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About TPPC

The Texas Public Pool Council (TPPC) is an organization dedicated to providing information and education to aquatic professionals. We are a fast-growing aquatic organization with over 350 members and the majority of our members are from Texas. Although the name says "Texas," our objective as an organization is to provide information and education to all those interested, and we are proud to have members all across the nation. Members include senior lifeguard staff, pool supervisors, water aerobics and exercise instructors, recreation directors, waterpark operation managers, maintenance supervisors, and owners and managers of both private facilities and commercial companies.

Every year, TPPC hosts an annual educational conference that has been running for over 35 years. The Annual Aquatic Conference includes educational tracks, certification courses, and events for both attendees and sponsors. Over the years, the conference has grown in numbers and now over 300 people attend the conference.

Besides helping educate aquatic professionals, TPPC is also involved at the grassroots level. TPPC has a student track at the annual conference to help develop the aquatic professionals of tomorrow. TPPC also awards a scholarship to a student in a parks and recreation programs.

Finally, TPPC hosts the Texas State Lifeguard competition where the winners from the regional competitions come together to compete for the label "Best Lifeguard Team in Texas."
TPPC Annual Conference

History

2015 - College Station, TX
Hosted by City of College Station

2016 - Galveston, TX
Hosted by Region 4

2017 - San Antonio, TX - “Fresh Ideas Shared Here F.I.S.H.”
Hosted by Region 5 and 3

2018 - Conroe, TX - “Making Waves”
Hosted by City of Conroe and Region 3

2019 - San Antonio, TX - “Navigating the Future”
Hosted by Region 5

2020 - Austin, TX - “Bringing Aquatics Together B.A.T.”
Hosted by Region 5

2021- Galveston, TX – “Facing the Challenge of Change since 1981”
Hosted by Region 4
Basic Requirement to Hold TPPC Annual Conference

Planning and implementation of this conference is a collaborative effort between the conference planning committees and Host Region.

Logistics

- **Accessibility**: The conference location and all conference activities must be ADA accessible.
- **Size**: Any selected site should be capable of accommodating a minimum of 200 attendees.
- **Time**: TPPC Annual Conference is usually held at the end of January/beginning of February. The conference schedule begins Monday morning and ends Thursday afternoon.
- **Conference Agenda**: The TPPC schedule includes regional meetings, educational sessions, professional networking socials, an exhibitor social, elections of TPPC board members, and annual awards.
- **Accommodations**: The site should be able to provide a minimum of 250 sleeping rooms, which would accommodate conference attendees, speakers, and sponsors/exhibitors. The host committee should research local hotels to ensure there is adequate lodging for people who need accommodations.
- **Food Service**: The conference site will need to be able to accommodate a number of different events with food; reception service for Monday night, breakfast/coffee service Tuesday-Thursday, and a sit down plated lunch on Tuesday. The host committee should plan to accommodate meals for people who have special dietary concerns.
- **Transportation**: The host committee itself is not responsible for arranging transportation for conference attendees, but information should be made available about accessible, affordable transportation.
- **Presenters and Activities**: The conference planning committee within TPPC will coordinate all educational sessions, schedule speakers, and plan/coordinate all pre and post conference activities.
- **The theme and focus** of each TPPC conference is reflective of the location of the conference that year and should represent continuing professional growth and togetherness within the aquatics community.
- **Conference Registration**: Registration is managed through the TPPC conference planning committee and the Executive Director and Administrator.
- **Exhibit Space**: Vendor exhibits at the conference are vitally important to both the conference and TPPC overall, as revenue from the exhibit area funds the Association’s activities for the year. The exhibit area should be a minimum of 5,000 square feet and/or be able to accommodate 45, 10’ x 10’ booths. It is highly desirable to have the exhibit space located close to breakout space and the general traffic patterns of the conference. For reference regarding exhibition expansion, several past conferences have provided and sold booth spaces upwards of 40.
**Financial**
- Texas Public Pool Council’s annual conference is directly funded through membership dues, conference registration fees, and vendor/exhibitor fees. There is not an expectation of funding from the host region or city.
- All conference expenses are paid out of the TPPC general budget.
- The minimum financial goal of an Annual Conference is to end up with a zero balance; expenses should equal revenue. Should a conference have excess revenue after all expenses are paid, this “profit” reverts back to the TPPC general budget; no host committee, institution or individual may retain these funds.
- The cost of the guest room is arranged between the executive director and the site. The goal should be to keep this fee as low as possible as attendees are affected by the entire cost of attending the conference, not just the registration fee. Typically, this fee has not been more than $170/night (not including taxes and fees).
- Sponsors and exhibitors of the conference are integral to the function of the conference, as revenue from sponsors and exhibitors funds the conference. The TPPC vendor committee is responsible for recruiting and registering sponsors and vendors.
TPPC Conference Planning Committees and Responsibilities

