

**ASSOCIATION FOR VOLUNTEER  
ADMINISTRATION  
REGIONAL CONFERENCE PLANNING GUIDE**

A joint venture of the \*Adelphi  
University Center on Volunteerism  
and the Association for Volunteer  
Administration, with a grant from  
W.K. Kellogg Foundation

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\*Adelphi University is a Regional Resource Center of the University of  
the State of New York's Study Circle Consortium and Project. An  
adaption of this conference guide will be published as a Study Circle  
Guide this fall.

AVA - Regional Conference Guide

PRE-CONFERENCE TASKS

1. Planning Committee - The Decision Maker.

- A. Contact AVA members and VAC's in area.
- B. Send letter of meeting notice to plan for conference.
  - 1) First meeting date will be \_\_\_\_\_.
- C. Committee has been formed. Number on the committee is \_\_\_\_\_.
- D. The conference chair has been selected.  
Name \_\_\_\_\_.

\*\*  E. Job descriptions are written for: (see A-1)

- 1) Chairperson - Planning
- 2) Treasurer - Finance
- 3) Facilities Committee
- 4) Program Chair Committee
- 5) Registration
- 6) Public Relations/Publicity
- 7) Hospitality & Special Events
- 8) Conference Committee
- 9) Exhibits Committee (Book Sales)
- 10) AVA Membership
- 11) Other

- F. Chairpersons have been selected for all committees.
- G. A roster of all committee chairs (names, addresses, telephone numbers) has been sent to all committee chairs.
- H. List of all committee members has been developed.

\*\*  I. A timetable for implementing plans has been developed. (see A-3)  
(Start Early!)

2. Needs Assessment - making sure we're on the right track.

- A. Examine evaluation of previous conference.
- B. Conduct survey/interviews.

3. Goals of the Conference:

\_\_\_\_\_ When participants leave this conference, they will be able to:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

4. Sponsorship - who is responsible for the conference.

\_\_\_\_\_ A. AVA will go it alone.

\_\_\_\_\_ B. Other organizations have expressed interest.

\*\* \_\_\_\_\_ C. Will co-sponsor with (see A-5) \_\_\_\_\_.

\_\_\_\_\_.

(Note - Refer to any new AVA policies on co-sponsorship & collaboration)

5. Scheduling the Conference - choosing the general timing.

\_\_\_\_\_ A. Year \_\_\_\_\_

\_\_\_\_\_ B. Month \_\_\_\_\_

\_\_\_\_\_ 1) checked dates of other major conferences in the field (if available)

\_\_\_\_\_ 2) checked holiday schedules.

\_\_\_\_\_ C. Have decided days on number of days conference will last. Conference will be \_\_\_\_\_ days.

\_\_\_\_\_ D. Have decided days of the week conference will be held. From \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ E. Hours chosen from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

6. Location - where the conference will be held.

\_\_\_\_\_ A. City/Town to be considered is accessible by:

\_\_\_\_\_ 1) Plane

\_\_\_\_\_ 4) Car

\_\_\_\_\_ 2) Train

\_\_\_\_\_ 5) Taxi & Limo

\_\_\_\_\_ 3) Bus

\_\_\_\_\_ B. Town/City chosen will be \_\_\_\_\_.

\_\_\_\_\_ C. Surrounding area/places of interest are: \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_.

7. Accommodations - Things to consider.

<u>    </u> A. Number of participants anticipated _____.			
		<u>YES</u>	<u>NO</u>
<u>    </u> B. Can the facility accommodate this number	_____	_____	_____
<u>    </u> C. Is the facility conducive to accomplishing the goals of the workshop?	_____	_____	_____
<u>    </u> D. Is the facility accessible to the handicapped	_____	_____	_____
<u>    </u> E. Can they accommodate the handicapped	_____	_____	_____
<u>    </u> F. Public transportation is available to facility	_____	_____	_____
<u>    </u> G. Parking is available Cost _____	_____	_____	_____
<u>    </u> H. Cost of meals -			
1) included in registration	_____	_____	
2) additional	_____	_____	
3) Menus selected	_____	_____	
4) Deadline for final confirmation of number of meals to be served	_____	_____	Date _____
5) Number of free meals taken into account (speakers, press, etc.)	_____	_____	# _____
<u>    </u> I. Exhibit space is available	_____	_____	
<u>    </u> J. Additional restaurant available nearby	_____	_____	
<u>    </u> K. Cost of overnight stay - single _____ double _____			
<u>    </u> L. Hotel or conference center will be _____.			
<u>    </u> M. Contract or letter of agreement signed with facility		_____ YES	_____ NO

