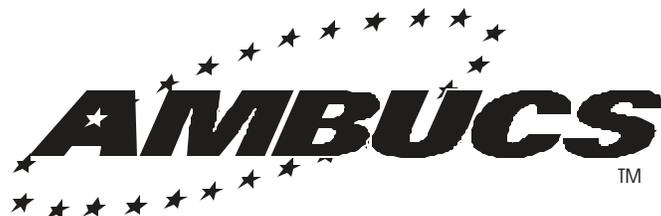


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*Regional  
Fall Conference  
Manual*





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# ***Chapter One:***

## ***Conference Objectives***





## ***The Objectives of a Regional Fall Conference are:***

Inspire a new *enthusiasm* for AMBUCS™.



Acknowledge District achievement award winners.



Provide an opportunity for Ambucs, within the Region, to join together in a spirit of *fellowship* and *friendship*.



Provide a *learning experience* for chapter officers, district officers, and members about the management and operation of AMBUCS™.



Provide a forum for the *discussion of challenges* faced by AMBUCS™ managers at all levels.



Provide an opportunity for the National Officers to become better acquainted with the AMBUCS™ members in the Region, and to share their knowledge and experience.



Provide an opportunity to conduct necessary Region and District business. Such business includes election of a Regional Director every second year.





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# ***Chapter Two: Region Director's Responsibilities***





***The entire responsibility for planning and conducting the Regional Conference rests with the Region Director. Specifically:***

**1.**

Is fully responsible for all aspects of the conference, including but not limited to financial, business, and social matters. He/she works closely with the host chapter's conference committee, delegating to them responsibility for making all arrangements for social functions for the delegates and their spouses. **The plans made by the host chapter conference committee must be reviewed and approved by the Region Director before they can be finalized.**

**2.**

Prepares the agenda for business sessions.

**3.**

Schedules the National Officer as featured speaker at the evening banquet, and insures the proper protocol is observed for the National Officer and spouse.

**4.**

Appoints, or approves, all Regional Conference Committees and leaders for workshops and seminars.

**5.**

Approves the conference budget. The host chapter conference committee submits to the Region Director, not later than the first of July, a proposed conference budget with recommended delegate fees and summary of conference plans. The budget, fees, and plans must be approved by the Regional Executive Committee at its July/August meeting prior to the Regional Conference. Once the budget is approved, there shall be no deviation except as approved by the Region Director. All duly approved expenses are paid by the host chapter conference committee.

**6.**

Insures that conference publicity is sent out on time by the host chapter conference committee who handles all pre-conference publicity, arranging for local publicity with press, radio and TV; mailings of conference literature to all region members; and invitations extended on personal visitations to all chapters in the region. The expenses incurred are charged to the Regional Conference.

*continued*

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***Director's Responsibilities***

**7.**

Brings Region's Banner.

**8.**

Serves as Chairman or Master of Ceremonies for all Regional business meetings and social activities.

**9.**

Insures that district award winning entries, attendance, financial, and other reports are completed and forwarded to the National Office, as required by the Executive Director.



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## ***Director's Responsibilities***

### ***Protocol***

#### ***National Officer***

The National Officer and spouse are met at the airport by the Region Director or personal representative.



The National Officer's registration fee and room for the Regional Fall conference are to be paid by the region. This includes Big Hat Breakfast, golf, etc.



The National Officer is the featured speaker at the Saturday evening banquet. He/she may also speak at the luncheon if desired.



An active AMBUCS™ member is assigned to the spouse of the National Officer and acts as host/hostess for the entire Conference.



The National Officer and spouse are seated at the Head Table at every function.



A remembrance is given to the National Officer at the final night banquet as a token of appreciation from the region. It need not be an expensive gift.

#### ***Region Director***

The Region Director works very hard for your region and should be accorded the following:



The Region Director's registration fee and room should be complimentary for the conference. Make sure you negotiate this room into your hotel contract.



The Region Director is responsible for the business agendas, and functions as the master of ceremonies at all functions unless he or she delegates that duty.



Assign a host/hostess to insure that the Region Director and spouse needs are met during the conference.



A remembrance is given to the Region Director at the final night banquet as token of appreciation from the region. It need not be an expensive gift.



When the Region Director is in his final year of service, recognize him for his service at the final night banquet.



---

*Director's Responsibilities*

***In every endeavor,  
planning is the  
key  
to success!***

This checklist provides guidelines for the Region Director in fulfilling his/her responsibility to plan for a successful Regional Fall Conference.

- Site Selection committee appointed **early**.
- Conference site decision made and host chapter selected.
- Host chapter appoints conference committee.
- Obtain Regional Fall Conference Manuals from the Resource Center.
- Schedule initial meeting with host chapter president, District Governor, and host chapter conference committee.
- At initial meeting, provide clear and concise instructions on responsibilities and specific guidance on what is expected. Provide copies of Regional Fall Conference Manual. Establish checkpoints for required actions and schedule future meetings for review of progress.
- Review of host chapter plans
  - A. Selection and adequacy of conference facility.
  - B. Overall conference plan.
  - C. Publicity plans.

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## *Director's Responsibilities*

### *Plan*



### *Implement*



### *Follow Up*

D. Budget plan.

Ascertain National AMBUCS™ seminar programs for Regional Fall Conferences. Select and notify qualified AMBUCS™ members to prepare and conduct National seminars.

Develop detailed agenda for conduct of conference business.

Coordinate with National Officer scheduled to visit Conference.

Coordinate with National Executive Director for shipping of conference supplies and other support from the Resource Center.

Follow-up with host chapter conference committee on mail-out of publicity and registration materials.

Conduct an on-site survey of the conference facility with conference committee chairman.

Follow-up with host chapter conference committee on all conference programming (e.g. social, door prizes, arrangements for National Officer and spouse, finances, facilities, speakers, etc.)

Select qualified individuals to fill other conference committee chairpersons and leader positions. Notify these individuals early.

Final coordination of National Officer Travel plans, and plans of other visitors.

Use the Action Checklist to track accomplishment of tasks.



---

## ***Director's Responsibilities***

	<b>Date Scheduled</b>	<b>Date Completed</b>
☞ Host Chapter selected.	_____	_____
☞ Check with City Chamber of Commerce for possible conflicts.	_____	_____
☞ Facilities selected.	_____	_____
☞ Room requirements for business session reviewed.	_____	_____
☞ Conference Chairman and Committee selected.	_____	_____
☞ Conference Manual sent to Conference Chairman.	_____	_____
☞ Meeting with Conference Committee.	_____	_____
☞ Conference budget prepared and ready for approval by July Regional Executive Committee Meeting.	_____	_____
☞ Proposed Convention agenda for discussion and approval by July Regional Executive Committee.	_____	_____
☞ Entertainment selected and booked.	_____	_____
☞ Seminar leaders appointed.	_____	_____
☞ Living Endowment Presentation scheduled.	_____	_____
☞ Spouse activities arranged.	_____	_____
☞ Governors ordered District Awards.	_____	_____

