(insert year) HIKE-N-SEEK BID PROPOSAL  
(Group Sending in the Proposal)  
  
  
  
  
  
  
  
  
  
  
(Insert Theme of Event)  
(Insert Proposed Hike-n-Seek Date)  
(Insert Event Location)

Proposal written by (Insert Name, Caching Name)  
(Date Proposal was written)  
PURPOSE STATEMENT  
  
In this area, please tell us who you are (or the name of your group) and that you are formally submitting a bid to host Hike-n-Seek to the Iowa Geocachers Organization Board of Directors. Please briefly tell us why you would like to host Hike-n-Seek and why you think your location would be a good fit for the IGO’s yearly event.  
  
ABOUT (INSERT HOST CITY/REGION NAME HERE)  
  
In this section, tell us a little bit about your area. Please tell us the geography of the area, whether it is a city, county, region, etc. and why that particular area would make a good hosting location. Where are you located? What are the major roads that traverse your region? How many residents are in your area? Are there adequate facilities (parks, historical sites, venues, hotels, restaurants, etc.) that would make us interested in hosting our event there? Do you feel like the area has enough of the above places to successfully host the event? Please tell us a little bit about the existing geocaches in your area (including an estimated number).  
  
EVENT DATE  
  
In this section, please tell us when you are planning on hosting the event. Please include not only the date of the main Hike-n-Seek event (typically on a Saturday) but also include the Friday before through the Sunday after if you are planning on side events.   
  
EVENT THEME  
  
In this section, please tell us your idea (or ideas if more than one at the time of the proposal) for event themes. Please tell us why you chose that given theme and the significance of that theme with ties to both your unique geographical/historical area and geocaching.   
  
VENUE  
  
In this section, please tell us about the venue that you would like to use for hosting the main event of the weekend. If you have not picked out a venue at the time of the proposal, that is alright, but please give us some ideas for places you might think would make good venues. Is the venue climate-controlled? Will it be an issue if it rains? Does your venue have restrooms, electrical hook-ups, internet access, etc.? What will it cost for you to reserve that venue? What other features does the venue offer (things for kids/families, conference room, tables, etc.) that might be helpful for an event this size? Will it hold 100-125 people comfortably?   
  
  
SIDE EVENTS & FRIDAY NIGHT BOARD MEETING  
  
In this section, please talk about any side events that you are considering having the weekend of event NOT including the main Hike-n-Seek event on Saturday. What types of events would you like to have (traditional event, poker run, Intro to Geocaching class, CITO, etc.)? When will these events take place (date and proposed times)? The IGO Board will host an annual live meeting and dinner on the Friday evening before the main Hike-n-Seek event on Saturday. This event will need to take place at a venue that is large enough to fit at least 50 people comfortably. It can be the same venue used for the main Saturday event or may be held in a restaurant. Please include information about the Friday night dinner and meeting in this section.   
  
PROPOSED GEOCACHES  
  
In this section, please tell us about the geocaches that you would like to place for this event. Please include the names of communities, parks, trails, etc. as well as how many caches that you are planning to put out for the event. Remember that the IGO asks that you place a MINIMUM of 25 geocaches in conjunction with Hike-n-Seek but there is no actual limit to how many you can place. Will there be special caches for kids or a poker run, etc.? Will there be caches of many different sizes, types and D/T ratings? Will there be caches available for people of any skill level? Is there going to be a competition? *Note: A competition is NOT a requirement. If you wish to have a competition, please inform the IGO of this. You are responsible for rules, but please tell us about them prior to the event.*   
  
SPONSORSHIP  
  
In this section, please tell the Iowa Geocachers Organization how you are planning on spending the $750.00 seed money that we will be providing for you. In addition, please tell us about other businesses, organizations, groups, etc. that you will be using to obtain additional sponsorship money (if needed). Remember that you will need to purchase an event pathtag, will need to pay for printing and design expenses, food expenses (if you plan on doing catering at any event) and the cost of renting a venue. The Iowa Geocachers Organization will sell event t-shirts (if you choose to have them for the event) on our website, but it will be your responsibility to have them designed.   
  
GAS, FOOD & LODGING  
  
In this section, please tell us about the restaurants, hotels, campgrounds, gas stations and convenience stores that are within a short distance of the proposed venue site. You don’t have to include all of them in this proposal, but give us a general idea of what is available in your area so your guests will have a place to stay, eat and fuel up before they head home.

HIKE-n-SEEK PLANNING COMMITTEE  
  
In this section, please list the names of geocachers (including both their actual name and geocaching handle) that will be helping you host this event. If they have a specific task or title, please include that in this section. If you have any subcommittees, please tell us a little bit about those.   
  
PROPOSAL SUMMARY  
  
In this section, please tell us why you believe your region would make a good hosting location for our event and briefly summarize the main points in the proposal.  
  
CONTACT INFORMATION  
  
Please include your caching handle, name, email address and phone number in case we have any questions for you. Thank you for your bid!