



**USSVI  
WESTERN REGION ROUNDUP**

**HOST BASE  
MANUAL**

Rev: 2023.08.01

**Intentionally**

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## 1. Preface

Thank you for inquiring about the tasks of the Hose Base Committee. Your journey will encompass working together with a great WRR Standing Committee, meeting new shipmates and at the end, possibly reaping some rewards for your base.

The Western Region Roundup was started originally by Submarine Veterans of WWII and held annually in Laughlin, NV. Beginning in 2007 it became a joint event with United States Submarine Veterans, Inc. (USSVI).

Beginning in 2019 there was strong discussion within the Western Region leadership to restructure the event using criteria to make it more accessible to members throughout the Western Region. Those were 1. Develop and form a standing committee 2. Shorten the number of days the event would be held and move it closer to weekends 3. Request bases from around the region to submit bids and host the event.

The first of the new structured events was held in Reno in 2022 followed by Sacramento in 2023 hosted by the Gold Country Base and is scheduled to be held In Washington State in 2024 hosted by the Bremerton Base.

- A. If selected, your Base will be the advanced planning team for the Standing Committee. Your preliminary efforts require evaluating possible venues and gathering information on outside tour sites and providing the event volunteers that will be needed.
- B. The success of the Roundup will be insured through the collaborative efforts between the Hose Base and Standing Committee.

## 2. Overview

- A. Your Base will be asked to perform the following tasks:
  - 1. Complete the Site Selection Criteria and Bid Process.
  - 2. Search for extra-curricular activities.
  - 3. Support logistics for the venue Event
  - 4. Information about local attractions members may be interested in during free time.
  - 5. Ideas about local businesses that may be possible sponsors.
  - 6. Provide general assistance and volunteers as needed.

### **3. Getting Started**

- A. Designated a member of your Base to contact the WRR Committee Standing Chair to discuss the feasibility of holding an event in their area. (Please note additional conversations and information may be required)
- B. With approval of the WRR Standing Committee your Base will be asked to:
  - 1. Submit a Bid:
    - i. The bid must be in written form and submitted to the WRR SC no later than 6 months prior to the next event.
    - ii. Complete the WRR Facilities Information form. Please include any additional pertinent information about the local area.
    - iii. Designate a Base member to attend a meeting of the WRR committee.

### **4. Final Approval**

- A. Once selection by the WRR SC is confirmed:
  - 1. Form a Host Base Committee and select a Chair and Vice-Chair
  - 2. Will become a part of the WRR Standing Committee for that Event cycle.
  - 3. Will be required to attend the WRR planning meetings: (These meetings are held monthly and become more frequent just prior to the Event.

### **5. Planning The Event**

It is important to remember that's standard event scheduling is for three days, Thursday, Friday, and Saturday. Also, the typically late Wednesday is used for check-in and Sunday for travel home.

The Host Base Committee will be asked to provide suggestions for events and activities.

We understand that you may have questions or concerns as you move through the bid process. Please do not hesitate to contact the Committee Chair for any additional information you may need.

**WESTERN REGION ROUNDUP HOTEL or FACILITY INFORMATION**

DATE COMPLETED \_\_\_\_\_

<b>HOST BASE CONTACT</b>	NAME	<input style="width:95%;" type="text"/>	PHONE	<input style="width:95%;" type="text"/>	
	ADDRESS	<input style="width:95%;" type="text"/>	CITY	<input style="width:100px;" type="text"/>	ST <input style="width:20px;" type="text"/>
	EMAIL	<input style="width:95%;" type="text"/>			

<b>HOTEL or FACILITY</b>	NAME	<input style="width:95%;" type="text"/>		ADDRESS	<input style="width:95%;" type="text"/>			
	CONTACT	<input style="width:100px;" type="text"/>	TITLE	<input style="width:100px;" type="text"/>	PHONE	<input style="width:100px;" type="text"/>		
	ROOM RATE	<input style="width:40px;" type="text"/>	TAX RATE	<input style="width:40px;" type="text"/>	OTHER FEES	<input style="width:40px;" type="text"/>		
						Explanation	<input style="width:100px;" type="text"/>	
	MARCH/APRIL DATES AVAILBLE		<input style="width:95%;" type="text"/>					
	HOTEL PARKING FEES	<input style="width:40px;" type="text"/>	DISTANCE FROM THE AIRPORT	<input style="width:40px;" type="text"/>				
	<b>AVAILABILITY</b> (PROVIDE YES/NO AMSWERS)							
	HOSPITALITY ROOM	<input style="width:20px;" type="checkbox"/>	BANQUET ROOM	<input style="width:20px;" type="checkbox"/>	WORKSHOP ROOM	<input style="width:20px;" type="checkbox"/>	CATERING SERVICES	<input style="width:20px;" type="checkbox"/>
	A/V SERVICES	<input style="width:20px;" type="checkbox"/>	SECURE STORAGE	<input style="width:20px;" type="checkbox"/>	ON SITE RV PARKING	<input style="width:20px;" type="checkbox"/>	SHUTTLE SERVICES	<input style="width:20px;" type="checkbox"/>
	ON SITE RESTAURANT	<input style="width:20px;" type="checkbox"/>	OTHER AREA RESTAURANTS	<input style="width:20px;" type="checkbox"/>	ON SITE BAR	<input style="width:20px;" type="checkbox"/>		

**OTHER COMMENTS** \_\_\_\_\_

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