



16 march 2016

 <p>United States Power Squadrons</p>	<h1>District 23 Conference Guidelines</h1>	
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16 March 2016

District 23 Conference Guidelines

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Abbreviations used

C/C	USPS Chief Commander	DEO	District Education Officer
DAO	District Administrative Officer	NEO	National Education Officer
D/C	District Commander	PR	Public relations

District 23 Conference Guidelines

1 Overview

As provided in the 2015.1USPS Operations Manual, Section 11.21- District conference:

“Each district is required to hold a district conference between 1March and 1 May [spring conference] and between 1October and 1 December [fall conference] each year.... The conference is the primary meeting of the district and is a clearing house for subjects of particular interest to the district. Questions of policy and procedure appear on the agenda, and participation by all squadrons in that district is important to consolidate ideas on these subjects.”

The purpose of this **District 23 Conference Guidelines** is to establish procedures to assist District 23 and its squadrons in hosting successful conferences. These guidelines stress the necessity of early planning and cooperation.

This document reflects the resolution passed at the spring conference 2015, namely:

“Proposed new D23 Conference Format was presented in which the district commander will schedule the Spring Council Meeting on a date prior to Spring Conference. The district bridge under the direction of the district administrative officer shall be responsible for the Spring Conference. The district commander will schedule the Fall Council Meeting on a date prior to the Fall Conference. The Fall Conference shall be the responsibility of the individual squadrons on a rotating basis. To begin 2016 Spring Conference. Motion to accept the proposal by Lt/C Jamie Woessner, AP. Seconded and passed.”

See next page for full text of the adopted proposal, modified 19 March 2016.

These guidelines are based on a traditional hotel conference venue. The conference committees are encouraged to offer new ideas to the DAO in a timely manner. With the recognized goal to increase participation of the general membership, other creative ideas are welcome. All ideas will be welcome and guidelines flexed to adapt to your project whenever possible.

The most important is to have a fun event that will appeal to the membership.

PROPOSED D23 CONFERENCE FORMAT

SPRING CONFERENCE

The District Commander will schedule the Council Meeting on a date prior to the Spring Conference.

The district bridge, under the direction of the district administrative officer, shall be responsible for the Spring Conference.

- The DAO will form a conference committee of representatives from the squadrons, with subcommittees as needed.
- The conference will include Friday night through Saturday night lodging
- Meeting time for the N Club may be scheduled for 0800 Saturday
- Social events and meetings of interest will be planned for the attendees, family members and guests.
- Time will be scheduled for the Conference Meeting on Saturday.
- The Change of Watch will be the focus of the Saturday night dinner.
- A central location will be chosen with the possibility of multiple years contracts signed to assist in cost control.
- The conference budget will be the responsibility of the DAO and all income and expenditures will be the responsibility of the district treasurer.

FALL CONFERENCE

The District Commander will schedule the Council Meeting on a date prior to the Fall Conference.

The fall conferences will be the responsibility of the individual squadrons on a rotating basis. The dates and times will be approved by the district commander. The district administrative officer will serve as the conference liaison to the squadron.

- The squadron shall form a conference committee as determined by the squadron executive board.
- The conference may include Friday night through Saturday night lodging at the discretion of the sponsoring squadron.
- The contract for the hotel accommodations will be signed by the squadron commander or a designated representative.
- Meeting time for the N Club may be scheduled for 0800 Saturday
- Social events and meetings of interest will be planned for the attendees, family members and guests.
- Time will be scheduled for the Conference Meeting on Saturday.
- The squadron will be responsible for preparing a budget to the DAO for approval.
- The district will give each squadron a stipend of \$500.00.
- The squadron's treasurer will be responsible for all financial administration related to the conference.

2 Conference Guidelines

2.1 Scheduling of a district conference

District 23 spring conferences are held over a weekend in March, and the fall conferences are held over a weekend in October, unless otherwise approved by the D23 Commander. Care should be taken to not schedule the District 23 conferences in conflict with USPS calendar of events, or national or religious holidays. All reasonable effort should be made to schedule, and announce to the D23 squadrons the schedule of the future D23 conference, prior to the preceding conference at the latest.

2.2 Scheduling of conference events

The District Commander is responsible for the conference business meetings held on Saturday. The conference committee will work out the conference arrangements with the full cooperation of the D/C.

