



Conference Guidelines

Requirements

Protocol

Maintenance Superintendents Association

Annual Conference and Equipment Show Guidelines and Protocol

The Executive Board shall approve scheduling and locations of the annual conferences upon submittal of the local chapter request to host the event. While it is not the authority of the Executive Board to dictate or manage the annual conference, the Executive Board shall establish minimum guidelines, expectations and protocol for which the host local chapter shall be responsible to abide by. The conference is normally a three day event. This document will refer to first day, second day and third day. It is up to the chapter to determine if the event starts on a Monday, Tuesday or Wednesday.

Guidelines

Approval of a local chapter to host a conference shall be determined by the Executive Board review of which chapter is best qualified to host an event. These guidelines shall assist the local chapter to prepare their request.

Criteria

- Is there sufficient support to the local chapter to present a successful conference?
- Is there enough enthusiasm and membership in the local chapter to sufficiently staff and organize the event?
- Is there sufficient financial stability from the local chapter to cover conference costs over and above the allocation(s) provided by the Executive Board?
- Does the local chapter have anyone who is experienced in organizing a past conference or similar event?
- Does the local chapter have members or available staff that is computer literate to provide and/or operate a support computer and printer and related equipment?
- Is there sufficient hotel space and display area to host the conference? The hotel should be of sufficient quality and staff to accommodate 250 rooms, minimum of 60,000 S.F. of display space, provide food service, be reasonably priced, secure, within reasonable distance from transportation facilities, and have nearby alternate or overflow accommodations.
- Are there sufficient nearby restaurants and attractions?
- Is the proposed equipment display area adequate to provide a reasonable display of equipment? Is there sufficient storage space for auxiliary support vehicle or equipment parking? Is security considered?
- Are the meeting and workshop rooms sufficient in size and location to adequately accommodate the membership?

Sequence of required actions to request hosting a conference

The local chapter must provide a written request for approval from the Executive Board to host an annual conference and equipment show. Request for conference shall be submitted for consideration at the January Executive Board meeting.

This request should consider the schedule of previously approved conference dates and locations. The Executive Board desires to rotate the locations of conferences between the northern, central and southern areas of the Association.

From the date of approval for the local chapter to host a conference to the conclusion of the conference, the local chapter shall provide the E-Board President with a copy of all written correspondence related to the conference, i.e. meeting agendas, treasurer's reports and budgets, payments, etc.

The following timeline sequence of events shall be abided:

Four years in advance of Conference

The chapter must submit the following:

- An outline of the conference committee chairs by category. It is not necessary to designate or name individuals of the various committees.
- A copy of the Request for Proposal or contract for the hotel site.

Three years in advance and/or at time or initial request for E-Board funds

- Conference chair and co-chair must be named and one or both must attend the January E-Board meeting to exchange information. All travel, room and related expenses shall be paid by the local chapter.
- Conference committee members must be names.
- Local chapter president and conference chair may request E-Board advance funds.

Two years in advance of conference and/or at second funds request

- Conference chair and/or co-chair must attend the January E-Board meeting to exchange information. All travel, room and related expenses shall be paid by the local chapter.
- Conference chair must submit a proposed balanced budget, hotel contract, proposed workshops and general categories.
- The conference chair must submit specific and detailed budget expenditure report.
- Submit a list of proposed keynote speakers.

One year in advance of conference

- Conference chair and/or co-chair must attend the January E-Board meeting to exchange information. All travel, room and related expenses shall be paid by the local chapter.
- The conference chair must submit specific and detailed budget expenditure report.
- Specific and detailed description of workshops and content.
- Description of support programs and activities as well as optional activities.
- Site plan of equipment display area and hotel site plan including member parking.
- A Conference representative must attend the Vendor meeting held at the end of the preceding conference.

The current limit on Conference advance by the Executive Board is \$7,500 per Chapter. This is usually in three installments. This advancement is payable and due on the final day of the Conference. This advancement is interest free.

