

STATE MEETING Planning Guidelines

The ideas contained within this document are strictly guidelines for planning a state meeting event or a Rally. It's always advantageous to look at new ideas and consider what they could mean to your event planning. Good luck and have a great event!

GENERAL OUTLINE

12 MONTHS PRIOR TO EVENT:

- Begin event notebook/binder to keep track of conversations/arrangements/contact information/committees
- Select a site, determine date, determine theme - Evaluate building and layout - Consider geographical location for convenience and accessibility and weather
- Seek cooperation from community officials
- Review potential expenditures, determine budget
- Seek approval from Director
- Negotiate written contract with site
- Obtain Director's signature on site contract when negotiations are finished
- Seek volunteers and make assignments for tasks
- Determine pre-registration procedures
- Begin holding monthly meetings to plan details, begin appointing committees

6 MONTHS PRIOR TO EVENT:

- Begin finalizing - Entertainment - Bars/Patches/Buttons - Seminars/Games - Menu - Rentals if applicable (tables, chairs, equipment) - Arrangements with Fire, Police, emergency providers
- Begin solicitation of door prizes
- Honey wagon arrangements if applicable
- Prepare and post location maps, site information and preliminary agenda 2

MONTHS PRIOR TO EVENT:

- Follow up with all appointed committees
- Have in place all written contracts with outside vendors including caterers for banquet
- Evaluate Registration process
- Send confirmations as necessary
- Update Agenda if necessary

1 MONTH PRIOR TO EVENT:

- Finalize program prior to printing
- Hold meeting to make sure everything is ready to go
- Evaluate Registration process

3 WEEKS PRIOR TO EVENT:

- Reconfirm site requirements with site
- Reconfirm all commitments again

WITHIN 1 WEEK PRIOR TO EVENT:

- Advance volunteers arrive at site
- Layout parking
- Set up Registration, Information table, Book/CD Exchange
- Prepare Hospitality area
- Decorate as needed
- Post directional signs
- Interviews for local publicity
- Reconfirm by telephone with seminar presenters, caterers, entertainers and vendors

RESOURCE SUGGESTIONS: Entertainment - Local Lodges - Dance Schools - Local Educational Facilities - Chamber of Commerce - Local Talent Agents - Churches - Senior Citizen Centers - Convention/Travel Bureaus - Music Stores - Local Theater Productions - Parks and Recreation Department - Local/Chapter Good Sam Member - Pet Care Businesses/Veterinarian

MISCELLANEOUS CONSIDERATIONS:

- Consider transportation needs if site requires
- Plan for appropriate capacity, i.e., seating, room capacity, parking spaces, handicapped, stage requirements, game space, meal seating, sound, lighting, need for steps, acoustic quality, AC/Heating, electrical outlets, outdoor areas for games, restrooms/shower availability, dance floor if applicable, flag presentation, rooms for seminars to accommodate expected attendance
- Know and disseminate information regarding sanitation facilities
- Know security needs in advance
- Provide communication devices if needed, i.e., walkie talkies, message boards, directional signs
- Know events taking place in community that attendees may be interested in