

YOU Can Host the Best Party in Preservation!
The Forum 2012 Request for Proposals Packet is now Available

The NAPC is now accepting proposals for its 2012 National Commission Forum. Held every other year, Forum is the only National conference specifically for preservation commissioners, staff, and other professionals addressing local preservation commissions' needs and issues. Previous Forums were held in New Orleans, Denver, Pittsburgh, San Antonio, Indianapolis, Baltimore, and Forum 2010 will be held in Grand Rapids, Michigan! The last two Forums have attracted over 400 participants and we expect more in 2010. We are looking for cities with an attractive location, good community support, and a strong fundraising commitment to make Forum 2012 a success.

The 2012 Forum RFP can be downloaded from the NAPC Web site:
<http://uga.edu/napc>.

Forum:

- Is an interactive conference designed to let participants learn not only from experts in the field but also from their colleagues
- Provides participants with the training they need to effectively enforce America's preservation laws.
- Blends traditional educational sessions, interactive discussion panels, mobile workshops and tours.
- Is supported by numerous partners including the National Conference of State Historic Preservation Officers, the National Trust for Historic Preservation, Preservation Action and the National Park Service.
- Brings local commission members and staff from across the country together with representatives from federal agencies, state and local governments, and national, state, and local organizations.

Local Partners:

- Support the conference with fundraising efforts, program development and volunteers
- Provide local volunteers to manage registration tables, help at social events, etc.
- Help create a dynamic program that highlights the preservation issues facing the host community. The NAPC works with the local community to develop tours, mobile workshops, and social events.



NATIONAL ALLIANCE *of* PRESERVATION COMMISSIONS
P.O. BOX 1605
ATHENS, GEORGIA 30603

Dear Preservationist and/or Conference Planner:

The National Alliance of Preservation Commissions (NAPC) is now beginning to plan for its eighth biennial **National Commission Forum** in the summer of 2012 and is asking for your help to identify a conference location. Previous Forums have been held in Denver, Pittsburgh, San Antonio, Indianapolis, Baltimore, and New Orleans. Forum 2010 will be held Grand Rapids, Michigan. We have had 400-500 participants at prior conferences filling 1,053 room nights in 2008 and expect at least as many in 2010. The goal of the Forum is to highlight innovative approaches to challenging local preservation issues and to provide an interactive learning environment for historic preservation commissioners, commission staff, and other preservation professionals.

The NAPC is a national non-profit organization representing the more than 2,400 local historic district commissions and architectural review boards across the country. The mission of the NAPC is to build strong local preservation programs through education, training and advocacy. In addition to the Forum, NAPC publishes *The Alliance Review* newsletter, produces several training workshops each year, and holds an annual meeting with workshops in conjunction with the National Trust for Historic Preservation National Preservation Conference. We also maintain an information resource center and provide a voice for local commissions in Washington, D.C.

The Forum is an interactive conference designed so that attendees learn from their colleagues as well as from experts in the field. Commissioners are typically not preservation professionals, and rely on the Forum for the training they need to build strong local preservation programs and administer preservation laws. The format of the Forum is unusual in that it blends traditional educational sessions, interactive discussion panels, mobile workshops, and tours.

The 2012 Forum promises to be an exciting preservation conference, and NAPC is fortunate to have partners such as the National Park Service, the National Conference of State Historic Preservation Officers, the National Trust for Historic Preservation, Preservation Action, and state and local preservation agencies and organizations in our host cities. Forum participants will come primarily from local governments from across the country as well as from federal, national, state and local preservation agencies and organizations

The NAPC is looking for cities with an attractive location, a strong preservation ethic, good community support, and a strong fundraising commitment. It is critical that you contact the leading preservation groups in your city and state to determine if they are interested in helping host the Forum. The success of the Forum depends on the host city, and we count on our local partners to help us create a dynamic program with tours and mobile workshops highlighting the issues facing your community. We also depend on local volunteers, minimum of 25, to help manage registration tables, social events, etc. The local partners must commit to raise between \$15,000 and \$20,000 locally to underwrite the conference.

Do not hesitate to call or e-mail me at 706/542-0169 or NAPC@uga.edu if you need additional information to respond. The application deadline is **February 1, 2010**, and notification of the final selection will be at the end of April 2010. Thank you for your support and assistance, and I look forward to hearing from you.

Drane Wilkinson
NAPC Executive Director



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Selection Criteria for the 2012 National Preservation Forum

A. Location and Available Dates

The host city should provide an attractive destination and backdrop for the Forum. The conference runs from Thursday through Sunday, with an opening reception on Friday night. Preferred conference dates are in late June through early August (excluding Fourth of July weekend).

B. Historic Resources

The city and surrounding region should have a strong historic preservation ethic, including a local preservation ordinance and an active commission. An important part of the Forum is highlighting the work of the host city. The city and region should be able to illustrate preservation at work, including challenges, successes, and some failures, and its benefits to the community at large.

C. Fundraising and Community Support

Financial support from the host city and/or the state historic preservation office is essential. State and local conference underwriting is essential to keep conference registration rates affordable for volunteer commissioners, staff, and community preservationists from across the country.

Our local partners are expected to provide between **\$15,000 and \$20,000 in local sponsorship**. Preferred consideration will be given to those with firm financial commitments from identified sources. Support from other organizations and agencies within the city willing to provide logistical assistance and a total of 25 volunteers is also an important consideration.

D. Cost and Convenience to Attendees

Hotel, meal, and travel costs to conference attendees are a major factor in the selection. Many travel on limited state and local budgets and follow strict per diem rates. The convenience and cost of travel to the city is therefore important. A third of attendees have driven to past Forums, so the number of likely attendees within driving distance is a consideration. The accessibility of the airport serving the host city is also a factor, including the number of major airlines/flights, whether the airport is a hub, and the proximity of the conference facilities to the airport.