SAMPLE

**REPORT
FOR
PROPOSAL**



GUIDELINES FOR PROPOSALS 200X ANNUAL CONFERENCE AND EQUIPMENT SHOW

The Conference takes place over a three (3) day period, usually a Tuesday through Thursday combination with Tuesday being a registration/golf tournament day. Your proposals should include the Tuesday through Thursday combination and a Monday through Wednesday combination with Monday being the registration/golf tournament day. If there is a price difference for either combination, it must be clearly indicated in the proposal. Tentative dates are from the last week of August through the last week of September. If there is a price difference for a particular week, it must be clearly indicated in the proposal.

Please submit one (1) copy of your written proposal to each individual listed below. FAXED proposals will not be accepted. Proposals received later than (date) at 4:00 p.m. will not be accepted.

(List principal members to contact with address, telephone, FAX, E-mail)

General

1. Describe in general terms the nature, condition, and extent of the hotel and convention facilities.
2. What major air transportation is available?
3. What transportation is available from the major airport to the hotel? How far is it from the major airport to the hotel? Does the hotel provide complimentary shuttle service?
4. Describe the availability of golf and tennis and the distance from the hotel.
5. List other nearby attractions available for two (2) one (1) day spouses' tours.

6. Describe incentives, if any, which the host city's Visitors and Convention Bureau will provide.
7. What staff resources from within your own city and nearby cities are available to help in organizing and hosting the Conference and Equipment Show?

Accommodations of the Recommended Hotel

1. How many rooms are in the hotel? All attendees being housed in the same hotel will be a major factor in the final decision. For your information the September, 200X Conference held in (location of previous conference) had the following pickup rates: Tuesday xxx rooms, Wednesday xxx rooms, Thursday xxx rooms, Friday xxx rooms and Saturday xx rooms.
2. Indicate the proposed single and double occupancy room rates during the conference dates.
3. Indicate the percentage by which the above rates are anticipated to increase each year, or furnish room rates at a set price for this conference.
4. The hotel must guarantee a firm room rate.
5. How late in the day will the hotel hold a "confirmed" paid or unpaid room reservation?
6. There shall be no additional cost for parking at the facility.
7. On what date will the hotel be able to guarantee a firm rate on food service? We anticipate five (5) meals ranging from 200 to 400 per sitting, including a semi-formal banquet. Can your facility handle this food service requirement?
8. Can the final meal guarantee be delayed until 24 hours before the function? Will you allow plus or minus 10% on meal guarantees? This is a major selection question; please provide your best alternative if plus or minus 10% is not acceptable.
9. Meals guaranteed but not served shall be reduced below the full charge by what percentage? If the hotel will not reduce the percentage, all meals guaranteed must be prepared for donation to a charity of our choice.
10. Describe available banquets and meeting rooms including size and seating. Requirements include concurrent setups of ten (10) rooms seating thirty (30) people each.
11. The facility shall provide a minimum of 60,000 square feet of Equipment Show space. The type of equipment will range from motor graders, backhoes, mobile sweepers, boom trucks to pickup trucks. There will be display booths of all types. Indicate whether the space will be indoor or outdoor, rental cost per square foot per day and if there are any move in, move out costs and any setup cost associated with moving in and out. This is a major selection question.

