

UK Recovery Walk

Bidding Specification Document

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UK Recovery Walk

A Registered Charity

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1. Introduction

The UK recovery walks have become an annual event that combine the celebration of recovery with advocacy activities. Each year, a new city or town takes on the responsibility for hosting the walk. The walk has historically consisted of a public parade in the host town or city.

2. Background

From the inaugural walk in 2009, they have grown in popularity, size and scope. Until now, there has been no bidding process to host the walk. This will be the first year we will go through a process where all interested parties will be submitting bids to the trustees of the new **UK Recovery Walk**, which is a registered charity.

The premise of the walk is that the host town or city undertakes the planning and development of their own walk, with support given by the **UK Recovery Walk** charity. The actual walk specifics such as the route taken, length of route, and time of day have been decided by the host.

Traditionally, there has been a **UK Recovery Walk Conference** the day before the walk which debates and highlights current topics and trends in the recovery world. We would hope that any interested party would continue with this, although it is not essential to the bid.

The **UK Recovery Walk** charity will solely focus on the walks and secure long-term sustainable funding for them.

3. The UK Recovery Walk Bidding Process

The **UK Recovery Walk** bid should be presented in writing to the **UK Recovery Walk** charity trustees at least 15 months before the intended walk. The deadline submission for each year to be confirmed. Your bid should contain the following information:

Part A: UK Recovery Walk

When providing information for your bid, please include full details of:

- The status of local community recovery groups and any service structure
- Estimated size of local recovery community
- Relevant experience in organising conference, walks, events etc.
- Reasons why the area/region wants to host the **UK Recovery Walk**
- Any branding suggestions
- A suggested walk route and potential local community and public sector agency support
- A forecast budget, in Excel-file format, with projected income and expenses and showing clearly the conference registration fee.

Part B: UK Recovery Walk Conference

As part of the **UK Recovery Walk Conference** information please include details of:

- Conference registration fee included in forecast budget
- List three different scenarios (minimum attendance, break-even point and high attendance), intended outcomes from conference to give delegates a better view of attending
- Conference venue (if applicable) for the day before the walk - number of meeting rooms available, seating capacity, price of rental, facilities available on site, etc. Note: It is recommended that a pre-booking is made before presenting the bid to the charity, in order to secure the venue and the price in case the bid is successful
- Housing accommodation - different category hotel rates; access to host town (by air, road, rail etc.)

The bidding communities shall have copies of their bids available for distribution among the **UK Recovery Walk** charity trustees.

It is the **UK Recovery Walk** charity trustees' responsibility to select the suitable bids, taking into consideration the following:

- Capacity and experience of local recovery community
- Benefits for the host community
- Rotation of the event within UK
- Level of facilities available on site and walk route
- Costs for rental of venue and other requirements from local authority

In the case where two bids or more are received, the **UK Recovery Walk** charity trustees will decide by vote.

In such case, each bidding community may be asked to make a verbal presentation to the trustees.

4. Communication

The **UK Recovery Walk Host Committee** shall agree to:

- Have accountability to the **UK Recovery Walk** charity, who bear ultimate responsibility for the **UK Recovery Walk**, and that this event serves a multi-lingual/multi-cultural community that goes beyond the boundaries of UK
- Allow charity trustees to attend host general planning meetings
- Communicate regularly through a written report to the **UK Recovery Walk** charity on the planning and on-going costs of the event
- Deliver a final written report to the **UK Recovery Walk** charity
- Allow the **UK Recovery Walk** trustees to approve and decide, in conjunction with the host committee, which speakers and or workshops are to be scheduled at any conference, as well as to nominate the speakers and members, who are responsible for such workshops.

5. Guidance for bidders for UK Recovery Walk

The following are the major stages for planning of the **UK Recovery Walk** and are suggested guidelines for interested parties to consider when bidding to host the event.

