



SRMC

...Your Assurance of Objectivity, Independence and Integrity.

Helpful Hints for Hosts

Revised June 2022

Approved February 2023

Introduction

Helpful Hints for Hosts is a guide to assist conference hosts as they take on the planning, promotion, and management of a SRMC Conference. This guide is based on feedback and observations from previous conferences.

Helpful Hints for Hosts, if followed, will ensure that all aspects of running a conference are covered. However, from time to time, new situations will arise, and this guide should be amended accordingly.

Suggested amendments to this guide should be forwarded to the SRMC Admin for update.

General

SRMC has two conferences each year: one in the spring and one in the fall. The Fall Conference also serves as the Society's annual meeting, where elections of new officers and directors occur.

Besides the business meetings of the Society, each conference has educational session presentations focusing on current topics that would be of interest to members.

The general outline of each conference is listed below. It is important to note that the Fall conference normally begins on a Wednesday (with the board of directors meeting) and ends at noon on the following Saturday. The Spring conference will normally begin on a Thursday (with the board of directors meeting) and ends at noon on the following Saturday. Occasionally, and with board approval, these timeframes may change to accommodate special activities or topics.

As a general rule, the following holidays or religious observations should be avoided when planning either conference:

Spring Conference

- Easter (mid-March to late April)
- Passover (often close to Easter)
- RIMS (usually last week of April)
- CPCU exams (about the third week of June each year)
- IIA/ARM/CRM exams (about the first week of May)
- Canadian IIA exams (about end of April)

Fall Conference

- Labor Day (Canada & US first Monday in September)
- Rosh Hashanah (usually in September)
- Yom Kippur (eight days later than Rosh Hashanah)
- Canadian Thanksgiving (second Monday in October)
- Columbus Day (second Monday in October)

Boards of Directors' meetings will precede the conferences by one day. Business Meetings for Members are usually scheduled during one of the other educational sessions timeslots, and it is best practice to avoid scheduling this on a Saturday.

As a general guide, at Appendix 2 is a template for the planning of the Spring Conference, and Appendix 3 contains a template for the planning of the Fall Conference.

Conference Budgets

It is SRMC policy that each conference should be as cost neutral as possible, meaning the expenses should be covered by the revenue generated from conference registrations.

When a conference host and location has been approved by the Board, the Administrative Assistant will prepare a draft budget based on known costs and previous conferences. This is a guide but has been developed over several years to be inclusive of most of the costs that occur during a conference.

There is a Golden Rule concerning costs in SRMC - absolutely all costs of a conference, within the parameters set out in the previous paragraph, must be included in the registration fee. The registration fee for each member is normally determined by looking at the expected expenses, and setting a conference fee for attendees that will cover the cost of those expenses. All expenses should be included in the expense projections to ensure that the correct registration fee is set.

From time to time, the host in conjunction with the meetings committee, may request that the conference run at a loss. This has been done a number of times for special events, and international conferences. It is important for the conference host to understand that projecting a loss without board approval must be avoided.

As a very general guide, prior to the exact number of members and spouses who will attend being known, use the following approximations, based on the average of the last few conferences:

Spring Conference	20-30 members; 5 spouses/guest
Fall Conference:	30-40 members; 15 spouses/guests

A word about registrations.

Guests are allowed to attend conference sessions:

- on a “one-time” basis if they can be considered as potential members*, at full registration fee. If a membership application has not been submitted, a \$50 charge shall be added;
- if they are co-workers of a member and pay the full registration fee;
- spouses may attend functions other than our conference sessions if they pay the appropriate registration fee.

Hospitality Suite

Each conference has a history of hosting a hospitality suite for a brief time after the day’s conference sessions. Generally, the hospitality suite would be open to members and their spouses/guests within one-hour following the last conference session on each day (except the Saturday).

As a first preference, when seeking RFPs for hotels as a conference venue, we should ask for a room to be set aside (normally a suite, or some other kind of larger space) that could host the hospitality suite. This is becoming increasingly difficult to manage in contract language, which normally requires all alcohol to be served by and sold by the venue. Except in rare occasions, a hospitality suite is a requirement for the conference host to provide.

The SRMC policy does provide for the conference host to have their accommodation covered by the Society (through conference registration fees) when they choose to stay in a hospitality suite when one is provided. The cost of the conference host room is not covered under currently policy if a separate room is reserved for the host other than the hospitality suite.