12. The public address system used by the speakers must be separate from the regular public address system throughout the facility. The regular public address system must be locked out so that it will not interfere with the speaker during meetings.
13. The facility shall provide a microphone for each speaker's platform in break out rooms, and a floor microphone for questions from the audience for each workshop meeting.
14. The facility shall provide audio visual equipment including overhead projectors, VCRs, three (3) large screen televisions, or provide discount services through an outside contractor.
15. We anticipate two (2) large cocktail receptions. Can the property provide facilities, i.e., food and beverage service for up to 400 people at each reception? Please provide information on a cost-per-person on a sliding scale.
16. MSA attendees are guaranteed the lowest rate available at the hotel every night of their stay.
17. If required, a deposit of one night's room accommodation will be paid by the individual guests (unless otherwise specified) and will be fully refundable if the reservation is canceled within 24 hours of arrival.
18. The hotel will provide one complimentary suite per night from Monday through Friday, for MSA hospitality events.
19. Based on availability, the special MSA hotel rates will be available to all MSA guests three days' prior and three days' following the dates for which rooms are blocked, as long as their stay is contiguous with the MSA event.
20. The MSA will receive one complimentary room for every 45 picked up over the dates of the event (all rooms picked up divided by 45 and then multiplied by the MSA's average room rate). This dollar amount will then be credited to the master account. Each room in a suite will be counted as a separate room night.
21. A complimentary room will be provided for the MSA Executive Board President for each night during the event, separate from the one-per-forty-five complimentary room policy.
22. If MSA guest reservations are made at least two weeks before the event, individual room confirmations will be sent to the guest.
23. The hotel agrees that suites within the MSA block may only be assigned and reserved by the MSA contact or his/her designate. Should the hotel receive any direct request for suites, the caller will be referred to the MSA.
24. Following the MSA room block cutoff date, as specified in the contract, reservations will be accepted for MSA guests on an availability basis, at the guaranteed conference rate.
25. The MSA will have no liability or obligation whatsoever for a) any rooms (whether or not in a room block) which are not reserved, b) any rooms (whether or not in a room block) which are reserved

but later canceled or not occupied for any reason, or c) any costs, charges, expenses, deposits, fees, taxes or other amounts relating to any of the foregoing.

26. The hotel will designate a reservations manager to coordinate with the MSA contact and guests. This manager will FAX updated rooming lists to the MSA contact on a regular basis, at mutually agreed upon dates. The reservations manager will also prepare a post event analysis of rooms blocked vs. picked up, and will provide the MSA contact with a daily in-house list during the event.
27. The hotel is responsible for informing the MSA contact in advance if the hotel is over booked. The hotel contact will decide who, if anyone, from the MSA group will be provided with comparable accommodations elsewhere. If MSA guests are walked, the hotel will provide them with a complimentary room and transportation back and forth between hotels for each night the guest is not accommodated and in addition will apply room nights to the complimentary room credit.
28. All function space utilized by the MSA will be provided complimentary by the facility.

Guest Services

1. The hotel will provide complimentary nightly turn-down service for all MSA guests.
2. The hotel will provide complimentary access to health club facilities for all MSA guests.
3. The hotel will provide complimentary morning newspaper delivery to all guests within the MSA block.
4. On peak arrival and departure days, staffing at the front desk and bell desk will be increased to maximum level. The hotel will provide the number of employees this includes for each area.
5. The facility will provide, on a complimentary basis, sufficient security to protect MSA property, booths and equipment show display area.
6. The hotel will provide all MSA guests with a complimentary, edible, amenity upon turn-down service the day of guest arrival. The hotel will provide a special amenity to the four Executive Board Officers the day of arrival.
7. Based upon availability, the hotel will provide early check-in and late checkout for MSA guests at no additional charge, on an as-requested basis.
8. The hotel limousine or vehicle will be available complimentary upon request by the MSA contact for use by MSA VIP's during the event.
9. The facility will provide maximum staffing of telephone operators and will provide message service for hotel guests and a message board for equipment show attendees.

10. The hotel will have a professional concierge on duty during normal business hours and key MSA events, as determined with the MSA.
11. Additionally, located within eyesight of the front desk, the MSA will install an MSA banner to be in place for the duration of the meeting. Placement of the banner will be agreed upon by the hotel and the MSA.
12. Room service will be available from at least 6:00 a.m. until midnight.

Miscellaneous

1. The hotel agrees to allow the MSA to attire at a minimum its front desk, bell desk and curbside greeter's staff in MSA products (i.e., logo, golf shirt, jacket, cap, pin). The MSA will provide these products complimentary.
2. Construction will not be planned at the hotel (other than emergency repairs of which the MSA contact will be immediately advised) during the MSA event. If renovations occur that significantly hinder the MSA's guest or events, the hotel will credit the MSA master account in the amount of (\$15,000 minimum or as local Chapter determines) for each day the work continues.

Cancellation Fee - Fifty percent of projected room rates revenue, including tax, from peak night room blocks at lowest rate.