2.3 Host squadron assignments for fall district conferences

Squadrons will host fall conferences as per the schedule adopted by the District 23 Council and Conference. A deviation or change in this schedule must be approved by the Council and Conference at least 2 years before the effective time of the change. (See Appendix 2 - District 23 conference schedule.)

2.4 Conference site selection

The location of the district conference is important to the success of the conference. Easy access from a major highway is always beneficial, as well as access to a shopping mall or local attractions. A facility in a boating environment is an added bonus. However, the most attractive facility at a price commensurate to the venue should be the driving factor in choosing a facility.

The conference committee should survey the facilities in its local area at least fifteen (15) months in advance of the proposed date and select one or more that meet the needs of the conference; they should then notify the D/C and the DAO of their proposals at least twelve (12) months in advance of the proposed event and BEFORE A CONTRACT IS SIGNED. This notification must include the general aspects of the proposed contract, the cost of sleeping rooms, number and size of meeting rooms available and costs, and the price range of meals.

The D/C must provide the conference committee approval for the facility selection, or the reasons why the facility fails to meet the needs of the conference, within one (1) month of notification.

2.5 Complimentary rooms

If the hotel provides several complimentary rooms, the conference committee may consider offering these rooms to the D23 D/C or national officer(s); otherwise, these officers will cover the cost of their own rooms. If complimentary rooms are not available, ask if an 'upgraded' room or mini-suite is available for these individuals at the conference room rate.

2.6 Conference financial planning considerations

The district shall be responsible for setting the dates of conferences with concurrence of the squadron hosting the event. The district shall provide available historical information on conferences held in recent years to the conference committee planning to host the future event. This historical information shall include the number of attendees, number of hotel guest rooms used on Friday and Saturday nights and room rate, and information on meals and hospitality room, **as provided by past conference committees in their Conference Report** (See Section 2.7 and Appendix 4). In addition, the district shall provide information on the number and requirements for the rooms needed for the meetings and/or other social events for the upcoming conference.

The squadron, as designated in the D23 Conference Schedule (see appendix 2) to host a fall district conference, shall be responsible for the planning and financial success of the event. **The financial goal should be to at least break even.** A squadron is encouraged to put on any fund-raising efforts that they deem appropriate to support their conference plan. The squadron should present its plan at a D23 Council meeting for review and guidance about one year before the scheduled conference.

2.7 District Conference Report

The conference committee should submit a final report summarizing the conference revenues and expenses to the D/C and the DAO, within thirty (30) days after the conference. This report should include attendance numbers at all conference functions, hotel rooms booked each night and meals served. This report will help other squadrons and the district in planning future conferences.

Appendix 4: Conference Report proposes the format and content of this report.

3 Conference budget & Fund raising

In any activity, financial management is concerned with obtaining money and using it efficiently to satisfy certain established plans or organizational goals. A budget is a financial road map of how the projected revenues and expenditures will achieve the goal, which in this case is a successful district conference.

The conference committee must develop a budget for the D23 conference that they will host, as soon as possible after visiting venues and getting prices and before contacting the D/C and DAO for facility approval.

The first step is to identify the costs for the activities with sufficient markup to cover all the extra items (such as band or DJ, welcome gifts, decorations, gratuities, set-up fees, room-use fees, hospitality room refreshments and snacks, etc) that will be incurred for the district conference.

D23 provides \$500.00 to the squadron hosting the fall conferences. In addition, there are the possibilities of donations from members, or marine stores/local businesses for special purpose advertising in the conference program distributed to all attendees.

It is recommended that the conference committee studies the Conference Report from the previous few conferences and use those historical numbers of attendees as a starting point for the upcoming conference budget.

There are many factors that must be considered in developing a conference budget. Appendix 3 provides a sample budget.

Fund raising

Most successful District 23 conferences have used some form of fund-raising to help defray some of the conference's costs. Examples of successful fund-raising include:

- raffle of items donated by members or local marine stores,
- sale of items made or donated by squadron members,
- 50/50,
- Any other idea you may have; **but**

If a conference committee chooses to use a raffle or sell items to help with conference costs, the sale of these tickets/items must be limited to members of USPS **only**; if sold to non-members, the conference committee must have *previously* registered with the State of Florida and obtained a permit to conduct a raffle in order to be in compliance with Florida law. (Current Florida Statue references: **s. 849.0935, s. 496.405 and s. 496.406**). In addition, the conference committee may only sell these tickets/items at the conference.

