

N.O.A.C.N.A.



New Orleans Area Convention of Narcotics Anonymous

REQUEST FOR PROGRAMMING TAPING PROPOSAL

(This form can also be downloaded at NOACNA.COM)

Contact Information

N.O.A.C.N.A.
PO.BOX 57263
New Orleans, LA 70157
ATTN: Programming

Timetable. The following timetable will govern all Proposals submitted.
(To be completed by NOACNA Committee)

Event Date:	<u>JULY 24-27, 2025</u>
Deadline to Submit Proposal:	<u>JANUARY 31, 2025</u>
Deadline to Negotiate Contract:	<u>FEBRUARY 17TH, 2025</u>
Selection of Vendor(s):	<u>FERUARY 28TH, 2025</u>

PROGRAMMING PROPOSAL FORM

Profile. NOACNA is a non-profit corporation operating exclusively for charitable purposes. NOACNA is formed to manage and direct Conventions for recovery addicts as a subcommittee of the New Orleans Area Service Committee of Narcotics Anonymous.

Purpose. This Request for Proposal ("Proposal") is designed to obtain bids from vendors ("Vendors") to provide **taping services** for New Orleans Area Convention of Narcotics Anonymous ("Convention").

The Event. NOACNA is a subcommittee of the New Orleans Area of Narcotics Anonymous and is responsible for putting on Convention. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer.

Convention Dates. The dates for the Convention are as follow:

	Start	End
Day		
Date		
Time		

Recording of Speakers:

of rooms used for speaking/recordings: _____
 Large Banquet/Ballroom square footage: _____ Attendees: 1000+ (number of speakers: _____)
 Conference rooms square footage: _____ Attendees: 100 - 150
 Simultaneous meetings: _____

Vendor Recording Times:

Thursday: _____ AM/PM - _____ AM/PM (check if date is not applicable)
 Friday: _____ AM/PM - _____ AM/PM (simultaneous meetings #: _____)
 Saturday: _____ AM/PM - _____ AM/PM (simultaneous meetings #: _____)
 Sunday: _____ AM/PM - _____ AM/PM (simultaneous meetings #: _____)

The **Regular Meetings.** In addition to the Main Meetings, the Convention will also conduct approximately _____ Regular Meetings, each running up to an hour and 30 minutes in length. All Regular Meetings are speaker meetings and are held in conference rooms with seating capacities ranging from _____ to _____ attendees.

VENDOR INFORMATION

Company Name: _____

Owner(s) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Email: _____

Check the Option You Proposed to Offer

Vendor's Proposal

1 CD = \$ _____ each

Donation to Convention: \$ _____

2 CDs = \$ _____

6 CDs = \$ _____

Buy Five (5) get one (1) free

12 CDs = \$ _____

Other: \$ _____ Describe: _____

Check each item you propose:

- Donate a complete set of CDs to N.O.A.C.N.A.
- Donate an MP3 download of complete set to N.O.A.C.N.A.
- Donate a CD to the designated speaker(s) of each recorded meeting.
- Donate # _____ CDs for newcomers (persons with less than 30 days of continuous recovery) for the clean time countdown.

Copyright. NOACNA shall own the copyright to all recordings from the Convention.

CD Sales After Convention. Vendor shall be permitted to sell Convention CD's after the Convention dates.

Area for Tape Sales, Etc. NOACNA will provide the Vendor with a space for CD sales that is highly visible with high traffic, well light, and secured. The space will be equipped with electrical outlets, wireless internet service for credit card processing, and furnished with sufficient rectangular banquet tables. Each meeting room will be furnished with a small table or podium close to the speaker location for recording equipment.

Special Requests, Accommodations, etc.

Acknowledgements. This Proposal has been designed to include the specific terms upon which NOACNA is willing to negotiate. Acceptance of these terms, and the Vendor's ability to perform, is hereby acknowledged by the submission of a Proposal.

All Proposals must be submitted with the use of this form and all sections must be filled out completely. All Proposals are binding by the terms proposed. If accepted, the terms of the Proposal (*or the terms negotiated therefrom*) shall establish the Contract between the Vendor and NOACNA. This Proposal will only become a valid Contract between the Vendor and NOACNA when signed by an authorized member of NOACNA's Board of Directors.

As a condition to any Proposal being considered and selected, neither the Vendor, nor anyone working with the Vendor, will possess, consume or otherwise engage in the use of any drugs (*including alcohol*) before or during performance. The Vendor further acknowledges that, if they remain at the Convention after services have been rendered, that they will remain bound not to possess, consume or otherwise engage in the use of any drugs (*including alcohol*) while on the premises of the Convention site.

Indemnity. All Vendors hereby agree to indemnify and hold NOACNA and the hosting Hotel harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action associated with their equipment and/or personnel.

Description of Equipment. Attach a detail description of the equipment that will be used to provide the services being proposed.

VENDOR:

BY: _____
Duly Authorized

Date

Printed Name

**NEW ORLEANS AREA CONVENTION
of NARCOTICS ANONYMOUS**

BY: _____
NOACNA Chairperson on behalf of NOACNA

Date

Printed Name