TPPC has an elected board consisting of the President, President-Elect, Region 1-6 Representatives, Vendor Representative. The board also consists on the Executive Director of TPPC. Each position serves a 2-year term. Each region votes for their respective presentative and the general TPPC body votes on a President-Elect to become president. The current president will then select/appoint members to various internal committees that then plan and coordinate the majority of activities associated with the annual conference.

Conference Planning
Erica Peace, City of Galveston | Sara Hayes, City of Galveston | Bridget Russell, City of College Station

- Coordinate and plan Welcome Social, BBQ Social, and Awards Luncheon
- Coordinate travel arrangements if needed for travel to and from social locations is offsite from hotel.
- Arrange and coordinate volunteers for room monitors, check in tables, and other areas as needed.
- Arrange A/V equipment for speaker sessions and socials as needed.
- Coordinate printing/ordering of all required signs, banners, and conference giveaways.
- Coordinate and manage check in/registration table.
- Coordinate, plan, and manage any additional areas needed for the conference.

Marketing Committee
Julie Saldiva, Texas State University | Paul Macias, City of Farmer’s Branch
Madison Bass, City of Hurst | Jen Post, City of University Park

- Coordinate and manage the conference mobile application.
- Upload marketing, vendor ads, vendor push notifications, and other graphics to mobile application.
- Upload and organize the educational session on the mobile application.
- Design and produce the conference guide.
- Manage the TPPC website.
- Manage the TPPC Facebook group.
- Manage and design all Jot forms used on the website.
- Ensure information is being sent to respective committees.
Scholarships & Awards Committee
Tammy Jaster, City of Brenham

- Arrange and monitor award and scholarship submissions for the upcoming conference.
- Committee will then select award recipients.
- Order the awards to be handed out.
- Maintain archival records of past award winners and State Competition Winners.

Speakers Committee
Jenna Stevenson, City of Baytown

- Reach and coordinate speakers and presenters for the education sessions.
- Coordinate travel plans, flight and hotel arrangements.
- Build the conference schedule grid.
- Arrange and submit invoices for speaker payments.
- Collect speaker pictures/session descriptions.
- Order speaker gifts.

Vendors Committee
Bridget Russell, City of College Station

- Contact potential sponsors and vendors to come to the conference.
- Manage a master vendor contact list.
- Oversee and manage vendor registration.
- Make name badges and drink ticket orders.
- Collect marketing materials from sponsors and pass on to marketing committee.
- Organize and run Vendor/Casino night.
- Work with the hotel on exhibit space, layout, and set up.
- Coordinate and assist with vendor shipping needs.
# Conference Planning Timeline

