

Host Committee Checklist

Below are items to be provided and reimbursed by the Host committee:

Contact the Host Committee Chair

(hostcommittee@marylandaa.org) 2 weeks prior to the meeting to arrange for an on-site review of the arrangement and facilities of the venue and to transfer the district start-up package (tubs containing coffee urns, coffee, tea, bottled water, condiments, paper products) to the district hosting committee.

Typical Attendance: Area Committee 75 or less
 Area Assembly 100-125

Things to Remember:

- Make sure A/C or heat is turned on and working.
- **Make sure facility is wheelchair accessible including restrooms!**
- **Assign someone** to collect the \$6.00 per person lunch fee.
- **Provide list** of housekeeping issues for the chairman to read (i.e. Location of bathrooms, smoking area, and parking restrictions, local lunch eateries in the event attendees choose to run out during the lunch break.
- A **secondary small room** or private area will be needed during the 8:30 AM hour for New GSR/New DCM Orientation (typically 10-20 people).

Room Set Up (Sample diagram attached):

- Tables and chairs to accommodate the expected attendance (see above).
- Two long tables at front of room with five chairs for Area 29 officers seating. Chairperson will bring podium which sits on top of the **Officers** tables.
- One long table, near an electrical outlet, and two chairs for the **Registrar**.
- One table for meeting **Handouts** (if limited space, handouts can be stacked on front table).
- Two tables and two chairs for **Audio** supplied by Area 29 MGS should be located close to electrical outlet.
- Two tables and chair for **Literature** (1 table and 1 chair if limited)
- Two tables and one chair for **Archives** (1 table and 1 chair if limited)
- One table and one chair for **Grapevine**.
- One blackboard or dry erase white board and markers/ chalk (if you are hosting the **bi-annual October Election Assembly**).
- Reserve a white or light color wall space for use as a projection screen (if there is no existing screen) and enough room to clear a path to the projector. **Check with Chairperson if this is needed.**

- Area Committee Budget approximately \$150, Area Assembly Budget approximately \$200 (excludes rent). Submit receipts to the Host Committee Chair for reimbursement.
- Please bear in mind the time of meeting being held, time of year, location, etc. These factors all contribute to costs. Please be judicious in spending our area's groups' basket money.
- Please check with the Host Committee chair to see what inventory he/she has prior to purchasing supplies as you may not need all the totals recommended below. Please keep in mind there are typical amounts and not intended to be restrictive, only a helpful guide, but please keep you expenses within the amounts budgeted for the type of meeting you are hosting. Expenses exceeding the budgeted amounts may not be reimbursed.

Item	AREA COMMITTEE Amount	Estimated Cost	Total Cost	AREA ASSEMBLY Amount	Estimated Cost	Total Cost
Donuts	2 Dozen	\$8.00 Doz	\$16.00	3 Dozen	\$8.00 Doz	\$24.00
Bagels PRECUT!	2 Dozen	\$6.00 Doz	\$12.00	3 Dozen	\$6.00 Doz	\$18.00
Fruit	Apples/ oranges/ bananas	\$10.00	\$10.00	Apples/ oranges/ bananas	\$10.00	\$10.00
Butter/ Cream Cheese	1 each	\$8.00	\$8.00	1 each	\$8.00	\$8.00
Water	3 cases	\$8.00	\$24.00	5 cases	\$8.00	\$30.00
Ice *	3 Bags	\$2.00 bag	\$6.00	3 Bags	\$2.00 bag	\$6.00
TOTAL			\$76.00			\$98.00

* Check venue for existing Ice machine. Buy ICE if necessary. Coolers are sometimes needed but not purchased by MGS.

Any unused supplies purchased by a district that are reimbursed by the Host Committee should be given to the Host Committee Chair at the end of the day for use at the next meeting in an effort to control costs. The following are Supplies Provided by Maryland General Services.

Coffee (decaf & regular)	Napkins
Tea Bags	Hot/Cold Cups
Creamer	Dinner, Dessert Plates & Bowls
Sugar - Sweetner	Cutlery
Condiments	Trash Can Liners

updated 1/11/2017