## *Director's Responsibilities*

Date Scheduled	Date Completed
-------------------	-------------------

☐ Host Chapter contacts local city official for welcome of group. \_\_\_\_\_

☐ Notice for door prizes (Host Chapter). \_\_\_\_\_

☐ Notice for Big Hat door prizes (Regional Big Hat Chairman). \_\_\_\_\_

☐ Room Arrangement Sheet to hotel. \_\_\_\_\_

☐ Host/hostess assigned to National Officer and spouse. \_\_\_\_\_

**Convention Publicity and Mailings**

☐ Order region mailing labels from the Resource Center \_\_\_\_\_

☐ 1st Mailing \_\_\_\_\_

☐ 2nd Mailing \_\_\_\_\_

☐ 3rd Mailing \_\_\_\_\_

☐ Visits made to all chapters in region. \_\_\_\_\_

☐ Hotel marquee and hotel bulletin board posted. \_\_\_\_\_

☐ Conference publicized in Governors' Newsletters. \_\_\_\_\_

☐ Information given to chapter newsletter editors. \_\_\_\_\_

☐ Publicity for Host Chapter newspaper. \_\_\_\_\_

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## ***Director's Responsibilities***

### **Conference Paraphernalia**

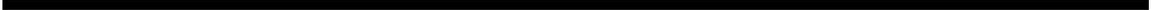
	<b>Date Scheduled</b>	<b>Date Completed</b>
📄 Gift for National Officer.	_____	_____
📄 Region Banner	_____	_____
📄 Gong and Gavel	_____	_____
📄 American Flag	_____	_____
📄 Chapter Banners	_____	_____
📄 Conference Agenda and Schedule.	_____	_____
📄 Conference report mailed to AMBUCS™ Resource Center	_____	_____



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# ***Chapter Three: Model Agenda***





## **Model Agenda**

### **FRIDAY EVENING**

5:00 pm–6:30 pm

#### **Regional Conference**

National Officer, Executive Director, Regional Director, District Governors, Host Chapter President, and General Chairman to finalize plans and agenda for Fall Convention.

3:00 pm–8:00 pm

#### **Registration**

8:00 pm–11:00 pm

#### **Entertainment**

Friday evening entertainment should be an informal mixer, varying from year to year in order to stimulate and encourage attendance.

### **SATURDAY**

7:00 am–8:30 am

#### **Big Hat Breakfast**

Presided over by Regional Big Hat Chairman.

8:00 am–11:00 am

#### **Registration.**

9:00 am–11:30 am

Spouses assemble for special programs and/or entertainment.

9:00 am–9:30 am

#### **Opening Session**

Presided over by Regional Director.

One verse of *America*.

Pledge of Allegiance led by Governor:

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Invocation led by Governor:

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Introduction of head table and special guests.

Welcome and Announcements by Host Chapter President:

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Welcome from City or State official.\*

Appointment of Regional Conference Committees:

Parliamentarian  
Sergeant-at-Arms  
Conference Secretary  
Resolutions Committee  
Conference Site Committee  
Credentials Committee

Reading of minutes of last conference.

Introduction of candidates for Regional Director-Elect.

Personal testimony.

9:30 am–9:40 am **Report of Executive Director**

9:40 am–9:50 am **Report of National Officer**

9:50 am–10:15 am **Seminar**  
Topic chosen from consultation with National President.

10:15 am–10:30 am **Coffee Break**

10:30 am–11:45 am **Seminars**  
Divide into groups for discussion.

Presidents

Secretaries/Treasurers

Other

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12:10 pm–1:30 pm     **Luncheon** (with spouses optional).  
Call to Order by Regional Director  
Pledge of Allegiance led by Governor:  
\_\_\_\_\_  
Invocation led by Governor:  
\_\_\_\_\_

Lunch

Awarding of door Prize.

Welcome from City or State official.\*

Announcement and introduction of newly-elected Regional Big Hat Chairman for presentation of Big Hat contribution to The Living Endowment.

Living Endowment Program with spouses.

1:45 pm–2:15 pm     **District Meetings**

2:15 pm–3:00 pm     **Seminars**  
Discussion groups for National AMBUCS topics of interest.

3:15 pm–4:00 pm     **Business Session**  
Old Business  
New Business  
Election of Regional Director-Elect  
Report of conference Site Committee  
Closing remarks (Regional Director)

4:00 pm                **Adjournment**

---

4:00 pm–6:30 pm      **Free Time**

**SATURDAY EVENING**

6:30 pm–7:30 pm      **Cocktail Party**

7:30 pm–9:30 pm      **Banquet**

Pledge of Allegiance

Invocation

Dinner

Introduction of head table and special guests

Welcome from City or State official\*

Presentation of Past Governor's Awards

Presentation of District Awards

Introduction of President of Host Chapter

National Conference Presentation

Speaker (National Officer)

Report of Resolutions committee

Closing remarks (Regional Director)

9:30 pm–Midnight      **Entertainment**

\* Not necessary at every session, but should be done at least once.

NOTES: At all business sessions, governors should be seated at the head table.

It is recommended that District Awards be presented by the Governor who served during the period for which the award was earned.

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# ***Chapter Four: Host Chapter Guidelines***





***Hosting a  
Regional Conference  
is a privilege, and can  
be great fun.***

It is an opportunity to participate in furthering the principles of AMBUCS™ while, at the same time, extending the warm hospitality of your community and chapter to other AMBUCS™ members from throughout the Region.

The Host Chapter has primary responsibility for planning and coordinating all arrangements for the social portions of the conference.

The Region Director is charged with supervising the activities of the General Chairman and the Host Committees. It is his/her responsibility to follow prepared agendas for the business sessions, as well as chairing all joint sessions of spouses, business and social.

The committees make the plans, but...finalization of these plans cannot be made until the Region Director has reviewed, and approved them.

At the conference overall supervision of timing, facilities, and general operation are the responsibilities of the General Chairman. These are delegated by the Region Director.

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## ***What Makes A Convention Successful?***

1. A large contingent of happy delegates and their spouses.
2. All AMBUCS™ members and spouses of the Host Chapter(s) involved in preparations and implementation of plans for the conference.
3. A well planned, fun program.
4. Worthwhile and stimulating business sessions and seminars.
5. No financial loss and just a small profit.

Number 4 is not the responsibility of the Host Chapter. *but*. numbers 1, 2, 3, and 5 are. Price has a lot to do with numbers 1 and 3. And...unless there are a lot of delegates, your chapter may experience the reverse of number 5.

What about number 2? Your chapter's real reward for hosting the conference lies here. Planning and doing "*Shoulders Together*" pays immeasurable dividends for the entire chapter than can hardly be earned any other way.

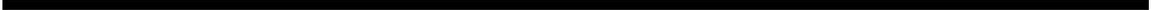
Now...what assures a successful conference? Thorough advance planning and adequate follow through.



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# ***Chapter Five: General Chairman***





## ***Detailed planning, and the effective use of people, are the keys to success.***

As Chairman, your first responsibility is to get an overall view of the conference from the start (right now) to the finish when the last bill is paid and Form 1174-C *Regional Fall Conference Report* is sent to the Resource Center. You must know every detail that is planned and how it is to be implemented.

As chairman, the ultimate responsibility for success or failure is yours. The selection of qualified men and women to chair key committees, and the delegation of appropriate functions to each, can make your task an easy one. The committee chairpersons collectively comprise your Planning Committee.

Using a planning committee, and beginning early has distinct advantages. It allows a cross-section of knowledge and experience to be applied to the planning process. It gives your key people a real feeling of involvement, and allows for the *bugs* to be worked out of the plan before implementing it.

The Planning Committee develops the overall convention plan, assigns tasks to the various working committees, and establishes a time-table for implementation, follow-up, and review.

