

TK 3.07a – Programs/speakers, Meals, Entertainment, Forms

Responsibility: Meeting committee

The Meetings Committee is responsible for coordinating all dining events, speakers and entertainment *based on the President's wishes and vision for the meeting*. Chairs may be appointed to oversee each of the following:

- 1) Entertainment
 - In consultation with the President, the committee might plan evening entertainment.
 - Any costs incurred for the entertainment or decorations should be included in the meeting budget.
- 2) Meals
 - After receiving the catering menus from the venue, the committee will consult with the President for final approval.
 - The Registration Chair will supply the final list of paid meals; the list is used to verify payment if any questions arise during the meals or when final bill is paid
 - If meal tickets are required for the meal (varies by hotel) Host Region members should be available to collect them at the door. The Registration Chair will include the meal tickets in the member's registration packet.
 - Any costs incurred for Meals for guests, speakers, etc. should be included in the meeting budget.
 - If the Committee wants to have centerpieces or other decorations and Programs (listing speaker, menu, etc.), the cost should also be included in the meeting budget
- 3) Speakers
 - The President may request the committee to secure speakers for meals and workshops. Any costs incurred (lodging, meals, honorarium) is pre-approved by the Executive Committee.
- 4) Other programs
 - The meeting chair/committee should contact and coordinate with the state chairs of programs that may require space and AV equipment
 - Youth Leadership Conference may be held in conjunction with a board meeting.
 - Speech Competitions by the Personal and Professional Development (PPD) Programs may be held at conference.
 - 1) The Conference chair/committee and the PPD (standing) Chair should coordinate on arranging the time and place for the year-end competitions
 - 2) The requirements will vary depending on the number of participants
 - Participants should be reminded they are exempt from the Registration Fee
 - The names and number of Judges who are staying for meals (if guests) should be given to the Registration chair for inclusion in the total number of meals ordered (cost of judges' meals is included in the state budget).
- 5) Registration and Reservation forms

After hotel, meals and tour information has been finalized, the Meeting Committee II prepares Registration and Reservations Forms to be distributed to the members and the meeting prior to the planned meeting, the website, Nike and the communicator.