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activities</th>
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<tr>
<td>September-November (26 months</td>
<td>Interested parties scout out hotels and event locations and start preparing</td>
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<tr>
<td>prior)</td>
<td>their bid application</td>
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<tr>
<td>December 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Bid packages are due to the Executive Director</td>
</tr>
<tr>
<td>January (2 years out)</td>
<td>TPPC membership body votes on locations for 2 years out.</td>
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<tr>
<td>Spring following selection</td>
<td>- Conference site confirmed and contract signed</td>
</tr>
<tr>
<td></td>
<td>- Other event sites confirmed and contracts signed</td>
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<tr>
<td></td>
<td>(BBQ Social and Tours)</td>
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<tr>
<td>January (1 year out)</td>
<td>- Give presentation to TPPC Board and again during general business meeting</td>
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<td>to the location/dates/theme and any additional updates.</td>
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<td>Spring (8-12 months prior)</td>
<td>- Board meeting in April</td>
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<td></td>
<td>- Host works with conference committee within TPPC on conference planning</td>
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<td></td>
<td>- Speaker Proposal requests will go live online</td>
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<tr>
<td></td>
<td>- Final confirmations on all pre and post conference activities and tours.</td>
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<tr>
<td></td>
<td>- Aquatic facility confirmed for in water trainings</td>
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<tr>
<td>Summer (6-8 months prior)</td>
<td>- Speaker proposals due</td>
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<tr>
<td>Speaker Proposals due Sept. 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>- Lock in transportation needs if applicable</td>
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<tr>
<td>Fall (2-4 months prior)</td>
<td>- Continue to offer support and communication to conference planning</td>
</tr>
<tr>
<td>Board Meeting in Oct. at</td>
<td>- Hotel Room blocks go on sale</td>
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<tr>
<td>Conference Location</td>
<td>- Registration open and materials are prepared</td>
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<tr>
<td>Awards Nominations Due Dec. 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>- Vendors/Sponsors confirmed and registered</td>
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<tr>
<td>December/January</td>
<td>- Confirmation of room setups, AV needs, meals.</td>
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<tr>
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<td>- Confirmation of speakers and schedule is posted.</td>
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<tr>
<td></td>
<td>- Order awards</td>
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<td>- Complete and print conference guides</td>
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<td></td>
<td>- Mobile app is up and available</td>
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<td></td>
<td>- Confirm all vendors/exhibitors</td>
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<td>- Confirm all negotiated services</td>
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<td>- All signage needs are completed</td>
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<td>- Confirm volunteer/room monitors</td>
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<td>- Prepare conference giveaways and speaker gifts</td>
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<td>- Complete/prepare registration, name badges, etc.</td>
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<td>- Complete all necessary printing of all forms</td>
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<td>- Complete all last minute details</td>
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Host Committee Responsibilities

1. **Provide locations for the Conference (Hotel)**
   a. **General Hotel Requirements**
      i. Rooms for 5 consecutive days
      ii. Complimentary rooms (2 minimum preferred)
      iii. Three (3) rooms to hold minimum of 25 ppl in each room
      iv. Two (2) rooms to hold minimum of 50 people in each room
      v. Banquet facilities for 200
      vi. Exhibition or main Hall to hold 200 with electrical outlets available
   b. **Host must also determine additional details to submit to the Executive Director. (See attached Hotel Spec Sheet/Checklist)**
      i. Room Rate ($100-$200/night preferred)
      ii. Complimentary Items (A/V equipment, wifi, parking, rooms, etc)
      iii. Food/Beverage options and costs (Breakfasts, Welcome Social options, Awards Luncheon, and Vendor night)
      iv. Shipping/Mailing options for vendor equipment and supplies
      v. Computer/Printing Access within the hotel

2. **Provide TPPC with Locations and Options for the following Conference Events**
   a. **Pre-Conference Golf Tournament (Monday Afternoon)**
      i. Capacity of 20 people
      ii. Pricing and times available
      iii. Availability of rental equipment
      iv. Lunch options and pricing
   b. **Welcome Social (most often at the Hotel) (Monday Evening)**
      i. Capacity of 100 people
      ii. Cost of food and beverage
      iii. Cost of the space for 2-3 hours
   c. **BBQ Social Dinner (Wednesday Evening)**
      i. Capacity of 100 people
      ii. Locations available that will let us serve our own food
      iii. Security needed on site if applicable
      iv. Shuttles and transportation options from the hotel to venue

