

Invitation to Host ATNI 2025 Conventions



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Affiliated Tribes of Northwest Indians

Dedicated to Promoting Tribal Self Determination & Sovereignty

An Invitation

June 18, 2024

Dear Tribal Leader,

We are elated that you are considering hosting an ATNI Convention. ATNI Conventions provide a platform for Tribal Leaders to connect and form strategies that address current issues and priorities that affect each of our communities. We rely on our member Tribes to host the ATNI Midyear and Annual Conventions, as well as other events.

This document is intended to serve as a conversation-starter. There is no one-way to host. We strive to make each ATNI Convention unique and reflective of the culture and lands where it is hosted. We wish to work with your Tribe to create a memorable convention while also providing the service and value that our ATNI membership has come to expect.

In this packet, you will find information about general requirements, opportunities, and obligations for Tribes to host ATNI Conventions. The role of the Host Tribe is an important one, and integral to the success of any convention. ATNI is prepared to bear much of the fiscal responsibility, but we do rely on our host to fundraise and seek sponsorships. Income that is raised above and beyond the convention costs will be used to support ATNI operations.

At the end of this packet, you will find a short form. Please complete as much or as little as you like. It is only intended to serve as a starting point to begin our discussion.

If your Tribe wishes to host the ATNI 2025 Midyear Convention or ATNI 2025 Annual Convention, please reach out to me no later than **September 3, 2024**, to schedule a meeting. The 2025 Convention dates and locations shall be announced immediately following the ATNI 2024 Annual Convention (September 29 – October 3, 2024, in Ridgefield, WA).

Thank you for your consideration and continued support. I look forward to hearing from you soon!

Respectfully,

Amber Schulz-Oliver
Executive Director

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At-A-Glance

ATNI Conventions by the Numbers

ATNI Conventions take place between Sunday and Thursday of the chosen week. Multiple break-out rooms are required Monday- Wednesday in addition to the plenary/ general assembly space. The 2025 Annual Convention will also host elections for several ATNI Executive Board positions. ATNI strives to break-even financially on all events, and we request the support of the Host Tribe to help us achieve this goal.

| | ATNI Midyear Convention | ATNI Annual Convention |
|-----------------------------------|--------------------------------|--|
| Preferred Dates (2025) | May 4 - 8 May 11 - 15 | Sept 14 – 18; Sept 21 – 25; Sept 28 – Oct 2; Oct 5 - Oct 9; Oct 12 – Oct 16; Oct 19 – 24 |
| Expected Attendance * | 350 – 500 | 450 – 650 |
| Expected Revenue: Registration ** | Between \$65,000 and \$110,000 | Between \$100,000 and \$150,000 |
| Expected Revenue: Sponsorships | Between \$20,000 and \$50,000 | Between \$50,000 and \$90,000 |
| Average Convention Costs *** | Between \$90,000 and \$125,000 | Between \$100,000 and \$135,000 |
| Average Cost of Culture Night | TBD | TBD |

**Attendance at ATNI Conventions fluctuates based on competing events, weather, and proximity of venue to attendee locations.*

*** Figures based on 2023-2024 revenue and expenses. The figures are approximate.*

**** Does not include costs associated with Culture Night or special events*



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Host Tribe Opportunities

Hosting an ATNI Convention provides many opportunities for a host tribe. First and foremost, it's an opportunity to put a spotlight on your culture, programs, event venues and policy priorities. Below are just some of the many highlights that tribes enjoy when they host an ATNI Convention.

Highlight your Unique Culture & Heritage

- ◆ Demonstrate your culture and heritage throughout the Convention. Design the stage for general assembly that highlights your culture. Host culture night. Organize tours.
- ◆ Examples of past culture nights included serving traditional foods, dancing demonstrations, powwow dancing, drumming, cultural demonstrations, storytelling, games, comedy night, movies, cultural/ artifact displays, etc.

Spotlight on Accomplishments of the Tribe:

- ◆ Showcase the tribal nation's successes, accomplishments, and best practices. Highlight tribal enterprises or innovative projects during general assembly. Host tours of innovative enterprises. Provide priority vendor space for projects, programs, and/ or enterprises. Provide informational (promotional) videos that highlight a notable event for the tribe. The possibilities are endless!

Highlight Host Tribe Priorities

- ◆ Highlight your tribal priorities during the general assembly. The Tribe may provide input on the presentations, panels, and invited speakers to ensure local priorities are reflected during general assembly. A slot is generally reserved for the Tribe to provide a presentation. The Tribe may also host honoring's and invite notable dignitaries.

Provide Economic Opportunity

- ◆ Aside from revenue to the host venue, economic opportunities abound. There are opportunities to highlight local artisans and tribal citizen vendors through priority placement in the marketplace. ATNI Conventions require several contractors including program designers, photographers, videographers, and other convention support. There is ample opportunity to highlight tribal enterprises through conference swag, speaker gifts, and printed materials.

