



EPSILON SIGMA ALPHA

KANSAS STATE COUNCIL PROTOCOL SUGGESTIONS

HOSTING A STATE BOARD MEETING

State Board Meetings are not to be a financial burden to the hosting District/Chapter!

PRE-PLANNING

- _____ District Chair working with the 1st Vice President/President Elect to plan for her upcoming year's State Board meetings, should make the original hotel commitment. She needs to make certain the incoming District Chair has all the necessary information to continue the plans for the state board meeting. She will need to work with the local chairperson in the community where the meeting is to be held if there is someone else involved. Make certain the 1st VP/new Kansas State President shares in the making of plans for her meeting.
- _____ District chair of host district may act as general chair for the meeting. She should be aware of overall arrangements, maintaining contact with the State President about the progress of the State Board Meeting arrangements.
- _____ The District Chair may appoint members to serve on specific committees, sharing duties to complete the arrangements required to plan and host the meeting.

HOTEL ACCOMMODATIONS

- _____ Reserve a block of hotel and meeting rooms (on ground floor, if possible) that will be needed one year or at least six (6) months prior to the dates of the meeting. (This needs to be done as soon as possible as the Chapters/District give a commitment to the 1st VP/President Elect to host one of her state Board Meetings.) Block some rooms (10 to 15) for Friday night, many of the state officers find it easier to travel on the evening prior to the Executive Board Meeting, and will arrive to spend the entire weekend.
- _____ Block as many rooms with two double beds as are available for Saturday night, up to thirty (30) or more when the meeting is centrally located and notably well attended by both board members and guests.
- _____ Attempt to negotiate a flat rate for guest rooms blocked for the board members for the weekend. The room type will vary, 1 double bed, 2 double beds, a triple, or king size bed.
- _____ The host District Chair will reserve the State President's room/suite for both Friday and Saturday nights.
- _____ Try to get the State President's room/suite complimentary, if you are unable to do that, attempt to negotiate a reduced rate.
- _____ If the State President's room is not comped, a registration fee of \$5.00 will be charged by the host district to defray expenses for the State President's room/suite, meeting rooms, and for required equipment that are charged to the district by the hotel.
- _____ Provide the president, in writing, the hotel agreement to comp her room/suite or to give a reduced rate for her room/suite. Also provide in note to the President a statement of how expenses for her room/suite will be paid, so she does not have difficulty checking in or out of the hotel, and there is no misunderstanding about payment for the room.
- _____ The room/suite reserved for the State President should allow ample space to accommodate the executive board meeting and other committee meetings the President holds during the State Board weekend. If a suite is not available at the hotel, an additional room should be reserved for those meetings located adjoining or convenient to the President's room.
- _____ Determine the hotel deadline for members to make room reservations, when the hotel will release the block of reserved rooms if reservations have not been made and confirmed by members.



PROTOCOL SUGGESTIONS (Continued)

HOTEL ACCOMMODATIONS (Continued)

- _____ Discuss any special or unusual requirements the hotel might make for the guests.
 - ❖ For example, are they able to make long distance phone calls from their room with a credit card or using an 800 number, charge for phone calls?
 - ❖ Determine method of payment the hotel facility will accept; personal check, credit card, and/or cash only.
 - ❖ See if the hotel has the ability, or is willing, to split room charges among the guests.
- _____ Determine hotel policy for cancellation of meeting due to inclement weather. Make arrangement with the hotel and State President for an alternative weekend for the meeting if cancelation is necessary due to inclement weather.

OTHER EXPENSES

- _____ Expenses for the State President's meals and fees will be covered by the member registration fee.
- _____ Place a welcome note or token gift in the room/suite of the State President. Special welcome gifts, gratuities provided by the host district for the state council officers may be provided to each member of the executive board; this is optional and usually only done at State Convention.
- _____ Door signs should be placed on the doors of officers and committee chairs if allowed by the hotel. The signs should include ONLY the office name, NOT the member name for security purposes.
- _____ Any monies from the registration fee left unencumbered after all expenses have been paid, revert to the state treasury to be held in escrow as a budget line item to be used for subsequent state board meetings. The treasurer will itemize those funds in a separate line item in her records so the funds are made available to the next District hosting a state board meeting. The state treasurer is holding monies in a special line item in a savings account left from previous state board meetings; that money is to be utilized for your board meeting if the funds generated from registrations are unable to meet your expenses.

MEALS

- _____ Decide, with the State President, on food or menu choices for the meals. Determine the meal costs, including the cost of tax and gratuity.
- _____ The amount charged for the meals needs to be rounded up to the next dollar amount, or extra added, to cover cost of decorations, name tags, etc., which might be incurred by the host district/chapter.
- _____ Plan the type of seating with the facility; plan additional tables and seating for members present and not eating. Discuss time of meals; decide if meal is to be before or after the meeting, cafeteria or sit-down type of service. Check hotel's meal reservation deadline.
- _____ Determine % of additional persons who could be served meals at registration, the percent over the original number of meal reservations the faculty can accommodate without additional charge above negotiated rate for the meal. This way you will be prepared to tell members who might decide to eat with the group at that last minute.
- _____ Determine whether meal costs can be refunded if the member is unable to attend. Determine deadline for refunds, if there is one.