3. **Provide locations for Aquatic Facilities to host possible training events**
   a. Indoor pool preferred
   b. Pricing and availability
4. **Miscellaneous Considerations**
   a. **Print Materials, Printing, and Copying**
      i. TPPC will develop/design all of the marketing/educational/promotional materials and will print and copy the majority of items.
      ii. Host must be available to provide backup printing and copying if needed during the conference. Items could include but not limited:
         1. Speaker handouts
         2. Evaluation forms
         3. CEU forms
   b. **Mailing and Shipping Options**
      i. In the event that the hotel can’t coordinate vendor material shipping the host will provide backup locations.
   c. **Additional Storage of TPPC equipment and conference materials**
      i. Host will be able to provide storage of any needed items, equipment, and material for TPPC before, during, and after the conference if needed.
   d. **Provide additional support when needed and act as back up support for the TPPC Conference Planning committee**
      i. Be able to locate/acquire/provide any back up equipment such as A/V for presentations.
      ii. Manpower support as able to.
      iii. Support and assist in problem solving any issues that may arise.
Bid Submission

Bid Requirements:

1) A bid form must be completed and submitted to the Executive Director by December 1 prior to the annual meeting. A signed digital copy can be sent to info@tppc.org.

2) Following the selection of the annual meeting site a formal contract will be executed by and between the TPPC Executive Director and the approved host hotel.

3) If selected, the following year the recipient must update the board during the board meeting at the annual conference. In addition the recipient will update the general body during the business meeting at the annual conference.

4) If for any reason the recipient is unable to uphold all obligations, the Executive Director must be notified immediately. The Executive Director will have the right to investigate any neglect or shortcomings of the future conference host, and recommend to the TPPC Board any actions, including withdrawal of the conference site, for the betterment of the Texas Public Pool Council.

Best wishes in your bid submission!
Conference Bid Packet Checklist

Hosting Region/Agency: ____________________________________________________________

Hosting City/Location: ___________________________________________________________

Host Point of Contact/Representative: _____________________________________________

Phone Number: ___________________________________________________________________

E-mail Address: ________________________________________________________________

1. Hotel Locations
   Please attached completed copy of Hotel Spec Sheet/Checklist of possible hotel locations for review. Host may submit multiple options to the Executive Directive for review. Each possible location must have a completed spec sheet. See Attachment A

2. Golf Tournament Locations
   See Attachment B

3. Welcome Reception Social Locations
   Can be held at the conference hotel or off-site. See Attachment C

4. BBQ Dinner Social Locations
   See Attachment D

6. Aquatic Facilities for In-Water Training
   See Attachment E

7. Are you able to provide the following?
   a. Location for mailing and shipping needs: yes / no
   b. Location for copying and printing needs: yes / no
   c. Location for storage of conference supplies/items if needed: yes / no
   d. Is there at least 1 representative that will be available for support and operational needs during the conference (does not have to be the same person every day, but all persons involved would need to be at the same knowledge level)? yes / no
   e. Transportation options for events occurring off-site from the hotel: yes / no

________________________________________  ______________________________
Signature of Agency Representative                  Date

Official Use Only
Date received by TPPC: ________________  Bid Approved: YES / NO

________________________  ______________________________
Executive Director                  Date
Attachment A: Hotel Specification and Info Form

Any hotel info that can’t fit in the below spaces can be attached on a separate sheet such as room dimensions, pricing, meal options, etc.

Name:________________________________________________________________________

Address: ______________________________________________________________________

______________________________________________________________________________

Hotel Point of Contact Name:________________________________

Phone Number:______________________________________________

E-mail Address:______________________________________________

Hotel Information
Room Rate: ______________________________________________
Check in/out time: ______________________________________________
Complimentary rooms available: _______________________
Additional Complimentary Items: __________________________________________________
Parking Information:
______________________________________________________________________________
______________________________________________________________________________

Reservation Information: _________________________________________________________
Office amenities available?