A conference committee may **NOT** conduct any of their fund-raising efforts at any D23 conference proceeding their own.

4 Conference facility contract

After checking potential facilities in the area, getting prices, and coordinating with the D/C (as described in Section 2.4), you need to negotiate a contract with the facility. This contract must be signed by an authorized agent from the conference committee as well as an authorized venue representative.

The purpose of the contract is to reserve the specific dates of the event, lock in all meal and room prices, and specify all that the venue will provide and at what cost. If the hotel requires a deposit at contract signing, ensure your **Executive Committee** understands and accepts the venue's cancellation and refund policy. It is usually to your advantage to negotiate and sign a contract for the conference about a year in advance of the event, since meal and facility prices tend to only increase over time. In any event, the planning and coordination for the conference needs to be completed in time to sign a contract **no later than** ten (10) months before the event.

Contracts vary by facility. Have several conference committee members read the contract before it is signed, to help ensure all aspects of your requirements are included at the terms you verbally agreed to earlier.

Items you should ensure the contract includes are:

- Date of event, deposit required, and cancellation policy.
- Menu and price of each meal of the event, with gratuity rate specified. Approximate number for each meal, and possible penalty for not meeting this number. Date final count and payment for each meal event is due. Last minute reservation policy (i.e., 10% reserve, no reserve, will accommodate as possible).
- Specific rooms reserved for conference use for each of the meals, workshops, hospitality room, registration, etc; times these rooms are reserved; specify 'No Charge' or cost for set-up or room rental, as applicable. Include details of room set-up for the dinner and for each of the meeting rooms
- Cash bar set up, with costs specified. It's a good idea to negotiate and put in the contract the prices that will be charged for drinks. Sometimes a facility will waive bar set-up fee if bar sales exceed a certain amount.
- Number of guest rooms blocked off for conference attendees, room rate, and date un-reserved rooms will be released. Include number of complimentary rooms provided by hotel (usually at least the hospitality room; at times, one or more rooms as well), and terms. Often meeting rooms and set up fees are waived if a minimum number of guest rooms are occupied each night; ensure your contract with the venue specifies this. If possible, rather than having a firm number of rooms required to waive *all* charges, try to negotiate a 'sliding scale' of charges - i.e., if 20 rooms are occupied each night, all fees waived; if 15-20 rooms, you pay 25% of fees, etc.

Plan on having a meeting with the venue staff approximately 30 days before the event, to review the contract and add details, as needed. You should also plan to have a final meeting with the staff the week prior to the event.

5 National Representative(s)

- The Chief Commander's Representative is no longer coming to the fall district conferences in an effort to save money. The D/C may be provided with a Power Point Presentation or other medium to convey the C/C's message. For the spring conference, the DAO is responsible for the arrangements for the C/C's representative via usps.org and will communicate needs to the conference committee
- The NEO may send a representative to district conferences. In this case, the DEO will be the contact point and will be responsible for communicating needs to the conference committee.

Appendix 1 - Recommended time line for conferences

15 months prior	<ul style="list-style-type: none"> • Establish conference committee
12 months prior	<ul style="list-style-type: none"> • Select conference facility and dates • Develop event budget • Confer with D/C and DAO
10 months prior	<ul style="list-style-type: none"> • Sign contract • Plan event
6 months prior	<ul style="list-style-type: none"> • Start publicity with flyers at preceding district events • Utilize SailAngle, district & squadrons websites & newsletters and communicate with squadron commanders
3 months prior	<ul style="list-style-type: none"> • Increase publicity effort • Work with district officers for agenda
1 month prior	<ul style="list-style-type: none"> • Finalize all details
Day of event	<ul style="list-style-type: none"> • Have committee members available to oversee their individual responsibilities
Within 4 weeks	<ul style="list-style-type: none"> • Prepare final account of revenues and expenses • Send thank you notes as appropriate • Prepare Conference Report and send to D/C & DAO

**Appendix 2 - District 23 conference schedule
(as approved at the Spring Conference in 2016)**

District 23 Conference Schedule

Spring 2016	D/23
Fall 2016	Daytona
Spring 2017	D/23
Fall 2017	Harris Chain
Spring 2018	D/23
Fall 2018	Cocoa Beach
Spring 2019	D/23
Fall 2019	Gainesville
Spring 2020	D/23
Fall 2020	Banana River
Spring 2021	D/23
Fall 2021	Central Florida
Spring 2022	D/23
Fall 2022	Jacksonville
Spring 2023	D/23
Fall 2023	Daytona

