



**COLORADO MUNICIPAL CLERKS ASSOCIATION**

**ANNUAL CONFERENCE PROPOSAL – 2019 AWARD CYCLE**

Please submit proposal to: Wanda Winkelmann, [wandaw@gicity.org](mailto:wandaw@gicity.org)

<b>CONFERENCE PROPOSAL DEADLINE</b>	<b>2021 Conference</b> - July 31, 2019 <b>2022 Conference</b> - July 31, 2019
<b>FUTURE CMCA ANNUAL CONFERENCE DATES</b>	<b>2021</b> – October 21 - 23, 2021 <b>2022</b> – October 20 - 22, 2022
<b>PLEASE INDICATE WHICH YEAR(S) YOU ARE INTERESTED IN HOSTING</b>	_____ <b>2021</b> _____ <b>2022</b> _____ <b>I can host either year.</b>

**MUNICIPALITY INFORMATION**

<b>Name of Municipality</b>	
<b>Your Name</b>	
<b>Your Email Address</b>	
<b>Your Phone Number</b>	

**CONFERENCE FACILITY INFORMATION**

<b>Name of Conference Facility</b>		
<b>Address</b>		
<b>Facility Contact Person</b>		
<b>Contact's Phone Number</b>		
<b>Contact's Email Address</b>		
<b>Facility Website</b>		
<b>Please include the following with your proposal:</b>	• Facility Brochure and Map (including facility/room layout)	• Price sheet (including price per room)
	• In-House Catering Sheet or Outside Catering Services	• Wednesday Evening Reception Accommodations
	• Annual Conference Space Charges: Food & beverage minimum to receive waived fees on meeting space	• Other information you'd like to include

Any questions please contact Wanda Winkelmann [wandaw@gicity.org](mailto:wandaw@gicity.org) – thank you.