1. The fee is applicable only for rooms that are not resold. Payment shall be made following the last date of the convention and upon examination of written reconciliation (i.e., the City Ledger) of the expected peak night block and actual rooms that remained unsold.
2. Notwithstanding the foregoing, the MSA also has the option of canceling the agreement/contract any time, without liability, if the appearance and service level of the hotel or management group fall below the standards of operation in effect at the time the agreement/contract was signed.

Indemnification Clause

1. The hotel shall indemnify, defend and hold harmless the MSA and each of the foregoing's officers, directors, employees, affiliates, representatives and agents, from all losses, liabilities, expenses (including without limitation, attorneys' fees and expenses), damages, claims and suits arising from, based upon or relating to the acts or omissions of the hotel or the breach by the hotel of any of its obligations or representations or warranties hereunder. Such indemnification shall extend without limitation to matters arising from, based upon or relating to any injury to the person or damage to or loss of property of any restraint, attendee, guest or member of the staff of the MSA.
2. The hotel shall carry liability, fire, burglary and other insurance in such dollar amounts as are necessary to protect itself against any claims arising from any activities conducted in the hotel during the conference period, per conference or post conference MSA meetings.

3. The hotel represents and warrants that it complies and shall comply during the term of the Agreement with all local, state and federal fire, safety, building, handicapped access and other codes and regulations. The hotel further represents and warrants that it maintains and shall maintain during the term of the agreement/contract procedures and policies concerning fire safety and other safety issues. The hotel shall make all such procedures and policies available to the MSA for inspection upon reasonable notice.
4. The hotel will establish a master account for the MSA Conference Committee. The MSA shall advise the hotel of the persons authorized to sign for these charges. Only those charges specified by the MSA and signed for by authorized personnel shall be charged to the master account. Individual attendees are responsible for the all costs associated with their rooms, including without limitation room service charges, telephone charges, movie charges, cancellation fees, taxes and the like, and the MSA shall have no responsibility for them.

Hotel References:

(Need last three conferences)

Miscellaneous

1. The hotel will waive corkage on beverages served in hospitality suites, events or at the equipment show. If MSA requires glassware, ice, or other items for serving such beverages, hotel will bill to the master account
2. The MSA may choose to use off-site caterers for certain hospitality events and agree to sign hotel food liability waiver.
3. The facility shall agree to set up a promotional booth at the next MSA Conference in (location).



GUIDELINES AND DUTIES FOR CHAIRS

FINANCE CHAIR

1. Receive all monies from Registration Director after they have registrant recorded.
2. Receive all monies from Vendor Display Director after they have vendors recorded.
3. Prepare treasuries report with attached balanced checkbook statement for each conference committee meeting.
4. Record and disburse funds to proper accounts and sign all checks.
5. Compile final report after events are over and all bills paid.

REGISTRATION CHAIR

1. Receive all member registration packets and record.
2. Issue receipt to paid members.
3. Forward collected money to Finance Chair.
4. Select personnel to assist with registration desk at conference.
5. Hours: First Day 12:00 Noon – 6:00 P.M. – Second Day 7:30 A.M. – until 11:45 A.M. -
Third Day 7:30 A.M. until 9:00 A.M.
6. Purchase and prepare clip type name badges.
7. Purchase ribbons for dignitary badges.
8. Organize the preparation of registration packets.
9. Prepare a procedure report for next year's Conference.

HOSPITALITY AND HOTEL COORDINATOR

1. Contract with Hotel site.
2. Select and estimate all meals with Hotel Catering Manager.
3. Select outside caterer for Chapter Hosted (First evening) Conference hospitality. Arrange for caterer to clean up site.
4. Select Hors d'oeuvres for Vendor Hosted (Second evening) hospitality with hotel. Arrange for hotel to clean up site.
5. Assist in selection of prizes for Vendor show drawing with Vendor personnel.
6. Assist in selection of Gifts and DJ or band for final (Third evening) Dinner Dance.
7. Responsible for keeping a clear understanding with the site and hotel administrators as to what we can and cannot do, and what it costs.
8. Prepare head tables for the following:
 - A. First lunch Chapter Presidents, Guest speaker. (Second day)
 - B. Final lunch Executive Board. (Third day)
9. Prepare a brief summary for next year's Conference.