8. Agenda/Program - the framework of the conference

     A. Theme of the conference is \_\_\_\_\_.

     B. Title of the conference is \_\_\_\_\_.

     C. Topics to be covered are:

    1) \_\_\_\_\_ 4) \_\_\_\_\_.

    2) \_\_\_\_\_ 5) \_\_\_\_\_.

    3) \_\_\_\_\_ 6) \_\_\_\_\_.

- \_\_\_ D. Length of sessions will be \_\_\_\_\_.
- \_\_\_ E. Time of sessions will be \_\_\_\_\_.
- \_\_\_ F. Format will be \_\_\_\_\_ lecture \_\_\_\_\_ workshop,  
\_\_\_\_\_ panel.
- \_\_\_ G. Breaks have been scheduled for:  
       \_\_\_ Morning                                \_\_\_ Afternoon  
       \_\_\_ Lunch                                 \_\_\_ Dinner  
     \_\_\_ Evening
- \_\_\_ H. Sources for speakers, leaders and panelist  
       \_\_\_ 1) agencies                            \_\_\_ 4) professional organizations  
       \_\_\_ 2) Corporations                   \_\_\_ 5) others to contact  
       \_\_\_ 3) faculties                         \_\_\_ 6) Send out request for proposals
- \_\_\_ I. Policy on fees, honoraria
- \_\_\_ J. Keynoter(s) will be \_\_\_\_\_.  
       To be introduced by: \_\_\_\_\_.
- \_\_\_ K. Panelists will be \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_  
       To be introduced by: \_\_\_\_\_
- \_\_\_ L. Workshop presenters \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_  
       To be introduced by: \_\_\_\_\_
- \_\_\_ M. Lecturers \_\_\_\_\_  
       To be introduced by: \_\_\_\_\_
- \_\_\_ N. Applied for AVA Educational Endorsement \_\_\_\_\_
- \_\_\_ O. Arrange for recording of sessions.  
       1) Will be coordinated by \_\_\_\_\_
- \_\_\_ P. A reception will be held on \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

\*\* \_\_\_\_ Q. Letters to speakers have been written detailing need for R.S.V.P.

on \_\_\_\_\_. (A 6-7)

\_\_\_\_ 1) Teaching aid needed - Easels \_\_\_\_\_  
Overhead projection \_\_\_\_\_  
Cassette player \_\_\_\_\_  
Newsprint \_\_\_\_\_  
Microphone \_\_\_\_\_  
Slide projector \_\_\_\_\_  
Video cassette player \_\_\_\_\_  
(specify size of tape) \_\_\_\_\_  
Other please specify \_\_\_\_\_

\_\_\_\_ 2) Deadline for duplicating speaker handouts is \_\_\_\_\_

\_\_\_\_ 3) Speaker arrival and departure times

\_\_\_\_ 4) Basis of fee payment

\_\_\_\_ 5) Orientation schedule for all speakers

\_\_\_\_ 6) Biographical Data

\_\_\_\_ 7) Special Room & Set Up

\_\_\_\_ 8) Photo (Optional)

\_\_\_\_ R. Presentation of awards (if any) will be made on \_\_\_\_\_

\*\* \_\_\_\_ S. AVA Regional Business meeting will be held on (see A-8) \_\_\_\_\_

\_\_\_\_ T. Evaluation form designed and will be distributed on \_\_\_\_\_  
\_\_\_\_\_ is responsible.

\_\_\_\_ U. Potentially interested staff at host facility have been informed of conference and invited to attend.