Here are the key elements:

- ⌘ Plan in detail
- ⌘ Use the talents of your people

- ⌘ Delegate tasks and functions
- ⌘ Establish a time table
- ⌘ Require progress reports
- ⌘ Follow up

Here are the committees which have proved successful, when used properly:

**Big Hat Committee**

**Publicity & Promotion Committee**

**Finance Committee**

**Golf Committee**

**Hospitality Committee**



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## ***Specific Duties***

### **PRIOR TO**

The National Board of Directors establishes the Fall Conference dates for all Regions 18 months in advance. These dates are coordinated so a National Officer can attend each conference.



Before contacting motels or hotels, get the date for your Region's Conference from the Region Director. Then, using the Facilities Checklist as a guide, examine the properties which have open dates that weekend. To avoid possible conflicts check:

- a. Scheduled High School and College ball games in the area.
- b. AMBUCS™ chapters for planned projects and socials for September and October.
- c. Chamber of Commerce for other possible local functions planned for September and October that might interfere.



### **JANUARY**

Select Committees Chairmen.

- a. Check with chapter president on availability of each. Be sure they can be released from other assignments.

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***Don't try to do it all yourself!  
Select talented people and use  
their talents!***

b. Contact and get acceptance of each chairman.

c. Help chairmen select members of their committees. Assign each member of the chapter to one of the committees including as many spouses as possible.

FEBRUARY

Get confirmation of facilities and prices in writing from the motel or hotel selected.



Confirm date with entertainment, signing contract.



Call first Planning Committee meeting. Pass out Resource Center suggestions for committee duties to each chairman.



Discuss overall picture of conference.



Endeavor to pick a convention theme at this meeting so all committees can plan around this central theme.

(Note: Each conference needs a distinctive theme. It also needs new and novel ideas which, when planned to the fullest, make the conference one long to be remembered. Urge each member and each committee to

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think BIG. Let imaginations run wild. Budget, of course, will be a limiting factor, yet oftentimes that extra twist, that extra something, can be had at little or no extra cost).

**MARCH** Select a chapter meeting date in March to report initial progress, conference theme and duties of various committees, announcing committee appointments and answering all questions. Consult with Chapter Program Chairman for an open date. Ask conference committee chairmen to announce where and when each of their first committee meetings will be held. (Note: These initial meetings should be scheduled in advance so you can attend). **Do not assume a committee knows how to get started. Be there. Seek ideas. Do not dominate nor stifle, but offer to help as needed. Be sure they have a clear understanding of their function.**

**APRIL** Hold second Planning Committee meeting to coordinate initial plans and settle on conference format. Confirm menus and prices with motel. Be sure total price includes tax and tip, and don't hesitate to bargain. Get the best deal by knowing in advance how much you can pay for each meal. See *Banquet Guidelines*.

**MAY** All committees meet again to firm up general plans which have been approved. Get guaranteed prices in writing so committee budgets can be turned in to Finance Chairman.

**JUNE** Sit in with Finance Committee as proposed conference budget is prepared. At National Conference start publicizing Fall Conference program to delegates and spouses from the region.



**JULY**

Call third Planning Committee meeting to coordinate last minute items which will affect budget. Order second and third set of mailing labels from the Resource Center.



Send proposed budget to Region Director for approval of Regional Executive Committee.

**AUGUST**

Check with Publicity Committee to see that first publicity goes out early in August. Space balance of publicity every two to three weeks, depending on conference date. Work up special copy for Governor's newsletters. Write Chapter Presidents about early registration, fees, etc.

**SEPTEMBER**

Get business meeting agenda and approved budget from Director following Regional Executive Committee meeting. See that all chairmen have copy of each. Have final Planning Committee Meeting, inviting Region Director and Governors. In final publicity, request door prizes from chapters unless enough have been arranged for locally through chapter members (check Door Prize Committee on this).

**IMMEDIATELY  
PRIOR TO  
CONFERENCE**

Arrange for chaplain, song leader, and any special items for actual convention, including gong, gavel, flag, lectern, microphone, chalk board, projector, etc. Region Director will bring Regions Banner. Be sure registration arrangements are finalized and personnel, either chapter or

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Chamber of Commerce, are familiar with procedure and know who is to be where, when. Also insure Finance Chairman knows his/her part. Have a dry run a couple of days before to be sure the system is perfect



Notify all committee chairmen to get bills to Finance Committee Chairman not later than Monday following the conference.

**DURING  
CONFERENCE**

As general Chairman you will want to be on hand when the first registrants arrive. Check to be sure:

- a. The National Officer and Executive Director are being met, their rooms are in order, and that they have a schedule. Advise Director of room number. (National Officer's room and registration fee are paid by region).
- b. Registration is proceeding smoothly, desk is properly set up. See that door prizes, if any are being collected.
- c. Delegates are being welcomed by members of the Hospitality Committee.
- d. Arrangements for the evening are under control.
- e. Arrangements for the Big Hat Breakfast are proceeding on schedule and that the caterer has received meal guarantee by the deadline. Early next morning check meeting rooms for flag, lectern, gong and gavel, microphone, head table, room temperature, water, etc.
- f. Get meal guarantee for lunch to the caterer by deadline. Information comes from registration. Sign bill based on ticket count (see *Finance Committee worksheet*). Advise caterer who will be

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signing bills for conference.

- g. If golf is being played, be sure announcements are made at the opening business session of where, when, transportation, etc.
- h. Attempt to get an accurate count on those attending Saturday evening banquet, so numbers can be turned into caterer by deadline. Sign bill based on ticket count.
- i. See that motel desk has conference physician's name as well as information on transportation for spouses, if any.
- j. Check head table set-ups before each function.
- k. When arrangements are not going as planned, coordinate with the responsible committee chairman immediately for corrective action.

**AFTERWARDS**

Follow-up and send budget, form, pictures, and report to the National Office along with minutes and comments. Thank you letters to National Officer and all contributors to the conference should be sent. Sit with Finance Committee as all bills are approved and paid. When all is wrapped up, pass your file on to the Regional Director for use by next year's chairman. **A full report of the income and expenses is to be forwarded to the National Office (form 1174 -C) through the Region Director.**



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**Facilities Check List**

Obtain prices on rooms in writing from motel or hotel:

Single \$ \_\_\_\_\_

Double \$ \_\_\_\_\_

Twin Double \$ \_\_\_\_\_

Obtain, in writing, menus and prices per person including tax and tip for:

a. Friday evening \_\_\_\_\_ \$

b. Big Hat Breakfast \$ \_\_\_\_\_

c. Saturday Luncheon \_\_\_\_\_ \$

d. Saturday Banquet \_\_\_\_\_ \$

Conference date \_\_\_\_\_

Complimentary rooms furnished by motel or hotel (get in writing):

a. National Officer and Spouse \_Rm #

b. Regional Director & Spouse \_Rm #

c. Host Chapter \_Rm #

Meeting rooms for Business Sessions, complimentary (get in writing):

a. Regional Business Meeting Room:



\_\_\_\_\_

b. Four meeting rooms for Seminars \_\_\_\_  
Rooms:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. One room each for each District  
Meeting Rooms:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Regional Business Meeting room may be used for delegates of largest district following recess of Regional Business Session).

Determine that rooms for business sessions, regional and district, do not have to be used also for breakfast or luncheon. If they must be used for luncheon, the conference may have to bus the delegates to another site for luncheon. this is not desirable and adds to the cost of the conference.