Appendix 3 - Sample conference budget**2013 District 23 Fall Conference Budget**

	Expenses		Revenues	
Site		Estimated		
	60 rooms @ \$99 & \$129	\$ 6,060		\$ 6,060
	Sub totals		\$ 6,060	\$ 6,060
Meals				
	Friday dinner 75 @ \$35	\$ 2,625	75 @ \$38	\$ 2,850
	Saturday lunch 50 @ \$20	\$ 1,000	50 @ \$20	\$ 1,000
	Saturday dinner 80 @ \$35	\$ 2,800	80 @ \$38	\$ 3,040
	Sunday breakfast 25 @ \$18	\$ 450	25 @ \$20	\$ 500
	Sub totals	\$ 6,875		\$ 7,390
Publicity				
	Programs 100@ \$3	\$ 300		
	Registration forms 100 @ \$1	\$ 100		
	Flyers for Spring Conf (100)	\$ 30		
	Sub totals	\$ 430		
Refreshments				
	Wine & beer	\$ 250		
	additional snacks	\$ 150		
	sub totals	\$ 400		
Prizes				
	Gifts for hotel guests	\$ 250		
	Sub total	\$ 250		
Miscellaneous				
	Entertainment Friday Lauau	\$ 275		
	Equipment (Microphone)	\$ 30		
	Dinner bar tender (Sat)	\$ 80		
	Hospitality room upgrade	\$ 100		
	Sub total	\$ 485		
	Money from district			\$ 500
	50/50, silent auction, raffle			\$ 550
Totals	Expenses	\$ 14,500	Revenues	\$ 14,500

Appendix 4 – Conference Report

From: _____ Host: _____

Chair Conference Committee Date: _____

To: District Commander and District Admin Officer

Subject: Conference Report

- 1. Meeting dates: _____
Location: _____
Room Rate: _____
rooms Friday night: _____
rooms Saturday night: _____

- 2. Hospitality room
Approx. number of people attending each day: _____
Attach list of liquor, soda, snacks, etc. consumed. Thanks.

3. Attendance events:	Number attending	Ticket price
Friday night event	_____	_____
Saturday lunch (if provided)	_____	_____
Saturday night event	_____	_____
Activity 1:	_____	_____
Activity 2:	_____	_____

- 4. Attendance meetings:
Conference: _____ (from District Secretary)
N-Club: _____ (from N-Club Captain)

- 5. How many items (if any) did you have for your raffle? _____

- 6. Please attach financial report of actual revenues and expenses (preferably versus budget)

- 7. Please attach a page with problems, successes, recommendations, etc.

Submitted By: _____ Date: _____

Appendix 5 – Conference committee job descriptions

A5.1 Chair conference committee

1. With input from conference committee, develop the budget for the conference. Once the budget is approved, ensure the expenditures stay within budget.
2. Be the primary liaison with the conference hotel staff.
3. Oversee the selection of the party theme.
4. Oversee the plans for the content of the conference.
5. Report progress to the squadron and/or district commander, and DAO.
6. Call meetings for planning and updating all progress to date.
7. Oversee all external actions of the committees.
8. Ensure conference public relation materials are sent to the D/C, DAO, squadron commanders, squadron webmasters and newsletter editors, and the D23 website in a timely manner (see Appendix 1).
9. Be able to listen to all ideas and criticism and then act in the best interest of the conference.
10. Within 30 days of the conclusion of the conference, submit the **Conference Report** (see Appendix 4 for content and format).

A5.2 Finance

1. Open and maintain a separate checking account (**preferred**)
OR, with approval of the host Executive Committee, maintain conference funds in the same physical bank account as the existing account, but with a strict separate accounting of all conference funds.
2. Prepare and update a complete accounting of all conference INCOME and EXPENSES (see appendix 3) .
3. Pay all bills, with conference chair and/or committee approval.
4. Within 30 days after the conference and with all bills paid, request an audit of the conference accounts and provide financial report to conference committee.

