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ROTARACT DISTRICT 3292, NEPAL- BHUTAN

PRESIDENT NIGHT **BIDDING DOCUMENT**

RY 2026-27

Table of Content

About Event	1
Event Plan.....	1
Event Details.....	1
Logistics Requirements	1
a) Venue Specifications	1
b) Branding and Promotion.....	2
c) Operational and Logistical Arrangements.....	2
d) Stage and Venue Decoration	2
e) Sound System	3
f) Presentation Facilities	3
g) Lighting.....	3
h) Photography	3
i) Accommodation & Meals.....	3
j) Delegate Kit.....	4
Roles and Responsibilities	4
a) Host Club(s) Responsibilities	4
b) Rotaract District Committee (RDC)	4
Requirements from Host Club(s).....	5
Terms and Conditions	5
Selection Procedure.....	6
Submission Procedure	7

About Event

Rotaract President Night is a flagship fellowship and leadership retreat organized exclusively for the Presidents of Rotaract Clubs and members of the Rotaract District Committee of Rotaract District 3292. Unlike formal district meetings, the event is designed to enhance fellowship, leadership development, personal well-being and interpersonal bonding through engaging activities in a relaxed natural setting.

The program aims to strengthen collaboration among club leaders, encourage idea exchange through informal interactions and build trust within the district leadership team.

Event Plan

Rotaract President Night is a two-day leadership retreat for Rotaract Club Presidents and Rotaract District Committee members of RID 3292, focused on fellowship, leadership development and team bonding in a natural setting.

Day 1 includes arrival, registration, opening ceremony, icebreaker activities, team-building games and the President Night cultural fellowship, followed by overnight accommodation. Day 2 features an early morning outdoor activity, leadership reflection session, breakfast, closing ceremony and departure.

The program is designed to strengthen collaboration, enhance leadership interaction, and build stronger relationships among district leaders.

Event Details

- i. **Proposed Date:** 25th & 26th September 2026
- ii. **Event Duration:** 1 night 2 days event
- iii. **Expected Attendance:** Approximately 250-300 participants

Logistics Requirements

a) Venue Specifications

- Safe, clean and eco-friendly resort, hotel or campsite
- Suitable spaces for indoor fellowship and outdoor activities
- Seating Arrangement: Theater style or round table

- Hall capacity to accommodate approximately 250-300 participants

b) Branding and Promotion

All promotional materials must be reviewed and approved by the District Rotaract Representative (DRR), District Secretary (DS), District IT & Data Management Chair or the designated Event Coordinator prior to publication.

Branding materials must incorporate:

- District logo (DRR Theme) and RI President Theme with Rotary and Rotaract Wheel
- Logos of district partners
- Clear mention of the organizer: Rotaract District 3292

Required branding materials include:

- Official event banners (flex with metal frames)
- Selfie standee
- Checkerboard (backdrop) banner
- Photo stand/banner
- Welcome Gate

c) Operational and Logistical Arrangements

- Registration and welcome desk
- Dedicated hall for fellowship and interactive sessions
- Campfire or evening gathering space
- Power backup facility
- Designated area for team-building activities and games (indoor or outdoor)

d) Stage and Venue Decoration

The hall must be aesthetically decorated to reflect the significance of the event and align with the official Rotaract theme. Decorations may include balloons, floral arrangements and other appropriate elements that complement the theme. Additional areas may be decorated as deemed necessary by the host club.

e) Sound System

A high-quality sound system shall be installed in Hall to ensure clear and consistent audibility across the entire venue. The setup should include a minimum of 2 wireless microphones along with 2 desktop microphones to effectively support all formal proceedings and program requirements.

f) Presentation Facilities

The hall should be equipped with a high-quality LED display screen for presentations and visual content, supported by a dedicated technician/operator to ensure uninterrupted operation. The display must be clearly visible from all seating areas to maximize participant engagement. Additionally, halls must ensure clear visibility of visual content from all sections to provide a seamless presentation experience.

g) Lighting

Adequate lighting must be ensured throughout the entire hall to maintain a clear and well-lit environment for all activities. A continuous and uninterrupted power supply must also be guaranteed for the full duration of the event to ensure smooth execution without any disruptions.

h) Photography

A professional photographer (or videographer) must be arranged to capture high-quality images covering all key moments of the event.

