

LOCAL ARRANGEMENTS: SPECIAL EVENTS AND ENTERTAINMENT – Page 24-1

Lead: Local Arrangements - Special Events and Entertainment Chair

Contributors: Local Arrangements Chair, other Local Arrangements Committee Chairs
Corporate Donations Chair

POLICIES AND GUIDELINES

Responsibilities

The *Special Events and Entertainment Chair* duties will vary greatly with each conference. This Chair may be responsible for planning both fee and non-fee entertainment or events occurring before, during, and after the conference. The activities may be primarily for conference attendees, or they may also include tours or other activities that may be of interest to families of attendees.

Collects local brochures, creates lists of restaurants and other information for the conference registrant tote bag or packet.

Provides a final report to the Local Arrangements Chair within 30 days of close of conference.

PROCEDURES

Finalize Activities for Registration Booklet

Entertainment and activities need to be planned in accordance with the conference time line so the description will be included in the registration booklet and fees are included in the conference registration form.

Review Plans and Fees with Conference Committee

Present plans and charges at each of the committee planning sessions so all conference chairs are aware of ways that the event may impact their responsibilities.

Contracting for Entertainment or Events

A contract is required if the conference will be paying for the entertainment or event. Initiating contracts is the responsibility of the Conference Program Chair. They are reviewed by the Conference Chair and forwarded for signature of the Association President. Check with the Conference Treasurer to determine the billing and payment process.

Corporate Sponsorship of Entertainment

It may be appropriate to include the event as one of the activities/programs available for corporate sponsorship. The conference committee will create the list that will be used for requesting corporate underwriting.

Arrange for Off-site Transportation

If the event is held off site, arrange for transportation in coordination with the Local Arrangements Chair, as well as provide a map and driving directions.

Provide Information about Community and Local Attractions

Contact the visitor bureau, Chamber of Commerce and other organizations to collect brochures and information that can be included in the registration tote bags or packets. Lists of restaurants, day care centers that take drop-ins, and events that will happen near conference dates are also appreciated by registrants. Local maps are also a helpful to out-of-town registrants.