PUBLICITY

- _____ If meetings are off site from the hotel facility, that information should be clearly stated in the News and Views article preceding the meeting to allow attendees to plan in advance.
- _____ A registration form and description of agenda should accompany the article in the News and Views prior to the meeting.
- _____ Any special arrangements for the weekend should be stated as soon as the first plans are made - Tea and Tour in November, auction space and auctioneer, etc.
- _____ If the activities for the weekend call for a special kind of dress to planned events, members should be notified in the outline of plan in the News and Views article.



POTOCOL SUGGESTIONS (Continued)

PUBLICITY (Continued)

- _____ Provide the deadline required for special requests for tables, etc. made by committee chairs or officers in the News and Views article and to the State President in time for her board letter.
- _____ The host District/Chapter Chairperson is also responsible for giving a welcome at the board meeting.
- _____ The District Chairperson is also responsible to arrange for the host city and/or hotel facility to give a brief welcome if they desire to do so. It is good public relations to ask them to provide this service to the organization visiting their city.
- _____ If welcomes in addition to that given by the District Chair are to be given, District Chair should notify the State President providing the names, title and special information about the individuals for proper introduction of dignitaries by the chair.
- _____ The hotel might be asked to use their marquee to welcome ESA to their facility and community.

MAPS AND DIRECTIONS SHOULD BE PROVIDED TO THE MEETING PLACE/HOTEL.

- _____ They should accompany the News and Views article.
- _____ Goodie bags from the community businesses and/or the Chamber of Commerce welcome bags are a nice touch, but not required.

MEETING ROOMS

- _____ Arrange to have the equipment available and operational that is needed for the meeting.
- _____ Determine if there will be a charge for the hotel equipment. Avoid if possible or negotiate reduced fees for the additional cost charged by the hotel services or equipment required for the meeting.
- _____ Check to determine if there will be a set up fee for preparation of the meeting rooms by the hotel. Determine how many meeting rooms will be required and make sure they are available at the facility. Arrange for a raised head table, if possible.
- _____ Check to see if the meeting facility has standards to hold the flags. Is a United States flag available for our use at the facility?
- _____ Determine how the President's banner can be hung.
- _____ Arrange for a podium and microphone at the head table. Plan for hanging the ESA banner in front under the podium. A centerpiece is also usually placed at this spot. The head table centerpiece is an appropriate gift which might be given to the State President as a token of appreciation for all she does.
- _____ Arrange a table outside the meeting room to be used for registration of guests.
- _____ Arrange for a table inside the meeting room for committee chairpersons to display and sell or solicit contributions, if such is requested by the chairperson by the deadline you establish.

MISCELLANEOUS

- _____ Decide any special entertainment or fun activity for the evening, if that is requested by the State President. State Committee Chairpersons may be in charge of evening entertainment.
- _____ Decorations and favors, if used, are the responsibility of the host district/chapter.
- _____ **Stay in touch with the State President and hotel on a regular basis.**
- _____ **Confirm ALL arrangements with the hotel/meeting facility at several time increments prior to the State Board Meeting dates**, with original arrangements and reservations made at least six months prior to the meeting. Then confirm all arrangements at one month, two weeks, and again two or three days prior to the meeting dates.



PROTOCOL SUGGESTIONS (Continued)

**STATE OFFICER VISITATION
AT DISTRICT/CHAPTER MEETINGS**

- _____ Chapter or District should pay or waive the registration fee and or cost of her meal for the State President whenever she visits.
- _____ Chapter or District should offer assistance in finding hotel accommodations for the State President, if her visit requires an overnight stay.
- _____ MAPS AND DIRECTIONS SHOULD BE PROVIDED TO THE MEETING PLACE. They should accompany the invitation.
- _____ Attach a name, phone number and e-mail on the RSVP line, so individuals you are inviting have a way to contact someone if they have questions.
- _____ The RSVP line on invitations to elected officers and district chairpersons should read, "RSVP Only if planning to attend."
- _____ Ask officers or guests in advance of the meeting date when you expect them to do a ceremony during the meeting, or to speak on a particular subject. This is to allow them ample time to prepare to do something special for you chapter or district. They are honored to be invited to provide special ceremonies.

**INTRODUCTION OF SPECIAL GUESTS AND/OR STATE OFFICERS
AT DISTRICT/CHAPTER MEETINGS**

- _____ A member should be prepared to welcome the guests at the door upon their arrival, introducing yourself to the guest. This person should see that guests are introduced to at least a few other members in attendance at this time, if possible.
- _____ The President or Chairperson should introduce the guest(s) to the membership, telling something about the guest, which implies she needs to be given information about the guest/speaker in advance so she can prepare her statement and introduction.
- _____ If the group is relatively small, it is cordial for the President or Chairperson to take time in her agenda for the membership to introduce themselves to the guest, giving their name and a brief fact or two about themselves.