9. Finance/Budget - getting an early estimate of cost and profit/loss.

\_\_\_\_ A. Expenses:

\_\_\_\_ 1) Facility cost/site rental is \$ \_\_\_\_\_

\_\_\_\_ 2) Speaker cost

\_\_ a) Fees, honoraria \$ \_\_\_\_\_

\_\_ b) Meals, travel \$ \_\_\_\_\_

\_\_ c) Duplicating materials \$ \_\_\_\_\_

\_\_ d) Other complimentary guests \$ \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

\_\_\_3) Registration packet includes: (See Page 12-2G & P. 6)  
(Note: You must decide how many packets  
you are going to have available.) # \_\_\_\_\_

- \_\_\_a) Folders & Name Tags (order from Boulder) \$ \_\_\_\_\_
- \_\_\_b) \*Programs(Cost is included in Printing & Duplicating) \$ -0-
- \_\_\_c) Paper for notes \$ \_\_\_\_\_
- \_\_\_d) Pen/Pencil \$ \_\_\_\_\_
- \_\_\_e) AVA materials, background, handouts \$ \_\_\_\_\_

TOTAL COST

\$ \_\_\_\_\_

\_\_\_4) Printing/Duplicating includes:  
(decide on how many of each)

- \_\_\_a) Preliminary flyer# \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_b) Registration brochure# \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_c) List of participants \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_d) Confirmation letters \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_e) Special events, Misc. information sheets \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_f) \*Program \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_g) Sample press release \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL COST

\$ \_\_\_\_\_

\_\_\_5) Mailing includes: (note: decide  
if you are doing first class or  
bulk on flyers and brochures.)

- \_\_\_a) Preliminary flyer announcing conference (Save this date) \$ \_\_\_\_\_.
- \_\_\_b) Optional: Request for proposals to give workshop or presentation. \$ \_\_\_\_\_.
- \_\_\_c) Registration Brochure \$ \_\_\_\_\_.
- \_\_\_d) Letters to committee members \$ \_\_\_\_\_.
- \_\_\_e) Letter to speakers \$ \_\_\_\_\_.
- \_\_\_f) Confirmation letters \$ \_\_\_\_\_.

\_\_\_6) Telephone \$ \_\_\_\_\_.

\_\_\_7) Conference supplies \$ \_\_\_\_\_.



___ 8) Meals/Refreshments @ \$_____ or Total	\$_____.
___ 9) Money available to scholarships	\$_____.
ESTIMATED EXPENSE	\$_____.
+ Minimum Profit Desired	\$_____.
TOTAL COST OF CONFERENCE	\$_____.

B. The tax exempt number we will be using is: \_\_\_\_\_.  
 belonging to: \_\_\_\_\_.

C. Setting Registration Fees

Determine the minimum number of registrants you would run the conference with. Divide this number in the Total Estimated Expense. This gives you your break-even point.

# of Participants  $\frac{1}{\text{Total Cost of Conference}}$  = Registration fee to AVA Members.

Add \$15 for non-member.

NOTE: This break-even registration number will determine your cancellation policy. If you do not reach your minimum number, you cannot afford to run the conference.

D. Conference Budget submitted in advance to AVA Treasurer.

E. Procedure developed for on-site cash sales. (A-11)

10. Promotion - making sure everyone knows about the conference  
Timing is everything.

\_\_\_ A. Mailing lists to be used -

\_\_\_ 1) AVA - regional, national (direct mailing to members)

\_\_\_ 2) VAC -

\_\_\_ 3) DOVIA -

\_\_\_ 4) Other - \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ B. Publications in field:

\_\_\_ 1) VAL

\_\_\_ 2) Volunteer Administration

\_\_\_ 3) Newsline

\_\_\_4) Other - newsletter of local and regional organizations.

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\_\_\_C. Media to be used: list the local stations and newspapers for the region. Find out who is in charge of community relations.

\_\_\_1) Newspapers: \_\_\_\_\_

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\_\_\_2) Radio Stations: \_\_\_\_\_

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\_\_\_3) T.V. Stations: (don't forget cable) \_\_\_\_\_

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\_\_\_D. Preliminary flyer includes: (you must decide on latest date this can be mailed out on and still reach everyone.)