Demonstrate Commitment to ATNI

- ◆ Demonstrate the Tribe's commitment to ATNI's mission. It takes significant resources to support capacity to advocate for tribal priorities. Your Tribes' support directly supports our work to continue to provide a platform for a unified voice for Pacific Northwest Tribes.



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Venue Requirements

Guest Rooms

Room Block: We request that reservation release or cutoff date is at a maximum of two weeks prior with an allowed attrition of thirty percent.

Midyear

| DAY | DATE | Standard Rooms | Suites | Total |
|-----|------|----------------|--------|-------|
| 1 | Sat. | 7 | 8 | 15 |
| 2 | Sun | 175 | 8 | 180 |
| 3 | Mon | 190 | 8 | 200 |
| 4 | Tues | 170 | 8 | 180 |
| 5 | Wed | 130 | 8 | 140 |
| 6 | Thur | 5 | 2 | 15 |

Annual

| DAY | DATE | Standard Rooms | Suites | Total |
|-----|------|----------------|--------|-------|
| 1 | Sat. | 9 | 8 | 17 |
| 2 | Sun | 172 | 8 | 180 |
| 3 | Mon | 192 | 8 | 200 |
| 4 | Tues | 172 | 8 | 180 |
| 5 | Wed | 132 | 8 | 140 |
| 6 | Thur | 8 | 3 | 11 |



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General Meeting Room Requirements & BEOs

Schedule outlined below is based on past ATNI Conventions. Event, times, counts, and quantities are approximate and subject to change.

Sunday

| Time | Function | Set up | Count |
|--------------|--|-------------------------------|---------|
| All Day | ATNI Office & Workroom | Small Office | 12 |
| All Day | General Assembly Setup | Banquet ¾ Rounds & Classroom | 400-500 |
| 11 AM - 5 PM | Technical Training and Volunteer Orientation | 2-3-Fold Tables | 10 |
| 12-4 PM | Board Meeting | Board Table | 8-16 |
| 5-6 PM | Committee Chair Meeting | Hollow Square | 24 |
| TBA | Side Meeting(s) | Classroom(s) | 30 |
| TBA | Registration/Info Desk | Foyer/2-3 Tables in "U" Shape | 12 |
| 6-8PM | Reception | Reception | 50 |

Monday

| Time | Function | Set up | Count |
|---------------|------------------------|------------------------------|---------|
| 8AM | ATNI Office & Workroom | Small Office | 8 |
| 7AM | Registration/Info Desk | Foyer/2-3 Tables | 12 |
| 8AM | Continental Breakfast | Buffet | 400-500 |
| 8AM – 5:30 PM | Vendor Tables | | TBD |
| 8AM-5:30 PM | General Assembly | Banquet ¾ Rounds & Classroom | 400-500 |
| Noon | Lunch | Buffet | 400-500 |
| 3:30PM | Break | Buffet | 400-500 |
| 8 AM –5:30 PM | 7 Concurrent Meetings | Classroom/Theater | 30 - 90 |
| 5-8PM | *Reception | Reception | 50 |

Tuesday

| Time | Function | Set up | Count |
|------|------------------------|------------------|-------|
| 8AM | ATNI Office & Workroom | Small Office | 8 |
| 7AM | Registration/Info Desk | Foyer/2-3 Tables | 12 |



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| | | | |
|---------------|---|------------------------------|---------|
| 8AM | Continental Breakfast | Buffet | 400-500 |
| 8AM – 5:30 PM | Vendor Tables | | TBD |
| 8AM-5:30 PM | General Assembly | Banquet ¾ Rounds & Classroom | 400-500 |
| Noon | Lunch | Buffet | 400-500 |
| 3:30PM | Break | Buffet | 400-500 |
| 8AM– 5:30 PM | 7 Concurrent Meetings | Classroom/Theater | 30 - 90 |
| 5-8PM | Culture Night <i>(At the pleasure of the Host Tribe)</i> | | 300 |

Wednesday

| Time | Function | Set up | Count |
|---------------|------------------------|------------------------------|---------|
| 8AM | ATNI Office & Workroom | Small Office | 8 |
| 7AM | Registration/Info Desk | Foyer/2-3 Tables | 12 |
| 8AM | Continental Breakfast | Buffet | 400-500 |
| 8AM – 5:30 PM | Vendor Tables | | TBD |
| 8AM -5:30 PM | General Assembly | Banquet ¾ Rounds & Classroom | 400-500 |
| 8:30-12:15 PM | 7 Concurrent Meetings | Classroom/Theater | 30 - 90 |
| Noon | Lunch | Buffet | 400-500 |
| 3:30PM | Break | Buffet | 400-500 |
| 6-8PM | Reception | Reception | 50 |

Thursday

| Time | Function | Set up | Count |
|---------------|------------------------|------------------------------|-------|
| 8AM | ATNI Office & Workroom | Small Office | 8 |
| 7AM | Registration/Info Desk | Foyer/2-3 Tables | 12 |
| 8AM | Full Breakfast | Buffet | 100 |
| 8AM – 5:30 PM | Vendor Tables | | TBD |
| 8AM - 2PM | General Assembly | Banquet ¾ Rounds & Classroom | 100 |
| 1-5 PM | Board / Staff Meeting | Hollow square | 15 |
| 1 PM | Lunch | Brown Bag | 15 |



