



BID DEVELOPMENT

Standardized Bid Document

We have a standard, professional, proven document template that can be customized for each individual sporting event. We also provide assistance with collection of information for the bid document including:

- Research of hotel availabilities and reservation rate negotiations.
- Assistance with sport venue expertise and negotiations.
- Collection of proposals from supplementary services such as transportation, hospitality, entertainment, and other services.
- Solicitation of letters of support from government officials and other key supporters.

Bid Presentation

When it comes time to present a bid, we can assist in developing the presentation and will also travel with you to assist in delivering the presentation to the key decision makers.

Site Inspection Support

When it comes time to showcase Kingston's facilities to your decision makers, let us help co-ordinate the site inspection tour.

Pre Bid Research & Travel

Members of our team invest in travelling to events for research and networking opportunities for future potential events to host in the community.

Business Plans & Budgets

Members of our team can provide assistance and expertise as it relates to revenues, expense projections and business planning. We can also provide a budget template.

Funding Assistance

We can assist with identifying potential grants that may be available to you. These could include funding from federal, provincial, and municipal government.

EVENT PLANNING

Marketing Support

We can provide marketing intelligence and assistance in developing a comprehensive communication strategy for your event. We can also assist by providing, visitor guides, maps, pins and other items for welcome kits.

Media Relations

We can assist with distribution of your media release and organization of your news conference. We will also provide guidance in creating your event's news releases and acting as a liaison to media outlets.

Sales Tools

Access to our inventory of sales tools including: tradeshow booths, visitor guides, banners and promotional materials.

Sponsorship

We will provide help to guide you in finding event sponsors.

OTHER SERVICES

Creating or Growing Events?

If you are looking to grow an event, or create a new event we can assist you!

Community Liaison

Liaison with local accommodation providers, facilities, restaurateurs and community stakeholders

In-Kind Support and Visitor Information

We can provide assistance getting in-kind support and providing Visitor Services and Tourism Ambassador support before and during your event.

Volunteer Support

We realize that person-power is an issue and often is the reason why event organizers are sometimes hesitant to pursue event hosting opportunities. We can assist in securing volunteer support for your group.

Post-Event Services

When your event is over we can assist with:

- Generating post-event reports
- Measure your event's impact with the Sport Tourism Economic Assessment Model (STEAM)