It is becoming a tradition to hold a Welcome Reception on Thursday night at the spring conference and on Wednesday night at the fall conference. To accommodate all of the people (members and spouses/guests) at the fall conference probably requires a room larger than the Hospitality suite. The hotel will require that a bartender be provided by it for this event. A good selection of hors d'oeuvres should be provided.

Conference Planning Timeline

18 months to 2+ years before conference

Initial Proposal: A potential conference host should present to the meetings committee a recommendation for a conference venue and the timeframe for this conference. Ideally this should be completed at least 18 months prior to the potential conference.

Board Approval: The Meetings Committee will provide a recommendation to the board for approval of the projected conference, along with the conference host(s).

Conference Planning Tools: The Administrative Assistant will provide a draft Request for Proposal (see Appendix 1) that the conference host (or the Administrative Assistant if preferred) can submit to selected venues.

Choose Hotel: Following receipt of proposals, the conference host will select the preferred hotel/venue for the conference and notify the Meetings Committee, along with the President and Treasurer of the Society.

Negotiate Contract: Based on the RFP responses, obtain a draft contract from the hotel venue for review. When received, the conference host and Administrative Assistant will review the RFP and contract to identify any items requested that were not included.

Note: It is important to identify a reasonable number of rooms for reservations during this time, and to determine what the best attrition percentage would be for the Society without penalty. Ideally, seeking at least a 20% attrition without penalty is ideal, however it is not common. Less than 10% should be avoided, however if this can't be, then adjusting the rooms to a lower number might be advisable.

Also determine what, if any, penalty may be occurred if the number of rooms is underestimated and a larger number of rooms is needed.

Finalize Contract for Review: Once the contract is finalized or close to being finalized, the conference host should forward the contract to the Meetings Committee and the Legal Committee for review.

Note: It is important to allow at least 2-3 weeks for this review, and the hotel venue should be aware that a final response would not be available before 30 days after the final contract is presented.

Identify Contract Signatories: In all cases, the Society President will be the official signatory on any contract, unless this is delegated by the President or the Board of Directors to another person.

Contract Signatures Completed: When these are signed, a copy of the signed contract must be sent to the Administrative Assistant who will forward to the Meeting Committee and the Executive Committee.

Administrative Assistant Functions: When the contract is signed, the Administrative Assistant will

- prepare a working document for the conference planning (see Appendix 2 for examples);
- prepare a conference budget inclusive of all the known costs and the room obligations;
- prepare a conference checklist with all important dates for payments of deposits, obligations of the Society to the hotel;
- send these documents to the conference host, the Meeting Committee and the Executive Committee; and
- send a Save the Date Calendar invitation to all members for the dates of the conference.

Payment of Deposit: The payment of a deposit is normal within a short period of time to secure the hotel venue. The Treasurer will be notified of this in the communication from the Administrative Assistant and schedule payment.

1 year to 6 months before

Conference Speakers / Presenters

Check in with the Meetings Committee and Education Committee on the speakers that are being targeted for this conference. Generally, the conference host is expected to find

at least one speaker for a conference presentation. When this speaker has been identified, notify the chair of the Education Committee so they can assign a space on the schedule to avoid double-booking.

Note: It is SRMC policy that we do not pay speakers to present to the conference. If a person is identified that requires assistance with accommodations, travel or other related costs, raise this with the Meetings Committee and the President as the board may be able to make the rare exception.

If an outside speaker is coming, you are welcome to invite them to attend the sessions on either side of their session, and extend an invitation to breakfast or lunch depending on when their session is being scheduled. A speaker may be invited to attend the hospitality suite and/or an evening function at the expense of SRMC. This will normally be limited to the day before, or the night of their presentation.

Speaker Accommodation: The SRMC does not pay for the accommodation of speakers, however the Society is able to make the reservation for the individual on the understanding they will be personally settling the costs. If you identify a speaker where you, as conference host, would like to pay for the accommodation, this expense must be included in the conference registration cost.

Speaker Travel: If the speaker is not local and is flying in to make their presentation, while flights, etc. are not covered by the Society, we can make arrangements to collect them from the airport. If they are not being met, seek to have the hotel place a basket of fruit, or wine in their room.

Speaker Presentations: The speaker(s) should be requested to provide a short biography, a headshot and an outline of their presentation to the Administration Assistant at least three months prior to the conference (earlier if possible). These items will be used for promotions and updates to our membership. Speakers should also be advised that a copy of their presentation will be required at least two weeks prior to the conference. Updates to presentations may be made up to one week prior to the conference.

