

## US JCI SENATE

## FALL BOARD OF DIRECTORS MEETING

## POLICY AND GUIDELINES FOR HOSTING ORGANIZATION

## ADOPTED

JANUARY 14, 1989

## A. HOTEL AND LOCATION

It is desirable to have most functions in the general area of the hotel. Especially for meetings and meals. If something unique is offered (Saturday evening for example) a trip outside is okay.

The hotel should be chosen for its willingness to accommodate the host Senate's desired type of hospitality and ability to accommodate the desired activities and meetings within budget.

Most rooms required will be double occupancy. A mix of double-doubles and kings is desirable. A suite must be provided at no charge to the president by the host Senate Committee. Overall facility quality should be good, but luxury is not essential. 25 to 50 rooms will typically be required.

Easy access from air and ground transportation is desirable. Convenient and reasonable transportation to and from the airport should be provided. (A Senate run shuttle is preferred). A copy of the signed contract for the hotel must be on file with the Administrative Vice President by the annual meeting (National Convention). It must be signed by the USJCI Senate President and counter signed by the Administrative Vice President to legally bind the USJCI Senate.

## B. HOSPITALITY ROOM

Should be large enough to accommodate all attending persons (typically 150 - 200) sitting or standing comfortably. Should have facility for a bar and serving area as required. Adequate tables for eating and conversation should be provided as well as an open area for mixing. Provisions should be made for Senate sales tables and a registration area. Locked storage should be available for sales materials. Extra tables for other displays should be available if needed. The room will be available for accompanying persons to congregate and socialize during the meeting.

## C. MEETING ROOMS

The meeting room for the board meeting Saturday should have a head table with P.A. system and podium and set up theater style for all attending (typically 100-200 persons). The Executive Board will meet Friday and require a room set up theater style for 25 to 50 persons.

## D. MEALS

Normally a Saturday lunch, provided at a break in the board meeting and a meal in conjunction with the evening activity should be provided for all registrants. Changes in this schedule should be coordinated with the Administrative Vice President prior to the bid. Morning coffee and hospitality room snacks should also be provided.

A. THURSDAY

Some early arrivals will come in. basic set up should be done.

B. FRIDAY

Registration, hospitality, product sales, transportation from airport. Executive Committee Meeting Involving 25 to 50 persons.

C. SATURDAY

Registration, hospitality, product sales, transportation from airport, board meeting 2 9:00 A.M. to 3:00 P.M. with break for lunch. Evening activity with dinner.

D. SUNDAY

Hospitality, transportation to airport.

III. PUBLICITY

Publicity to be handled mainly through the Senate Scene. Mentors, and direct mailings. Some officer visitations should be made if possible. The General Chairman or his representative should attend board meetings between bid and meetings.

IV. MANPOWER

Manpower will be needed to set up hospitality, tend bar, fix food, shuttle people to and from the airport. A General Chairman, Hospitality Chairman and 8 to 10 workers will be needed. In addition, a Chairman and workers may be needed depending upon the evening activity planned for Saturday.

V. FINANCE

The majority of cash flow for this project comes from registrations which typically are \$10.00 to \$15.00 in advance of September 1, and \$40.00 to \$45.00 afterwards. This should cover the cost of the two meals (lunch and dinner) and the hospitality room, and cover the \$1.00 per person rebate to the USJC Senate. The rebate along with a list of registrants names, addresses and Senate number should be submitted to the Administrative Vice President and Treasurer no more than 45 days after the end of the event.

Additional support can be gained through hospitality sponsorships of food and drink items or cash. Also a cattle could be held to defray part of the weekend expenses.

The preferred date for the board meeting is the third weekend in September. Efforts should be made to avoid conflict with an air inspection weekend for National Convention.

1. FACILITIES

A. Hotel Location

Desirable to have most activities in the general area of the hotel. As long as adequate transportation and parking exists, it is not necessary to be close to the convention center. Transportation should be provided for any activity which is away from the hotel area.

Hotel should be chosen based upon the ability and capacity to accommodate the food and drink associated with Senate hospitality; sufficient meeting and banquet space; adequate number and quality of rooms at a fair price; and willingness to work with the Senate Committee.

It would be desirable to arrange with the hotel for storage of food for hospitality and beer and ice in their coolers. If not, provisions may have to be made for a refrigerated truck or trailer. Lockable storage room(s) should be provided in the area of the hospitality room for producers, hospitality supplies, registration materials, and display materials. It is desirable that the hospitality room be in an area that can remain set-up at all times, and can be separated from the banquet/meeting area.

A copy of the signed contract for the hotel must be on file with the Administrative Vice President by March 1. It must be signed by the USJCI Senate President and countersigned by the Administrative Vice President to legally bind the USJCI Senate.

