

## Requirements for the 2013 Prairie Star District Annual Conference

### Hotel(s) Information

**Sleeping Accommodations are needed for up to 400 people. Some will stay in nearby homes, but most will be staying at the conference hotel/nearby hotels. More than 200 guest rooms will be needed.**

**Meeting Rooms: The following will give a general idea of the scope of rooms needed for the various meetings.**

<b>Function</b>	<b>Setup</b>	<b>People Estimated</b>	<b>Cost</b>
<b><u>Friday – April 5, 12 or 26</u></b>			
Registration, 3 – 10 p.m.	4 draped tables in lobby		
Reception, 4 – 6 p.m.	TBD	250	
Parade & Keynote, 7 - 9	TBD	400	
<b><u>Saturday - April 6, 13 or 27</u></b>			
Registration	4 draped tables in lobby		
Breakfast	Rounds	300	
Exhibits all day	24 - 8' draped tables	400	
General session all day & lunch	Rounds	400	
Breakouts all day	TBD	70	
Breakouts all day	TBD	50	
Breakouts all day	TBD	30	
Breakouts all day	TBD	30	
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Breakouts all day	TBD	30	
Dinner & entertainment	Rounds	400	
<b><u>Sunday – April 7, 14 or 28</u></b>			
Breakfast	Rounds	300	
Sunday Service	TBD	250	May be in host church

The general sessions require a podium, head table and sound system. Break out rooms need a podium and head table. Sound recordings of all sessions may be needed. Wi-Fi is desired in some rooms.

**Food and Beverage must be provided on site.**

**Parking: What parking is available for overnight guests and for day attendees, and what is the cost?**

**Complimentary Guest Rooms: How many complimentary guest rooms would be provided to Prairie Star District?**

**Nonsmoking is required for the entire property. What is the penalty for violators?**

**Cooperating Properties: If more than one property is needed, indicate the names of cooperating properties and the distance of each from the main property.**

**Incentives: What incentives such as coffee breaks, tote bags, etc. does the property offer?**

### **Community Information**

**Airport Transportation: What transportation is available to/from the nearest commercial airport? At what cost? Which Prairie Star District cities do the airlines connect to?**

**Volunteers: Up to 70 volunteers will be needed to cover all bases and not overload anyone.**

**Home Stays: Some home hosting of guests would be appreciated.**

**Deadline: Please return the form with requested information filled in by this June 30th, if possible.**

I hope these requirements are not overwhelming, but it's good to know what is ahead before making a commitment. Our apologies for the short time before the deadline.

Rich Van Valin  
Site Selection Committee