\_\_\_1) Title or theme of Conference

\_\_\_2) Dates

\_\_\_3) Place

\_\_\_4) Approximate cost to attendees

\_\_\_5) Contact person - name, address, and phone number

\_\_\_E. Conference brochure includes:

\_\_\_1) Title of Conference

\_\_\_2) Dates and Place it will be held

\_\_\_3) Topics to be covered or workshop titles

\_\_\_a) Description of sessions

\_\_\_4) Name and title of speakers

\_\_\_5) Cost

\_\_\_6) Direction to facility, map

- \_\_\_7) Special events, - tours planned, places of interest in area, etc.
- \_\_\_8) AVA endorsement, education credit (CEU, degree etc.)
- \_\_\_9) Registration form which includes: (see A-9 1 & 2)

- \_\_\_a) Name of registrant
- \_\_\_b) Title
- \_\_\_c) Name of agency, organization
- \_\_\_d) Business address, phone #
- \_\_\_e) Arrival and departure dates
- \_\_\_f) Room accommodation cost Single \$ \_\_\_\_\_  
Double \$ \_\_\_\_\_
- \_\_\_g) Meals only
- \_\_\_h) Fee \_\_\_\_\_ AVA member  
Non-member fee \_\_\_\_\_
- \_\_\_i) Special events - cost in advance
- \_\_\_j) Total cost \_\_\_\_\_ check enclosed made payable to \_\_\_\_\_
- \_\_\_k) Option to pay at conference
- \_\_\_l) Deadline for registration is \_\_\_\_\_
- \_\_\_m) Daily registration fee \$ \_\_\_\_\_
- \_\_\_n) Roommate Request (name) \_\_\_\_\_
- \_\_\_o) Space to indicate what objectives conferees hope to accomplish by attending.
- \_\_\_p) Special needs affecting room assignment, such as handicapped, etc.

11. Meeting Accommodations - determine in advance - double check when on site

- \_\_\_A) General meeting room setting include:
  - \_\_\_1) Head table - number to be seated is \_\_\_\_\_
  - \_\_\_2) Podium -
    - a) Will be used on DAY \_\_\_\_\_ TIME \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_

- \_\_\_3) Stage/platform will be used on - DAY \_\_\_\_\_  
TIME \_\_\_\_\_
- \_\_\_4) Lighting expert is needed for \_\_\_\_\_
- \_\_\_5) Electrical outlets and any necessary adaptors to be conveniently placed in each room.
- \_\_\_6) Audio-visual equipment is available/requested.
- \_\_\_7) Seating capacity in each room has been determined.
- \_\_\_8) Seating design for each workshop and general session has been determined.
- \_\_\_9) Microphone(s)
  - \_\_\_a) Hook up to tape recorder?
- \_\_\_10) Fire and occupancy regulations are not being exceeded.
- \_\_\_11) A backdrop is needed for \_\_\_\_\_
- \_\_\_12) Fire exits are visible

\_\_\_B. Local Permits Needed are: \_\_\_\_\_  
\_\_\_\_\_

12. Confirmation Letters

Include

- \_\_\_A. Emergency phone number at conference facility where conferees may be reached.
- \_\_\_B. Directions to facility (check with site to see if maps available)
- \_\_\_C. Special arrangements, such as check-in procedures, key deposit, etc.
- \_\_\_D. Repeat procedures for requesting roommates, carpools, etc.
- \_\_\_E. Mention opportunity to bring exhibit material to share.

13. Exhibits (A chance to see what others do or offer)

Things to consider

- \_\_\_1. Purpose
  - a) financial return
  - b) interest of participants
  - c) sales by exhibitors

- \_\_\_2. Exhibitor committee.
- \_\_\_3. Relation to design of conference.
- \_\_\_4. Getting participants to the exhibit area.
- \_\_\_5. Type: demonstrative, stationary, flat, stand-up?
- \_\_\_6. Space required will be \_\_\_sq. ft., where? \_\_\_\_\_
- \_\_\_7. Mailing list of potential exhibitors.
- \_\_\_8. Tables and booths are ordered: what size? How many?
- \_\_\_9. Electrical outlets will be needed: yes \_\_\_no \_\_\_(This had been cleared in advance with hotel regarding union requirements, etc.)
- \_\_\_10. Loading and unloading area is where? \_\_\_\_\_
- \_\_\_11. AVA exhibit space accounted for.

