

Excerpt from Prairie Star District Policies and Procedures

Annual Conference Local Arrangements Committee

Revised by Annual Conference Program Planning Committee 5-8-10

Purpose

To arrange for all aspects of the conference not assigned to the Program Planning Committee such as local conference hotel arrangements, conference logo, worship, special events, conference budget, registration, finances. To provide information about all of these aspects to the District office for publicity.

Responsibilities

Hotel

- Recommend hotel/conference center selection (approval given by Site Selection Committee).
- Negotiate contract with hotel with assistance from Site Selection. Make arrangements for conference rooms, sleeping rooms, meals, display space, audiovisual setups, Internet access, etc. Ensure all spaces are ADA compliant. Ensure conference rate for hotel rooms Thursday through Saturday evenings.
- Serve as primary contact with hotel.
- Consult with Program Planning to ensure adequate space for the planned program.
- Assign hotel space for programming in consultation with Program Planning.
- Coordinate requests for exhibit space. Assign bookstore and exhibit space.
- Arrange for Awards Banquet in consultation with Awards Committee. Awards Committee is responsible for the program at the Banquet and will have requirements for the set up and will need reserved tables. District office will provide a printed Program for this event.
- Arrange with Hotel to have District Banner prominently displayed.
- Arrange with hotel for meeting space for the Business meeting.

Conference Activities

- Make recommendations to Program Planning of local speakers, workshop leaders, etc. after the conference theme is established by Program Planning. (Program Planning selects the primary speakers and workshop leaders.)
- Arrange for all aspects of the conference not assigned to Program Planning (or other District Committee) such as Sunday worship, evening worships, displays, bookstore (if there is to be one), banner parade, table topic discussions (if there will be any), any entertainment and special events. Use the conference theme in planning all aspects of the conference to the extent possible. Plan for some events to be multigenerational. Arrangements include providing space, programming and speakers, music (musicians and instruments), chalice, flowers and/or other decorations, printed handouts such as orders or service and/or words to hymns.

Children and Youth

- Arrange for childcare for pre-school children during the Conference .
- Plan and provide activities for children in grades K-6 during all conference sessions that are not appropriate for their age groups.
- Integrate youth (ages 12 to 18) into conference activities in consultation with District staff and Program Planning.

Publicity

- Design a conference logo around conference theme following District Conference logo guidelines.
- Take primary responsibility for providing information to the District office for publicity. Insure information is included about the conference location and attractions for family members who might accompany conference attendees, information about programming provided for children and youth. Prepare fliers, newsletter articles, and write text for email postcards and the District web site.

Registration

- Prepare registration materials; coordinate with the District Office for posting on PSD web site.
- Be the Conference registrar. Accept mailed registration forms, track online registration. Work with hotel to ensure there is adequate space at hotel (for workshops, full conference events, meals) for the number of people expected.
- Supervise Conference check in. Also supervise check in of conference attendees as voting delegates.
- Prepare packets of information for the attendees. District office will provide some handouts for packets. Coordinate requests from District committees and UU organizations to have inserts in the packets.
- Prepare name badges for the attendees. District office will provide ribbons to attach to name badges for persons they wish to identify.
- Arrange for volunteers to work at the Conference.

Finances

- Establish conference budget in consultation with Program Planning and Awards Committees. Establish a preliminary budget for the conference including recommended registration fees and all expenses for the conference including operating funds needed by Local Arrangements and other Annual Conference Program Area Committees. Forward the proposed budget to the Program Coordinator for review before submission to the PSD Board. Final budget must be approved by the PSD Board at its November meeting preceding the conference.
- Account for all Conference income and expenses, and arrange for safekeeping of money and records.
- Submit a financial report to the District Office with a check for 50% of excess funds within 90 days after the Conference. (See *PSD Policies and Procedures*, Section VII: Sponsored Events Policy.)

Audio Visual

- Coordinate audio-visual needs of speakers and workshop presenters with input from Program Planning.
- Arrange for audio and video recording and live streaming of portions of the conference in conjunction with District staff.
- Arrange for still photography of awards presentations, main events and general conference activities.

Additional

- Assist PSD staff and committees with arrangements for additional meeting space at the conference site and at the church (e.g. Board meeting, preconference workshops, Friends reception, other Board sponsored receptions).
- Arrange for meeting space, meals, and childcare for District Board meeting.
- Arrange home hospitality if it is to be offered.