

Notice to Bidders for the USAF Aircrew Life Support/Aircrew Flight Equipment (ALS-AFE) Reunion Sites

The ALS-AFE Veterans and Retirees Group welcomes proposals for our future reunion sites from city convention centers/bureaus, individual hotels, and our members.

To submit your proposal, download our reunion worksheet, fill it out, and email the completed worksheet to bob.mcelwain@charter.net NLT four weeks before our next scheduled reunion. Your proposal (worksheet) will be reviewed by our reunion attendees for consideration for our next reunion.

Here is some basic info on our reunions, to better identify hotel properties best suited for our needs:

- Our reunions are held in early summer in either mid to late May or mid-September.
- Our Reunions run from Monday through Thursday.

We start on Monday with afternoon attendee registration, followed by the opening of our hospitality room at 6 PM or earlier.

Tuesday at around 7:30 am is our opening ceremony, with all attendees gathered in a meeting room. Also, on Tuesday at 5 pm, we will open our hospitality room.

On Wednesday, we host a picnic, tour a local attraction, and open the hospitality room at 5 pm.

Thursday evening at 5:30 pm, we open the dining area for our cash bar. At 6 pm, we start our farewell banquet until 8 or 9 pm.

- Attendance over the last two years has been between 50 to 100 people.
- The number of rooms we need would be around 30-50 or so. An abundance of ADA accessible rooms is a plus, along with elevator service. Additional lodging for 1 day at the same rate, before or after the event, would be appreciated by those wishing to visit the area a day earlier or later than the reunion.
- If we can get free breakfast or work out some kind of breakfast deal, this would be greatly appreciated by our members.
- Free Wi-Fi in our meeting rooms and all guest rooms is a must.
- Local restaurants that are easily accessible or within walking distance of the hotel are also preferred.
- We typically have a suite that we designate as our "hospitality room" - this is for members to congregate and visit amongst themselves. It would be preferred to have the same room each day/night for Monday evening - Wednesday night. In the hospitality room, we would like to bring in our own snacks and beverages (soft drinks, water, beer, and wine) for our members.
- **In summary, the hotel should be able to offer at a minimum:**

Hospitality room, Mon evening through Wed evening - seating capacity of 30-50 people at a time, where we can bring in our own food and beverages.

Buffet (or plated) dinner, Thursday evening - for approximately 25 - 50 people, with a cash bar.

Meeting room, Tuesday morning – including podium, microphone, screen, and AV equipment.

Please submit your proposals by email or mail to:

Bob McElwain

12320 Roadrunner Ln

Victorville, CA 92392

Email: bob.mcelwain@charter.net