Conference Activities

Conference President's Dinner (Fall Only): Identify venues that could accommodate the expected number of attendees. The dinner is normally between 2-3 hours, and is a sit-down meal with drinks. Time needs to be allotted for speeches as the current president hands over the gavel to the incoming president. The setting needs to be able

to accommodate all members, spouses and invited guests in the same room, preferably with a view of the president's table.

Spouse Activity (Fall Only): A spouse activity is normally scheduled to include a lunch in the area, paired with an activity that may be of interest to spouses, partners and guests who attend. Examples of previous spouse activities include lunch and then exploring the South of Congress area of Austin, a walking tour of the city, a boat tour of the area (if near water), etc.

Group Activity (Fall Only): It is common to schedule a group activity for the Friday afternoon after lunch for all members, spouses and invited guests. Historically these activities have included tours of museums, baseball field tour, State Capital Tours, etc. From time to time, the activity may be limited to members only, but this is rare.

Free Time: It is important to schedule some free time for members, and their spouses/partners to explore the area, rest or take time to meet with Society friends in a non-conference room setting.

Note: The Internal Revenue Service does have guidelines for the amount of "free time" that a person may have for working purposes, which is around 5 hours of working time. Allowing free time of 2-4 hours is acceptable, especially on the Friday given the President's Dinner that evening.

Marketing Strategy

Develop a marketing plan to schedule topics and dates for email blasts with the Administrative Assistant. As a general rule, for the period 12 months to 3 months prior to the conference, at least one email focusing on the planned conference is suggested. Between 3 months and 2 weeks prior to the conference, scheduling at least one email ever two weeks is recommended.

The emails should contain information on how to register for the conference, how to reserve a room, and any major activities that are being planned. The email blasts should also feature the topics that are being presented when they are known, and a short biography of the speakers.

6 months prior to conference

Fall Conference: Finalize details for President's Dinner, Spouse Activity and Group Activity (normally scheduled for the Friday afternoon prior to the dinner).

Finalize Conference Registration Fees: Determine registration fees for members, non-members and spouses, setting a deadline by which the registration and basic fee must be remitted and showing a discount for early registration. Registrations will close at least one month prior to the conference. Determine if early registration discounts will be offered.

Finalize Conference Registration Page: The Administrative Assistant or Web Manager, will set up a conference page outlining the details of the conference, including an option to register for the conference. The registration page will also provide a link, or details to the hotel registration.

3 months before

Check with Meetings Chair to finalize the program.

Meet with the hotel to go over the planning checklist (Appendix 2), including any changes to meals, number of attendees, expected adjustments for room reservations, etc. Also, ensure that any signage for the conference at the hotel has the correct information.

If the Society is managing the hospitality suite, plan for acquisition of the liquor and mixers for the suite (see Appendix 4).

Request rooming lists, or access to the portal to check the status of rooming reservations.

Start bi-weekly email blasts through online distribution.

Notes:

A. The hotel will try to get you to use their liquor and bartender for the hospitality suite. Try to get the hotel to agree that we will supply and run our own hospitality suite. Usually, after a strenuous knockdown fight they will at least agree to turn a blind eye to what we bring in. However, they may not list the room as a hospitality suite, so members have to have good notice of where it is. An alternative is that the hotel will provide hot and cold hors d'oeuvres on the first evening, but these are very expensive.

Ice may also be a problem unless room service is used as some hotels do not have ice machines, so it may be necessary to bring in ice as well as drinks and yummys.

B. Hospitality suite is usually a small suite or room off a suite suitable for a small reception of some two dozen people. It is a place for those who wish to meet others and arrange dinner dates and should be open after the after sessions until, say, 8:00 p.m. It should be open on the night before the Meeting of Directors as many arrive during the afternoon and need somewhere to meet others and arrange for dinner or just getting together. It is optional whether it is open late at night, after dinner, but it is frequently. It should be open briefly at the end of the Saturday session for those who are staying over, but only if checkout is 1:00 p.m. or later as arranged. In other words, do not pay any extra day for the room. At some conferences, the hospitality suite was open all day and met with rave reviews from the spouses/guests who found somewhere to go and get together before taking off sightseeing or shopping.

C. Suggested stock for the hospitality suite is shown on Appendix "2".

D. The President is entitled to the suite the hotel usually throws in for free, or, if there is no free suite, then the conference must pay the cost of a room for the President.

