



May 21, 2017

Dear Colleague,

The Texas Licensed Child Care Association Program Committee extends the invitation to submit a proposal for our Fall 2017 State Conference which will be held at the Intercontinental Hotel in Dallas, Texas, September 29-30, 2017. Sessions at the conference will be 1.25 hours in length and we seek both Management track training session and Teacher track training sessions.

All proposals must be received by Monday, June 5th, 2017 and must include the official Request For Proposal (RFP) form that is attached and all areas of the RFP form must be completed for consideration. Please take the time, check your calendar, and submit your proposals at your earliest convenience. The TLCCA Program Committee will then contact any proposals we are interested in by Monday, July 3rd to request services.

Feel free to contact the TLCCA State Office if we can be of further assistance. We look forward to working with you!

Sincerely,

Stephanie Retherford

1st Vice President/ Program Chair

slynnretherford@yahoo.com

Tere Holmes

Executive Director

tlccainfo@gmail.com

512-788-1235 or 1-800-937-8522

Texas Licensed Child Care Association Request For Proposal (RFP)

2017 Fall Conference, September 29- September 30, 2017

Deadline For Return: Monday, June 5, 2017

Name Of Presenter/ Company: _____

Session Title: _____

Full Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Level of Presentation (Please Circle): STAFF MANAGEMENT BOTH

Are You Willing To Present More Than Once (Please Circle): YES NO

I Am Available For (Please Circle): FRIDAY ONLY SATURDAY ONLY BOTH DAYS

Please Give a **Brief Description** of Your 1.25 Hour Presentation (This Will Be Included In the Program as Your Class Description- Use Attachment If Necessary): _____

Speakers Fee Requested For 1.25 Hour Presentation: _____

Would You Be Interested in an Exhibitor's Booth Space in the Exhibit Hall as compensation for your speaking fee? (Value up to \$600, TLCCA Membership Not Included- must be willing to present 3 times for consideration.) (Please Circle): YES NO

Short Speaker Biography (use attachment if necessary): _____

Do You Have Any Audio Visual Needs (Please Circle All That Apply): PROJECTOR NEEDED
SCREEN NEEDED SPEAKERS NEEDED ADDITIONAL NEED: _____

Return to TLCCA by Email (Preferred) at tlccainfo@gmail.com or by fax at 512-899-2666

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