

Section Meeting Planning

Questions to consider when determining budget and negotiating hotel expenses

1- How do we pay for hosting a SCS meeting:

- a) raising donations
- b) offering tours priced to make profit
- c) use personal resources in resourceful ways, such as individual transportation / attendees cars or Chamber of Commerce buses instead of renting a van or bus
- d) help reduce scope and cost by requesting \$500.00 seed money (loan) and \$300.00 speaker fund by emailing the Section Treasurer.

2- What is your overall budget?

3- Do you have plans to generate income in addition to the registration fee?

4- What do you plan to charge members for registration?

5- Is the registration fee high enough to cover most of the expenses?

*While everyone wants to keep costs low, there is a threshold where people consider the cost worth it to attend and it gives you more revenue to play with. For instance, if you charge \$99 each (as Nebraska did), and you have 50 people attend, that is close to \$5,000. Or if you charge \$129 as Wichita Falls did, that's almost \$6,500 for 50 people.

6- Have you found a hotel?

*Recommend a lead negotiator and committee to meet with hotel personal and work closely with Vice Governor

7- Have you discussed a block of rooms with booking cutoff date, so no expense to chapter if rooms not booked.

8- Have you reviewed the banquet menu and selected your preferred options? Doing so, what is the expected spending/cost for 50 people? 70 people?

9- Does hotel include use of A/V? Or is there a cost? Is there an outside provider?

10- Will the hotel comp the Hospitality Suite? Can you bring in food and drinks into hospitality suite, including alcohol or required to purchase from hotel?

11- Will you have a cash bar prior to the banquet? Any other items you may want to arrange for? Is spending of members at the cash bar credited to the total amount committed to in the contract?

12- How does your budget compare to hotel cost proposed?

*If you have a draft budget, please send a copy to Vice Governor and Governor for possible feedback to provide possible idea's to improve income or reduce costs, etc?.

13- will you have a small welcome reception Friday evening? Is the cost for this reception credited to the total amount committed to in the contract?

14 – Has contract been approved by Chapter Committee? Vice Governor ? (Governor feedback)?

15 – Contract sent to 99s Legal Counsel by Vice Governor?

16 – Will the hotel comp any rooms that could be used by the International Director or the Governor?

Meeting Needs (per Governor):

1- Friday afternoon Board Meeting

2- Saturday Business meeting (8a – 11a or 830 – 1130)

3- Chapter Chair meeting can be 11a-12 after Business meeting or 1130- 1230 with a simple lunch of some sort (salad bar, boxed lunch)

4 – Banquet