency when possible and especially when there are multiple strong host site options.