

# **Local Arrangements Committee Manual**

**2023**

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# Local Arrangements Committee

## Function

The Local Arrangements Committee (LAC) is responsible to the President through the President-Elect. Organizationally, the LAC Chair is appointed by the President and serves as an ex-officio member of the Executive Committee. Functionally, the LAC works through the President-Elect, who has overall responsibility for the Annual Meeting. Facilities, financing, special events and activities, equipment, promotion, corporate partners, transportation, and participants' registration are matters under the LAC.

## Responsibilities

- Ensure adequate meeting space for program sessions and exhibits.
- Recommends a budget at the Summer Planning Meeting (SPM), including an Annual Meeting registration fee to the Executive Committee.
- Maintain an up-to-date budget at all times.
- Expend funds within the level of expected income.
- Determine the nature, extent and cost of official social activities.
- Plan for special equipment (*audiovisual equipment*) for program presenters.
- Secure participation of corporate partners with products and/or services related to the professional duties of association members.
- Promote the Annual Meeting among the membership and to other interested individuals.
- Provide for the registration of participants.
- Ensure adequate air and ground transportation is available for the participants attending the Annual Meeting.
- Keep adequate records of activities and submits a final report including financial accounting within 3 months following the event.
- Secure all necessary licenses and permits required by the meeting activities.
- Work with the Program and Evaluations Chair to link appropriate information for the Annual Meeting to be placed on the conference app and website.

## Organizing the LAC

While each LAC is unique in its organization, this manual provides responsibilities for eight different functions. Some LACs may elect to combine these functions, while others may further divide the functions to more than eight. Each LAC should organize itself to ensure the resources (*committee chairs and committee members for each function*) are available to meet the responsibilities.

As described in subsequent chapters, the committees are delegated primary responsibilities for the activities in their areas. The committee chairs and the LAC Chair constitute the Local Arrangements Committee. Committee members for each of the functional areas will meet with their Chair. Finally, it is always favorable to include individuals with state organization experience or prior knowledge of attending a SACRAO meeting.

## General Guidelines for LAC Members

- Annual Meeting expenses should not exceed the anticipated revenues generated by the registration and corporate partnership sponsorship fees. A formal budget should be prepared based on prior years' meetings and presented for approval to the Presidential Trio prior to the presentation to the Executive Committee at the SPM.
- Liaison with the Program Committee and the Executive Committee is normally via the Chair.
- Choose committee members who will perform their assigned responsibilities promptly and well and have the support staff needed to carry out their responsibilities.
- Committee members should be as representative of the general membership as possible.
- Certain committee positions may require the individuals to be in the immediate area of the Annual Meeting

hotel; e.g. Hotel and Hospitality, Physical Arrangements and Registration Chairs.

- Time frames are important and tasks should be completed when indicated.
- Copies of all committee correspondence should be maintained for the LAC.
- Fund requests must be made as far in advance as possible to the LAC Chair. Determine if suppliers will bill rather than require cash payment.
- Receipts must be provided with reimbursement or payment requests.
- Do not commit the Association to pay for any expenses not approved by the LAC Chair.
- All large expenditures should be discussed with the Presidential Trio before finalizing financial commitments.

# Local Arrangements Chair

## Function

To be responsible for all local activities related to the Annual Meeting except for the program itself.

## Responsibilities

- A. Appoint all LAC committee chairs and members.
  - Solicit volunteers from the host state association through the state association's Annual Meeting and membership list, and the SACRAO Newsletter.
  - Select from those who volunteer and attempt to match skills with the stated preference.
  - Inform committee chairs of the time and travel commitments expected (*SPM attendance + any additional trips to the hotel/conference center*).
- B. Attends Summer Planning Meeting for the Annual Meeting prior to the meeting for which the Chair is responsible.
  - Attend Program Committee and Executive Committee Meetings as appropriate.
  - Work with the preceding LAC Chair to understand the Chair's responsibilities for this meeting.
- C. Develop the Summer Planning Meeting budget with the President and President-Elect's assistance.
- D. Develop, with the assistance of the Finance Chair, the Annual Meeting Local Arrangements Budget.
  - Develop a preliminary budget for presentation to the Executive Committee at the prior annual conference.
  - Develop the final budget for presentation at the June Summer Planning and Executive Committee Meeting. **Note:** Budget development is discussed in detail in the Finance Section of this manual.
- E. Host the Summer Program Planning and Executive Committee Meeting. **Note:** Maybe assisted by the Hotel and Hospitality Chair.
  - Utilize complimentary rooms provided by the hotel to house the Program and Executive Committee members for the Summer Planning Meeting. The Program Committee usually meets from Sunday morning to Monday Noon, and the Executive Committee meets from Monday Noon until Tuesday Noon.
    - Request single-occupancy rooms to house the Program Committee (*for two nights*) and Executive Committee (*for three nights*).
    - Attempt to provide a complimentary suite for the President and a suite for the LAC Chair (*if the Chair plans to provide hospitality during the planning meeting*).
    - Assign individuals to rooms.
  - Coordinate travel arrangements.
    - Provide instructions on locating the Annual Meeting hotel.
    - Obtain expected arrival times for those attending. Arranges travel from the airport to the hotel when feasible.
  - Plan evening meals, entertainment, and hospitality.
    - Provide meals for Saturday and Sunday and the Executive Committee on Monday.
    - Attempt to provide evening meals/entertainment at several locations in the host city near the meeting site to showcase the locale.
    - Provide evening hospitality if suite provided for LAC Chair and time permits.
  - Arrange working lunches for the Program Committee on Sunday and the Executive Committee on Monday.
  - Provide information on convenient locations for breakfast and lunch (*for those not involved in meetings*).
  - Arrange billing and payment with the SACRAO Treasurer. SACRAO, not the LAC, pays all expenses for the Summer Planning and Executive Committee Meetings. There is a set amount budgeted for the summer meeting.
- B. Monitor the progress of all LAC Committees.
  - Requests Committee Chairs to provide an

update to the LAC Chair as needed.