B. Rooms

Most will be double occupancy. A mix of double-doubles and kings or queens is desirable. 2 to 4 suites are usually needed. One suite must be provided at no charge to the President by the Senate Convention Committee.

A number of families attend including some with children. An outdoor pool will get heavy use if the weather is good. An indoor pool is less attractive but better than none. Overall facility quality should be good but luxury is not essential. The Senate will spend more time in the hotel facility than most attendees at the Jaycee Convention, and facility quality and cooperativeness should take that into account.

US JCI SENATE

NATIONAL CONVENTION

POLICY AND GUIDELINES

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C. Hospitality Room

Should be large enough to accommodate all attending persons (typically 400-500) sitting or standing comfortably. Should have facility for a bar or two and food serving area. Adequate tables for eating and conversation should be provided as well as open area for mixing. Provision should be made for a permanent sales booth and a registration area (near entrance) locked storage for the sales and registration area should be provided. In addition, tables for displays (World Congress, raffish, etc.) should be available and storage available for hospitality room supplies. Cold storage for food, drinks and ice will be needed. A message board should be located near the entrance. The hospitality area should be allowed to remain set up throughout the week. Allowance for storage, food services, ice and cooler availability, and late hours should be resolved with the hotel. Conflicts with other hotel guests should be kept to a minimum. The room will be available for accompanying persons to congregate and socialize during the various meetings held.

D. Raffle/Banquet Hall

This can be two separate locations or the same facility. The raffle attracts 400 to 500 persons. Bar facilities and hors d'oeuvres are provided, at a cost separate from registration fees, as arranged with the Raffle Committee. The banquet attracts 500 to 800 persons to a formal sit-down meal of good quality (i.e.: steak, prime rib) both events require adequate PA system, table seating. The banquet requires a head table.

E. Meeting Rooms

Chair seating required for both business meeting and elections 300 to 500 person capacity with head table and PA system. Smaller rooms needed for the following: Executive Board 50 to 100; State Officers Training 25 to 50; Founder 25 to 50; other miscellaneous 25 to 50. Smaller rooms need not have PA. A head table and chair seating is needed. Exact times and scheduled meetings to be coordinated with the Administrative Vice President.

11 EVENTS

A. Events Schedule

Day 0

Normally early arrival day, set-up hospitality registration, and sales areas. Pick up packets from USJC Convention Corporation. All supplies should be on site. Hospitality and registration should open late afternoon.

Day 1

First full day of hospitality beginning with continental breakfast (informal) normally this day is hosted by the host State Senate. Executive Committee meeting and the Senate Raffle are normally held on this day. Corps of Corps meeting and Jaycee host State parties are also held. Registration and sales booth open during day.

Day 2

Hospitality room all day beginning with breakfast along with sales booth, registration, and displays. General business meeting can begin as early as 9 to 10 A.M., break for lunch (hospitality) and end at 5:00 P.M. depending upon what is to be covered. Jaycees have opening ceremonies during the day and get acquainted party at night. Evening activity can be the Jaycee get acquainted party if a good one is offered or a separate Senate get acquainted function.

Day 3

Hospitality, sales booths, registration and display! Senate election in afternoon. Foundation meeting in morning; Jaycees States, Parties in evening.

Day 4

Hospitality, sales booth, and displays continue. New Executive Committee meeting/planning in A.M. Formal installation banquet 5:30 P.M. to 9:00 P.M. S. Jaycees elections. Could add music or activity after the banquet.

Day 5

Hospitality, sales booth and display continue. State officer training in morning before parade or P.M. after parade. Jaycee parade late AM; evening, Jaycee closing ceremonies and show.

Day 6

Hospitality till noon 1.

NOTES

- Activities during the day and evening can help reduce manpower and food and drink required in the hospitality room.
- Try to serve food unique to the locale, except for the installation banquet.
- Activities should be unique to locale.

Times should be structured and coordinated to allow those who wish to participate in the maximum number of both Jaycee and Senate activities to do so.

Arrange transportation for general activities located away from hotel complex.

#### U. Meetings

Several meetings will be held throughout the week, the major ones being the Executive Committee on Day 1 and 4; the General Business meeting on Day 2; and the Elections on Day 3. In addition, the Senate Foundation will meet on Day 3 and State Officer Training will be held on Day 5. Other small meetings will be held at other times during the week. All meetings are to be coordinated with the Administrative Vice President who will supply a schedule with exact times and dates of meetings.