PUBLICITY CHAIR

1. Responsible for advertising the conference; includes preparation and distribution of all publicity materials.
2. Arrange for booth at the Conference the year before yours.
3. Arrange to distribute advertising materials at the Conference before yours.
 1. Hats to Board members and other dignitaries
 2. Flyers
 3. Memorabilia at all last day events.
4. Mail fliers to membership January.
5. Mail Vendors reservations April 15.
6. Mail membership reservations May 15.
7. Make name placards for head table booth luncheons.
8. Prepare and purchase time schedule booklets for conference (Meal tickets and spouses tour tickets.)
9. Prepare brief summary for next year's Conference.

WORKSHOP CHAIR

1. Select topic for workshops. (Survey the State & local membership)
2. Arrange for presenters.
3. Arrange for moderators at each workshop.
4. Arrange for incentive prizes at each workshop.
5. Arrange for sign in sheet and critique sheets at each workshop.
6. Arrange for certificate to be mailed to each workshop attendee after conference.
7. Arrange for all equipment that will be needed by Moderator.
8. Signs to designate rooms and topics.
9. Insures that all audio – visual needs are taken care of.
10. Prepare brief summary for next Conference.

WORK BOOK/PHOTOGRAPHER/HISTORIAN CHAIR

1. Take photos of Executive Board, Chapter President, Conference Chair, Conference Co-chair, Committeeman, Vendors Display, Lunches, Dinners, Spouses Programs, Peter Walsh recipient, and etc.
2. Conference Chair letter, Chapter presidents letter.
3. Descriptive outline and brief resume of workshop topics from moderators.
4. Select and arrange with printing of workbook, and distribution of completed books.
5. Prepare summary for next Conference.

VENDOR DISPLAY CHAIR

1. Layout parking lot for spaces.
2. Prepare reservation papers for vendors.
3. Assign spaces and notify vendors of assigned spaces.
4. Make arrangements for tent, tables, chairs, and electricity.
5. Receive and record all vendors' reservations.
6. Arrange for display area security.
7. Prepare display sign of participating vendors.
8. Prepare display sign of supporting vendors.
9. Selection of gifts for Second evening drawing.
10. Select personnel to assist with all functions pertaining to vendor's display.
11. Set up and direct vendors to their spaces.
12. Work with the Hospitality Coordinator for bar tenders and helpers for Second evening cocktail party, Third morning continental breakfast, clean up, and etc.
13. Coordinate with Hospitality Coordinator in purchasing Liquor, hors d'oeuvres, coffee rolls, etc.
14. Arrange to have equipment show site debris removed and entire area swept and cleaned after show is over.
15. Prepare summary for next Conference.

SPOUSES PROGRAM CHAIR

1. Responsible for development and administration of Spouses Program on Second and Third day of event. (Survey Executive Board/local chapters)
2. Make a run yourself to familiarize yourself with routine, timing, facilities, and meals.
3. Establish an accurate time schedule.
4. Select air-conditioned buses for transportation.
5. Purchase a token gift for each participant.
6. Prepare brief summary for next Conference.

GOLF TOURNAMENT CHAIR

1. Select golf course, times, and schedules for pre conference event usually the morning of first day.
2. Purchase necessary awards and gifts.
3. Select help for tournament.
4. Awards to be given out First evening at Chapter hosted cocktail party.
5. Prepare a brief summary for next Conference.

FISHING TRIP CHAIR

1. Select outing prior to conference, usually day before Golf Tournament.
2. Charter boat and secure any items necessary to provide for a pleasant trip.
3. Work with the Registration Chair for numbers of people desiring to attend.
4. Provide for transportation to boat and arrange for day license purchases.