- Request Committee Chairs to provide copies of minutes of their meetings.
  - Schedule LAC Meetings as needed:
    - to resolve issues and details,
    - to update the entire LAC on each committee's progress,
    - to assign additional duties or responsibilities to appropriate LAC Committees, and
    - to ensure each committee is on task and is meeting the LAC timelines.
- C. Work with President, President-Elect, and Hotel Chair to assign complimentary rooms and provide a list of required hotel reservations two months before the conference.
- D. Serve as the liaison with the SACRAO Program Committee and the Executive Committee.
- Coordinate all program needs through the President-Elect, including:
    - audiovisual requests,
    - physical arrangements for sessions,
    - meeting room assignments, and
    - selection of the keynote speaker.
  - Coordinate all other Annual Meeting activities with the President or appropriate Executive Committee member.
    - Coordinate special breakfasts and lunches with the President.
    - Coordinate workshop breaks, lunches, etc., with the President-Elect.
    - Coordinates website updates with the VP of IT
    - Requests President to identify those individuals who will be provided a complimentary room.
  - Consider the Chair of the following year's LAC as an ex-officio member of the current LAC.
    - Provide copies of minutes to the next LAC Chair.
    - Encourage the next LAC Chair to attend current LAC meetings, if possible, especially any meeting held during the Annual Meeting.
    - Encourage current LAC Committee Chairs to contact their colleagues who will handle the same function for the coming year's LAC. Invites them to assist or "shadow" them during the Annual Meeting.
- E. Host a briefing session where current LAC Committee Chairs meet and discuss items with next year's LAC. Coordinate all necessary follow-up activities.
- Determine which LAC Committee Chairs will write thank you letters to which groups and individuals. The following should be thanked:
    - all members of the various LAC Committees,
    - college staff who assisted with the Annual Meeting,
    - hotel personnel,
    - vendors and sponsors, and
    - welcome speakers.
  - Coordinate with the SACRAO President those who deserve special recognition and thank-you letters from the President.
  - Request LAC Committees to provide bills for payment as soon as possible after the conclusion of the Meeting. Sets a date by which all bills must be received for payment (usually no later than 30 days).
- F. Submit a final report for the Executive Committee within 3 months of the Annual Meeting.
- The report should include a summary of:
    - number of total registrations, guests, and vendors,
    - number attending from each state,
    - number of paid "no-shows", and
    - other information which might be valuable for future LACs.
  - Working with the Finance Chair, provides a complete financial summary of the meeting, including:
    - total income by source,
    - total expenses by expense category, and
    - balance (profit or loss).
  - Summarize any problems encountered during the LAC cycle.

- Provide a list of recommendations for future LAC planning.
- Provide a copy of the final report to the following year's LAC Chair, who will distribute it to their chairs.
- Updates this Local Arrangements Committee Manual as appropriate.

This manual is designed to serve as a guide. The LAC Chair may wish to establish other procedures and policies for LAC members as necessary. Remember, the chief consideration is to ensure a smoothly-run Annual Meeting and to provide a worthwhile professional and social experience for the SACRAO membership.

### **LAC Chair Calendar**

*(This represents high-level tasks and deadlines. The LAC Chair should develop a more detailed calendar for each conference.)*

#### **Two Years Prior to the Annual Meeting**

##### **February**

- Appointment by SACRAO President.
- Begin interviewing subcommittee chairs.
- Send dates to VP for IT for inclusion on the Events page of the SACRAO website
- If hotel and conference center contracts are not yet ratified, expedite this. Ideally, contracts should be in place two years out.
- Thoroughly familiarize yourself with hotel and conference center policies and costs to ensure adequate and accurate planning during the next two years.
- Schedule a separate visit to the hotel, so it is seen in advance of your SPM, which you host in June before your conference.

##### **June**

- Attend Summer Planning Meeting (*expenses covered by SACRAO*), and take notes, so you are familiar with items needed for your SPM in June, prior to your conference.
- Submit nominations for AACRAO leadership positions.

##### **July**

- Approve all Subcommittee appointments (*20 months in advance*) and assign duties as listed in the most recent LAC manual.

##### **August**

- Submit nominations for AACRAO Honorary Membership and SACRAO recognitions and awards.

##### **September**

- Develop LAC logo and letterhead.

##### **November**

- Provide anticipated budget costs for the Summer Planning Meeting to the President and Finance Committee so that the Summer Planning and Executive Committee Travel lines will be accurate in the budget. This will include travel costs for individual committee members, food & AV equipment needed at the hotel, plus dinners out to showcase the area close to the conference.

##### **December**

- Finalize the appointment of Committee Chairs. Then schedule monthly meetings for the upcoming year (January-June; monthly meetings; then move to bi-monthly meetings afterward. It is always better to schedule more meetings on committee chair calendars in advance, which can be removed if necessary.
- Plan publicity for the Annual Meeting. Secure volunteers to work the publicity booth at Annual Meeting. Collect promotional materials and door prizes.
- Begin work on the Conference Website (*with input from VP for IT*).

#### **Year Prior to Annual Meeting**

##### **January**

- Draft preliminary conference budget

## February

- Receive briefing by current LAC Chair and closely observe subcommittees at work. Adjust preliminary conference budget accordingly. Ensure that committee chairs "shadow" their counterparts at the Annual Meeting. If possible, have a LAC committee lunch where your committee chairs can meet current committee chairs, so they can discuss portions of the conference they are responsible for, along with things that went well for the conference, as well as, improvements that can be made for the upcoming year.
- Attend appropriate meetings during the Annual Meeting.
- Promote the next SACRAO conference at exhibit during Annual Meeting and make presentation at the Invitation Breakfast.
- Work with Treasurer to be placed on the conference banking account in order to receive an advance from SACRAO (\$5,000) to cover initial LAC expenses and work with LAC Finance Chair to begin tracking/planning expenditures.
  - This happens sooner in the calendar now to pay for breakfast announcement and any tchotchkes needed to promote your conference.

## March

- Submit promotional information about Annual Meeting to the Newsletter Editor for the May issue (*deadline generally mid-March*).
- Hold a Local Arrangements Committee Meeting in the spring, ideally to include a tour of the conference facility and hotel. Or, have the LAC attend the SPM and have them meet after the SPM. This depends on how close your LAC is to the hotel site.
- Bring up the Conference website shell. Details will follow, but initial information about the area and the hotel should be visible shortly after the previous Annual Meeting.

## April

- If attending the AACRAO Annual Meeting, attend the SACRAO Executive Committee meeting, if held.

## May

- Work with President and President-Elect to finalize plans and the budget for the summer planning meeting.

## June

- Host Summer Planning Meeting at SACRAO's expense (*see travel section*). Attend Program and Executive Committee meetings and present the proposed LAC budget to Executive Committee. Conference ticket prices should be finalized at the meeting, as well as big ticket items and corporate partner sponsorship ranges.
- Enhance the conference website (*transportation information, tentative schedule, etc.*).
- Assist President-Elect in checking the Preliminary Conference Program section.
- Finalize preliminary conference budget.
- Take commentary/questions/concerns from SPM back to your LAC immediately following the SPM.
- Submit an article to Newsletter Editor for July e- Newsletter (*deadline generally mid-June*).
  - Submit nominations for AACRAO leadership positions.