AT-THE-CONFERENCE TASKS

1. Facility Check

- A. Give facility, switchboard and front desk copy of agenda and room numbers, plus name and room no. of conference coordinator for possible questions. (See A-10)
- B. Hold walk-through meeting with Conference Committee and key site personnel (head of catering, etc.)

2. Registration Area (The first impression.)

- A. Assignments for registration shifts have been made.
- B. Signs are in place directing participants to the Registration table from front and side entrances, parking garage, rest rooms, etc.  
Other signs: \_\_\_\_\_
- C. An information board is noticeable and centrally-located.  
Post - Daily Conference Schedule.
- D. A message board is centrally located.
- E. Name tags are preprinted w/AVA Logo; people's names are big enough to read.
- F. Registration packets are arranged in an order accessible to those staffing the registration table.
- G. Registration packets include:
  - 1) Conference schedule and room numbers; workshop descriptions
  - 2) Details of layout of the facility
  - 3) Special events information
  - 4) Roster of participants with agency and/or address (include workshop leaders)
  - 5) Meal tickets
  - 6) Resource information-maps
  - 7) Entertainment list
  - 8) A press release for back home
  - 9) AVA brochures and recent newsletter
  - 10) Evaluation form
  - 11) Duplicated articles of interest
- H. Special registration areas for workshop leaders and the press are clearly marked.
- I. Procedure for walk-in registrants is set up.
- J. Accounting system for on-site sales of tickets and registrations in place. (See A-11)
- K. Receipts available
- L. Workshop registration/sign-up sheets are easily accessible.

M. A box for completed evaluations—clearly marked— is on the table.

\* N. Name and extension number of facility contact people. (A-10)

3. Pre-Conference Exhibits (A chance to see what others do or offer.)  
(See Pre-Conference Tasks # 13 pg. 10.)

\_\_\_ A. Set-up and take-down times are \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_ B. Agency name and responsible person for each exhibit is on file.

\_\_\_ C. The AVA Exhibit with available information is in place.

4. Meetings/Sessions (The nuts and bolts.)  
See also Meeting Accommodations Pg. 9

For each room and time slot, the following has been determined:

\_\_\_ A. A person is assigned to cover each session, who will: introduce the speaker; record the session; make announcements; be a go-fer; thank the speaker.

\_\_\_ B. A podium will be used when?

\_\_\_ C. Signs are on each workshop door for each session with name of speaker and title of session.

\_\_\_ D. Fresh water is on tables for each session.

\_\_\_ E. Microphones are ordered for \_\_\_\_\_

\_\_\_ F. Supplies necessary are in each room as requested by each speaker.

\_\_\_ G. Handouts are duplicated in advance and in proper room.

\_\_\_ H. Last minute handouts can be duplicated at \_\_\_\_\_.

\_\_\_ I. AVA Educational Endorsement Attendance Verification Forms for each session.

Arrangements have been made to have the following equipment available:  
Training Equipment - Available

\_\_\_pencils

\_\_\_rubber bands

\_\_\_easels

\_\_\_ruler

\_\_\_newsprint

\_\_\_scissors

\_\_\_magic markers

\_\_\_paper clips

\_\_\_masking tape

\_\_\_push pins

\_\_\_scotch tape

\_\_\_index cards

\_\_\_plain paper

Electrical Needs

- extension cord
- 3 prong adapter
- screen
- cassette player and recorder
- overhead projector
- slide projector
- tongue depressor (to free stuck slides)
- video cassette player (1/2" - 1/4" specific size needed)
- light bulbs for projectors
- film projector 8mm or 16mm

5. Media (Getting the most p.r.)

- A. Interviews with speakers have been arranged: \_\_\_\_\_.
- B. Photographer will be at the conference at \_\_\_\_\_ o'clock.
- C. Special press liaisons are briefed and ready.