Meeting Room Information:
Spaces available (Please Attach Meeting Space outline w/dimensions):
______________________________________________________________________________

Pricing:
______________________________________________________________________________

Is A/V equipment available and pricing? ________________________________

Amenities included with meeting space (water, etc)
______________________________________________________________________________
Awards Luncheon Information
Banquet space available (Please attach spec sheet w/dimensions)
Price of room: ________________________________

Meal options and pricing

Food and Beverage
Breakfast options and pricing

Alcohol policies and pricing

Restaurants and other meal options available:

______________________________________________________________

______________________________________________________________

Casino/Vendor Night
Space available and pricing (access to electrical outlets required) please attach dimension sheet of meeting space:

______________________________________________________________

Alcohol options:

Set up and Tear Down responsibilities:

______________________________________________________________

______________________________________________________________

Incoming and Outgoing Packages/Mail
Are there mail options on-site? _________________________________
Do they receive mail? _________________________________
Do they ship out?

______________________________________________________________

Any Additional Notes/Comments:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________
Attachment B: Pre-Conference Golf Tournament
(If submitting multiple locations, each location needs its’ own sheet filled out in entirety)

Name:______________________________________________________________

Address: __________________________________________________________

Distance from Hotel(s): _____________________________________________

Price per person: __________________

Lunch available from Golf Club: _________
If so, price per person: _______________

Is lunch able to be brought in?: __________

Rental equipment available: _____________

Location Point of Contact Name:_____________________________________

Phone Number:____________________________________________________

E-mail Address:____________________________________________________

Additional information:______________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Attachment C: Welcome Reception/Social
(If submitting multiple locations, each location needs its’ own sheet filled out in entirety)

Name:________________________________________________________________________
Address: _____________________________________________________________________
______________________________________________________________________________
Distance from Hotel (if not at hotel): _____________________________________________
Cost of Rental and included amenities: ____________________________________________
______________________________________________________________________________
Is food/drinks available from this location?_______________
If yes, general price range: ______________________________________________________
______________________________________________________________________________
Is alcohol available at this location?_______________
If yes, general price range and options available:____________________________________
______________________________________________________________________________
Is security needed?:___________________
Location Point of Contact Name:________________________________
Phone Number:______________________________________________
E-mail Address:__________________________________________
Additional information:________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Attachment D: BBQ Dinner Social
(If submitting multiple locations, each location needs its’ own sheet filled out in entirety)

Name:________________________________________________________________

Address: ______________________________________________________________________
______________________________________________________________________________

Distance from Hotel (if not at hotel): ____________________________________________

Cost of Rental and included amenities: ____________________________________________
__________________________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

______________________________________________________

Are we able to bring in outside food? ______________
Are we able to cook on site?______________________
Is there an onsite kitchen available for use? __________
Is alcohol available at this location?____________________________
If yes, general price range and options available:_______________________________________
__________________________________________________________________________________________
________________________________________

Is security needed?:___________________

Location Point of Contact Name:________________________________

Phone Number:______________________________________________

E-mail Address:_______________________________________

Additional information:__________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Attachment E: Aquatic Facilities
(If submitting multiple locations, each location needs its’ own sheet filled out in entirety)

Name: _____________________________________________________________

Address: __________________________________________________________________

________________________________________________________________________

Distance from Hotel: ________________________________________________

Cost of Rental and included amenities (on duty lifeguards are a requirement):

________________________________________________________________________

________________________________________________________________________

Indoor: yes / no
If not indoor, the pool must be heated: yes / no
Bathrooms available for use: yes / no
Locker rooms available for use: yes / no
Classroom space available for use: yes / no
Rescue and training equipment available for use: yes / no

Additional information:____________________________________________________

________________________________________________________________________

________________________________________________________________________

Location Point of Contact Name:________________________________

Phone Number:_____________________________________________________

E-mail Address:_____________________________________________________