Guidelines for Protocol for Conference Committee

I. Pre-Conference Activities and evening Reception/Hospitality

1. Before conference and meals begin:
 - Set up Podium
 - U.S. Flag
 - Name Tags
 - Post ScheduleRemember; Serve the Head Table/Speakers First
2. Evening reception/hospitality (First Day Chapter Hosted) Golf & Fishing awards

II. (Second Day)

1. Opening – Welcome – Breakfast
 - Pledge of Allegiance – Invocation
 - All Introductions
 - Executive President – Guest Speaker – Host Officer
2. Announcement of Events
3. Opening Luncheon
 - Head Table** - Chapter Presidents (Give a brief chapter report, Superintendent/Vendor of the Year recognition, scholarships given)
 - Conference Chair
 - Executive President
 - Guest Speaker
4. Evening Reception/Hospitality (Vendor Hosted)
 - Awards – Long standing Vendor members
 - 50/50 Raffles
 - Prizes

III. (Third Day)

1. Breakfast
 - Pledge of Allegiance – Invocation
 - Executive President – remarks optional
 - Conference Chair – remarks
 - Guest Speaker
 - Appreciation

IV. (Third Day cont.)

2. Annual Luncheon required General Membership Meeting
Pledge of Allegiance – Invocation – Introductions
Head Table - Executive Officers – Conference Chair – Past Presidents Council
Chair
Vendor Reps North, Central & South with Affiliation
Chapter Executive Board Delegates – Chapter Reports Presents Each Peter Walsh
Nominee and Awards them a Certificate or Plaque -
3. Gala Dinner/Awards Banquet
Conference Chair – remarks
Turns Over to Executive President –Accolades to Entire Membership, news
Past Peter Walsh Recipient who, in turn, gives remarks on past year’s experiences
Introduces past Peter Walsh recipients in attendance.
Brief Biography of nominees in Alphabetical Order
Ask for Applause for ALL Nominees
Receive and Read to Peter Walsh Recipient
Prizes, Raffles & Gifts
4. ALL Committees
Chairman
Co-Chairman – Host/Hotel/Rooms/Memberships
Treasurer – Financial Budget Accounting/Received – Pay Required
Registration – Mail received all and distribute nametags, receipts
Equipment Display – Regular Member/Vendor Rep
Work Shop – Meetings – Regular Members/Vendor Rep
Publishing/Printing/Photos – The Maintainer Work Book
Hospitality – Gifts, Give-Aways, BBQ
Spousal Program
Golf
Fishing

It is customary for the hosting conference to provide a suite for the Executive Board President all expenses paid. Additionally the E-Board will meet either the afternoon prior to the Gala Dinner and Awards Banquet or the following morning.



NCV MSA 2002

North Central Valley Chapter 2002 Conference Report

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Conference Report – Cash Flow Income

Regular Members	Full Registration -151	\$57,585.00
Regular Members	Partial Registration – 4	\$750.00
Life Members	Life Registration - 15 7 members comp	\$1,000.00
Vendor Members	Vendor Registration – 70	\$64,880.00
Spouse	Spouse Registrations – 38 3 comps	\$4,375.00
Fishing	Fishing Registrations – 30 Fishing Sponsors - 2	\$2,400.00 \$150.00
Golf	Golf Registrations – 105 Golf Sponsors – 15	\$8,400.00 \$1,900.00
Chapter Advances	From Executive Board	\$7,500.00
Extra Meals, Name Badges, Cash, Etc.		\$3,896.91
Total Income		\$152,836.91

Expenses

Promotional Expenses

Mouse Pads, Pens	429.52
San Diego Suite	828.75
Hospitality Supplies	400.22
CWEA Parking Fee's	40.21
Total Cost	\$1,698.70

Pre-Conference E-Board Meeting

Dinner, Bar Tab, Drinks	1,600.00
Total Cost	\$1,600.00

Committee Expenses

Shirts	596.79
Shirts, Ball Caps, Tee Shirts	2,755.02
Conference Hats	536.27
Committee Lunch Meetings	1,230.96
Conference Committee Meals	855.19
Conference Committee BBQ	146.30
Spouse Program Site Check (Meal)	66.18
Total Cost	\$6,186.71

Printing Expenses

Free Passes	577.77
Workshop Booklets, Meal Tickets	247.29
B & B Enterprises, Printing Cost	1,716.85
Total Cost	\$2,541.91