Check in advance with Region Director for attendance figures of previous conference. This information will be used in budgeting, and to provide the hotel caterer an estimate of how many will be served at each function. Be sure that rooms assigned are the proper size for the function planned.

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have staff available to do this on Saturday evening, and at best it takes from 30 to 45 minutes of the dance time (which is being paid for) while this is being done. The ideal situation is to have a second connecting room for dancing if it is not large enough to accommodate dancing.

Bar arrangements. Ascertain hotel policy on dispensing alcoholic beverages. Check Bar Committee before talking to caterer and inform the committee about the policy.

Hire the Band. **Get the best.** Money is a consideration in hiring the band. Don't skimp, and don't go overboard. Sign a formal contract with the band. Success of the banquet hinges on having good, danceable music. If no one, or just a few dance and the couples start home early, the band is at fault and the money wasted. When the floor is full all evening, the conference will be a success. Be sure the band has a reputation of playing for the dancers, not for itself. Check it out by hearing it play before signing the contract.



**Room  
Assigned**

**FRIDAY**

3:00 pm - 8:00 pm    **Registration**

- ▣ Registration table in Lobby.
- ▣ AMBUCS™ Banner centered behind table.

5:00 pm - 6:30 pm    **Regional Conference**

- ▣ Director's table for #\_\_\_\_\_ with table top lectern.
- ▣ Director's Banner centered behind lectern.
- ▣ Gong and Gavel.
- ▣ American Flag.

8:00 pm - 11:00 pm    **Entertainment**

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**Room**  
**Assigned**

**SATURDAY**

7:00 am - 8:30 am **Big Hat Breakfast**

▣ Head table for four (4) with table top lectern.

▣ Round tables set for \_\_\_\_\_ .

▣ American Flag.

8:00 am - 11:00 am **Registration**

▣ Registration table in Lobby.

▣ AMBUCS™ Banner centered behind table.

9:00 am - 4:00 pm **General Business Session**

▣ Seating Theater style for \_\_\_\_\_.

▣ Head table for \_\_\_\_\_ on 12 inch risers, table top lectern with P.A. American Flag on stage right side facing audience.

▣ Director's Banner centered behind head table.

▣ Gong and gavel.

▣ Freshen room during lunch break.

10:30 am - 11:45 am **Seminars**

▣ \_\_\_\_\_ meeting rooms for Seminar.

▣ Head table for four.

▣ Theater style seating for \_\_\_\_\_.

▣ Chalk board.

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12:10 pm - 1:30 pm **Luncheon**

- ▣ Head table for \_\_\_\_\_ on 12 inch risers.
- ▣ Staging area for AmTryke giveaway on 12 inch risers.
- ▣ Table top lectern with P.A.
- ▣ American Flag on stage, right side facing audience.
- ▣ Director's Banner hung centered behind head table.
- ▣ Round tables set for \_\_\_\_\_ .

**Room  
Assigned**

1:45 pm - 2:15 pm **District Meetings**

- ▣ \_\_\_\_\_rooms for District Meetings.
- ▣ Head table for four.
- ▣ Theater style seating for\_\_\_\_\_.
- ▣ Chalk board/Flip chart.

2:15 pm - 3:00 pm **Seminars**

- ▣ \_\_\_\_\_meeting rooms for Seminars.
- ▣ Head table for four.
- ▣ Theater style seating for \_\_\_\_\_.
- ▣ Chalk board/Flip chart/Audio Visual.

6:30 pm - 7:30 pm **Cocktail Party**

- ▣ Cash bar for approximately\_\_\_\_\_.



**Room  
Assigned**

7:30 pm - 9:30 pm **Banquet**

- ▣ Head table for \_\_\_\_\_ on 12 inch risers.
- ▣ Table top lectern with P.A.
- ▣ American Flag on stage, right side facing audience.
- ▣ Director's Banner hung centered behind head table.
- ▣ Six foot table directly in front of head table for Awards.
- ▣ Round tables set for \_\_\_\_\_ .

9:30 pm - Midnight **Dancing**

- ▣ Tables set cabaret for \_\_\_\_\_.
- ▣ Cash bar.
- ▣ Dance floor.

\_\_\_\_\_



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## ***Banquet Guidelines***

For social functions held at hotels or country clubs, the caterer, in almost all instances, will require a guarantee of plates to be served. This guarantee protects not only the caterer, but also the chapter. Several contingencies must be understood by the social chairman in making the guarantees.



Be realistic about the number than can be expected to attend. An offhand “pie in the sky” assumption can cost the club a bundle. A too cautious guarantee with no cut-off time for accepting reservations is equally disastrous, for the caterer many times must place the final order for food a week in advance of the function. Ask the caterer what is the latest possible moment that the guarantee may be adjusted up or down.



In figuring the price of the ticket, add the total fixed overhead: band, entertainment, complimentary tickets (speaker, Director, Governor, and other guests of the club); head table decorations, individual table decorations, and complimentary cocktail tickets. Divide this total by minimum paying attendees and add to the per meal cost, which includes tax and a 18% gratuity. Be sure the gratuity is specified and agreed to. **Also be sure there is no additional banquet room setting charge.**



Sell tickets in advance. Get money in advance or charge to chapter accounts.

If this is a sit-down meal, insist that the waiter/waitress pick up tickets and that final bill will be on number of tickets picked up. If this is a buffet, have caterer pick up ticket at beginning of line. **Do not** try to rely on your head counts of those served versus the plate count of the

caterer.



Be sure all tickets have been numbered before distribution for sale. Record who received what numbered tickets for sale. Hold sellers responsible for return of any unsold tickets plus the proceeds from those sold.



Keep pressure on ticket sellers to report and pay for all tickets sold, and do not allow refund after final guarantee is made unless a physical emergency arises.



Avoid open no-pay bars for the cocktail hour or when dancing begins. Those who drink little, or not at all, do not like to pay for those who do.



Keep bar prices as low as possible. Bargain with the caterer about the bar set-up. Many hotels have very strict policies on this. Liquor is their personal *gold mine*. If the hotel furnishes the bar, bartenders, liquor, mix and glasses, get the per drink price established as low as possible. If the hotel allows you to operate the bar, it may insist you buy all liquor and mix from them and pay the going rate for bartenders. You will be required to sell the tickets. Figure costs on this arrangement very carefully and have someone assigned to inventory the liquor in and out and to watch the bartender to be sure he/she is not pouring heavy, thus getting fewer drinks per bottle.

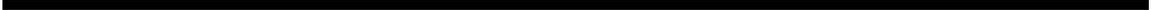


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# ***Chapter Six: Committees***

***Provides the opportunity to involve  
more people in both Workload and  
Accomplishments***





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## Committees



### **BIG HAT COMMITTEE**

fast. The more entertaining the auctioneer is the more money raised!



Arrange time and room for Big Hat Breakfast, being sure the time fits into the overall conference schedule. Consult the Regional Director for agenda times.



Provide the Publicity committee with information on the breakfast so they can incorporate this information into the promotional flyers.



Consult with hotel for menu, advising the Finance Committee of cost, including tax and tip.



See that arrangements are made for the Regional Big Hat Director, who is master of ceremonies for the breakfast (fines, stunts, etc.), and that they have been approved by the chairman in advance



Consult with the Region Big Hat Director about his/her overall plans for the Big Hat Breakfast.



Arrange for auction items for the Big Hat Breakfast. Call or mail a request to every chapter in the region.



