

STATE CONFERENCE

POST CONFERENCE

Notes Binder/Folder A&P Review Newsletter Photos Website Magazine

PLANNING BEGINS

Immediately After Last Conference

Site Proposals

Six Months

Less

PLACE

Site Proposals

Hotel Room Rate Breakfast Amenities Meeting Rooms Hospitality Rooms Banquet A/V Convention Center
Location Condition Food Alcohol

Executive Decision

TAG Determines

Board Votes With Unit Input

Same Location Each Year

DATE CONSIDERATIONS

Unit Drill Dates

Holidays

Travel Time

Annual Training

NGAUS Deadlines

Traditional Date

HOW FAR OUT DO YOU DETERMINE LOCATION

Six Months

Request Site Proposals

One Year

Two Years

Told When to When To Hold It

DETERMINING AGENDA

AARS

Surveys

Notes

Word of Mouth

ASSISTANCE

Association Officers

Board Members

Chairperson

Retirees

Spouses

CVBs

ACTIVITIES

Golf Tournament

Corporate Dinner

Receptions

Business Meeting

Retiree Events

Spouse/Family Events

Past President Luncheon

BEO

OPD

Speakers

Banquet

BEO

Dance

Exhibits

Coffee

Band/Karaoke

Awards

100% Units CGOs of Year Attendance Speakers Outgoing President

Breaks

BEO

USEFUL HINTS

Business Meeting Scripts

Site Visit

Committee Chairs Assn Officers CVB

Photos

Candid Portraits

Giveaways

Hotel Stay Best Hospitality Exhibitor Room

Donations

ADVERTISEMENT

Conference Announcement

Website

Links

Program of Events

Business Session Events

Conference Program

Daily Guard

Local Newspaper