

## Call for Proposals: Browncoat Ball 2009

The Inaugural Browncoat Ball (BCB) was held in Chicago in 2004, with the goal of establishing a affordable, annual and non-profit event created for fans by fans capable of bringing Browncoats from geographically diverse locations from all over the world together to celebrate *Firefly* and *Serenity* and our fabulous fandom. Hosting the ball is a labor of love. While the BCB Oversight Committee (hereafter referred to as "BCBOC") will be available to share planning materials and tips and offer assistance in the fundraising and promotional processes, the local 2009 host committee should respect the fact that it is hard work to host a successful ball but extremely rewarding.

The BCBOC, at this point in time, is composed of members of all previous BCBs (Chicago, San Francisco, Philadelphia and Austin) and will all review any received proposals.

General Schedule Guideline: The following is a general guideline of what comprises a BCB.

- Friday: Meet & Greet, Registration
- Saturday: Main Ball in the evening with other activities during the day (allowing time for attendees to prepare for the Ball)
- Sunday: Optional activities (please consider that many will be checking out of their hotel.)

Serious applicants should send a proposal with the following information:

- A statement from the group about why it would like to host BCB 2009, include mention of any major events the group will be hosting in 2009. You may also include a list of organized events your group has hosted.
- Proposed dates for the event (a non-holiday weekend in August, September or October).
- Proposed location, including the city and, if possible, a specific hotel that would have reasonable rates and at least 20-25 rooms available for the proposed dates.
- Estimate on the total cost of a ballroom/banquet facility that has availability during the proposed dates, including room rental and catering.
- A list of 3-5 additional *Firefly/Serenity* 'verse-themed activities that could be done at or near the BCB site and an estimate and explanation of the costs associated with these activities (for example, transportation to and from the event, admission fees, food charges and decoration costs). Think creatively! Some of the best activities cost very little, can be tied in easily with the *Firefly/Serenity* 'verse and don't require a ton of planning (for example, the 2004 BCB included a Chinese Welcome Dinner and Tea Ceremony, the Train Job Luncheon on a privately rented commuter train and an Afternoon in the Core with suggested activities around the host city). The sky is the limit. This can be more of a brainstorming list of possible activities rather than a final list.

- Additional transportation details such as how far the BCB site is from a major national/international airport, what transportation options exist to and from the airport and how much they cost, and how far the site is from other major cities within driving distance. (Please take into consideration the availability of accessible options for Browncoats with disabilities for all aspects of the event).
- Total estimate on the operational costs (not including lodging nor airfare) and estimate of ticket cost (we suggest between \$100 and \$150), including possible options for different event packages.
- Advise the BCBOC what is the status of the potential 2009 Host; for example, is the group a loosely run fan group, a registered non-profit or other?
- A tentative list of 5-10 people willing to:
  - make facility reservations and coordinate event planning
  - register guests
  - promote the event, including Internet updates, newsletters and invitations
  - be the Webmaster for the 2009 Web site. (if no Webmaster is available, the BCBOC can maintain the Web site but the 2009 hosts must be willing to provide/edit/review the design/text for the Web site.)
  - handle incoming and outgoing money and create and work within a budget (treasurer). **This is extremely important as the 2009 hosting committee will bear the financial responsibility if the event goes over the budget.** The BCBOC can provide financial summaries of the prior BCBs to the 2009 hosts to give you an idea of what you can look forward to with regards to expenses, although the cost of the event will vary depending on the location.

The 2009 hosts are asked to

- Commit to approximately 3 or 4 conference calls or conference chat sessions with the BCBOC so all parties can be sure things are still on track and to discuss any major changes, if any.
- Make sure that at least two 2009 coordinating committee members live/work near the site being proposed.
- Agree to advise the BCBOC of any major changes in the 2009 host committee.
- Agree to allow at least 2 members of the BCBOC access to the 2009 host committee's organizational meetings/emails/etc for the purpose of keeping the BCBOC apprised of all activity. The designated BCBOC members will not take part in the conversations and will only contact the Host city's main contact if any comments/questions need to be made – and only after having consulted with the BCBOC.
- Provide contact information, including name, e-mail address and evening phone number, for at least 2 members of the host committee who will be appointed to serve as a main contact for notification purposes. (The BCBOC will in turn provide the 2009 hosts with contact info for consultation purposes.)

Applications should be e-mailed to: [info@browncoatball.com](mailto:info@browncoatball.com) (with "2009 BCB Proposal" in the heading).

**APPLICATION DEADLINE: September 14th, 2007.**

As the BCBOC reviews the proposals it may have questions, therefore applicants should be available to respond to any requests for clarification.

Decision process: The BCBOC will review the proposals and make a final selection BCB 2009 around the end of September 2008 and the chosen city will be informed.

The chosen city will be formally announced at the 2008 Browncoat Ball

Please send an e-mail to [info@browncoatball.com](mailto:info@browncoatball.com) if you have any questions.

Thank you to all potential BCB hosts.

Best of luck to all applicants!

The Browncoat Ball Committee  
<http://www.browncoatball.com>