Fundraising for the Living Endowment Fund should be handled carefully and within the guidelines set by the National Board of Directors. Specifically, any monies raised expressly for the Living Endowment Fund by the Big Hat Club, or any entity of the association at the regional conference, will not be held or delayed, but transmitted without delay to the AMBUCS Resource Center.

Consult with the Region Big Hat Director about Arranging for an auctioneer for the Big Hat Break-





## **FINANCE COMMITTEE**

Be ultra conservative in estimating attendance. Get as many previous years' attendance figures from the Regional Director as possible. This spreads the fixed costs over fewer registrations, lowering the break even point.

Remember, more deficits have been caused by an overly optimistic estimation of attendance than for any other reason. The trouble occurs because such "pie in the sky" figures are used for making guarantees.

Budget realistically, then through publicity and personal visitations, sell so well that many delegates come. This type of planning will guarantee a profit.



Prepare conference budget in cooperation with General Chairman, based on fixed overhead and committee budget requests



Establish fees for full registration for AMBUCS and guests. Some Regions have an established delegate assessment fee for AMBUCS only. In this case the chapter pays the full amount to the conference in advance. Be sure to include this amount as you calculate your registration fees.

Mail conference budget to regional Director for approval of Regional Executive Committee at its meeting in August.

Advise all committee chairpersons of their budget allowance and provide copy of the approved budget to each chairman.



Mail letter to chapter treasurers in advance, requesting prepayment of delegate registration fees based on the voting strength of each chapter, if that is the policy of your region (see Publicity Committee Sheet.).



Set up a special conference bank account. Obtain small, double signature checks.



Be responsible for all tickets printed for the conference events.



Assist registration Committee:

- a. Collect fees
- b. Issue tickets.
- c. Deposit money
- d. Balance money against tickets sold.

Arrange for table at door for collection of money (or tickets if sold in advance) where there will be local members as "one time attenders" (such as Awards Banquet) See that this total is figured into the caterer's total when settling for the event.

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Remember- do not count on people showing up, sell tickets in advance!



Pay all bills by double signature checks signed by you and General Chairman.



Render a final budget accounting as quickly as possible after all bills are paid. Be sure to indicate the price of each meal and number served at each sitting. Provide the General Chairman with this report.

### **Special Notes**

Estimate anticipated income realistically, using attendance figures from past conferences as a guide. These are available from the Regional Director or the AMBUCS Resource Center.



Secure fixed cost prices not affected by attendance figures first (those which will not vary if 1 or 200 people are present).



Divide total amount of fixed costs by number of anticipated delegates. Subtract this figure from registration fee for total allowable food costs per delegate. The number of meals furnished will then be governed by this figure.



The National Board of Directors does not encourage automatic billing of full registration in advance to all members of the host chapter with an additional charge made for guests. It is recommended that the members be sold individual tickets paid in advance to attend with a guest. Those unable to attend the full conference should be allowed to attend any meal function, but not at the price paid the caterer. Add to that price a proportionate share of the overhead.

If the host chapter can figure a way to offer a reduced registration fee for its own members and guests to encourage 100% participation and within the budget, this is permissible. However, care should be taken, as any loss incurred is the responsibility of the host chapter.

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# **Sample Budget for use of finance Committee In Planning a Regional Conference**

## **Anticipated Income**

Ambuc Delegates	79 @ \$70	\$5,530.00
Guests	21 @ \$60	1,260.00
Big Hat Breakfast	30 @ \$20	600.00
Golf	20 @ \$50	<u>1,000.00</u>
<b>Total Anticipated Income</b>		<b>\$8,390.00</b>

## **Anticipated Expense**

### Fixed Costs

Entertainment Friday Night		\$500.00
Entertainment Saturday Night		600.00
Promotion- Printing, Signs, Postage, etc.		600.00
Decorations		150.00
Coffee Breaks (2)		300.00
Transportation		50.00
Complimentary Rooms:		
National Officer & Spouse		80.00
Regional Director & Spouse		80.00
Complimentary Meals:		
National Officer & Spouse		92.00
Regional Director & Spouse		<u>92.00</u>

**Subtotal** **\$2,544.00**

### Food and Tours

Golf	20 @ \$50	\$1,000.00
Friday Evening	100 snacks @ \$8	800.00
Big Hat Breakfast	30 @ \$15	450.00
Saturday Luncheon	79 @ \$10	790.00
Saturday Guest Luncheon	21 @ \$10	210.00
Saturday Banquet	100 @ \$22	<u>2,200.00</u>

**Subtotal** **\$4,450.00**

**Total Anticipated Expenses** **\$7,994.00**

**Profit** **\$396.00**

Note: The figures in this budget may not be realistic. However, the items covered should be in your budget (see following worksheet).





## ***Golf Committee***

The only available time for playing golf is Friday afternoon, prior to the conference. If adequate golf plans are made, such as for a regional tournament, many will come early. Promotion for this has to be really good and the committee needs to have firm, advance reservations. In addition, this admonition came from one Golf Chairman - *"Don't let it rain!"*

### **Functions**

Arrange for course and carts.



Set up chart for recording play.



Select prizes (low net, etc.). These are to paid for from Golf fee.



Arrange for transportation.



Have your presentation of golf awards at the course immediately at the conclusion of the tournament.





## **Publicity & Promotion Committee**

Prepare a minimum of three promotional mailings emphasizing highlights of the conference your chapter will host. Play up the fun theme as adopted.



Two of the mailings should be directed at the guest about the fun to be had for a couple of days with other AMBUCS. Be sure to include a schedule of tours, and other events being planned for their entertainment. This promotion should also include dress code, special costumes for events.



Include hotel reservation information in your mailing.



For AMBUCS, the fun is participating in District and Regional business; exchange of ideas on chapter operation; winning awards; meeting and talking with National Officers; attending the Big Hat Breakfast, and playing golf. Participating in Regional and District conferences is one distinct privilege of belonging to AMBUCS. *Sell it!*



The AMBUCS Resource Center will provide one set of labels for your Region. Order additional regional mailing labels in July. Promotion must start in early August and be spaced bi weekly or every three weeks thereafter to assure the attendance you need and want.



Personal invitations extended on visitations to all chapters in the Region is probably the best promotion. This takes time, but pays big dividends. Look on the AMBUCS web site chapter directory for chapter meeting times. Also keep the District Governors advised on plans so they can talk about the Regional Conference during their visitations and district newsletters.





## ***Hospitality Committee***

Obtain donated door prizes for the various functions. If you can not obtain enough local prizes, make sure the Publicity Committee reminds all chapters to bring a chapter donated gift in the Conference promotional mailings.



Have an enthusiastic Welcoming Committee at the registration area to welcome delegates.



Be responsible for seeing that delegates and spouses get acquainted at social functions. don't let any couple stay a stranger in the group.



Have committee members as greeters, appointed in two or three hour shifts to help out Friday afternoon, Friday dinner hour, and evening, Saturday breakfast, business sessions, lunch, afternoon business session, cocktail hour, banquet, and during the entertainment.



Assign a committee member to meet the National Officer and Region Director. Help them get registered and situated.



Help the General Chairman with checking room set-ups before each function.



Arrange for a hospitality room in the hotel to serve as a informal gathering spot for delegates. Provide seating and refreshments. Hospitality room hours can be posted in the conference agenda.



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# ***Chapter Seven: Reports***





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## **General Chairman**

The AMBUCS Resource Center maintains records about all Regional Conferences for several reasons.