## July

- Ensure that the Corporate Partner chair prepares exhibitor information (*including contract and details about sponsorship*) for mailing in August.

## August

- Begin working with hotel to ensure that the room reservation system will be ready to link to website in late September.
- Ensure that the registration chair, finance chair, and VP for IT begin work on the conference registration system and PayScape, for "go live" in October.
- Check-in with Corporate Partner Chair to see if big ticket sponsorships have been asked to determine potential budget income.
- Submit nominations for AACRAO honorary membership.

## September

- Submit article to Newsletter Editor for November issue (*deadline generally mid-September*).



- Continue to fill out the information on the conference website—tours, activities, transportation, etc.
- Submit nominations for the SACRAO Executive Committee and Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

#### **October**

- Go live with conference registration and hotel by the beginning of the month.
- Send an e-blast to membership announcing the conference and opening registration and hotel reservation system by the first week in October, and send promotional materials to prospective Corporate Partners.
- Conduct another Local Arrangements Committee meeting in the fall, if possible.

#### **November – December**

- Weekly monitoring of all aspects of local arrangements.

### **Year of Annual Meeting**

#### **January**

- Weekly teleconferences with President and president-elect and regular contact with committee chairs.
- E-blast just before the registration deadline.

#### **February**

- All LAC committees serve in designated roles during the conference.
- Chairs meet with counterparts for the upcoming year.
- LAC Finance Chair meets with upcoming LAC Finance Chair to go over PayScape setup, budget, and reporting in MemberClicks.
- Attend Executive Committee meetings (*Saturday and Wednesday*).

#### **March**

- Prepare and mail "Thank You" notes.
- Collect final payments and pay final bills.
- Reconcile master bill with the hotel, and ensure that all rooms were accurately accounted for and comped rooms were adequately provided.

#### **April**

- Present final report to President, President-Elect, Immediate Past President, and Executive Committee.

#### **May**

- Switch bank account.
- Update LAC Manual and distribute to the next LAC Chair, the President, President-Elect, and Immediate Past President.
- Pass all pertinent information to the next LAC Chair; serve as Immediate-Past LAC Chair on SACRAO's Executive Committee.

# Corporate Partner Chair

## Function

To attract corporate partners to sponsor, exhibit and present exhibitor track presentations at the Annual Meeting. Corporate partner participation provides the membership with information about recent industry developments while at the same time contributing to the financial success of the Annual Meeting.

## Responsibilities

- A. Recruit corporate partners, including the identification of new exhibitors.
  - Obtain updated list of corporate partners from previous LAC.
  - Utilize exhibitors who attend AACRAO, state meetings, and other professional development meetings.
- B. With the assistance of the LAC Chair and President-Elect, identify corporate partners to make session presentations.
  - Work with LAC Chair to obtain enough meeting rooms for a corporate partner track, which could add one or more program sessions during each time slot.
  - Provide corporate partner track session information to the President-Elect for inclusion in the Annual Meeting program.
- C. Establish corporate partner sponsorship levels (*based on large ticket portions of the conference*), including the basic "exhibitor" level at \$1000.00. When establishing sponsorship opportunities, the CP Chair should offer various ways to increase visibility for the corporate partner and may include reduced CP track sessions and additional registration fees for additional attending CP representatives.
  - The corporate partner fee should cover the cost of exhibit space (*one booth*) and one registrant. Additional representatives sent by a single company will pay a rate equal to the regular meeting registration fee (*unless additional registrant fees are included in higher-level sponsorships*).
  - A corporate partner track fee shall be charged for each corporate presentation (*this fee is tiered based on sponsorship level*). A schedule of sponsorship opportunities at various levels shall be established.
- D. Work with LAC Chair and LAC Finance Chair to forecast the estimated revenue from corporate partners. Also works with Physical Arrangements Chair to develop an estimate of related expenses in Association with pipe and drape needed for the corporate partner exhibit area.
- E. Determine each corporate partner's needs, including space needed for the exhibit, electrical needs, audiovisual needs, and any other special needs, and coordinates with Physical Arrangements Chair.
  - Determine opening and closing times for the exhibit area.
  - Work with the LAC Chair to confirm security for the exhibit area.
  - Coordinate breaks with Social and Catered Events Chair in vendor area and a break area exclusively for Corporate Partners to access during downtime in the exhibitor area.
  - Provide corporate partners with a conference attendee list several times prior to the conference so they may advertise their attendance. The number of times the list is provided may be determined based on the sponsorship level.
  - Supervise the exhibit area during the Annual Meeting.
- F. Monitor corporate partners' registrations. Work with LAC Finance Chair to process any Corporate Partner or exhibit payments made via check or wire transfer.
  - Create a list of corporate members with names of representatives for inclusion on the website and in the conference app.
- G. Serve as the LAC liaison with the corporate partners during the planning cycle.
- H. Authorize refunds for corporate partners who cancel prior to the registration deadline.
- I. Submit final report and recommendations to the LAC Chair as requested.

# Finance Chair

## Function

Establish procedures for receiving and dispersing funds and accounting for income and expenditures. Finance will provide income and expense estimates throughout the Annual Meeting planning period to keep the conference financials within the scope of the budget. Finally, the finance chair will assist the LAC Chair with budget development and preparing the Final Report.

## Responsibilities

- A. Work with SACRAO Treasurer to access the bank account for the Local Arrangements Committee. The SACRAO Treasurer will provide an advance when the account is moved to the current Annual Meeting and cover LAC expenses incurred before registration begins.
  - o Debit cards may be useful, one for the Chair and one for the LAC Chair.
  - Open the account in the name of the SACRAO [Year] LAC and authorizes both the Finance Chair and LAC Chair to sign checks.
  - Request that the bank statements be accessible to the Finance Chair.
- B. Establish a dedicated email account (e.g., [sacrao2022@gmail.com](mailto:sacrao2022@gmail.com)). This is up to the LAC to determine if a separate email account is established or individual educational email account is utilized.
  - The email address will be used for registrants' communication with the LAC about payment issues.
- C. Work with the VP of IT to ensure they have access to MemberClicks to view Annual Conference revenue.
- D. Utilize an accounting system for all LAC finances, including a general ledger and individual subsidiary accounts. (*Quicken is an example of such a system.*)
  - Coordinate the accounting and report needs with the SACRAO Treasurer.
  - The SACRAO Treasurer should assist Finance Chair in implementing the accounting system.
  - Implement a general ledger (*a record of all transactions in consecutive order and a fund balance*).
  - Develop subsidiary accounts for all major revenue and expense areas. Specific accounts may vary by year, but possible accounts may include:

## INCOME

### Corporate Partner Income

- o *Additional Representative*
- o *Booth Fees*
- o *Corporate partner Session Track*
- o *Sponsorships*

### SACRAO Income

- o *Comp Rooms*
- o *Advance*
- o *Meals*
- o *Registrations*

### Additional Registration Income

- o *Tours/Workshop Registration*
- o *Guest*
- o *Late*
- o *One-Day*
- o *Regular*

## EXPENSES

### Audiovisual

- o *Vendor*
- o *Internet Connections*
- o *Signage*

Convention Space Rental (*if applicable*)

Corporate Partner Expense

- *Breaks*
- *Gifts*
- *Setup*
- *Setup – Complimentary*

Entertainment

- *Decorations*
- *Door Prizes*
- *Entertainers*

Food

- *Big Event*
- *Breaks*
- *First-Time Attendees Reception*
- *Invitation Breakfast*
- *Joint LAC Lunch*
- *Program Committee Lunch*
- *Sunday Dinner*
- *Workshop Breaks*

Honoraria

- *Keynote Presenter*
- *Workshop Presenters*

Hospitality

LAC

- *Administration*
- *Gifts*
- *Hotel Rooms*
- *Meals*
- *Travel*

Miscellaneous Expense

- *Tours*
- *Workshops*

PayScape

Publicity

- *At Previous Year's Meeting*
- *Reminder Postcard*

Registration Packet

- *Attendee List*
- *Name Badge Ribbons*
- *Name Badges*
- *Pocket Program*
- *Portfolios/Binders*
- *Program Printing*
- *Supplies*

SACRAO Expense

- *AACRAO Comp Room*
- *Meals – Executive Committee*
- *Meals – Journal Board*
- *Meals – President's Receptions*
- *Meals – Professional Access and Equity*
- *Meals – State Presidents*
- *Registrations*

Transportation

- Reconcile the subsidiary accounts to the general ledger at least once a month.
- Reports of income and expenses may be needed for IRS purposes.

**Note:** Even though the IRS classifies SACRAO as a tax-exempt organization, it is liable for payment of taxes on unrelated business income, e.g., fees collected from corporate partners allowing them to exhibit/advertise their products at the meeting. It is imperative that all expenditures related to advertising/corporate partner revenue—e.g. electrical hookups, phone lines, printing, exhibit drapes, etc.— be carefully documented. These expenditures can be deducted from the fees/revenue received, thereby reducing SACRAO's taxable income. Require an itemized accounting from the hotel/conference center/services provider.

- Prepare monthly income statements for the LAC Chair.
- E. Develop a LAC budget with the assistance of the LAC Chair. **The income from the meeting should cover all meeting expenses and allow for the return of the advance from SACRAO.**
  - Develop income and expense projections using the account categories noted above.
    - Requests each of the LAC Sub-Chairs to estimate their expenses, which may include postage; printing; hotel and other rental fees; promotional, general, and other supplies; special events, tours, and entertainment; transportation; and other miscellaneous expenses.
  - Assist in preparing the preliminary budget for the LAC Chair to present to the Executive Committee.
  - Assist in preparing a final budget, presented by the LAC Chair to the Executive Committee at the Summer Planning Meeting.
- F. Develop deposit procedures.
  - As non-credit card payments are received, record individual attendees as paid in MemberClicks.
  - Receive and deposit all check payments promptly, maintaining copies of all checks and deposit slips.
  - **Note:** See Appendix B for online payments, deposits, and records.
  - Coordinate with Corporate Partners Chair the receipt and deposit of exhibit fees.
- G. Develop expense procedures, including an Expense Voucher/Refund Request form used to record all expenditures (*see Appendix D*).
  - Determine if the LAC Chair will authorize all expenses (*recommended for accountability*).
  - Set a deadline for all bills to be rendered for payment after the close of the Annual Meeting (*30 days recommended*).
  - The LAC Chair must authorize any reimbursements made to the Finance Chair.
- H. Serve as the LAC fiscal officer during the Annual Meeting.
  - Create billing forms and refund statements as registrants request (*see Appendix D*).
  - Is available throughout the Annual Meeting to provide checks to fulfill LAC financial obligations.
  - Assist at the registration desk to accept in-person payments and answer any payment-related questions.
  - Develops a refund policy for registration fees, guest functions, tours, and other events for which fees are collected and submit it to the LAC Chair for approval.
  - Develop with LAC Chair an equitable refund policy and deadlines.
  - Establish a cancellation fee. In light of the non-refundable PayScape fees, a cancellation fee for \$10 is recommended.
  - Ensure refund policy and date(s) are published on all appropriate forms, e.g., registration form, website, and email receipt.
  - In conjunction with LAC Chair, determine the disposition of any late requests for refund. Late refunds may be authorized for extenuating circumstances or if the LAC has sufficient funds following the meeting.
- I. Submit the final report and recommendations to the LAC Chair. Provides a summary of all accounts to the LAC Chair with supporting documentation.
- J. Make all books and documentation available for review by the SACRAO Auditing Committee at the following year's Annual Meeting.

# Hotel & Hospitality Chair

## Function

To serve as the hotel contact for both the Summer Planning Meeting and the Annual Meeting and to coordinate all aspects of the Hospitality Suite during the Annual Meeting. A co-chair may be named for Hospitality. It is helpful for this Chair to be located in the host city.

## Responsibilities

- A. Assist LAC Chair in the coordination of the Summer Planning Meeting.
  - Arrange for sleeping accommodations, meeting rooms, and meal functions utilizing the hotel.
  - Establish Master Account with hotel and delineate the limitations placed on charges to the account.
  - Arrange for a tour of the hotel facilities with the SACRAO Executive Committee and Program Chairs.
- B. Manage Hospitality Suite for Summer Planning Meeting.
  - Negotiate terms of hospitality suite— what can/cannot be brought into the hotel, size and location of suite, and corkage fees;
  - Order items/services required from the hotel, e.g., liquor, ice, etc., and reorders as needed or purchases items from an outside source and deliver to the suite;
  - Arrange a breakfast option for the SPM; either in the room or the hotel restaurant.
  - Arrange the hospitality suite;
  - Has available maps and information on local attractions, such as historical sites, museums, and cultural events, shopping, and other tourist attractions;
  - May assist in planning meal functions and/or entertainment away from the hotel.
- C. Serve as liaison between hotel and LAC for Annual Meeting.
  - Obtain in writing from the hotel the complimentary room policy and which suites will be available during the Annual Meeting. This should be negotiated in the original contract.
  - Work with LAC Chair to assign all complimentary hotel rooms for the Annual Meeting and provide a list of required reservations to the hotel two months in advance of the conference. Comp rooms should be assigned in the following order of priority:
    - President (*sleeping room and parlor*); if appropriate, this space may be used for the President's evening receptions.
    - Local Arrangements Chair; the largest suite available if hospitality receptions will be held in this suite.
    - President-Elect (*sleeping room*); may share the same parlor with President if two sleeping rooms adjoin.
    - LAC Chairs; if overnight stays are needed, institutions cannot cover hotel costs due to conference proximity.
    - Speakers, as identified by the President (*sleeping room*).
    - Distinguished guests (*e.g., AACRAO Representative*), as identified by the President (*sleeping room*).
  - If complimentary accommodations are not available, attempts to provide upgraded room accommodations for the following
    - AACRAO representative(s),
    - Special guests, and
    - SACRAO Executive Committee.
  - Meet with individual LAC chairs to identify specific hotel needs and/or meetings and arranges for those accommodations with the hotel.
  - Identify those persons authorized to order and sign for services and meal functions and to order and sign for services and meals charged to the Master Account.