However, as one of the rooms in the hospitality suite frequently is a bedroom, some presidents opt for what could be this noisy room. If the President declines this and the conference pays for a separate room, it would be quite in order for the host to use it. This makes it more convenient for opening and closing the hospitality suite. However, it should be remembered that the president has first choice.

2 months before

Confirm all speakers have been scheduled for the conference, and remind speakers of need to provide biography, headshot and synopsis of presentation.

Obtain name tags and lanyards for conference.

Continue bi-weekly email blasts to members.

1 month before

Don't panic yet!

Confirm all speakers have provided biography, headshot and synopsis of presentation.

President-Elect (Gift): For a fall conference, ensure that the President-Elect has obtained a gift for the retiring President which is to be presented at the President's Dinner. The President Elect may ask the host to purchase the gift simply to obviate the necessity of someone having to bring it by air from another city and, perhaps, to add a little local color. Check with the President Elect concerning his/her wishes.

Notes: As a general rule the gift should be something that the President would use. The value of the gift should not exceed \$250. The President-Elect could check with the president's spouse or office staff for ideas. The cost of this gift will be reimbursed by the Society.

President (Gavel): Remind the President to bring the gavel to hand to the incoming president. The President will normally have the gavel box engraved with the name of the incoming president. The cost of the engraving of the gavel box will be reimbursed by the Society.

Buy small gifts or gift cards for speakers, other than members.

Member Retirements: For any conference at which it is known that a member is retiring from his or her firm (because of age or infirmity, not to go to another firm) and it is expected that this could be the last conference which the member may attend, buy a little something. Be guided by the President or others who have known what contribution the member has made to SRMC and possibly its predecessor, ICS and IRMC. The member may be a person who should be honored with a Life Membership, so this should be run past the President and the executive committee.

2 weeks before

Finalize Hotel Arrangements: Meet with the hotel venue to finalize:

- that all payments have been made or are in process;
- all catering requirements have been finalized, including confirming the dietary limitations of our members, spouses, partners and guests;
- Schedule a time to meet with event organizer on the first day of the conference to do a walk through.

Finalize President's Dinner Arrangements: Meet with the hotel venue to finalize:

- that all payments have been made or are in process;
- all catering requirements have been finalized, including confirming the dietary limitations of our members, spouses, partners and guests.

Distribute Conference Pack to Members. This will be done electronically as a PDF file.

Have name tags printed and assembled for distribution at the conference.

At the Conference

Hotel Directions: Check that the hotel has direction boards or notice boards to assist members and guests find the conference room that is being used. It is important that the name “Society of Risk Management Consultants” is used in these directions.

Hotel Personnel: When you arrive, meet with event planner at designate time for walk through. Note: this should be done prior to the board meeting in case there are issues that need to be addressed, or discussed at the board meeting.

Speaker Meet and Greet / Introductions: It is important to have an individual designated to meet the speaker when they arrive at the hotel, or at the breakfast or lunch if they are planning on that prior to their session. This person should ensure that the speaker is introduced to the Meetings Committee Chair, the President, and the Conference Host (if that is not the designated person).

Speaker Honorarium or Gift: When a speaker completes their presentation, the conference host may choose to provide a small gift of no more than \$75.00 to the speaker. It is important to check with the speaker if their company allows this kind of gift prior to making these arrangements. A gift card can be ideal.

After the Conference

Have a drink!

Work with the Administrative Assistant to finalize the conference budget and send to the Treasurer and Meetings Chair to finalize reimbursements and payments.

Note: You may not be able to do this until bills have been paid. Bus companies are notoriously late at billing and getting receipts out. Hotels may be a couple of days before all costs are known exactly. Don't worry, but get it done as soon as possible. Whoever prepared the program and arranged for speakers should write and thank them for their presentations.

Have another drink on all of us! Take home what's left in the bottles.

You did a great job!

Appendixes

Appendix 1: Conference RFP Template

REQUEST FOR PROPOSAL FOR SRMC FALL 2023 CONFERENCE HOST HOTEL

On behalf of the Society of Risk Management Consultants (SRMC) I am seeking proposals for the Society's Fall 2023 Conference which is currently being planned for October 2023.

The Society of Risk Management Consultants (SRMC) is an international organization of professionals engaged in risk management, insurance and employee benefits consulting. Its mission is to advance these professions to benefit the member consultants, their clients and the public through research, education, exchange of information through conferences, networking, and the promotion of professional and ethical guidelines.