A5.3 Entertainment

1. Provide input to the conference committee on estimated costs for entertainment.
2. Work with other members of the conference committee to come up with a theme.
3. Locate options for the entertainment, in keeping with the theme and the budget. Check on special requirements and clear with hotel. Include hotel charge if any.
4. Pre-view several band/DJ options, if possible. Find out about deposit and final payment requirements. Report to the conference committee, with recommendation.
5. After committee approval, book the entertainment for the appropriate time.
6. Several weeks and several days before event, confirm date and time with entertainment.
7. On night of event, oversee entertainment set-up and co-ordinate with hotel to resolve any issues.
8. Make sure all monies owed are paid, both deposit and final payment, in accordance with the booking contract.

A5.4 Meals & menus

1. Work out all menus for the different events planned at the venue.
2. Make sure that special dietary meals are available to members that need them.
3. Ensure that members who will man the registration desk know the hotel's policy on last minute reservations and cancellations. Provide them the lists/tools to accommodate these changes, as appropriate.

A5.5 Public relations (PR)

1. Develop a one-page flyer announcing the date, location, theme, major activities of the conference, and information on the N-Club speaker.
2. Gather information needed to develop a one-page Registration Form for the hotel, meals and activities registration.
3. Have one-page publicity flyer available no later than the conference immediately preceding yours. The conference committee should take the flyer (and hotel brochure, if available) to that conference, start promoting the next conference, and include a copy of the flyer in each of the D23 squadron commander's folders and for the D23 Bridge. In addition, send a soft copy of the flyer to the D23 webmaster about 2 weeks before the conference before yours, for inclusion in the D23 website.
4. Ensure the flyer and the registration form are published in each of the D23 newsletters and websites. Send soft copies to the D23 and squadron editors and webmasters (listed in the D23 Roster). Make use of SailAngle.
For **spring** conferences, deadline is **1 November**, for **December** newsletters; for **fall** conferences, deadline is **1 July** for **August** newsletters.

A5.6 N-Club liaison

1. The N-Club is responsible to secure the guest speaker for their event, and to provide that information and program to the conference committee in adequate time to be included in the conference publicity information and registration forms.
2. The N-Club liaison must provide the public relations committee with information concerning the speaker in time to be included in the conference PR materials (approximately 5 months before event - check with PR chair).

A5.7 Local information package; welcome gift

Option 1: The Goody Bag

1. Gather pamphlets, booklets, or other types of information about the local area, including 'things to do' information.
2. Make a package of these information items and small gifts collected and have ready at the Registration Desk to give to each individual or couple that registers at the conference.

Option 2: Pick What You Like

1. Gather pamphlets, booklets, or other types of information about the local area, including 'things to do' information.
2. On a table next to Registration, place local information and other useful conference items (water bottles, pads, pens, etc.) for individuals to pick as they choose.

A5.8 Door prizes and raffle items

1. A door prize is a quality item that the conference committee gives away, based on a drawing where each registered attendee is given a ticket for the door prize. A raffle item is a higher valued item that is displayed, so conference attendees can buy tickets for a chance to win the item. Items of value may also be sold via a silent auction allowing attendees to bid on their preferred items.
2. 50/50 raffles are an option for the Friday night event whereby the amount of money collected is divided equally between the winning ticket holder and the host squadron.
3. Contact local businesses including area boating stores and marinas for donations. Provide these donors with a receipt and a copy of D23's non-profit status.
4. Maintain and publish a complete donor's list.
5. Work out a system to distribute the prizes efficiently. (10 to 15 minutes, maximum)
6. Plan on displaying the raffle items and selling tickets for them from Friday afternoon/evening when registration opens and throughout the day on Saturday. Drawing for the raffle items would normally be at the Saturday night dinner.

A5.9 Decorations (if called for)

1. Help plan the theme for the conference as approved by the conference committee.
2. Check on whether any centerpieces and room decorations are available from the hotel and if there a charge for use.
3. If committee will be making room decorations, co-ordinate with hotel **before** making any decorations that would hang on walls of room.
4. Provide input to the budget committee of an amount that should be allocated for decorations.
5. Design and buy, or make, centerpieces and decorations for conference event, within the approved budget amount.
6. Co-ordinate with hotel when decorating committee will be allowed access to the party room to decorate. Take down remaining decorations after party is over to avoid clean-up fees.