Phone Expenses

Committee Member	73.23
Committee Member	2.00
Total Cost	\$75.23

Postage Expenses

B & B Enterprises	264.80
Committee Member	399.00
Committee Member	760.38
Committee Member	34.00
Committee Member	32.94
Total Cost	\$1,491.12

Labor, Gifts, Etc. Expenses

B & B Enterprises	500.00
Film	59.44
Michele Gift	160.00
Michele Room	118.85
Diane Room	118.85
Total Cost	\$957.14

Vendor Display Area Expenses

G. Robinson – Supplies	613.34
G. Chulick - Supplies	11.27
Hired Security	1,079.00
Canopies, Tables, Chairs	765.60
Security Site Fence	1,534.30
Hotel Charge, Beer, Soda, Water	717.05
Total Cost	\$4,720.56

Registration Expenses

Envelopes, Supplies	161.25
Name Badges	94.92
Lanyards	488.36
Officer Ribbons	68.38
Return Label Stamp	16.16
Printer & Cable	135.67
Gift – Water Bottles	500.00
Gift – MSA Stickers	533.16
Gift – Wine Glasses	572.54
Gift - Pad Folio	3,780.48
Total Cost	\$6,350.92

Workshop Expenses

Color Televisions – 12	1,756.11
Plaques	570.01
M. Rushing – Supplies	9.68
Trainer – Flight Expense – (Gouch)	188.50
Lunch Speaker – Radio Host	300.00
Total Cost	\$2,824.30

Banquet, Hospitality Gifts, Entertainment Expenses

Gifts Purchased	10,472.07
Gifts – Cash Prizes	750.00
Tip - Vendor Hospitality Casino	4,000.00
Total Cost	\$15,222.07

Hotel Meals, Supplies Expenses

Radisson Hotel – Meal, Etc.	46,776.54
Total Cost	\$46,776.54

Spouse Program Expenses

Tour Buses w/Tip	2,215.00
River Boat Cruise	1,123.20
Lunch – Placerville	372.00
J. Brock – Supplies	106.12
J. Brock – Gifts	747.00
Wine – Gifts	1,111.20
Wine & Gift Bags	141.95
Pre-Trip Meal – Check Site	66.18
Total Cost	\$5,882.65

Fishing Program Expense

Fishing Boat, Poles, Tackle	2,183.90
Rental Vans , Gas	463.67

Food, Ice, Beverage	177.40
Prizes, Gifts	151.91
Total Cost	\$2,976.88

Golf Program Expenses

Golf Course	3,990.00
Golf Gifts – Ward Promotional	2,671.50
F. Wheeler – Plaques, Drinks, Etc.	2,056.66
Total Cost	\$8,718.16

Other Expenses

Refund E-Board	7,500.00
50/50 Scholarship funds to NCVG	623.50
E-Board – Registration Fee's	6,675.00
Bank Charges	353.25
Total Cost	\$15,151.75

Registration Refunds

Nixon-Egli – 2 Spaces	400.00
GCS – 3 Spaces	600.00
Flint Trading – Not Showing	780.00
City of Bell Garden – J. Oropera	375.00
City of Norwalk – J. Devoy	375.00
City of Antioch – Pat Scott	250.00
Total Cost	\$2,780.00

Attendance Fee to E-Board

Vendors Members	70	x	75.00	=	5,250.00
Regular Members	147	x	10.00	=	1,470.00
Spouse Program	36	x	0.00	=	
Retired Members	8	x	0.00	=	
Committee Comp.	14	x	0.00	=	
Total Paid to E-Board					\$6,720.00

Total Expenses **\$132,674.64**

Total Income **\$152,836.91**

Minus Expenses **\$132,674.64**

Total to North Central Valley Chapter Checking Account **\$20,162.27**



NORTH CENTRAL VALLEY CHAPTER

COMMITTEE ACTION PLAN

Tuesday Night, August 27, 2002

5:30pm to 7:30pm hors d'ouvres with hosted bar

N.C.V.C. Hosted Reception

Grove Area

Receive two drink tickets with admission

Welcome speaker--

Fishing awards and raffle--

Golf awards and raffle-

50/50 Sales

Chapter raffle--

George B., Jim & Dan

5:45pm

Tim Powers

6:00pm

Frank & Mark

6:15pm

Dave & Henry

6:30- 7:00pm

Pete, Tom, Dave, and Henry

6:30pm

Wednesday Morning, August 28, 2002

7:00am to 8:45am Buffet

Wednesday Morning Welcome Breakfast

Edgewater Ballroom

Introduction --

Jim G

8:00am

Invocation

George B.