- a. Historical
- b. Evaluation and critique by National Officers.
- c. For use by Region Directors and Conference Chairmen in planning future Conferences.

In order to perform this function, accurate and timely information must be provided by the Region Director. The following reports should be submitted as soon after the conference as possible, but no later than November 15th.

- a. General Report
- b. Attendance Report 1460. One for the conference as a whole, and one for each educational workshop conducted during the conference.
- c. Financial Report 1174-C. Prepared by the Finance Committee Chairman.
- d. Conference Minutes
- e. Conference Agenda. This should be provided to the AMBUCS Resource Center prior to the Conference.



# Form FCGR Fall Conference General Report

**PURPOSE:** Used to summarize the programs, attendance, and overall success of a regional conference. To be completed and returned by the Region Director at the conclusion of the conference.

1. Region  2. Conference Dates
3. Host Chapter or District
4. Conference Site City & State  Facility
5. Conference Agenda Attach copy to this report. 6. Conference Minutes Attach copy to this report.

## 7. Educational Sessions

Topic	Presenter/Facilitator	Duration	Attendance
Presidents & Vice Presidents	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretaries & Treasurers	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 8. Region Director-elect

Name  Chapter

Street Address

City, State, & Zip  Telephone

## 9. Region Big Hat Director

Name  Chapter

Street Address

City, State, & Zip  Telephone

## 10. Big Hat Living Endowment Contribution

11. Life Memberships Number offered  Number sold

## 12. Conference Highlights & Comments List on back of this form.

13. Signature Regionl Director  Date

14. Submit this report to the AMBUCS Resource Center within **(30) thirty days** of the conference's conclusion together with the *Conference Agenda, Conference Minutes, Conference Financial Report, District Award Winners Report, & Attendance Reports.*











# Form 1174-C

## Fall Region Conference Financial Report

### ANTICIPATED INCOME

Registration	Quanti	Fee	Total
AMBUCS	@	\$	= \$
Spouses	@	\$	= \$
<b>Individual Event Tickets</b>			
Big Hatters Breakfast	@	\$	= \$
Golf Outing	@	\$	= \$
Awards Banquet	@	\$	= \$
Luncheon	@	\$	= \$
<b>Total Anticipated Income</b>			<b>\$</b>

### ACTUAL INCOME

Quanti	Fee	Total
@	\$	= \$
@	\$	= \$
@	\$	= \$
@	\$	= \$
@	\$	= \$
<b>Total Actual Income</b>		<b>\$</b>

### ANTICIPATED EXPENSES

Food & Hospitality	Quanti	Fee	Total
Friday Evening	@	\$	= \$
Big Hatters Breakfast	@	\$	= \$
Coffee Break	@	\$	= \$
Lunch, Spouses	@	\$	= \$
Lunch, AMBUCS	@	\$	= \$
Banquet	@	\$	= \$
<b>Total Anticipated Meals Cost</b>			<b>\$</b>

### ACTUAL EXPENSES

Served	Cost	Total
@	\$	= \$
@	\$	= \$
@	\$	= \$
@	\$	= \$
@	\$	= \$
@	\$	= \$
<b>Total Actual Meals Cost</b>		<b>\$</b>

Golf Expense	\$	\$
Band & Other Entertainment	\$	\$
Speakers	\$	\$
Comp Room: Natl Officer & Spouse	\$	\$
Comp Room: Director & Spouse	\$	\$
Comp Registration: Natl Officer & Spouse	\$	\$
Comp Registration: Director & Spouse	\$	\$
Decorations & Flowers	\$	\$
Printing	\$	\$
Postage	\$	\$
Travel: Host Committee	\$	\$
Registration Supplies	\$	\$
Door Prizes	\$	\$

**Total Anticipated Convention Cost** \$

**Total Actual Convention Cost** \$



# Form 1470 Order for District Awards

District \_\_\_\_\_ Date \_\_\_\_\_

In order to obtain awards for presentation at the Fall Regional Conference, this completed order form must be submitted to the AMBUCS Resource Center in **August**. Select those awards your District intends to present by placing an "X" in the appropriate box; provide full name of recipient where required; date, sign and complete shipping information. Awards will be shipped to arrive prior to the scheduled conference date.

The **AMBUC of the Year** and **Project Manager Plaques** (\*) have a detachable plate with blank space for the recipient's name. After your conference, return the plates to the AMBUCS Resource Center for engraving of the awardee's name.

The cost of these awards is a District responsibility and billing will be made to your District. Cost estimates may be obtained by calling the AMBUCS Resource Center at (336)869-2166.

## Plaques and Pins: (Print Name)

- Past District Governor Plaque \_\_\_\_\_
- Past District Governor Pin \_\_\_\_\_
- District AMBUC of the Year Plaque \_\_\_\_\_
- District Project Manager Plaque \_\_\_\_\_

## Achievement Award Medallions\*:

- AMBUC of the Year
- Project Manager
- Local Charities-Class 1
- Local Charities-Class 2
- Newsletter- Class 1
- Newsletter - Class 2
- Scrapbook - Class 1
- Scrapbook - Class 2
- Community Service - Class 1
- Community Service - Class 2
- Visibility - Class 1
- Visibility - Class 2
- Publications
- Public Relations
- Chapter Web Site

Ship To: \_\_\_\_\_

\_\_\_\_\_ Business Street Address

or: \_\_\_\_\_ Home Street Address

City, State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
District Governor signature

\*Award Medallions are non-refundable

Need additional forms? Contact the AMBUCS Resource Center

Tel (336) 869-2166 • Fax (336) 887-8451 • e-mail: ambucs@ambucs.org or write to:  
AMBUCS Resource Center PO Box 5127, High Point NC 27262





# Form 1471 District Award Winners



Attention: District Governor

**Purpose:** To enter district award winners for competition in the national awards program.

**Instructions:** Complete at your regional fall conference. Forward this form to the Resource Center. Give the the winning entries (except scrapbook entries) to the **Region Director**. Scrapbook entries are retained by the chapter and brought to the following year's national conference. NOTE: Make a copy of all forms and winning entries for your records!

District \_\_\_\_\_

## Award

## Recipient

AMBUC of the Year \_\_\_\_\_  
Full name Chapter

Project Manager \_\_\_\_\_  
Full name Chapter

Local Charities Class I \_\_\_\_\_

Local Charities Class 2 \_\_\_\_\_

Newsletter Class I \_\_\_\_\_

Newsletter Class 2 \_\_\_\_\_

Scrapbook Class I \_\_\_\_\_

Scrapbook Class 2 \_\_\_\_\_

Community Service Class I \_\_\_\_\_

Community Service Class 2 \_\_\_\_\_

Visibilty Class I \_\_\_\_\_

Visibilty Class 2 \_\_\_\_\_

Publications \_\_\_\_\_

Public Relations \_\_\_\_\_

Chapter Web Site \_\_\_\_\_

District Governor \_\_\_\_\_  
Signature Date

Region Director \_\_\_\_\_  
Signature Date



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# ***Resolution***



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# ***Region Conference Resolution***

City \_\_\_\_\_ State \_\_\_\_\_

Region \_\_\_\_\_

Date \_\_\_\_\_

Whereas, the annual \_\_\_\_\_ Region Fall Conference of National AMBUCS™ is being held this date for the purpose of bettering the operation of our local chapters, districts, and regions and developing enthusiasm and friendship among our members, the following resolutions are proposed.