A5.10 Reservations

1. Keep accurate records of all reservations as they come in.
2. Give monies sent to the conference treasurer in a timely manner, for deposit.
3. Notify the conference committee of any anomalies with the reservations, such as none received from a specific squadron shortly before the reservations deadline.
4. Organize the pre-paid reservation tickets for easy distribution at registration. For example, place all prepaid tickets in a labelled envelope, filed by squadron to expedite registration.
5. Prepare a list by squadron with the tickets in each envelope for initialization by the registrants upon arrival.
6. Have the original reservation forms available at the registration table for reference.
7. Notify the meals & menus committee of the final counts, to schedule the proper number and types of meals.

A5.11 Registration

1. The registration desk should be located in the main lobby or general assemble area. Ensure this has been coordinated with the hotel ahead of time.
2. The registration desk should be opened from at least 1700 to 1930 on Friday evening, and from 0730 to 1000 on Saturday.
3. Have members manning the registration desk at all appropriate times.
4. Have a sign-in sheet for each D23 Squadron prepared and at the registration desk.
5. Provide each registrant with a conference program.
6. Provide the arriving member with the tickets they pre-ordered and pre-paid. Have member initial a list acknowledging the recorded number of tickets received. Resolve any discrepancy before member leaves with tickets.
7. Know the hotel's policy on last minute meal reservations and cancellations. Ensure you have the lists/tools to accommodate these changes, as appropriate. Notify the meals & menus committee of the final changes, if any.
8. Provide registrant with the welcome gift and/or packet of local information, as planned by the conference committee.

A5.12 Conference program

1. Find a printer to handle conference needs (USPS discount at Office Depot).
2. Oversee development of all parts of the conference program. At a minimum, the program must include the schedule of all events of the conference weekend with room location specified. The specific details of the times and workshop topics are provided by the D/C or DAO. In addition, include a hotel layout to facilitate locating meeting/banquet rooms.
3. The Conference Program *may also contain*:
 - Information about the C/C Representative (contact D/C),
 - Information on the incoming D23 Bridge (Spring Change of Watch conference),
 - A list of individuals and businesses that donated prizes for the conference,
 - Paid advertisements from local businesses or supporters, etc.
4. Ensure the conference program is printed in adequate quantities to distribute one for each attendee, plus extras for lost programs.

A5.13 Hospitality room

1. Develop a budget for the snacks and drinks for the hospitality room. Check with the chair of the two previous conferences for their list of items consumed to develop a reasonable budget estimate. Inform conference committee.
2. Shortly before the conference, get as accurate a count as possible of the number of people expected each day. Don't forget to account for local people who won't necessarily make hotel or meal reservations.
3. Provide refreshments, snacks, and supplies for the hospitality room. Traditionally those are provided by volunteers from the host squadron.
4. Solicit and schedule members to man the hospitality room for scheduled times.
5. At the time the hospitality room will be made available for your use, pick up the room key. Set up room, with helpers. Oversee hotel set-up of furniture, as needed.
6. At the end of the 'Happy Hour', ensure hospitality room is cleaned up and locked.

A5.14 Facilities/Meetings

1. Work with the conference committee on identifying equipment needed for the conference meeting rooms (e.g., microphone, podium, projector, screen, etc.). Identify these needs early enough to include their cost in the budget, if needed. Ideally, items may be provided by the hotel at no cost, or borrowed from local assets.
2. Work with the hotel staff to get the proper setup for the different meeting rooms, such as chairs, tables, and podiums.
3. Make arrangements with hotel staff to hang the District 23 banner (approximately 10 ft by 10 ft) on the wall behind the head table for the duration of the conference, and to take down after the meeting.
4. Identify the meeting rooms with the necessary signage for the different workshops, if any. Check with the D/C or DAO for this information.

A5.15 Conference party/dinner

1. Work with conference committee to ensure all details for the conference party and dinner are taken care of. Coordinate with the chair committees involved with the event (entertainment, decorations, meals, door prizes & raffles, etc.)
2. Work out the details of room set-up for the evening and coordinate with all involved and the hotel. Check with D/C whether there are special set-up requirements for the room, such as whether a head table is desired, etc.
3. Develop a schedule for the evening's events, including time of cocktail hour and dinner, when entertainment is provided, what goes on during the breaks, when and how door prizes/raffle items are distributed, etc., and coordinate with all involved.
4. At the conclusion of the party, ensure squadron and/or district assets are secured or put away, and that hotel assets, such as table decorations (if used) are left in the room.