Event Dates

The conference dates will be determined based on availability of space during one of the following periods:

- October 4-7, 2023
- October 18-21, 2023
- October 25-28, 2023

In all cases, the conference runs from 1 PM on the Wednesday through 12 noon on the Saturday, as outlined in the summary agenda attached.

Room Requirements

The following room requirements would be required:

- Wednesday – 34 king/queen rooms
- Thursday – 34 king/queen rooms
- Friday – 34 king/queen rooms

The contract would require that rooms would be available for at least two-nights before and two-nights after the conference dates at the contract rates. The number of rooms to be made available for these nights will be finalized in the agreement.

The Society provides a hospitality suite to its members for short periods after each conference day, and a room or suite that could accommodate up to 30 people would be required for each day. Historically, the conference host has also used this space as their room, so a one- or two-bedroom unit/suite – if available – would be ideal.

Meeting space

For the meeting on Wednesday, we would need a space that could accommodate approx. 20 people (audio-visual is not required for this meeting). For the conference sessions (Thursday-Saturday) we would require meeting space for up to fifty (50) people, with audio visual capabilities. Seating will be arranged in the “school style” format with tables. Round tables for the conference should be avoided but may be considered.

Wi-Fi is required for the meeting space throughout the conference, and this should be included in the proposal.

Catering

Catering for breakfast will be required on Thursday, Friday and Saturday morning. Catering for lunch will be required for Thursday and Friday only. Refreshments should be available during the conference on Thursday, Friday and Saturday.

For any questions, please contact me directly at +1.469.443.8368. Please send your proposal via email to james@truebluefirm.com. We look forward to hearing from you.

Sincerely,

James Nunn

Administrative Assistant
 Society of Risk Management Consultants
<https://www.srmcsociety.org>
 +1.469.443.8368

Appendix 2: Conference Planning Template

Spring Conference Planning Template

THURSDAY, MARCH 17, 2022				
Start	End	Description	Location	Notes
10:00 AM	12:00 PM	Board Meeting	Hon Fleur	
12:00 PM	12:45 PM	Lunch		
1:00 PM	3:30 PM	Long Range Planning Session		Room set up: Board/conference style

		<i>(All SRMC members are encouraged to participate)</i>		F&B: standard (water jugs, etc.) Two (2) Flip charts and easels required
5:00 PM		Hospitality Suite “Welcome Reception”	Chartes	<i>F&B Catering to be decided (AT talking to hotel)</i>
FRIDAY, MARCH 18, 2022				
Start	End	Description	Location	Notes
8:00 AM	9:00 AM	Breakfast		F&B Choice: The Pontchartrain (\$28 pp)
9:00 AM	10:30 AM	Session I Topic: Art speaker Speaker:		Room set up: Board/conference style F&B: all-day refreshments
10:30 AM	12:30 PM	Session II Topic: Speaker:		Room set up: Board/conference style F&B: all-day refreshments
12:30 PM	1:30 PM	Lunch		F&B Choice: Number Two Buffett (\$45 pp) <i>Choice of Louisiana Catfish & Sliced Cajun Rubbed Roasted Beef; Sides of Corn Macque Choux and Fresh Green Beans with Bacon and Red Onions; Dessert – French Bread Pudding with a Bourbon or Rum Sauce</i>
1:30 PM	5:00 PM	PLANNING SESSION NO. 2		Room set up: Board/conference style F&B: all-day refreshments Two (2) Flip charts and easels required
5:00 PM		Hospitality Suite	Chartres	<i>F&B Catering to be decided (AT talking to hotel)</i>
SATURDAY, MARCH 19, 2022				

Start	End	Description	Location	Notes
8:00 AM	9:00 AM	Breakfast		F&B Choice: The Pontchatrain (\$28 pp)
9:00 AM	10:30 AM	MEMBERSHIP MEETING		Room set up: Board/conference style F&B: all-day refreshments
10:30 AM	11:00 AM	LONDON 2022 PRESENTATION		
11:00 AM	12:00 PM	Member's Round Table Discussion		Room set up: Board/conference style F&B: all-day refreshments
12:00 PM		Conference Concludes		