Be it resolved that official thanks be conveyed to the host chapter, \_\_\_\_\_ its leaders, members, and guests for the hospitality they have extended to all delegates and guests, who are well aware of the hours of hard work that go into making a conference a success - working "Shoulders Together".

Be it further resolved that this body go on record endorsing the dynamic programs of our National President \_\_\_\_\_, and the Executive Board; and our new friendships with \_\_\_\_\_, who added so much to our conference, shall be lasting ones for all. May God grant them good health and safe traveling during the remainder of this year and in the years to come.

May the records show our appreciation to our Region Director \_\_\_\_\_ for the time and efforts in directing the governors during the past months.

In addition, be it resolved that our records in \_\_\_\_\_ Region show our support and confidence in our Executive Director \_\_\_\_\_, and that we welcome him/her into our Region.

Further, we recognize the success evidenced by the committees that conducted educational sessions during the conference and extend our thanks to those leaders.

Therefore, we conclude these resolutions with our thanks for AMBUCS support throughout the years from all those in attendance as we remind ourselves of our dedication to:

Creating Mobility and Independence for People with Disabilities.

\_\_\_\_\_  
Resolutions Committee Chairman



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# ***Appendixes***

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## **CONTRACT, RATE & SPACE NEGOTIATION CONTRACT, RATE & SPACE NEGOTIATION**

### ***Tips to Help You Make the Most of Your Contract***

#### ***Meeting Space***

Be familiar with your group's meeting space and sleeping room needs. Many hotels internal specifications do not include AV. They typically reflect a maximum use of the space. To avoid last minute surprises of packed meeting rooms that can not accommodate your group, refer to past room specifications for meetings where the space was set up as you wish and the room worked well.

If you are still unsure, you can ask the hotel for a layout of the space you want. Most hotels will provide renderings that show staging, AV, and seats mapped out. This ensures the space fits your needs.

#### ***Attendees/Participation***

Consider how many attendees you expect in advance of talking with the hotel.

Note, your sleeping rooms are typically 50-75% of your total attendance. Food and beverage guarantees are typically 75% of your attendance. Tracking your past sleeping room usage or food and beverage actuals (versus guarantees) against your total attendance can help you gauge your group's personality. If you do not have these records, the hotels you have used in the past will typically provide them to you (including singles vs. doubles).

#### ***Hotel Selection***

Compare more than one hotel in a given area. This gives you better bargaining power. The local convention bureau can help you identify the hotels that best suit you, once you have your specs defined.

Consider the type of property you are pursuing and the time of year. Warm destinations will be more expensive in the winter, but can be a great bargain in the summer.

Select a hotel that you comfortably fit into. Choosing a hotel that fits your group's meeting space and sleeping room needs will help ensure better contract bargaining and treatment on-site.

Consider possible growth. Are you planning a major member recruitment plan, more aggressive marketing of the meeting, improved programming, a hot topic bound to attract members and non-members? All of these items could affect attendance.

If you are confident of the hotel's location, quality, and service; consider signing a contract for multiple meetings. For example, the fall of three consecutive years. This gives you much better bargaining power, and guarantees the best treatment on-site because you are repeat business. You also get to develop a better relationship with hotel staff, which can be a great bonus in difficult times. Another possibility, consider booking all your meetings with the same chain - again, more

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bargaining power.

Know how much your members are willing to pay for a room. If attendees search for alternate hotels you may not meet your block. There can be significant penalties if you do not meet your block.

Know roughly how much you will be bringing the hotel in food and beverage, sleeping rooms, and related activities (AV, bar, spa, etc). This is all factored into your rate and can work in your favor.

Get a copy of the menu when you get the contract. This helps prevent the hotel from raising menu prices after you negotiate a better room rate. See the attached clauses for details.

Find out if the hotel has exclusive contracts with vendors (AV, catering, exhibit decorating).

### ***Tips for Making the Most of Your Contract***

Consider the following requests in your negotiating process:

A complimentary room policy: [typically] 1 per 50 applied for the duration of stay and based on peak night pick-up. Note, if the room block is 50 or less, consider request a 1 per 20 perk. This may be applied as a complimentary room (i.e., for a speaker) or as a credit to your account. If not, ask for comp room upgrades for VIPs.

No room rental fees for any meeting space with food and beverage, including the exhibits.

Meeting room names listed in the contract to ensure exclusive use. It is not enough for the hotel to say they will provide space for the meeting. Once you have selected the best space for your needs, negotiate the exact room in the contract.

Menus to be confirmed as and addendum to the contract, prices guaranteed not to exceed 3% growth per year. If the hotel is booked in the same year as the meeting, lock in menu rates at the contract signing.

Group rate to be the lowest group rate in house over the contracted dates. You do not want your attendees to find out another in-house group has a better rate. Exception: if you have a small group that is taking a minimal percentage of the hotel's sleeping rooms, you may not be able to get a rate comparable to a large group.

Group rate to be offered to attendees 2 days prior and 2 days post meeting, based on availability. Entire room block must be made available to attendees prior to cut-off date.

Negotiate the hotel room cut-off date as low as possible. The industry standard is 30 days. You may be able to convince the hotel to go down to 21 days if your history proves attendees register late. Even after the cut-off date, the room rate should be honored based on availability.

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A complimentary Presidential Suite during the dates of the meeting. If the meeting is less than 100 people, you may only be able to negotiate a discounted rate on a suite for the President, or ask for the group rate to be applied to the suite. The argument? This room is used as additional meeting space for private meetings.

One complimentary microphone per meeting room.

Complimentary use of health spa facility.

### ***Suggested Contract Verbiage***

The first rule of contract negotiations: know what you most want to get going in. We may sacrifice some of our preferences in favor of getting the exact contract verbiage listed below. These clauses are designed to protect you and the hotel. They clearly spell out your expectations and your liability.

Remember, the hotel is in the business to make a profit and the art of negotiating is a two way street. The key is to know when to give in on an issue and when to stand firm.

### ***Construction/Renovation***

The Hotel shall promptly notify Group of any construction or remodeling to be performed in the Hotel prior to or over the meeting dates and Hotel warrants that an such occurrence shall not interfere in any way with \_\_\_\_\_'s use of the Hotel. Should construction or remodeling be determined by \_\_\_\_\_ in its sole but

reasonable discretion to interface or pose possible interference with \_\_\_\_\_'s meeting. \_\_\_\_\_ will be considered to have cause to terminate this contract without liability with written notice to Hotel as long as such notice is given within 30 days of \_\_\_\_\_'s receipt of notice of unacceptable construction or remodeling.

Should the Hotel give notice of property renovations to \_\_\_\_\_, \_\_\_\_\_ in its sole discretion, may agree to meet with and work with the Hotel's renovators, designers or construction personnel to arrange a schedule to coordinate activities of \_\_\_\_\_, Hotel and such renovators, designers or construction personnel to minimize damages under this clause. Overbooking Hotel agrees that in the event it is unable to honor an attendee's reservation, that it will consult immediately with \_\_\_\_\_'s representative prior to the arrival date and shall honor the instructions of \_\_\_\_\_'s representative concerning which attendees will not be accommodated. Hotel further agrees that for each night Hotel will locate such attendee to another hotel of like standard, pay for transportation to the Hotel, pay for that night's lodging and pay group an equivalent amount, pay for two five minute phone calls by that attendee, pay for return transportation to Hotel and following day, and \_\_\_\_\_ agrees to accommodate the attendee the following day in Hotel's facility.