Hotel room cost is also a critical consideration. Nightly room rates at the conference hotel should ideally be in the \$100-\$120 range (before taxes). In 2008, our room pickup was 1,053 nights for some 421 participants. We anticipate a national audience of at least 400-500 people for the 2010 Forum. An adequate number of hotel rooms (historic hotels are a major plus) should be available in close proximity to the conference facilities, and within walking distance to a downtown area with restaurants, nightlife, shopping, and sightseeing opportunities, including historic sites.

E. Meeting Facilities

A minimum of 10,000 square feet of meeting space is required for the various sessions, preferably located in the conference hotel. If multiple buildings are required to meet the space requirement, they must be in close proximity so participants can walk to them quickly between sessions. Meetings occur throughout the four days of the conference, but concurrent sessions on Saturday and again on Sunday morning will require theater seating for 300-350 persons; and four other rooms with seating ranging from 80 to 150 persons at 10-person round tables. Costs for room set-ups, audiovisual equipment, and catering needs are also a consideration.

| | | | |
|---|----------------|---|--|
| Contact Information | | Please print clearly. Submit <u>3</u> copies. Application deadline is <u>February 1, 2010</u>. | |
| Lead Agency (Local government entity, SHPO, or non-profit only) | | | |
| Address | | | |
| City | State | Zip | |
| Telephone number | Fax number | | |
| Lead Agency Contact Name | E-mail address | | |
| Nominated City | City Contact | | |
| Telephone number | Fax number | | |

A. Location and Available Dates

1. Is June-July-August considered “high season” for conferences in your city? Yes No
2. What is the average temperature for June? _____ July? _____ August? _____
3. What festivals, other citywide activities, statewide conferences (give dates) are usually held in June-July-August?

Enclosed visitors map or city marketing materials indicating hotels, sites of interest, and historic sites

B. Historic Resources

4. Does the city have a local preservation ordinance? Yes No Is it a CLG? Yes No
5. Does the city have a Historic Preservation Commission or Design Review Board? Yes No
6. Is the political and business environment of the city generally supportive of preservation? Yes No
7. What are the major historic preservation successes/challenges facing your community?

8. What opportunities are there for special tours or mobile workshops? Include travel time and amount of time on site.

Enclosed marketing materials for historic sites

C. Fundraising and Community Support

9. Our local partners are expected to provide between **\$15,000-\$20,000 in local sponsorship**, i.e., grants and fundraising, depending on conference costs in the host city. Preferred consideration will be given to those with firm financial commitments from identified sources to raise this amount. A minimum \$10,000 direct contribution from the lead agency or other local partner is required as part of the host city’s submitted proposal.

Total host city commitment: \$ _____

| Sources | Amount/commitment letter enclosed? | |
|---------|------------------------------------|--|
| _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

10. As applicable, indicate below if these organizations and agencies are present in your community; and, if so, how they can assist with conference planning, logistical assistance, tours/events, volunteers, or other support. Support letters are required.

Local government: _____

Type of support/assistance: _____

Support letter enclosed

Historic Preservation Commission: _____

Type of support/assistance: _____

Support letter enclosed

Local preservation non-profit: _____

Type of support/assistance: _____

Support letter enclosed

State Historic Preservation Office: _____

Type of support/assistance: _____

Support letter enclosed

State-wide preservation non-profit: _____

Type of support/assistance: _____

Support letter enclosed

Main Street Organization: _____

Type of support/assistance: _____

Support letter enclosed

Visitor/Convention Center: _____

Type of support/assistance: _____

Support letter enclosed

Downtown Merchants Association: _____

Type of support/assistance: _____

Support letter enclosed

Other: _____

Type of support/assistance: _____

Support letter enclosed

Other: _____

Type of support/assistance: _____

Support letter enclosed

D. Cost and Convenience to Attendees

11. What is the nearest major airport(s)? _____

12. Does the airport serve as a hub for a major carrier? Yes No For whom? _____

13. If not, what airlines service this airport? _____

14. How far is the airport from downtown? Miles: _____ Minutes: _____

15. Type of public transportation (i.e., rail, bus, taxi, or shuttle service) to the airport? _____

16. Number of Certified Local Governments (CLGs) in host state _____

17. Are the majority of downtown attractions, museums, restaurants/shops open on the weekend? Yes No

18. Hotel information (anticipate approx. 300 rooms on peak nights Fri/Sat, 1,000-1,100 room nights total for conference):

| Hotel(s) | # of sleeping rooms | Approx. nightly room rate |
|---|---------------------|---------------------------|
| <input type="checkbox"/> Historic hotel <input type="checkbox"/> Downtown location <input type="checkbox"/> Marketing/contact/room rate information enclosed | | |
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19. Conference facilities are preferably located in conference hotel, but if alternative location or multiple buildings are required, they should be in close proximity so participants can walk to them quickly between sessions. Peak space requirement: Saturday day and Sunday morning concurrent sessions with one meeting room with 300-350 theater seating and four meeting rooms with seating ranging from 80 to 150 persons at 10-person round tables.

| Location(s) | Available meeting space |
|---|-------------------------|
| <input type="checkbox"/> Marketing/contact/room space information enclosed <input type="checkbox"/> AV rental/catering/set-up charges information enclosed | |

Comments/Additional information _____

20. Where would you propose holding the opening reception? Possible sponsor(s) for the opening reception? Please include images of reception space.

Your response (3 copies) must be **received** by **Monday, February 1, 2010**, at the NAPC offices at NAPC, P.O. Box 1605, Athens, GA 30603 (regular mail) or NAPC, c/o University of Georgia, Founder’s Garden House, 325 S. Lumpkin St., Athens, GA 30602-1861 (overnight mail).