Fall Conference Planning Template

WEDNESDAY, OCTOBER 6, 2021				
Start	End	Description	Location	Notes
3:00 PM	5:00 PM	Board Meeting	Middleton	Room set up: Board/conference style F&B: standard (water jugs, etc.) PAX: 20 people
5:00 PM		Hospitality Suite "Welcome Reception"	TBA	A la carte menu selections to be provided for hospitality suite.
THURSDAY, OCTOBER 7, 2021				
Start	End	Description	Location	Notes
8:00 AM	9:00 AM	Breakfast	Colonial	F&B: Country Bliss Breakfast Buffett PAX: 40 people
9:00 AM	10:30 AM	Session I Topic: SPPs, CCIPs and OCIPs, Oh My	Colonial	90-minute session Room set up: Board/conference style

		Speaker: Theresa Guertin, Attorney Saxe Doernberger & Vita		F&B: Break I (10:00 AM to 11:00 AM) <i>Refreshments available during this time. Set up will be done while presentations are continuing. Please ensure staff are aware of this limitation.</i> PAX: 28 people
10:30 AM	12:00 PM	Session II Topic: Update on the Insurance for Cannabis Industry Speaker: John Deneen, Vice President Amwins Insurance Brokerage of California	Colonial	90-minute session Room set up: Board/conference style
11:30 AM	1:00 PM	Spouse Lunch and Activity	Off site	
12:00 PM	1:30 PM	Conference Lunch	Colonial	F&B Choice: Taste of Low Country <i>Set up will be done while presentations are continuing.</i> PAX: 28 People
1:30 PM	3:00 PM	Session III Topic: Work Session – Proposed SRMC By-Laws Changes Speaker: SRMC Executive Committee	Colonial	90-minute session Room set up: Board/conference style
3:00 PM	4:30 PM	Session IV Topic: Work Session – Spring Planning Meeting Discussion; Client Catch Up	Colonial	90-minute session Room set up: Board/conference style

		Speaker: SRMC Executive Committee		
5:00 PM		Hospitality Suite	TBA	
FRIDAY, OCTOBER 8, 2021				
Start	End	Description	Location	Notes
8:00 AM	9:00 AM	Breakfast	Colonial	F&B Choice: Low Country Charm PAX: 39 people
9:00 AM	10:30 AM	Session V Topic: Cryptocurrencies, Digital Assets, NFTs and Insurance Implications Speaker: Stephan D. Palley, Esq. AndersonKill	Colonial	90-minute session Room set up: Board/conference style
10:30 AM	12:00 PM	Session VI – MEMBERSHIP MEETING	Colonial	90-minute session Room set up: Board/conference style
12:00 PM	1:00 PM	Lunch	Colonial	F&B Choice: The Butcher’s Block <i>Set up will be done while presentations are continuing.</i> PAX: 39 people
2:00 PM		Group Activity Tour of American College of Building Materials	Off Site	
6:00 PM	Onwards	President’s Dinner	Offsite: Ruby Royale	
SATURDAY, OCTOBER 9, 2021				

Start	End	Description	Location	Notes
8:00 AM	9:00 AM	Breakfast	Colonial	F&B Choice: The Southern Style PAX: 39 people
9:00 AM	10:30 AM	Session VII Topic: Enterprise Risk Management & Helping Your Clients Create & Manage Risk Registers Speakers: Joe Underwood, Albert Risk Consultants	Colonial	90-minute session Room set up: Board/conference style
10:30 AM	12:00 PM	Session VIII Member's Round Table Discussion	Colonial	90-minute session Room set up: Board/conference style
12 PM		Conference Concludes		

Appendix 3: Budgeting and Cost Management

2022 Spring Conference		
Budget - New Orleans, LA		
Hotel Provincial		
Contract Rates & Requirements		
Accommodation / Room / Night	varies	#VAL <<tax UE! pn
Accommodation / Hospitality Suite / Night	varies	
State Sales Tax	16.25%	
F&B Tax	9.70%	
City Tax (per night/room)	\$ 1.00	
AV Administrative Fee	0.00%	

F&B Service Charge	20.00%						
F&B Admin Charge (taxable)	0.00%	Min. Rooms	Actual	Diff.	\$Com m	Curren t	Diff
Room Night Commitment - Wednesday	10	10	19	9			\$ -
Room Night Commitment - Thursday	20	18	27	9			\$ -
Room Night Commitment - Friday	20	18	26	8			\$ -
Room Night Commitment Penalty (less than)	90.00%	46	72	26	\$ -	\$ -	\$ -
Agreed Event Food & Beverage Revenue	\$3,300.00	\$4,895.28					
Room Reservation Deadline	2/16/2022						