6. Refreshments (The oasis in the conference schedule)

- A. Timing each morning: \_\_\_\_\_.
- B. Timing each afternoon: \_\_\_\_\_.
- C. Beverages will include:
  - 1) Coffee - sugar, cream
  - 2) Tea
  - 3) Soda for \_\_\_\_\_ # of people
  - 4) Water/ice
  - 5) Cocktails - cash bar?
- D. Snacks and/or fruit have been ordered at \_\_\_\_\_ o'clock for \_\_\_\_\_ people.
- E. Danish and/or doughnuts have been ordered at \_\_\_\_\_ o'clock for \_\_\_\_\_ people.
- F. Supplies (napkins, stirrs, spoons) will be available.
- G. Trash cans are conveniently located.



7. Entertainment/Special Events (The relaxing part of the conference.)

\_\_\_ A. Tours available are: \_\_\_\_\_.

- 1) Transportation is arranged.
- 2) Timing is consistent with rest of conference schedule.
- 3) Costs are \$ \_\_\_\_\_.

\_\_\_ B. Current attractions are: plays: \_\_\_\_\_.

exhibits: \_\_\_\_\_.

others: \_\_\_\_\_.

\_\_\_ C. A list of restaurants is offered, including:

- 1) Name of restaurant, address, phone #
- 2) Quality rating
- 3) Type (ethnic, etc.)
- 4) Proximity to facility
- 5) Average cost
- 6) Parking privileges
- 7) Hours, note especially days closed.

\_\_\_ D. Cinema, theater, and night club lists are available.

\_\_\_ E. Child care during the conference will be at \_\_\_\_\_.

\_\_\_ F. A hospitality area is available in room \_\_\_\_, during the times of \_\_\_\_ to \_\_\_\_, staffed by \_\_\_\_\_.

8. Emergencies (Heaven forbid)

\_\_\_ A. Local permits received are: \_\_\_\_\_.

\_\_\_ B. Crowd control will be handled by \_\_\_\_\_.

\_\_\_ C. Fire regulations are \_\_\_\_\_.

\_\_\_ D. Ambulance service available from \_\_\_\_\_ company,  
phone # \_\_\_\_\_.

\_\_\_ E. Physician/nurse phone #s: \_\_\_\_\_ DR. \_\_\_\_\_

\_\_\_\_\_ RN. \_\_\_\_\_

\_\_\_ F. The nearest hospital/infirmary is \_\_\_\_\_,  
phone # \_\_\_\_\_.

9. Finances

\_\_\_ A. System for treasurer to convert all cash on hand into safer check form.

\_\_\_ B.. All sales transaction sheets (see appendix) turned in with totals and signatures of people who did the transactions.

POST-CONFERENCE TASKS

1. The Evaluation (How did it go?)

\_\_\_\_\_ A By participants  
1) Written  
2) Oral

\_\_\_\_\_ B By the Planning Committee: date \_\_\_\_\_  
1) Critique of conference  
2) Recommendations for next conference

2. Finances

\_\_\_\_\_ A. Invoices and receipts received/compiled for all bills and speakers' fees.

\_\_\_\_\_ B. All bills paid (either via AVA National Office or local account).

\_\_\_\_\_ C. Receipts and Disbursements totaled.

\_\_\_\_\_ D. Financial report sent to AVA Treasurer, along with all conference monies.

3. Press stories have been filed.

4. Tapes/booklets of speeches, business action have been processed.

5. Thank you notes have been sent:

\_\_\_\_\_ A. To speakers, keynoters, panelists.

\_\_\_\_\_ B. To committees and committee chairs, grantors and contributors, conference volunteers, facility staff, and anyone else you can think of.

## Job Description

The job of the committee chairperson is to see that all the tasks assigned to the committee are completed on time and to coordinate with the planning committee and conference chairperson. The following list of tasks are to be considered when writing job description.

