

CONVENTION PLANNING WORKSHEET

STATE CONVENTION

SATURDAY

DATE: _____

EARLY ARRIVALS: NUMBER OF ROOMS: _____

ROOMS NEEDED: DOOR PRIZES CLOSE TO GENERAL SESSION ROOM

REGISTRATION AREA (maybe a room to store supplies)

HOSPITALITY ROOM - With sleeping room for hospitality chair

TABLES: VENDOR SETUP NUMBER: _____
(INCLUDE NAPUS SERVICE REP & PAC)

SUNDAY

DATE: _____

GOLF TOURNAMENT TEE TIME: _____ CHAIRMAN: _____

NAME OF COURSE: _____

NAME OF PRO/CONTACT PERSON: _____

REGISTRATION LOCATION: _____

BEGIN REGISTRATION: _____

HOSPITALITY ROOM LOCATION: _____

TIME OPEN: _____

EXECUTIVE COMMITTEE MEETING LOCATION: _____

(CONFERENCE STYLE: TABLE & CHAIRS,
30 PEOPLE WITH WATER SETUP ONLY)

TIME: _____

PRESIDENTS RECEPTION LOCATION: _____
(OUTSIDE OR INSIDE)

FOOD: _____

TOTAL COST PER PERSON: _____

CASH BAR: _____

COST OF BARTENDER PER HOUR: _____

\$ AMOUNT NEEDED FOR FEE TO BE WAIVED