Hotel Food & Beverage Costs	Number	\$pp	Net Cost	F&B Charges	Taxes	Budget Cost	Actual	Difference
Wed Board Meeting Refreshments	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Welcome Reception (Hospitality Suite)	18		\$ -	\$ -	\$ -	\$ -		\$ -
Thu Hospitality Suite	1	\$ 687.14	\$ 687.14			\$ 687.14		\$ (687.14)
Fri Breakfast	35	\$ 28.00	\$ 980.00	\$ 196.00	\$ 114.07	\$ 1,290.07	\$ 1,290.07	\$ (0.00)
Fri Lunch	35	\$ 47.00	\$ 1,645.00	\$ 329.00	\$ 191.48	\$ 2,165.48	\$ 2,165.48	\$ 0.00
Fri Meeting Refreshments (AM)	20		\$ -	\$ -	\$ -	\$ -		\$ -
Fri Hospitality Suite	1	\$ 687.14	\$ 687.14			\$ 687.14		\$ (687.14)
Sat breakfast	32	\$ 28.00	\$ 896.00	\$ 179.20	\$ 104.29	\$ 1,179.49	\$ 1,179.49	\$ (0.00)
Saturday AM Refreshments	20		\$ -	\$ -	\$ -	\$ -		\$ -

Hotel Food & Beverage		\$	\$	\$	\$	\$	\$	
Minimum Qualifying		4,895.	\$	\$	6,009.	4,635.	(1,374.	
Items		28	704.20	409.84	32	04	28)	
Meeting Room Costs	Number	Item cost	Net Cost	Svc Charge	State Tax	Budget Cost	Actual	Difference
Catering Set Up Fee (1x)	1	\$ 100.00	\$ 100.00	\$ -		\$ 100.00		\$ (100.00)
Thursday meeting room	1	\$ 350.00	\$ 350.00	\$ -		\$ 350.00		\$ (350.00)
Thu hospitality suite	1	\$ 150.00	\$ 150.00	\$ -		\$ 150.00		\$ (150.00)
Friday meeting room	1	\$ 350.00	\$ 350.00	\$ -		\$ 350.00		\$ (350.00)
Fri hospitality suite	1	\$ 150.00	\$ 150.00	\$ -		\$ 150.00		\$ (150.00)
Saturday meeting room	1	\$ 350.00	\$ 350.00	\$ -		\$ 350.00		\$ (350.00)
Total Meeting Room Costs			\$ 1,450.00	\$ -	\$ -	\$ 1,450.00	\$ -	\$ (1,450.00)
Optional Costs	Number	Item cost	Net Cost	Svc Charge	State Tax	Budget Cost	Actual	Difference
Wifi in meeting room (per day cost)	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Penalty - Room Block Commitment - Wednesday	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Penalty - Room Block Commitment - Thursday	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Penalty - Room Block Commitment - Friday	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Conference Room Materials (by hotel)	2	\$ 20.00	\$ 40.00	\$ -		\$ 40.00		\$ (40.00)
AV Support Pkg - Screens	1	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total Optional Costs			\$ 40.00	\$ -	\$ -	\$ 40.00	\$ -	\$ (40.00)

Hospitality Suite (non-room costs)			Net Cost	Svc Charge	Sales Tax	Budget	Actual	Difference
Hospitality Suite setup	1	\$ 912.80	\$ 912.80	\$ 182.56	\$ 106.25	\$ 1,201.61		\$ (1,201.61)
Hospitality Suite - mixers/ice/etc. (by hotel)	2		\$ -	\$ -	\$ -	\$ -		\$ -
Hospitality Suite - food	1	\$ 1,374.28	\$ 1,374.28			\$ 1,374.28		\$ (1,374.28)
Total Hospitality Suite			\$ 2,287.08	\$ 182.56	\$ 106.25	\$ 2,575.89	\$ -	\$ (2,575.89)

Administrative Expenses			Net Cost	Svc Charge	Sales Tax	Budget	Actual	Difference
Mailing, tips, cabs, etc	1	\$ 100.00	\$ 100.00			\$ 100.00		\$ (100.00)
Associated meeting costs (power boards, etc.)			\$ -			\$ -		\$ -
Speaker Gifts	4	\$ 75.00	\$ 300.00			\$ 300.00		\$ (300.00)
Total Administrative			\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -	\$ (400.00)