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Host Tribe Roles & Responsibilities – Best Practices

Below is a list of functions that make ATNI Conventions successful. ATNI will coordinate with the host tribe to ensure that all necessary functions are covered. Below is a list of best practices for the functions that the host tribe typically adopts.

| HOST TRIBE(S) RESPONSIBILITIES | DETAILS |
|--|---|
| Planning Committee | <p><i>Planning Committee Members Examples:</i></p> <ul style="list-style-type: none"> • Local primary point-of-contact • Reservation/ Guest room Coordinator • Events/ Venue Coordinator • Culture/ Special Events • Fundraising/Sponsor Coordinator • Tribal Council Representative/ Liaison |
| Communications | <ul style="list-style-type: none"> • Invitation letters to ATNI Tribes • Save the dates/ email blasts • Dignitary Invitations <p><i>For Printed Program/ Conference App</i></p> <ul style="list-style-type: none"> • Welcome Letter (for program) from Tribal Chair and/or Governor/elected officials • Historic photographs/ artwork/ design elements |
| Fundraising & Sponsorships | <ul style="list-style-type: none"> • Solicit Sponsorships and Tribal Donations • In-Kind Donations • Catered Events |
| General Assembly & Agenda Development | <ul style="list-style-type: none"> • Dignitary/ Welcome Address Invitations • State-Report Presenter Invitations • Host Tribe slot during GA |
| Volunteer Coordination | <p><i>Volunteers are generally needed for:</i></p> <ul style="list-style-type: none"> • Sunday Packet Stuffing • Registration Support (M-W) • Name-Badge Checking • Delegate Credentials • Elder/ ADA Support • Elections (Annual Only) |
| Color Guard / Invocation | <ul style="list-style-type: none"> • Post and Retire Colors (with drum) on Mon & Thur • Invocations each morning (M-Th) • Lunch Blessings each day (M-W) |



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| HOST TRIBE(S) RESPONSIBILITIES | DETAILS |
|---|--|
| Office Equipment/Supplies | <ul style="list-style-type: none"> • 1 large commercial copy machine that collates, staples, and prints 50 pages/ minute • 1 small printer for registration desk • 4 cases of paper |
| Audio/ Visual | <ul style="list-style-type: none"> • 7 microphones in General Assembly • 2 audience screens in General Assembly • 1 Speaker Podium in General Assembly • 1 Speaker Screen in General Assembly • Electrical Outlet in First Row (for Executive Director) • 1 screen & microphone for each breakout room • Reliable Wi-Fi availability throughout Convention Area |
| Vendors | <ul style="list-style-type: none"> • 5+ Information Booths • 20 + Vendor Booths • Preferably located near General Assembly • Priority Reserved for Host Tribe Vendors |
| Cultural Events/ Hosted Tours (Optional) | <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Welcome Reception (s) • Culture Night • Comedy, karaoke, special events, local entertainment, games etc. • Enterprise Tours |
| Convention Spaces | <ul style="list-style-type: none"> • Adequate Capacity for GA attendees • Sufficient Concurrent Committee and Break-out Rooms |
| General Assembly Stage Design (Optional) | <ul style="list-style-type: none"> • Design Background of General Assembly Stage <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Cultural Items (Canoes, Drum, Baskets, etc.) • Flower Displays |
| Gifts (Optional) | <ul style="list-style-type: none"> • Conference Bags • Swag for Attendees • Speaker Gifts |
| Media | <ul style="list-style-type: none"> • Photographer • Videographer • ATNI can provide the video equipment for the General Assembly recording. |



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Intent to Host an ATNI Convention

If your Tribe wishes to host the ATNI 2025 Midyear Convention or ATNI 2025 Annual Convention, please reach out to Amber Schulz-Oliver no later than **September 3, 2024**, to schedule a meeting. The 2025 Convention dates and locations shall be announced immediately following the ATNI 2024 Annual Convention (September 29 – October 3, 2024, in Ridgefield, WA). This form serves as readiness guidance.

Tribe: _____

Please Initial

_____ The Tribe is an ATNI Member in good standing

_____ The Tribal Council/ governing body supports hosting an ATNI Convention

_____ The Tribal Council/ governing body agrees to meet with ATNI staff at least twice to plan the convention;

_____ The Tribal Council/ governing body will appoint a planning committee that has decision-making authority;

_____ The Tribe has identified a venue that meets capacity requirements for guest room, meeting rooms, and general assembly outlined in this document;

Preferred Convention:

Midyear Preferred Dates: _____

Annual Preferred Dates: _____

Please briefly list your reason(s) for wishing to host an ATNI Convention.

Do you have any special events or ideas for culture night that you wish to share?

Is the Tribe willing and able to offer financial/ in-kind support for the Convention? Please explain.

Has the tribe hosted an ATNI Convention or other event before? If yes, please explain.

Signature: _____

Date: _____

Name/ Title