i) Accommodation & Meals

- Overnight accommodation on a shared basis in rooms as per venue availability.
- Five meals in total:
 - Day 1: Hi-tea, fellowship snacks and dinner
 - Day 2: Breakfast and lunch
- Continuous availability of safe drinking water

j) Delegate Kit

- ID card with lanyard
- Event schedule
- Notebook and pen
- Badge and/or ribbon

Roles and Responsibilities

a) Host Club(s) Responsibilities

- Oversee and manage all event logistics, including venue arrangements, food, accommodation and required materials for activities
- Plan and execute fundraising initiatives and overall event budgeting
- Manage participant registration and related coordination
- Ensure effective hospitality and on-site participant support
- Execute branding and promotional activities in accordance with district guidelines
- Deliver complete event execution in coordination and with support from the Rotaract District Committee (RDC)
- Host club will manage the co-host clubs and operate under the supervision of the RDC

b) Rotaract District Committee (RDC)

- Finalize the overall event schedule and agenda
- Coordinate and facilitate key sessions, including the Leadership Circle
- Provide necessary content and guidance for branding, promotion and program flow
- Support in identification and coordination of guests, if required
- Review and approve all official promotional materials prior to publication
- Evaluate and monitor the event to ensure execution is in accordance with the approved bid document, both during and after the event.

Responsibility Area	Rotaract District Committee	Host Club(s)
Venue	X	✓
Delegates kit	X	✓
Food	X	✓
Hospitality	X	✓
Event schedule	✓	X
Master of ceremony	✓	✓
Social media promotions	✓	✓
Speakers, facilitators & sessions	✓	X
All logistics (as specified above)	X	✓

Requirements from Host Club(s)

- Expression of Interest (EOI) submitted on official club letterhead
- Minutes of the General Meeting confirming the bidding decision, duly signed by the Club President and Secretary
- Detailed budget proposal along with a fundraising plan
- Venue proposal including photographs and location map
- Details of the designated contact person for coordination and communication

Terms and Conditions

- The bid submission must include an authorization letter from the concerned venue or authorized party confirming the availability and permission to host the event at the proposed venue.
- The bidding club shall fully comply with and adhere to all minimum requirements, standards and specifications outlined in this bidding document.
- The bidding club shall be solely responsible for fulfilling all commitments made in the bid proposal and must ensure strict compliance with the criteria and requirements specified in this document.
- In the event that any modification to the approved criteria becomes necessary, the Host Club and the Rotaract District Committee (RDC) shall convene a joint meeting to discuss the proposed changes and their justification. Any

amendments may only be implemented upon receiving formal approval from the RDC.

- e) No alteration or deviation from the approved bid proposal—including, but not limited to, the venue, event date, schedule, budget, food arrangements, accommodation, speakers, registration fees, or program structure—shall be made without prior written consultation and approval from the RDC.
- f) The Host Club shall ensure that the selected venue is safe, hygienic, accessible and suitable for the scale and nature of the event. The venue must provide adequate facilities and meet the standards and commitments presented in the approved bid. The RDC reserves the right to inspect the venue or request supporting evidence, including photographs, videos, agreements, or other relevant documentation, prior to granting final approval.
- g) The Host Club shall maintain a high standard of hospitality and food service as committed in the bid proposal. This includes ensuring proper hygiene in food preparation, timely meal service and reasonable accommodation of dietary requirements where feasible. Any proposed changes to the approved food arrangements must receive prior approval from the RDC.
- h) Failure to comply with any provision of these Terms and Conditions may result in disciplinary measures, including but not limited to:
 - Issuance of a formal warning or notice by the RDC
 - Restriction or disqualification from hosting future district events and/or
 - Any other action deemed appropriate by the RDC in accordance with district policies and procedures.

Note: All meals should be provided in accordance with district guidelines. At a minimum, either lunch or dinner must include non-vegetarian food options.

Selection Procedure

The selection of the Host Club(s) will be conducted during a Rotaract District Committee meeting. Representatives from the bidding clubs may be invited to present and discuss their proposals.

The final selection will be based on multiple factors, including the quality and clarity of the proposed plan, the club's technical capabilities, familiarity with digital platforms, feasibility of execution, team management capacity and other relevant considerations.

Submission Procedure

Interested clubs must submit their complete bidding documents in the prescribed PDF format. Submissions received after the specified deadline will not be considered valid.

Email to: rtrprakash3292@gmail.com & rtrsurbhandari@gmail.com

Deadline: 25th June, 2026, 11:59 PM