### 1 Planning Committee

- Reserve Facilities
- Preliminary Planning
- Develop Organization
- Develop procedures and guidelines
- Communicate with Region and National
- Coordinate efforts of all working committees
- Conference report and recommendations

### 3 Facilities Committee

- Determine Location
- Obtain hotel accommodations/transportation information
- Determine room assignments for sessions/meeting (with program committee)
- Arrange for equipment needed for sessions
- Arrange room set-ups
- Signs for sessions
- Food arrangements
  - coffee and rolls
  - meals

### 5 Registration Committee

- Develop registration forms
- Coordinate registration with National
- Develop/collate Conference packets
  - name tags
  - agendas
  - meal tickets
  - info. on site
- Make up signs for desk
- Develop roster for participants
- Staffing during Conference - registrars

### 7 Special Events Committee

- Plan special events and transportation (optional)
- Greet speakers
- Staffing during Conference
  - reception committee
  - trouble shooters
  - hospitality suite (optional)

### 2 Treasurer

- Develop budget
- Monitor budget
- Develop accounting system
- Keep books
- Accept receipts
- Keep petty cash

### 4 Program Committee

- Determine Conference theme
- Determine workshop topics and workshop leaders
- Arrange speakers for plenary sessions
- Develop Conference agenda
- Schedule speakers, workshops and meetings
- Contact with leaders and speakers
- Arrange for duplicating materials
- Develop evaluation forms
- Staffing during Conference
  - introductions
  - monitors
- Post Conference activities
- Obtain educational endorsement

### 6 PR Committee

- Early Publicity/develop flyer
- Develop Conference brochure
  - printing
  - typesetting
- Coordinate mailings
- Promotion
  - news releases to media
- Photographs
- Staffing during Conference
  - press room
- Coordinate activities with Program Committee

### 8 Conference Committee

- Information Center
- Message board
- Lost and Found
- Late workshop materials
- Staffing during Conference
  - secretary
  - daily workshop room schedules

### 9 Exhibits Committee (optional)

- Plan space allocation for materials exchange.

## JOB DESCRIPTION

### FOR RECORDER/REPORTER:

Your role: a) Record the highlights of the workshop. We do not need or want a chronological, verbatim report, but we do want the essence of what happened written on the summary sheets provided. In addition, if you wish, you can hand in all your notes, but it is the summaries that will prove to be most significant.

b) Report to the total group at the feedback session. You will be asked to share the most significant aspects of the workshop.

c) Participate in writing the formal conference report to be mailed to all participants as well as appropriate leaders in the field.

### How:

During the two hours, note only highlights. The last five or ten minutes your discussion leader will help the group summarize the workshop experience in filling out the summary sheets.

## Timetable for Planning

This information was compiled from a questionnaire sent to our Regional chairperson both past and present. Depending on how large a conference you are planning, how many active committee people you have and your own time schedules, planning can be from 1 year in advance to 6 months in advance. Of course, agendas and decisions on a bi-month planning timetable will have to be made faster. With everyone doing their fair share, it can be accomplished.

Timetable - general concensus among replies:

- 1 year - 9 mos. - begin planning, determine goals & purpose  
plan needs assessment  
gather program ideas  
pull together committee - determine chair  
if necessary - have job descriptions -  
make assignments
- for 6 mos.  
in advance  
combine
- 9 - 6 mos. - finalize goals, topics, activities, speakers,  
dates, facility (visit site, get contract)  
set-up separate bank account  
Optional: Requests for proposals to offer  
workshops or presentations mailed.
- 5 months - compile mailing lists & labels  
compose preliminary brochure
- 4 months - mail preliminary brochure  
notify publications  
estimate costs - determine fee(s)  
obtain information for final brochure/registration  
form: speakers, time schedule, workshop titles &  
content.
- 3 months - final brochure to printer  
final brochure mailed late in 3rd month  
finalize program details - equipment needed, room  
assignments  
request donations for hospitality packets  
plan registration packet  
set up conference check list
- 2 months - write confirmations to speakers re fees, topic,  
meal and room arrangements - send brochure  
send p.r. to newsletter, incl. registration form, apply AVA endorse-  
begin processing registrations ment
- 1 month - assign hostesses/hosts  
update facility re-space needs, provide billing info.  
determine meal ticket procedures  
make necessary signs
- 3 weeks - push registrations! Consider necessary cancellation  
date

timetable - cont.

