

CHECK LIST FOR HOST AND COMMITTEE MEMBERS TO ORGANIZE A SUCCESSFUL ANNUAL CONVENTION

There are basic areas that must be monitored in order for the meeting arrangements to be completed before, during and after the meeting. Currently the Host is budgeted up to \$1000.00 from USCA for expenses. All other expenses are the Host's responsibility unless approved by the Executive Director and the Executive Committee. There is a budgeted amount of \$1200 that is used to pay a banquet cost of \$30 per Delegate or a Delegate's proxy, Committee Chair and Nationals Race Sponsor representative. This is paid by the USCA Treasurer usually to the banquet facility. If meals exceed the \$30.00 stipend, the rest is paid by the member and not the host.

The Host and not the USCA is responsible for signing the contract with the Hotel (facility) as the responsible agent for the financial obligations for the meeting. Work with the Executive Director in determining reasonable costs for rooms and banquet meals. Designate a site for the annual run/walk that is held on Sunday morning prior to the meeting. Any outside financial donations designated for the annual meeting (example: DuPont) shall be reported to the Treasurer. The Executive Director shall see that the amount will be used specifically for the benefit of the attending delegates of the Association.

Assign your people to various committees to cover these responsibilities group them as you see fit:

1. One person to work with the Executive Director on articles and forms for USCA Canoe News magazine for the announcement of information on the meeting. This information must also be provided to the Secretary so it can be included in the Delegate packet. Keep in contact with the Executive Director concerning any questions and the updating as arrangements develop. (The Canoe News publication dates may not be applicable to provide information in a timely manner.)
2. Select one person to monitor the Hotel site and keep track of reservations with the hotel. Keep the Executive Director informed.
3. Make a break down of responsibilities for the committee members to follow through for Friday, Saturday, and Sunday duties (combine duties where necessary). See Overview on pages 3 & 4.
4. Make arrangements to provide shuttle to hotel from airport. (Members to pick up, etc.)

A. FRIDAY

1. Registration table person for Friday 2:00 – 5:00 pm or longer. Members must register and be given packets of information from the area (maps, things to do and see, coupons, etc.) Name badges for Delegates (Secretary may provide, check), and provide other badges for family members. This table may be in the hotel/motel lobby or in the Hospitality Room. Signs in placed in the lobby to identify Registration location and Hospitality Room.

Have the Delegates provide their room numbers so that they can be contacted, when necessary. If breakfast is part of a meal package, indicate where it will be. Otherwise, list where breakfast can be obtained on their own.

2. Hospitality Room should have snacks and drinks and arrangement for any committee meetings that may take place. (Try to get a complimentary suite to use for a Hospitality Room. Some facilities do not permit using their "named" rooms for hospitality unless they provide the food and drinks. This gets expensive.)

3. Friday evening entertainment person. Arrange for groups to go out on the city, eat at a special restaurant in the area. Use the list obtained at registration to find out who wants to go out.

B. SATURDAY

1. Breakfast person should have provided information at registration. If there is a continental breakfast at the meeting room, make sure it is set up by 6:30 AM each day. Oversee that sufficient food and plates, utensils, and beverages are available.
2. Saturday & Sunday AM Meeting room person. Monitor that room is set up with head table at front of room with long tables with chairs facing front of room, arrange for VCR, TV, overhead projector (Ex. Dir. will determine if USCA or Host is responsible for payment), set out pads, pencils, etc. A U.S flag should be at front of room. Make certain that refreshments and water ready by 8:30 AM and replenished again at 10:00 AM. Pitchers with ice water and glasses should be on each table. Make sure there is a copy machine available on the premises. Free or low cost/page is good. (Committee chairs arrive without sufficient copies of their report.)
3. Saturday Lunch person to provide information on where to go, if not included in a meal package.
4. Committee Meeting room/s - Can main meeting room be used – how long?
5. Saturday evening person will coordinate the Banquet event. Any entertainment that is provided should be appropriate. Plan to work with the Executive Director and Annual Meeting Coordinator on the organization of the events.

C. SUNDAY

1. Beach Run/Walk person. Make arrangements for course and awards – the addition of Run/Walk event should bring out more participants. Camaraderie Chair may assist.
2. Breakfast person for information and directions. Make certain that the meeting room is set up properly for the AM general meeting.
3. Meeting room person makes certain that refreshments are ready at 8:30 AM and replenishments are made at 10:00 AM.
4. Host to work with the Executive Director and Treasurer concerning any financial arrangements that need closure.
Determine responsibility for USCA's expenses and the Host's expenses. The Executive Director approves USCA's expenses and submits costs to Treasurer.

D. AFTER THE MEETING

Host submits a list of persons and businesses who provided sponsorship, hotel, banquet, etc. the Executive Director will send thank you notes to any national sponsors, list of persons and businesses involved in the Annual Meeting.

OVERVIEW OF ABOVE INFORMATION

Your group wants to Host a USCA Annual Meeting. Make sure you have the correct date!