#### C. Raffle

This event will be coordinated with the Raffle Committee through the Administrative Vice President. The Hosting Senate Convention Committee Host Senate State and Host Senate Region should provide some locally donated prizes and arrange for the food, bar, room and PA system for this separately ticketed event. The registration area will sell tickets (provided by the Raffle Committee) up until the event. It will be likely that this event will be structured somewhat differently each year so early coordination with the Committee is important.

#### D. Hospitality

Other than over-all organization, hospitality is the most essential function of the Hosting State Senate Committee. Food should be a joint effort of the Host Region(s). The most effective method is for each state or a combination of states to take responsibility for food and manpower for one day of hospitality. The Host Senate of the next year's convention can be invited to host the last day (5) or to assist. The current Host Senate usually hosts the first day (1) and the beginning and end day (6 & 8). The Host State Senate Committee should provide a continental breakfast (coffee and donuts), Bloody Mary's & wine and a standard bar all weeks and snacks for "in between". The other State Senate in the region should provide food on their day, any specialty items they wish to bring, and manpower. These hosts and food items should be listed on the announcement board each day. Encourage each state to be as creative as possible and assist them in coordinating with the hotel on storage, heating, etc. of the food items.

The hospitality room is closed for all official functions i.e.: Raffle (Day 1); General Business meeting and separate Senate get acquainted (if held)(Day 2); Election (Day 3); Installation Banquet (Day 4). The room may be left open for accompanying persons to congregate and socialize during meetings and elections. Major food items should be put out during lunch and dinner times with snack items and leftovers in between. Dinner will not be required on Day 0, Day 1, Day 2 (if special separate Senate get acquainted party held) Day 4 and Day 4; luncheon will not be required on Day 0 and Day 4. Breakfast will not be required on Day 0.

Closing hours should be negotiated with the hotel to allow late closing. Hospitality should be open from 10:00 AM to closing on Days 1 thru 5 with the exception of official function times: from 4 P.M. to closing on Day 0 and from 9:00 AM to 1:00 P.M. on Day 4. Major sponsors of soda pop, beer and other drink items should be sought through the Convention Corporation and let's sponsors or elsewhere.

At least one planning meeting should be held with the participating State Senates a minimum of six months prior to the meeting and continuing coordination done through the Host Region Vice President and Administrative Vice President.

Daily and weekly hospitality room ribbons should be made available from the registration booth and reasonable control exercised at the door to assure that only those registered for the Senate Program or Hospitality only are admitted.

#### E. Installation Banquet

Held at about 6:00 P.M. on Day 4, this formal dinner should be designed at as high quality event in every way. This is also the largest event of the week in terms of attendance attracting a number of Senators who are registered as Jaycees. Extra tickets should be available for this event through the registration booth. Menu, set-up, times and head table requirements should be closely coordinated with the Administrative Vice President. A minimum of ten complimentary tickets will be provided for world guests US JC officials and the Honorary First Lady. This should also be coordinated with the Administrative Vice President.

#### F. Get Acquainted Party

Normally held the evening of Day 2 this event can be held in conjunction with the Jaycee event or as a separate event for the Senate only. It should include the evening meal and should also include an activity. (Example: In Richmond everyone went to King's Dominion; in Atlanta the Senate went to Stone Mountain). The selection of a separate activity may hinge on what the Jaycees have planned, but should give a "flavor" of the locale, and fit with the over-all financing of the project.

G. Transportation

Adequate parking should be ascertained for every event not held at the hotel, and identified on the map. Transportation should be provided for Senate events held away from the hotel. (For example, get acquainted party, states parties).

H. Registration

Although advance registration is handled through the US Jaycees and through state on-to chalmers, notification must be made to those senators who register directly with the US Jaycees to inform Tulsa that the Senate Committee will pick up their packet for distribution at the Senate hotel. In addition to handing out packets; Registration answers questions, distributes the Senate program book (see Finance Section); sells single tickets for the raffle and the installation luncheon (25 to 50); daily and weekly ribbons for admission to the hospitality room, and replaces lost ribbons. Three colors of ribbons will be required: pre-registered and other full registration through the U.S. Jaycees; hospitality only registration at the door; and lost ribbons replacement. The hospitality only and lost ribbon replacements shall be sequentially numbered and correspond to a written ledger showing name, address and senate number for each ribbon sold or replaced, this record will be turned in to the Administrative Vice President at convention end. The day ribbon will be marked with the appropriate day. This area also keeps a stellar record of those purchasing banquet tickets which is also submitted to the Administrative Vice President.

The Registration Committee is also responsible for manning the door of the hospitality room, restricting entrance to registered guests and updating the message board.

III MANPOWER

A. GENERAL

Manpower for many of the activities must come from the Committee and the Host State Senate. Hospitality is the notable exception where a day or portion thereof is taken by each of the state senators in the Host Senate Region and perhaps one day by the upcoming Year's Host State or Region.