Entertainment Expenses	head count	price / person	Net Cost	Svc Charge	Sales Tax	Budget Cost	Actual	Difference
President's Dinner - Food	1	\$ -	\$ -			\$ -		\$ -
President's Dinner - Booze			\$ -	\$ -	\$ -	\$ -		\$ -
Group Activity	1	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Spouse Activity (+15% gratuity)	1	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total Entertainment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

		\$	\$	\$	\$	\$	
TOTAL		9,072.	886.76	516.09	10,475	4,635.	(5,840.
		36			.21	04	17)

INCOME			Budget	Actual	Registrations
		\$	\$	\$	
Conference Attendees	27	350.00	9,450.00	8,050.00	23
Spouses/Guests	5	200.00	1,000.00	1,000.00	5
Prospective Members (Firm Affiliation)	2	200.00	400.00	600.00	3
Prospective Members - No Affiliation (No Fee)	1	-	-	-	
Speakers/non-paid Guests	6	-	-	-	
Dinner only		-	-	-	
Host	1	(350.00)	(350.00)	(350.00)	
TOTAL	42		10,500.00	9,300.00	
Projected Expenses			\$ 10,475.21		
Surplus/(Deficit)			\$ 24.79		

Appendix 4: Meals & Supplies

The following is only a guide and, of course, will vary from conference to conference.

Breakfasts:

- Meeting of Directors
- Each morning of the conference
- Content, always:

- Orange and grapefruit juices
- Assorted cereals
- Fruit
- Muffins
- ◇ Content, sometimes:
- Full cooked breakfasts
- Coffee Breaks:
 - Every morning and afternoon
 - It is appreciated by many if the coffee is available at all times.
 - Content, always:
 - Regular coffee; decaffeinated coffee; hot tea
 - Content, sometimes including:
 - Various juices
 - Assorted soft drinks

Lunches:

- Meeting of Directors (no longer provided)
 - Each day of the conference except the last half-day (usually Saturday)
 - Content:
 - Meeting of Directors usually soup and make your own sandwich with cold cuts and, perhaps, a salad or two.
- Other lunches are sometimes buffet-style, sometimes sit-down, usually with a dessert.

Dinners:

- Meeting of Directors always on your own.
- Fall Thursday meeting usually on your own.
- Fall Friday meeting usually organized: dinner dance, wild west night, boat cruise, etc.
- Spring Friday meeting sometimes organized; sometimes not organized.

Welcome Reception:

- Spring Thursday evening, not a big deal, maybe 6:00 p.m. to 7:30 p.m., usually just drinks in the hospitality suite.
- Fall Wednesday evening, maybe 6:00 p.m. to 8:00 p.m., a bigger deal with hors d'oeuvres, hot and cold.

Note: If using hotel services, negotiate with hotel to acquire unused liquor as basis for hospitality suite.

Hospitality Suite:

- Hours:
 - If feasible, evening after the Board of Directors Meeting, so those coming in have somewhere to meet and arrange for dinner.
 - Every day after afternoon meetings and sessions from, say, 5:00 p.m. to 7:00 p.m. The conference host may choose to open the Suite again after dinner (9:00 PM) through to no later than 11:00PM.

- Content, always:
 - Beer, estimate 1 beer/attendee every two days (include Coors & Coors Lite)
 - White wine (estimate 4 liters for fall session; 3 for spring session)
 - Red wine (estimate 5 liters for fall session; 4 for spring session)
 - White rum .75 liters
 - Gin (Tangueray) .75 liters
 - Scotch (Ballantine's) .75 liters
 - Bourbon (Jim Beam, Wild Turkey, or Makers Mark) .75 liters
 - Rye (Canadian Club) .75 liters
 - Vodka (Absolut) 1.75 liters
 - Sweet Vermouth
 - Dry Vermouth
 - Mixes: Ginger Ale; Classic & Diet Coke; 7-UP or some other lemon/lime drink; lots of orange juice (preferably fresh, but not if too expensive); tonic water; soda water; 6 small (10 oz.) cans of sparkling (carbonated) mineral water; lots of tomato and/or clamato juice.
 - Olives, sliced limes and lemons, stemmed maraschino cherries
 - Lots of ice
 - Munchies: Chips and dip; vegetables and dip; peanuts/mixed nuts; pretzels; a few hors d'oeuvres (it is not necessary to have them every night; it is not necessary to have hot ones; it is not necessary to have them after the President's Reception).