- Negotiate terms of the hospitality suite.

### Hospitality

- A. Coordinate all aspects of the hospitality suite.
  - Negotiate for the largest suite available in terms of living space. A meeting room which is not needed for sessions could also be a suitable location. The hospitality location is not in the same location as conference sessions, as extra security may be needed to monitor session A/V equipment during late hospitality suite hours. The location should include a wet bar, refrigerator, storage, and serving space; be convenient to a supply of ice, be complimentary and accessible to restroom(s); and be far enough away from guest rooms to minimize late-night noise disturbances to hotel guests
  - Negotiate with the hotel for liberal conditions concerning supplying snack foods and beverages in the suite.
    - Supping everything from outside the hotel is usually considered the most cost-effective. However, if the hotel sells refreshments at a reasonable cost, it could be a better arrangement than bringing in alcohol. The additional cost for hotel bartenders in the suite would lessen the liability issue for the organization.
    - If buying from the hotel, make sure the charge is based on consumption. In addition to beverages and refreshments, consider getting quotes from the hotel for glassware, ice, daily trash removal, and light cleaning of the suite.
    - Determine if other factors might affect suite utilization, such as local blue laws that may prohibit the sale of liquor by the drink and/or bottle.
    - Sometimes a corporate partner will offer to sponsor the hospitality suite. If so, the LAC should retain the responsibility of all arrangements, including bartending, in exchange for financial consideration. Hospitality Chair can offer to include signage outside of the door, along with Corporate Partner promotional materials to be placed on the tables, or even a special raffle for conference attendees who are in attendance in the hospitality suite.
    - Purchases supplies based on recommendations from previous Hospitality Committee(s). Make sure to keep a spreadsheet of expenditures and total daily beverage consumption to pass on to the next Chair for forecasting.
    - In addition to alcoholic beverages and snacks, have water and soft drinks available.
    - Have available:
      - serving bowls and platters,
      - serving utensils,
      - bottle & wine openers,
      - bar knife and cutting board,
      - disposable plates, napkins, and beverage glasses
      - several large ice chests, and
      - large trash bags/cans.
- B. Determines liability for the Association and/or LAC personnel. The Association could be liable if someone attending an event in the hospitality suite or another function causes harm to themselves or another person or causes damage as a result of alcohol consumption. A member of the Association should intervene if there is the appearance of excessive alcoholic consumption.
- C. Manage the Hospitality Suite during the advertised open days/times, typically 8pm – 11pm Saturday - Tuesday. Solicit volunteers from the membership to assist in staffing the suite. (*Times dependent upon conference agenda set by President/President-Elect*).
- D. Ensure suite is cleaned and trash is removed each night/morning

# Social & Catered Events Chair

## Function

To provide a variety of social events and enrichment opportunities for the non-program meeting times throughout the Annual Meeting. The LAC Chair or Co-Chair may assume this coordinating role.

## Responsibilities

- A. Work with conference caterer to arrange for special meal functions):
  - New Member Orientation,
  - Journal Breakfast,
  - State Presidents Luncheon,
  - Past Presidents Luncheon (*usually held off-site*),
  - LAC Luncheon,
  - Program Committee Luncheon,
  - Additional Executive Committee lunches and breakfasts
- B. Ensure facility setup for catered events in coordination with Hotel Chair or Physical Arrangements Chair as appropriate.
- C. Coordinate the planned social events for the Annual Meeting and confirms setup prior to each event start
  - Plans food and beverage for events (normally included in registration fee), including:
    - Opening night event with Corporate Partners,
    - Tuesday night Big Event, and
    - Invitation Breakfast (*Wednesday morning*).
    - Depending upon the flow of your Annual Meeting, main meals may change (*ex. If the hotel covers breakfast – try to arrange another lunch to be included in the registration fee*).
    - Potentially work with area Food Trucks to have available on-site (*if hotel agrees*) for day lunch not provided, especially if additional dining options are not within walking distance.
  - Provide a listing of all available eateries within a reasonable distance for EC member who manages the conference app.
  - Maintain a chronological calendar of functions, menu selections, and facility setup requirements.
  - Coordinate with LAC Chair to sign tickets approving catering bills.
  - Arrange for event signage and decoration if needed. Coordinates signage with Physical Arrangements Chair.
  - Schedule volunteers as needed for events.
  - Arrange for special group functions or meals as needed. Only those meals marked with \* are LAC expenses; SACRAO pays for the others.
    - New Member Orientation (*VP for State & Regional Membership*) 70-150 people
    - Journal Breakfast (*by invitation from the Journal Editor*) 9-12 people
    - Luncheon for State Presidents (*by invitation from President; includes EC chairs and LAC Chair*) 15-25 people
    - Past Presidents' Luncheon (*by invitation from Immediate Past President*) off-site preferred, 8-10 people
    - Program Committee Luncheon (*by invitation from by President-Elect*) 56 people set by committee, in rounds of 8
    - LAC Committee Luncheon, for current and coming years' members (*by invitation from LAC Chair*) 20-25 people
    - President's Receptions for Past Presidents, Honorary Members, Program Committees, Standing Committee Chairs, and Corporate Partners (*by invitations from by President*) 100-150 people



- Schedule refreshment breaks.
  - Pre-Conference Workshops, if requested by President-Elect.
  - Breaks between sessions in exhibit area.
    - Hot and/or cold beverages appropriate to the time of day.
    - Located to provide maximum exposure to corporate partners. Ideally, the refreshment area should be within the exhibit area.
    - May be underwritten or sponsored by a corporate partner.
- Keep accurate counts for all social events.
  - The quantity and diversity of opportunities for entertainment and activities nearby may lure attendees from events and should be factored in when providing meal counts. If an event is billed by attendance, have a way to verify the numbers before signing the ticket approving billing. The usual method is to collect tickets at the door—and the tickets can also be used to draw for door prizes.
  - Drink tickets should be tallied unless the facility is running a cash bar. For pre-purchased bottled drinks, leftovers can be used in the hospitality suite.
- Consider the following factors with each activity:
  - type of function,
  - sale of alcoholic beverages or open bar,
  - theme and decorations,
  - time span of activity,
  - seating/head table,
  - ticket required for admission (recommended),
  - guest ticket price, if applicable,
  - cost (including tax and gratuities) relative to the overall budget and registration fee, and
  - location and any required transportation.