B. COMMITTEES

The following committees are needed - required manpower estimated are only estimates - more help is always needed. A maximum number of senators and wives should be involved.

1. GENERAL SENATE CHAIRMAN: (1 or 2 persons - publicity, promotion)

2. FACILITIES COORDINATOR: (2 to 3 persons)  
Acts as contact with hotel on all facility, food, beverage, etc. problems, registrations for rooms falls into this area, coordinates meetings with raffle committee, products, and other uses.

3. HOSPITALITY COORDINATOR: (3-5 key persons, 20 - 30 Workers)  
Coordinates hospitality room manpower, obtains food, works with other states in region through N.V.P., arranges for adequate bar service, breakfasts, Host State days and all hospitality room functions.

4. REGISTRATION: (5 - 6 persons)  
Picks up and hands out packets, monitors hospitality room door, sells ribbons and extra tickets, provides information, directions, etc., message board.

5. ACTIVELY/MANAGER/TRANSPORTATION COORDINATOR: (4-6 persons)  
Coordinates senate attendance at Jaycee events and handles installation banquet and Senate Get Acquainted party (if held), arranges transportation for off site events.

6. FINANCE COORDINATOR: (4 to 6 persons)  
Keeps records, projects needed finances, coordinates search for donations and other revenue, produces guide booklet in coordination with Administrative Vice President and Convention Corporation.

7. CONVENTION COORDINATOR/LIAISON: (2 persons)  
Assists general chairman in close coordination with the Jaycee Convention Corporation; of scheduling, events, information, finance, etc.

IV PUBLICITY

The majority of meeting publicity can be done through THE NEWTORS (4 issues) and SENATE TALK (8 issues). An article about the meeting should appear in each along with registration forms for the hotel and for individual senators. Additional mailings should be made to the State into Chalmers Regional Vice Presidents, and at least one mailing to the officer mailing list (directors) reaching all states. Attend all Board of Directors meetings to report progress and promote the program. It is important to inform senators who register directly with the US Jaycees to note that their registration is to be picked up and taken to the Senate hotel for distribution.

FINANCE

The typical Senate pre-registration has been \$95.00 nationally (additional amounts may be added at the state level for other activities) that amount usually breaks down as follows:

- 9 - US Jaycees
  - 46 - Convention Corporation\*
  - 15 - Installation Banquet
  - 15 - Hospitality\*\*
  - 5 - US JCI Senate\*\*
- \$95 - typically 600 to 800 sold

\*Includes admission to all Jaycee activities and events except delegate luncheon Day 2, 3 & 4. If a separate Senate get acquainted is held, an allowance from this amount should be negotiated with the Convention Corporation and no Jaycees get acquainted ticket issued.

\*\*This amount based upon the elimination of the Day 2, 3 and 4 Delegate luncheon from the Senate Packet and is somewhat variable subject to negotiation with the Convention Corporation. Other considerations may be obtaining a portion of the allotment from the beer sponsor and other general convention sponsors from the Convention Corporation.

\*\*\*\$5.00 per person is also payable to the US JCI Senate from each banquet ticket and week long hospitality admission sold separate from the basic package. \$1.00 per person is payable to the US JCI Senate from each daily hospitality admission sold.

Other sources of revenue may be considered. Some of which could be:

1. Raffle of plaques, pins or a unique local item.
2. Sponsorships of hospitality items (e.g. George Dickie, Keebler, Tyson, Etc.)
3. Donations of money or good.
4. Host Senate fundraising prior to the event.
5. Contributions by other states in the host state's Region (also hospitality).
6. Surcharge arrangement with hotel facility on room charges (Coordinate with Convention Corporation).
7. Sale of ads in senate program booklet.

This booklet would contain schedule of all events, agenda, maps, listing of area restaurants and attractions and other Senate-related information. This would be produced by the Host State Senate and advertising revenue would pay for the book and defray part of the week's expenses. This item to be coordinated with the Administrative Vice President. IN COOPERATION WITH THE CONVENTION CORPORATION AND USJC POLICEMEN AND PROCEDURES.

8. Sale of extra tickets to the installation luncheon usually accounts for 10 to 15% increase in attendance for this event over registration. Typically sold at \$25.00 per ticket. This is limited by capacity of room and cut-off date for the food service.

9. A portion of the raffle budget is allocated to pay for the food and drinks at this event. This should defray all expense incurred for hosting the raffle. Exact amount depends upon costs and should be coordinated through the Administrative Vice President and raffle committee.
10. Typically 25 to 75 separate access elbows are sold for the hospitality usually at \$20.00 for the week or \$5.00 for the day.