Before the first UK Recovery Walk Host Committee Planning Meeting:

- Form a **UK Recovery Walk Host Committee** and set its working guidelines (including place and time for **UK Recovery Walk Host Committee** planning meetings, minutes and agenda procedures, decision making process, tasks and responsibilities for committee members and for sub-committees, etc.)
- Inform the members of **UK Recovery Walk Host Committee** that all official receipts and invoices are to be given to the committee's treasurer before being reimbursed for any and all expenses being claimed back by committee members for expenses such as any equipment hired, any travel expenses or any items purchased to do with the event. All receipts for expenditure to do with the event are to be given to the **UK Recovery Walk** charity treasurer in the closing report.
- Formalise the rental agreement for the venue with the company under the name of **UK Recovery Walk**. (The final contract for the venue has to be signed by a **UK Recovery Walk** charity trustee to meet with the requirements of the charity's accounting procedure.)
- All funds raised by the **UK Recovery Walk Host Committee** will be accounted for in the **UK Recovery Walk** charity accounts i.e. all sponsorship, donations etc.
- Prepare proposals for merchandising items including quantities and selling prices. It is up to the **UK Recovery Walk Host Committee** to decide when and under which conditions third parties will be authorized to sell their products at the **UK Recovery Walk Conference** and **UK Recovery Walk**, again all account records of sales must be recorded in the **UK Recovery Walk** charity's accounts. Prepare proposal for any party and/or any other entertainment events and respective admission fees. Prepare overall budget that includes any initial funds (seed money) provided by the **UK Recovery Walk** charity.

6. UK Recovery Walk Conference Registration Fee

The **UK Recovery Walk Conference** will have a registration fee for attendees.

The registration fee for the **UK Recovery Walk Conference** shall be determined as follows:

- Overall cost for putting on the event (conference) **plus** the value of the seed money given by the **UK Recovery Walk** charity **divided by** expected attendance **equals** registration fee

Please note: the Registration Fee shall never exceed £50 or its equivalent in any other currency. The overall cost shall not include costs for merchandising and fundraising/entertainment activities (party, dinner, etc.).

Any profit from the **UK Recovery Walk Conference**, ultimately, shall be earned from these merchandising + fundraising/entertainment activities

7. Accountability and approval

As the charity oversees the walk in an ongoing basis and has a board of trustees and responsibilities, all host committees must agree to general rules and practices in order to maintain the integrity of the walk and its purpose for future hosts.

a) Approval from the **UK Recovery Walk** charity will be required for:

- Registration and pre-registration fee pricing for the conference: **the walk will always be a free event**
- Branding. This includes any and all branding associated with the conference and walk. It includes such things as websites/social media, flyers, posters, adverts, banners, press and all merchandise. All of these should include approved, official **UK Recovery Walk** logo and any other brand-specific text/slogans
- Merchandising items including quantities and prices
- Any official party and/or any other entertaining events and respective admission fees

b) Information that **must** be provided to **UK Recovery Walk** includes:

- Transportation/access (from airport and railway station) to the venue
- Basic accommodation information (category/prices, location/distance to site)
- Information and costs
- Fees for Registration and Pre-Registration (deadline and forms of payment)
- Pre-Registration Form Contact details for **UK Recovery Walk Host Committee**(Hospitality, Registration)

c) The Registration Form and any and all information for the walk and conference is to be made available to the **UK Recovery Walk** charity for planning for future events.

d) A report on the positive and negative points that the **UK Recovery Walk Host Committee** had during the overall planning of the event, and any recommendations to pass onto the next **UK Recovery Walk Host Committee** to help in their planning of future **UK Recovery Walk** events.

e) A draft for the conference program should be sent to the **UK Recovery Walk** trustees after the first planning meeting.

8. Some suggestions and experiences

- Spread the word early in the hosting region/community at every service level
- Starting recruitment of first aid, security volunteers and others likely to be involved
- Organising the catering yourself can save costs and generate good revenues
- It is never too early to search for musicians/entertainment for the event
- Speak to the trustees – they've done all of this before!

9. Further Information

If you would like more information, have a query about the document, bidding process or anything else regarding the UK Recovery Walk, please contact:

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