

HOSPITALITY / INFORMATION

The Hospitality committee is responsible for any activity that will welcome all members and/or guests . This could include

Travel

- 1) Arranging Members and Guests local travel (if possible), e.g., arrange pick-up at the local airport or train station
- 2) Meeting special guests and speakers and escorting them to the hotel/meeting room

Information lists / Description

- 1) Obtaining a list of Religious Services (usually available from the hotel) and a list of local Restaurants for use of early arriving members - - and send it to the Conference/Board Book Chair to include in the book
- 2) Developing Sightseeing opportunities and points of interest in the local area. If a tour is arranged, this information should be
 - The Sightseeing information and form should be distributed to members via Web Site, Communicator and *NIKE*
 - The cost of a tour may be added to the Registration Form or a separate Tour signup form provided

Registration and Reservation Forms

The committee prepares forms for Registration for the Board Meeting or Annual Conference and Reservations at the Hotel (if a group rate has been arranged).

- 1) See TK 307.a samples of Registration and Reservation forms for required information
- 2) Forms should be available online and/or distributed at the meeting immediately prior to the event

Exhibits and Worksheets included in Toolkit T K3.07a

Registration form – board meeting

Registration form – conference (note – the board and conference forms are slightly different, e.g., required name tag information)

Reservation Form – hotel room only

Reservation Form – hotel/meal package