

FAILED CONFERENCE INVESTIGATION
CHECKLIST

1. There was sufficient support in the local chapter to staff and organize the event? Yes No

Comments:

2. There was enough enthusiasm and membership in the local chapter to sufficiently staff and organize the event? Yes No

Comments:

3. There was sufficient financial stability in the local chapter to cover conference costs over and above Executive Board allocations? Yes No

Comments:

4. The local chapter had support from someone experienced in organizing past conferences or similar events? Yes No

Comments:

5. The local chapter had computer literate members or staff to provide or operate computers, printers and related equipment? Yes No

Comments:

6. The hotel had at least 250 rooms available? Yes No

Comments;

A. The hotel provided reasonably priced food service? Yes No

Comments:

B. The hotel was located within reasonable distance of transportation facilities?
Yes No

Comments:

C. An alternate or overflow hotel was available? Yes No

Comments:

D. There was at least 60,000 square feet of display space closely located to the hotel? Yes No

Comments:

E. The equipment display area was adequate for display of equipment?
Yes No

Comments:

F. There was sufficient storage/parking space for auxiliary support equipment or vehicles? Yes No

Comments:

G. There was security provided for the display and auxiliary storage/parking areas? Yes No

Comments:

H. There were no discrepancies in the hotel contract between agreed to and actual cost of food services? Yes No

Comments:

I. There were no discrepancies in the hotel contract between agreed to and actual costs of hotel rooms? Yes No

Comments:

J. Did the hotel meet the expectations of the signed contract? Yes No

Comments:

K. Did the hosting chapter meet the expectations of the signed contract?
 Yes No

Comments:

L. There was regular and effective communication between the hotel and the hosting chapter through:

a. Regular meetings Yes No

Comments:

b. Emails Yes No

Comments:

c. Faxes Yes No

Comments:

d. Other_____ Yes No

Comments:

7. There were sufficient nearby restaurants and attractions? Yes No

Comments:

8. There were a sufficient number of meeting/workshop rooms? Yes No

Comments:

A. The meeting/workshop rooms were large enough for the scheduled meeting/workshop? Yes No

Comments:

B. The meeting/workshop rooms were appropriately located to accommodate the conference attendees? Yes No

Comments:

9. The Hosting Conference Committee reasonably followed the most recently adopted "ACCOMODATIONS OF THE RECOMMENDED HOTEL" section of the MSA Conference Guidelines Requirements Protocol? Yes No

Comments:

10. The Hosting Conference Committee reasonably followed the most recently adopted "GUEST SERVICES" section of the MSA Conference Guidelines Requirements Protocol? Yes No

Comments:

11. The Hosting Conference Committee reasonably followed the most recently adopted "MISCELLANEOUS" section of the MSA Conference Guidelines Requirements Protocol? Yes No

Comments:

12. Guidelines and Duties were reasonably followed as described in the MSA Conference Guidelines Requirements Protocol for:

Finance Chair Yes No

Comments:

Registration Chair Yes No

Comments:

Hospitality and Hotel Coordinator Yes No

Comments:

Publicity Chair Yes No

Comments:

Workshop Chair Yes No

Comments:

Work Book/Photographer/Historian Chair Yes No

Comments:

Vendor Display Chair Yes No

Comments:

Spouses Program Chair Yes No

Comments:

Golf Tournament Chair Yes No

Comments:

Fishing Trip Chair Yes No

Comments:

13. Did the conference suffer due to a natural disaster? Yes No

Comments:

14. Did the conference suffer due to any other circumstance beyond the control of the hosting chapter? Yes No

Comments:

13. The date the Hosting Chapter notified me that the Conference was in financial distress was: _____. The dates the Conference was held were:_____.

14. The Hosting Chapter provided a written analysis of the failed conference within seven days of notifying the President to the Executive Board Officers?
 Yes No

Comments:

After assembling a team to assist me with my investigation of the issues surrounding the Conference recently hosted by the _____ Chapter, I find that the _____ chapter **did** reasonably follow the Conference Guidelines Requirements Protocol and this Chapter **is entitled** to a financial grant of \$_____ from the Executive Board.

OR

After assembling a team to assist me with my investigation of the issues surrounding the Conference recently hosted by the _____ Chapter, I find that the _____ Chapter **did not** reasonably follow the Conference Guidelines Requirements Protocol and this Chapter **is entitled** to a financial loan of \$_____ from the Executive Board. The loan shall be paid back with annual payments of \$_____ over a _____ year period to satisfy repayment of the loaned funds.

EXECUTIVE BOARD PRESIDENT