

Host Committee Checklist

Typical Attendance: Committee Meeting 50 – 75
 Assembly Meeting 75 - 110

Note: the number in attendance can deviate depending on the weather, location, and distance attendees will be traveling. The May Area Assembly held for the Delegate’s Report back as well as the October Assembly held for either the election/inventory has enjoyed an average attendance of approximately 100.

Things to Remember:

- _____ Make sure A/C or heat is turned on and working.
- _____ **Make sure facility is wheelchair accessible.**
- _____ Assign someone to collect the \$5.00 per person lunch fee
- _____ Provide list of housekeeping issues for the chairman to read (e.g.: 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 will be needed during the 8:30 hour for the New GSR/New DCM Orientation (typically 10 – 20 people attend this)

Room Set Up (Sample room set up attached):

- _____ Tables and chairs to accommodate the expected attendance (see above)
- _____ Two long tables at front of the room with five chairs for Area 29 officers seating. MGS (Maryland General Services) Chairperson will bring podium which sits on top of the of the Officers tables.
- _____ One table and two chairs for 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 one chair for Literature (if limited space, 1 table and 1 chair)
- _____ Two tables and one chair for Archives (if limited space, 1 table and 1 chair)
- _____ One table and one chair for Grapevine
- _____ One blackboard or dry erase white board and chalk/markers (if you are hosting the bi-annual October election assembly)

Below are the items you will need to provide and that will be reimbursed by MGS:
Committee Budget approx \$100 Assembly Budget approx \$150 (excludes rent)

Please check with the Area Host 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 this is a sample amounts you will need as well as how your budget can breakdown and is not intended to be restrictive only a helpful guide.

Item	Committee Amount	Estimated Cost	Total Cost	Assembly Amount	Estimated Cost	Total Cost
Donuts	4 Dozen	\$8.00 Doz	\$32.00	6 Dozen	\$8.00 Doz	\$48.00
Bagels	2 Dozen	\$6.00 Doz	\$12.00	3 Dozen	\$6.00 Doz	\$18.00
Fruit	Apples/Oranges	\$10.00	\$10.00	Apples/Oranges	\$15.00	\$15.00
Butter/CrCheese	1 Each	\$8.00	\$8.00	1 Each	\$8.00	\$8.00
Coffee/Decaf	1 Each	\$10.00	\$10.00	1 Each	\$10.00	\$10.00
Tea	1 Box	\$4.00	\$4.00	1 Box	\$4.00	\$4.00
Soda	4 Cases	\$15.00	\$15.00	6 Cases	\$20.00	\$20.00
Water	2 Cases	\$8.00	\$10.00	3 Cases	\$12.00	\$12.00
Ice	4 Bags	\$2.00 Bag	\$8.00	5 Bags	\$2.00 Bag	\$10.00
			\$109.00			\$145.00

**** Any excess supplies purchased by a district that are reimbursed by the Area should be given to the Host committee at the end of the day for use at the next meeting in an effort to control costs.***

Supplies Provided by Maryland General Service:

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|------------------|---------------|---------------|------------|---------|
| Creamer | Sugar | Sweetener | Condiments | Napkins |
| Hot/Cold Cups | Dinner Plates | Desert Plates | Bowls | Cutlery |
| Trash Can Liners | | | | |