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### **Catered Events**

- Food & Beverage Guarantee guidelines:
  - First-Time Attendee Reception
    - No head table
    - Lavalier mic, if at all
    - The room should seat 100 in rounds
    - Guarantee food (usually just cookies/brownies and lemonade) for 50% of first-timers registered for the conference. \*A corporate sponsor can also sponsor this event, and food can be coordinated with them, if they have ideas any promotional materials that would hold food.
  - Tuesday Night "Big Event"
    - Guarantee food for 70- 80% of registrants
  - Wednesday Breakfast
    - Head table: Plenary speaker, President, Secretary, Pres-Elect, current LAC, next LAC
    - AV: Screens and ability to project video, slide show, plenary power point; Microphone and lectern on a dais
    - Seating for 60%
    - Guarantee food for 55- 60% of registrants
  - BREAKS – Heavier in the mornings; lighter in the afternoons. Guarantee for No More Than 50% of conference registrants
  - President's Reception: Anticipate food for 100-150 Monday night

# Physical Arrangements Chair

## Function

To provide room, seating arrangements, audio/visual equipment, and signs for workshops, program sessions, special events, and committee meetings prior to and during the Annual Meeting.

## Responsibilities

- A. Determine hours facility is available for access and arranges for security if needed.
- B. Work with LAC Chair to determine the required session and event room seating and arrangement.
- C. Work with President-Elect and LAC to assign meeting room space using the following criteria:
  - Requested room arrangement:
    - classroom setup,
    - boardroom,
    - theatre style, or
    - combination of theatre and classroom
  - Anticipated session/workshop attendance (*80 for concurrent session, 40 for workshops*).
- D. Work with the facility and Corporate Partner Chair to develop layout for exhibitor booths
- E. Work with the facility and LAC to develop a conferences services arrangement plan
  - Solicit a list of preferred vendors from the facility
  - Solicit quotes from vendors for booth setup (*pipe, drape, tables, chairs, power cords, electricity, Etc.*)
  - Provide this information to the Corporate Partner Chair in order to disseminate it to the Corporate Partners as they register for the conference, plus ship booth materials
- F. Develop an audiovisual arrangement plan. If a local or facility service is used, the following specifications are used.
  - Determine the extent of the facility's accommodations concerning audiovisual and facility arrangements. Some facilities have exclusive arrangements with their audiovisual department or an outside vendor. Such an arrangement may hinder the ability to be selective in terms of cost for needed equipment; however, such an arrangement can prove extremely beneficial in that such firms have familiarity with the Annual Meeting site and usually have extra A/V equipment on-site. Convention services within the facility usually have names of recommended vendors if in-house arrangements are not already in place.
  - Prices A/V rental rates by the day, half day, and hour use, if possible. The latter might help cut costs for low usage/high cost items.
  - As a rule, each session room should have a projector. Presenters are expected to provide their own laptop computer. Some laptops require special dongles to connect to a projector. Determine what types of connections the A/V contractor can support and communicate this to presenters through the President-Elect.
  - Confirm A/V needs as close to the meeting date as possible; otherwise, last-minute requests may exceed the equipment available.
  - Schedule, whenever possible, users with like A/V requests in the same room. Internet access has generally been available through the facility's wireless service in recent years.
  - Has a source for replacement bulbs available for last-minute repairs/needs or has a representative of the contracted vendor on-site to handle such problems? IT rental and connectivity fees should include technician services on-site to troubleshoot problems.
- G. Monitor A/V equipment and presenter connectivity before beginning each session to ensure the presentation is ready. Have A/V vendor place cards with on-site contact information in each presentation room.

- H. Prepare and places signs for all sessions, workshops, meal functions, and special events, or coordinate with the facility if electronic signboards are in place.
- Solicit quotes for signage production. \*If can't be printed on-site at Physical Arrangements Chair educational institution.
  - Determine if the facility has any restrictions on sign placement.
  - Determine the need for easels to hold signs and if the quantity available through the conference facility is adequate to handle the need at any given time. If not, arranges for rental. *\*Or purchase a group of easels that can be passed down to future LAC Chair for future conferences.*
  - Determines signs needed by securing a copy of the preliminary program.
  - Determines other signs as may be required, including:
    - session/workshop signs, session/workshop change/cancel board
    - directional signs,
    - registration signs,
    - exhibit area (including exhibitor, corporate partner, and exhibitor map) and
    - event signage.
- I. Prepare session signs by room by date (or day) by time, including the session number and title for each entry.
- J. Arrange for the following:
- Board to display the photos and biographies for new honorary member recognition
  - Job announcements
  - General announcement/communication board
  - Easels for poster board sessions (coordinate with the EC on the expected setup for these since some poster boards were not on hard-back poster board and required clips to a board)
- K. Room setup guidelines:
- Opening Session
    - Head table: Pres, P-E, Secretary, LAC Chair, Speaker (*if applicable*), AACRAO rep
    - AV: Screens for PP slide show of committee members, conference details, themes, speaker information, etc. Microphone and lectern on dais.
    - Seating for 60% of registrants.
  - Town Meeting
    - No head table
    - Microphone
    - Seating for 50% of registrants
  - Business Meeting
    - Head table for the entire EC (*set 16 chairs*)
    - AV: Screens for projecting items for the vote, Microphone, and lectern on the dais
    - Seating for 60% of registrants
  - Wednesday Breakfast
    - Head table: Plenary speaker, President, Secretary, Pres-Elect, current LAC, next LAC
    - AV: Screens and ability to project video, slide show, plenary power point; Microphone and lectern on the dais
    - Seating for 60%
- L. Submit final report and recommendations to the LAC Chair as requested.