Hotel will also provide VIP amenities and a note of apology to the attendee the following day. (Also referred to as a "walk clause.") Mitigation For any room block reductions

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exceeding the reduction schedule, there will be a charge of \_\_\_\_\_'s lowest single rate times the excess rooms released on the first peak night. This charge will only apply to rooms that are not resold and to rooms that remain available for sale. Prior to the billing for the reduction payment, Hotel must submit to \_\_\_\_\_ a copy of the city ledger occupancy report documenting that the rooms were not resold and were available for sale.

The Facility agrees that changes in the room block will not be made without prior discussion and written approval by \_\_\_\_\_. \_\_\_\_\_ and the Facility agree to review the room block annually and will mutually agree in writing to any revisions. \_\_\_\_\_ retains the right to revise the room block by as much as 20% up to one year prior to the conference without penalty.

### ***Room Pick-Up***

Check in with the hotel 45 days out to evaluate your room pick-up. Check again 30 days out, and then every week thereafter. This lets you know how you are doing on your room block, whether you should begin marketing your meeting more aggressively, or whether you should begin looking for an overflow hotel.

Release rooms back to the hotel if you do not need them. This applies to both sleeping and meeting space. You want to allow the hotel time to re-sell the space. There may be a penalty if you do not pick up your sleeping rooms and the hotel can not re-sell them. There should not

be a penalty on meeting space unless you are also canceling food and beverage functions. In this case, consider adding a similar food and beverage event somewhere else. It is much better to pay the hotel for food and beverage your attendees will enjoy, than to pay a fee that benefits no one but the hotel.

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## **KEY TERMINOLOGY**

The terms below are often used by hotels in the meeting planning process.

**Specs** - Meeting specifications.

**24 hour hold** - A space hold that lets the hotel know the room will stay set up as is, and does not need to be “broken down” that evening by set-up staff. Also, the hotel may not re-sell that space to another group. Typical use: you have extensive set-up for an exhibit hall, but are only using the room during the day. A 24-hour hold prevents the hotel from selling the space for evening usage.

**Classroom** - Typical meeting room set-up for a seminar featuring a draped table and 2 or three chairs. “2 per 6” means you want just two chairs per every 6' table (industry standard). “3 per 6” is also common.

**Theater** - All chairs in theater style set-up, no tables.

**Hollow square** - Typical Board/committee set-up, featuring linked tables forming a hollow square. Suggestion: specify it is a working meeting or requires 2 per 6 if you want space for binders, handouts, etc.

**Conference** - Same as above, but not hollow.

**Banquet tables** - Typical lunch set-up, usually features 10 chairs per table, but can be adapted to 8 for a smaller meeting to max out room.

**Max room** - Maximum room set-up utilizing smallest aisles allowed.

**Working lunch** - No breaks, typically a buffet, guests serve themselves and eat at their seats.

**Resume** - Your guide to the hotel detailing the meeting room set-up, food guarantees, schedule, and internal guidelines. (See attached sheet from

**NAPEO resume**. Every single function no matter how small, i.e. staff office or group coffee break, gets a function sheet like this one. Also known as a staging guide.

**BEO** - A food and beverage order produced by the hotel using your resume. This is the hotel's internal document that will be distributed to its staff. Always check every single item against your function sheet. Once you sign it and send it back, you are liable.

**AV** - Audiovisual

**Rear screen** - All AV is placed behind the screen, so the image is not disturbed if someone walks in front of the screen. Requires 36' from back wall: space intensive, expensive, and typically requires a projectionist.

**Front screen** - The opposite: overhead or 35mm slide projector is set up in front of the screen. Cheaper, easier speaker access, requires less space, but is subject to people walking through the light and disturbing the image on the screen.

**F & B** - Food and Beverage

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BOC - Based on consumption. You are charged for items consumed only. I.e., sodas BOC @ \$2.75 each. You pay only for those consumed. Plus-Plus (++) - The food cost plus the service charge (typically 19%) and sales tax (typically 6%). Pick-up - The number of rooms your group has in the hotel on any given night. Peak night refers to the highest pick-up of the nights you are holding.

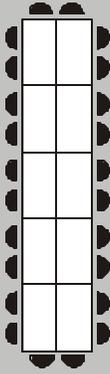
CVB - Convention Bureau, offers assistance with locating hotels, registration personnel, meeting support.

DMC - Destination Management Company, assists with entertainment, off-site events, decor.

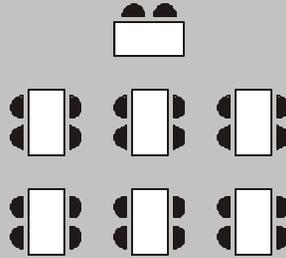
Pre-con - Pre-convention meeting with key hotel personnel to confirm final guarantees.



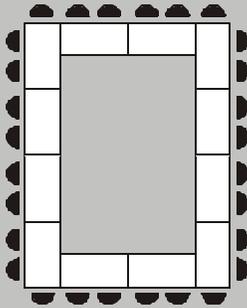
## Meeting Room Set-Ups



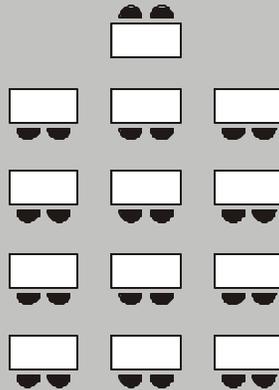
*Directors Table*



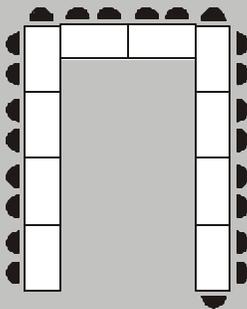
*Workshop*



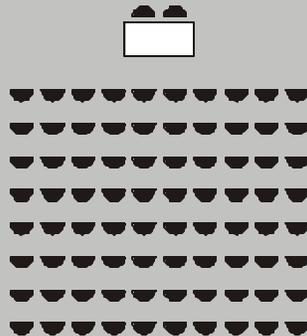
*Conference Round Table*



*Classroom*

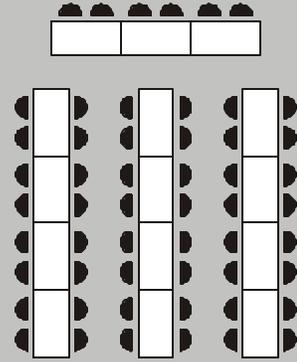


*Conference U*

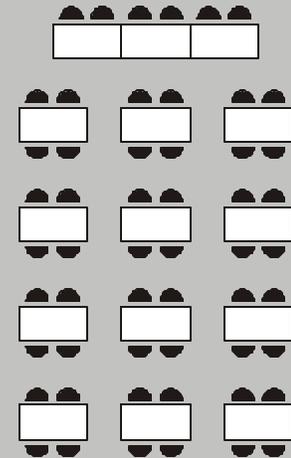


*Theatre*

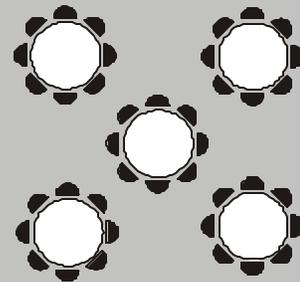
## Banquet



*Banquet E*



*Banquet Individual*



*Round Table*