1. Get your committee or club together and decide where you want to hold the meeting. See if the hotel/motel has that date available for a possible site for the meeting.
2. Get rates, cost of meals, what amenities will the facility provide for you, what limitations will be put on the group.
3. Is the meeting room large enough to accommodate the delegate body of 50-70)? Is there a separate charge or can it be complimentary if a certain number of rooms are used?
4. Will refreshments be available, coffee, rolls, and what cost?
5. Is the facility easy to get to by air/and driving?
6. Will a Hospitality Room be available? Can you bring in food and drink?
7. Contact the Annual Meeting Coordinator and Executive Director for assistance in getting the best rates and amenities.

If the Annual Meeting Coordinator and Executive Director feel that you have a good facility, they will advise you to present a bid to the Delegates. Bring brochures, maps and anything else that you can get to assist in the decision making process.

If your bid is approved, you must sign a contract with the hotel (facility) as the responsible agent for the financial obligations for the meeting. Work with the Annual Meeting Coordinator/Executive Director of how to negotiate with a hotel in regard to obtaining reasonable room rates, will meeting rooms be complimentary with a certain number of rooms rented? Are there reasonable meals and banquet available? (As of 2007, the USCA Delegates approved that USCA will pay up to \$30.00 to cover the Annual Banquet costs for Delegates, non-delegate Committee Chairs and National Race Sponsors. The Executive Director will assist in the determination of this USCA covered expense.)

Next step is to determine the duties of your committee members. Establish who will be person in charge whom the ED or delegates can go to if there is a problem.

1. Hotel person – works with the hotel and keeps track of reservations. Advises how many rooms have been reserved. If not able to get the needed rooms reserved by near the deadline, contact the ED.
2. Banquet person – selects place, menu and follows-up until end of banquet. Establishes price for meal and determines the charge to delegates and non-delegate attendees. (See note above.)
If a special meat selection is available, provide a special color ticket, or some distinguishing way of making it easier for the serving staff. Otherwise, if a buffet, a ticket will show those who paid.
3. “Baggies” – the giveaways at registration; secure items from local businesses, plus maps, tour guidebooks, etc. of things to see and do. (Need about 50 baggies of information.)
4. Information person – makes up map and directions to get to hotel, meeting room, banquet room, beach run/walk, etc and supplies to the Secretary and the Editor of Canoe News.
5. Hospitality room/registration: person in charge of setting up tables for registration, munchies and drinks for hospitality room; takes reservations for the banquet. Set up signs in hotel/motel lobby as to location of Hospitality room and meeting room. Have a room and/or tables manned from Friday from noon until 10:00 pm (?) Get a list of which room delegates are in so that they can be contacted for various activities, eating out, etc Pack up goodies, leftover baggies, name tags, registration list, etc, to meeting Saturday morning for late arrivals. (Secretary may provide special name tags for Delegates, check) Stick on name tags fine for non-delegates are OK.
6. Get a list of those member/helpers who can assist with airport pick-ups and drop off’s.
Request attendees provide flight arrivals for any pick-ups that are needed or suggest shuttle.
7. Friday night entertainment person (though “no plan” would be better – just have the hospitality room open for mingling. Select a nearby restaurant and gather a group to go eat.
8. Saturday AM – breakfast person, unless hotel has breakfast included with room. Be available for taking Banquet reservations at morning meeting.

9. Meeting room person – secure meeting room, set up, arrange for VCR, TV, overhead projector, set out pads, pencils, etc. Check the temperature of the room: too hot, too cool?
Set up head table for officers. Arrange chairs or chairs and tables facing head table.
10. Meeting room food person – sets up and dismantles refreshment table and replenishes during the meeting, unless hotel is doing this. Pitchers of ice water and glasses on the tables with a selection of hard candies are a nice touch.
11. Saturday lunch – choose place and menu – or if delegates are on their own, give suggestions.
12. Sunday Beach run/walk – set up course, time it and get awards. Camaraderie Chair may want to work with you.
13. Saturday night entertainment person – unless a special award is being presented.
14. Sunday AM breakfast person – same as Saturday.
15. “Photographer” – to take photos throughout meeting, banquet, beach run, etc. for Canoe News. Sometimes, the Editor takes his own photos. Check with him.
16. Person to write thank you notes to businesses that sponsored meeting costs.

SAMPLE

USCA Annual Meeting Banquet Reservation

Saturday, January _____ at the _____ at 7:00 PM.
(date) (location)

The banquet will be _____?
(Sit down with a choice of? _____
(Buffet with a choices of ?? _____

Cost is \$ _____/person
(USCA is subsidizing up to \$30.00 for the cost of the meal for all Delegates, non-delegate Committee Chairs, and National Race Sponsor hosts.)

Payment for the banquet must be made by _____ to
(Date)

Name
Address
City, State, Zip

Name of Delegate _____
Amount to be paid _____
Name of Family Member/s _____
Amount to be paid _____
Name of non-delegate/National Race sponsor _____
Amount to be paid _____

Check amount paid _____

This is a sample of what can be used. Fill in the blanks and send to the Secretary for inclusion in the mail out to the delegates and committee chairs. This should be about a half page when all the clarification items are eliminated. Can banquet reservations still be made and paid for at the meeting?