

**Hosting Assembly Budget Specifications**  
**Addendum A**  
*updated 2/13*

**Attendance**

Plan for an attendance of 45. (It may be anywhere between 40-60)

**Conference Room**

Hotel needs a conference room that could seat 60 classroom style set up, even though the attendance might be as low as 35-45. The assembly participants may need room to have breakouts.

Room can be set up in rounds if the hotel doesn't have tables for theater style.

Questions to ask:

1. Some venues will comp the conference room if all meals are purchased.
2. If the conference room is not covered by the purchase of meals, the cost should be divided by the number of expected attendees and be a part of the registration fee, ( Example: Conference room cost \$500 divided by 45 members = \$11.12 for each member to use room.)

2a. What is day rate? Is there a partial day rate?

3. Audio equipment total costs should be figured in the same was as #2. (Example cost \$150 per day, divided by 45 members= \$3.33 per person)

**Lodging**

The cost of the guest room should be no more than the amount allotted on the approved HAWS budget for the area officers. Example: \$65. per person x 2 (dbl occupancy) = \$130.

Total costs should fall on or below budgeted amount.

Ask about hidden costs

1. Transient & Excise Tax
2. Resort Fees
3. Porterage Fees
4. Parking Fees

**Meals** include: Saturday- Lunch and Dinner\*

Sunday - Breakfast\* and lunch

Food and registration should fit into the allotted HAWS budget for officers.

Example: \$100 for 4 meals per person over 2 days.

\*A separate flier can be created asking your local members to support the event by attending all or part of the weekend. Sat. Dinner & Speaker, Sunday Breakfast & Speaker.

**Transportation**

Saturday AM Arrival. Sunday Evening departures.

District option to offer Friday Evening pick-up.

**Early-bird Arrival**

People who arrive and stay Friday night do so at their own expense and are responsible for their own Friday dinner and Saturday morning breakfast. Hosting District may organize day activities and a Friday Night dinner location for early arrivals.

**Other needs**

1. Registration Table at the entrance
2. Need two (2) microphones (podium & stand)& screen for presentations (Projector from Area)
3. Extra tables for Literature sales and/or displays. (coordinators)
4. Containers for Ask-it-Basket and Evaluation forms
5. Flowers and/or table decorations, Love gifts
6. Treats or refreshment. (check with hotel, some do not permit outside food).  
*(#5 & 6, hosting district discretion and cost – ask for donations)*

**Possible committees and/or service positions needed**

Chair  
Finance  
Greeters  
Registration  
Audio  
Icebreaker  
Fitness Break  
Meals  
Love gifts  
Floral or Decorations  
Transportation  
Night Owl Mtg.  
Speakers  
Housekeeping