Pledge of Allegiance--

Dan D.

Welcome Speaker Introduction -

George B.

8:15am

Guest Speaker

Mike Kashiwagi (PW Dir. City Sac)8:20am

Wednesday Luncheon, August 28, 2002

12:00pm to 1:10pm

President's Luncheon

Edgewater Ballroom

Welcome and Blessing

Tom C.

Pledge of Allegiance

Mark R.

12:15pm

Keynote Speaker

Joey Mitchell (D.J. 101.9)

12:15pm

Introduction of Chapter Presidents -

Jim G.

12:40pm

Chapter Presidents Intros & news updates

Each President

12:40 to 1:00pm

Short Raffle -

Pete and Henry

1:00 to 1:10 pm

Wednesday Night, August 28, 2002

5:00 pm to 8:30pm - Vendor Night - Buffet - **Grove Area**

Vendor Hospitality Casino Night

Happy Hour

5:00pm - 6:00pm

2 bars on each side of Buffet -- 2 people taking tickets at beginning of each buffet line

Serving Begins

6:00pm.

50/50 Sales

Tom & Henry

6:30 - 7:00pm

Raffles -

Monte & Pete

7:00 - 8:30pm

Entertainment -Casino dealers

Sue B

7:30 - 9:00pm

Thursday Breakfast, August 29, 2002

7:00am to 8:45am -- Buffet -

Announcements --
Invocation
Pledge of Allegiance--

Thursday Lunch, August 29, 2002 Luncheon

12:00pm to 1:10pm

Invocation
Pledge of Allegiance-
Introduction of Peter Walsh Nominees
Introduction of Executive Board Reps -
Short Board Meeting -

Short Raffle -

Jim G
Fulmer Chapman
Larry Beaver

8:00am

General Membership

Edgewater Ballroom

Ken Boyce
Tom Borman
George B.
Greg Clavier
E- Board President Rep

12:20pm
12:20-12:35pm
12:40pm

Pete, Monte and Henry 1:10pm

Thursday Night, August 29, 2002 Gala Dinner Dance Edgewater Ballroom

San Diego Fiesta Buffet w/ cheese enchiladas, carne asada, chicken breast w/ papaya salsa, etc.

3:00 Start decorating the Ball room- or before
4:30 Mariachi strolling around the Vendors-
5:00- 6:30 – No Host Cocktails- - 2 bars-
6:30- 6:45 Start Seating 35 tables 10 people to a table
Food to be set up by 7:00!
7:00-7:10 Welcome- Monte
Introduction, jokes, etc.
7:10 Start sequence of tables to the buffet- this will be on the dance floor-MC
Classical Guitar CD music in back ground – D.J. to supply
7:45 Start the Dessert buffet

Clear floor 8:00 1st Raffle-1st ticket pulled will be saved (in an envelope) for the Grand Prize (Cruise) at the end of the evening-- after that show prize then pull ticket - **girls** to deliver prizes to help the raffle go quickly—(??,??,??,&??)

8:15 Introduction of Officers and Peter Walsh Candidates, Present Peter Walsh Award
8:45- 9:15 2nd Raffle1st Set from the DJ & Monte

9:45-10:00 3rd Raffle- 2nd Set from the Band

10:30-10:45 4th Raffle- Centerpiece Raffle, 3rd Set from the Band

11:15-11:30 Last Raffle- 4th Set from the Band

Friday Morning Breakfast

Continental Breakfast- **???? where???** 7:00am- to 8:00am
E-Board meeting 9:00am