# Publicity & Publications Chair

## Function

To promote the Annual Meeting through the utilization of exhibit space, distribution of door prizes, and presentations at the Annual Meeting one year out; through written communication with the membership via the SACRAO Newsletter, SACRAO email distribution list, other regional publications, and direct mail; and through the registration materials in the year preceding the Annual Meeting. Assist the President-Elect in the publication of the conference program. The SACRAO website is set up as a template for each Annual Meeting to put information about the meeting, lodging, program, and activities.

## Responsibilities

- A. Develop, with the LAC, a theme that can be used to promote the Annual Meeting, incorporating the related logo in the LAC letterhead, promotional, and registration materials. Themes in the past have helped promote the local area or state and were used on program covers and in titling social activities and decorations. Some themes used in the past include:

*2022, Little Rock: Rockin' on the River (Part II)*

*2021, VIRTUAL: Goodwill Conference*

*2020, Alexandria: Sail Away to SACRAO 2020... It's Bound to be a Presidential Experience!*

*2019, Baton Rouge: Red Stick*

*2018, Murfreesboro/Nashville: Meet Me in Music City*

*2017, St. Pete Beach: Ocean of Possibilities*

*2016, Oklahoma City: Get Your Kicks on Route 66*

*2015, Mobile: Revelry. History. Jubilee*

*2014, Raleigh: Discover, Engage, Grow 2013, San Antonio: Deep in the Heart of Texas*

*2012, Northern Kentucky: A Tale of Two Cities*

*2011, Atlanta: Shaping Tomorrow 2010, Chattanooga: Renew, Reconnect, Recharge*

*2009, New Orleans: Laissez le 2009 SACRAO Rouler*

*2008, Williamsburg: Virginia Hospitality*

*2007, Little Rock: Rockin' on the River*

*2006, Lexington: Splendor in the Bluegrass*

*2005, Myrtle Beach: In My Mind I'm Going to Carolina*

*2004, Fort Worth: Hitch Your Wagon to a Star*

*2003, Biloxi: Step up to the Challenge*

*2000, Memphis: Ducks in a Row*

*1999, Savannah: Rollin' on the River*

- B. Obtain promotional assistance through contacts with the local Chamber of Commerce or Convention and Visitors Bureau and/or state Department of Tourism for the following:
- promotional literature for distribution at the previous year's Annual Meeting,
  - news releases,
  - assistance with promotional mailings,
  - promotional video/dvd, and
  - door prizes (some agencies will not provide these but do have lists of local companies that will donate items or provide them at low cost). *\*Also asks a representative to man a booth at the conference to assist attendees with local attractions/places to eat.*
- C. Develop a campaign for promoting the meeting at the prior year's Annual Meeting.
- Arrange to staff booth, which is provided at no charge.
  - Arrange for A/V equipment needed for the booth and/or Invitation Breakfast.
  - Identify in advance state attendees who will attend the preceding Annual Meeting and enlists their assistance in staffing the booth and presenting the promotion at the Invitation Breakfast. Assign

individuals to specific times based on their availability.

- Work with state membership in soliciting door prizes for raffle drawings at a booth and/or invitation Breakfast. Or, buys a few nice items. Sources of potential door prizes
  - college/university bookstores,
  - the meeting hotel,
  - local restaurants,
  - local attractions, and
  - unique local businesses.

Remember, you are promoting a meeting in their vicinity. A door prize of two complimentary meals may result in many other members from the Annual Meeting visiting the same restaurant. *\*Examples of solicitation letters are included in the appendix.*

- Secure materials for a promotional booth, which should include the following:
    - promotional literature for distribution,
    - tour options if they will be offered,
    - items to decorate or lend atmosphere to the booth area (*music, posters, etc.*),
    - box or bag to hold raffle tickets for drawings, and
    - bulletin board to display door prize winners and other promotional information.
  - Prepares and presents promotional activity (*film, skit, etc.*) at the Invitation Breakfast.
- D. Manage the online conference presence through the website and conference app. Works with SACRAO VP IT to create an annual conference shell by March after the end of the prior year's meeting.
- E. Review additional promotional efforts.
- Assist LAC Chair in developing articles during the preceding year for inclusion in the SACRAO Newsletter and state/regional association publications. Include information on tours, airline service, hospitality, special events, keynote speaker, and other attractions.
  - Coordinate registration reminders to SACRAO membership when registration begins, throughout the registration cycle, and again in early January, shortly before the early registration discount ends. *\*If particular door prizes can be used as a registration enhancer, have drawings based on the registration date.*
  - In late December or early January, sends a communication about local highlights, including web links to local literature and information from the local Chamber of Commerce and/or tourism department. **Note:** Promotional materials should include information about the host city, the Annual Meeting hotel, special events, travel arrangements, climate, etc.
- F. Solicit door prizes.
- Solicits donation of gift items:
    - items regionally manufactured, grown or crafted generally have great appeal;
    - everyone in the sponsoring Association should be involved in the collection of prizes; and
    - provides a depository to store collected items.
  - Some LACs may prefer not to solicit door prizes and buy several nice items instead.
- G. Provide local information.
- Display menus and a locator map indicating proximity to the hotel of a variety of quality (*not necessarily expensive*) restaurants. Provide literature, as appropriate to area, on:
    - local recreational attractions,
    - historically significant sites,
    - shopping malls,
    - local crafts and products, and
    - local cultural and entertainment activities spanning the Annual Meeting dates including the weekend preceding the conference.
  - Provide information on after-hours activities. Attendees will want to know where they can socialize or go on group excursions and where the hospitality suite is located.
- H. The number of spouses and/or children at a meeting has a direct relationship to the popularity of an area as a tourist attraction. Information concerning local historical, cultural, and recreational attractions, shopping, and dining should be available.

- I. Work with President-Elect and LAC Chair to publish the conference program.
  - Coordinate with the VP for Program & Evaluation to add content to the conference app.
    - Publish the program on the website and in the conference app
- J. Submit the final report and recommendations to the LAC Chair as requested.

# Registration Chair

## Function

To provide an orderly process for registering members attending the Annual Meeting and generating a number of reports during and after the meeting.

