

HELP IN PREPARING FOR BID FOR SDASCOECONVENTIONS

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Find a Motel with facilities to host meeting rooms and large room for general assembly and entertainment, along with about 70 sleeping rooms – need to sign a contract to lock in deal (Will need about 20 rooms for Thursday evening).

Invite Representative from Hotel/Motel and other facilities that will be part of the convention to meet with SDASCOE Board at the fall board meeting. (Fall Board Meeting will be held at the site.)

THURSDAY:

- Suggestion to line up entertainment for early guests arriving
- Line up place to eat with commitment from early guests

FRIDAY:

- Line up fun entertainment for Friday am along with golfing if weather permits
- Large room for banquet – need head table for about 20 with microphone and podium (round tables work best if available)
- Large room for entertainment
- Small rooms for breakout sessions in afternoon (suggestion is at least 3 small rooms) Directors can use one of these for their meeting (straight tables or just chairs work best)
- One large room for Friday pm for Legislative meeting (straight tables or just chairs work best)
- May want an extra meeting for retirement training or something special for group
- Need one room for RASCOE to meet about 40 people (this room can be the same they use for their lunch and meeting on Saturday)
- Arrange an area for social for pre-banquet
- Arrange evening dance or entertainment

SATURDAY:

- Large room for general session with head table for about 8 (microphone and podium)
- Breakfast sponsored by next year's convention site
- Need coffee and water in forenoon in meeting room
- Lunch on their own unless motel (convention site) can put together a light lunch for a fee and add to registration
- Room for about 40 RASCOE for lunch and meeting (if buffet for all – RASCOE goes first)
- Work with Chamber of Commerce to furnish registration bags and name tags

OTHER ITEMS:

- If break is needed on Sat pm find a sponsor for break
- Need a committee to complete registration form and register guest (may need an early bird registration)
- President completes Agenda, Host County will print and have with registration
- Decorations for Banquet and perhaps something that can be used at head table on Saturday (need a budget)
- Door Prizes (2 Districts and 2 per County)
- Suggestion to have a Theme (something fun for Saturday) We do have County signs for table
- Invite someone to Post the Colors on Saturday (suggestion – VFW or Legion) I believe SDASCOE will give small donation
- Invite someone to sign National Anthem (local school or from within SDASCOE)
- Invite someone to give Invocation on Saturday (perhaps local pastor)
- Invite Mayor to welcome the group on Saturday
- Host County welcomes everyone and gives any instructions as needed
- Someone to say prayer for Friday night banquet (President will line up)
- Need signs for meeting rooms on Friday and for registration etc.

- Tables needed:
 - 1 for registration
 - 1 for RASCOE
 - 1 for Ways and Means (fishing tournament may use a small part of this table)
 - 1 for door prizes in the meeting room
 - 1 for JM Marketing
 - May need one for CAPWIZ/PAC
 - 2 for emblems

ROOMS NEEDED:

- SED
- JM Marketing
- State Committee person ('s)
- 1 for giveaway
- 1 for Area Representative
- Rooms for any other invited guest

President will invite all guests

This document is to help anyone willing to host a convention – it is not inclusive, only suggestions to help stay organized.