## Responsibilities

- A. Monitor the SACRAO registrations in MemberClicks, which:
- collect basic demographic information on each registrant,
  - maintain basic accounting records on the different types of fees collected,
  - tally enrollment figures for special limited sessions, workshops, special events, meals, and the like,
  - allow for the printing of reports upon demand, including name tags, and
  - provide web-based registration system with auto-generated electronic verification to registrants and online payment options.
    - Serve as LAC liaison with the SACRAO webmaster to update online registration site
- B. Work with the Finance Chair to establish a dedicated email account (e.g., [sacrao2022@gmail.com](mailto:sacrao2022@gmail.com) or [sacraoannualmtg@gmail.com](mailto:sacraoannualmtg@gmail.com)).
- The email address will be used for registrants' communication with the LAC.
  - The VP of IT will include the email address in the online registration function.
- C. Coordinate with LAC Finance Chair to develop refund policy, deadlines, and procedures, policy on unpaid registrations, and update the registration database as payments are received.
- D. Order the appropriate supplies needed for the registration mailing and on-site registration to include *\*before placing your order; check with the Corporate Partner Chair to see if a corporate partner has agreed to sponsor registration materials. If so, work directly with the CP Chair and that corporate partner to provide desired registration materials, along with quantities needed:*
- Large (9 x 12) envelopes or binders to serve as registration packets.
  - Name badge and name badge holders.
    - Name badges should be continuous from computer stock (*Avery 6-up, perforated*). Name badge holders should be pouches with neck-strap or clip-on lanyards.
    - VIP ribbons for officers, corporate partners, and guests ([www.pcnametag.com](http://www.pcnametag.com)):
- | Color .....  | Group (Count)  |
|--------------|--|
| Ryl Blue.... | LAC ..... 10   |
| Lt Blue..... | SACRAO Committee 40-50                                   |
| Green.....   | Corporate Partner..... 100                               |
| Red .....    | Executive Committee.. 30                                 |
| Teal .....   | First-Time Attendee .. 200                               |
| Maroon....   | Guests..... 30   |
| Canary ..... | Honorary Member ..... 25                                 |
| Violet.....  | Past President ..... 20                                  |
| White.....   | President..... 1   |
| Blue .....   | President-Elect..... 1                                   |
| Rainbow ..   | Presenter..... 200                                       |
| Orange ...   | State Representative<br>(Association Presidents)..... 12 |
- E. Coordinate e-blasts with the LAC Chair and Publicity and Publications Chair.
- F. Prepare registration packets for distribution at the Annual Meeting.
- Run reports from web database. Stuff alphabetically by last name, adding extra event tickets, etc.
  - Envelopes should include:

- Name badge and ribbons (*if appropriate*)
  - Neck wallet for name badge; make sure to print name large enough to be seen by fellow attendees and corporate partners. Make sure to have enough neck wallets for both attendees and corporate partners
  - Tickets to events (*use for door prizes*)
  - Drink tickets
  - Event & drink tickets purchased for guests
  - We no longer put Corporate Partner flyers or printed attendee lists in the envelopes.
  - Bags should include:
    - Conference Program
    - Vendor Game
    - Any of the following if provided:
      - Local interest items
      - Invitation to next year's conference
      - Gift (*e.g., notebook, water bottle*)
      - Promotional materials from top corporate sponsors
  - Prepare extra envelopes and/or bags for walk-in registration. (*~50 packets*)
  - Schedule committee members and other LAC members to assemble the registration packets the Saturday before the conference start.
- G. Reserve, designs, and staffs the registration area for the on-site registration.
- Reserve the appropriate facility space through the LAC Chair and Physical Arrangements Chair.
  - Request enough table/desk space to accommodate up to 4 individuals working the registration desk. (four 8' tables minimum)
  - Determine electrical power needs and request enough electrical outlets/cords/etc. to meet that need.
  - Distribute presenter gifts and session coordinator packets at registration.
  - Live Internet connection, PCs, and a printer (color, if available) are required for on-site conference registration and database management. (*1-2 laptops*)
  - Request or prepares signs which will facilitate the on-site registration activity.
  - Provide adequate staff to cover the registration hours (*4-5 people are recommended for peak hours on Sunday and Monday*). Recommended hours of operation:
    - Saturday.....2:00 P.M. - 6:00 P.M.
    - Sunday .....10:00 A.M. 7:00 P.M.
    - Monday.....7:30 A.M. - 4:00 P.M.
    - Tuesday.....7:30 A.M. - 4:00 P.M.
  - Develop basic information about the conference to assist registration personnel at the registration desk. Ensure all personnel are briefed on registration/financial procedures, including refund information.
  - Secure all equipment, supplies, etc., each evening.
  - Secure participation of LAC Finance Chair to collect on-site payments. If not possible, the registration chair can receive checks, mark members as paid, and print receipts.
- H. Submit final report and recommendations to the LAC Chair.



# Transportation & Outings Chair

## Function

To ensure that adequate air and ground transportation is available for the Annual Meeting. In addition, tours to local educational, historical, or entertainment attractions may be scheduled if demand warrants.

## Responsibilities

- A. Work with the Publicity Chair to determine what local attractions interest visitors and advertise their availability.
- B. Determine ground transportation needs and attempt to provide direct transportation from the airport to the hotel and return.
  - Determine what type of public transportation serves the Annual Meeting hotel from the airport. Contact private bus companies and shuttle services to obtain preferred rates.
  - Determine the frequency of public transportation and hotel shuttle service, taking into consideration:
    - times and schedules, and
    - size of courtesy vehicles.
  - Have general information on taxi fares to local attractions, shopping areas, restaurants, night spots, etc.
  - Determine driving directions and local parking areas/costs.
- C. Provide the above information to SACRAO VP for IT for inclusion on the website by September prior to the Annual Meeting.
- D. If needed, coordinate transportation to conference events (such as the Tuesday Big Event).
  - Work with LAC Chair to determine the number of buses/shuttles needed for the event and the round-trip cycle time
  - Solicit quotes from area providers
  - Schedule volunteers to manage loading/unloading
  - If a Corporate Partner assists with sponsoring transportation, find creative ways to display the Corporate Partner logo within the transportation method (*ex., signs on busses or promotional materials on seats prior to attendees boarding the busses*).
- E. Coordinate any pre-/post-meeting tours.
  - Solicit proposals from several tour companies for day or half-day tours of the host city and the surrounding area and recommends tours to LAC Chair for final approval.
  - Ensure that any tour or event can accommodate disabled visitors.
  - Tours should be run through either the LAC or tour companies directly. If run through the LAC then:
  - Predetermine and publish the tour registration deadline, cancellation, and refund policy.
  - Develop the registration forms and/or tickets
  - Collect payments and issue refunds. Finance activity should be coordinated with LAC Finance Chair.
    - Ensure the cost is sufficient to cover all related expenses but does not generate profit. s
  - Determine if local colleges/universities want to showcase any of their programs on campus and offer them as tours. These should be programs on the leading edge of new, innovative, and/or creative initiatives.
    - Transportation costs, if not provided by the institution, should be nominal.
  - Solicit the assistance of additional LAC members for tours, ticket taking, etc.
- F. Submit the final report and recommendations to the LAC Chair as requested.