2 weeks - cut off registrations - if date on registration form  
assemble registration packets

1 week - review details, pray!  
assign travel arrangements and greeters for each  
instructor

48 hours before - confirm with site the number of meals to be served.

day before - type roster

meet with planning committee to review all  
details

meet with instructors to introduce kick-off  
panel members to each other, to confirm  
schedules and logistics

take a deep breath!

have AVA endorsement papers ready

follow-up - review evaluations - make notes for next year

have committee meeting for wrap-up

write thank you letters to faculty, site,  
committees

make financial report after paying all bills

close bank account

\* NOTE: THIS SHOULD BE TYPED ON AVA LETTERHEAD

CONFIRMATION OF CO-SPONSORSHIP

Dear \_\_\_\_\_:

This will confirm our agreement to co-sponsorship of the \_\_\_\_\_ Conference to be held \_\_\_\_\_ at \_\_\_\_\_ . We anticipate a registration approximately \_\_\_\_\_ people.

It is our understanding that you will provide: 1)  
2)  
3)  
4)

It is further understood that we will be responsible for: 1)  
2)  
3)  
4)

Preregistration will be offered by solicitation through use of our mailing list as well as your mailing list. It is also agreed that our name will be mentioned as co-sponsor on all publicity, flyers, etc.

If the above is agreeable to you, please sign one copy of this letter and return to me. We look forward to a successful joint effort and assure you of our cooperation in every way.

Very truly yours,

Representing  
AVA Region \_\_\_\_\_

Some responsibilities to consider:

- a) division of expenses and profits
- b) preparation of publicity, flyers, brochures, etc.
- c) personnel for conference
- d) press releases
- e) room arrangements
- f) supplies
- g) food arrangements
- h) arrange speakers, workshop leaders, or panelists

\* NOTE: THIS SHOULD BE TYPED ON AVA LETTERHEAD

SAMPLE FORMAT

Letter of Invitation to Speaker

Dear \_\_\_\_\_:

The \_\_\_\_\_ Region of the Association for Volunteer Administration is conducting a \_\_\_\_\_ day conference focusing on \_\_\_\_\_ to be held on \_\_\_\_\_ at \_\_\_\_\_.

Because of your expertise in the field of \_\_\_\_\_, your leadership would help to insure the level of quality which we wish to attain for our conference. Specifically, we would like you to speak on the subject of \_\_\_\_\_ for \_\_\_\_\_ minutes at \_\_\_\_\_. We are prepared to offer you a fee of \$ \_\_\_\_\_, which we hope will meet with your approval. In addition we are able to reimburse for travel expenses up to \$ \_\_\_\_\_.

Enclosed is our conference program which will give you an overall view of what we have planned. Also enclosed for your information is AVA literature. As you can see, the thrust of our conference is to review our national impetus and to promote our regional impact. We would appreciate a brief description of your presentation so that we can maintain continuity throughout the program.

We hope that you find the conference worthwhile and that your schedule allows you to accept our invitation to participate in the conference. Also, advise us if you wish to register for any other portion of the conference at (your/our) expense.

I trust you will review our request positively. Your involvement in this conference will enhance us all. I will contact you after \_\_\_\_\_, to confirm final arrangements should you accept our invitation. In order that we may proceed with our planning and other necessary arrangements please fill in the attached form.

Very truly yours,

---

Enclosures



\* NOTE: THIS SHOULD BE TYPED ON AVA LETTERHEAD

SAMPLE LETTER FOR SPEAKER PAID AN HONORARIUM

Dear \_\_\_\_\_:

On behalf of the Program Planning Committee for AVA, I want to thank you for agreeing to participate in the Region \_\_\_\_\_ Conference to be held in \_\_\_\_\_ on \_\_\_\_\_. We appreciate your willingness to share your talents, skills and expertise with others.

As agreed upon earlier, you will receive a \$ \_\_\_\_\_ honorarium for your participation as a workshop leader. Your workshop is scheduled for (time and date) on the topic of \_\_\_\_\_. Honorarium payments will be made following the conference.

Should you wish to attend other Conference sessions or to participate in any of the special events (i.e. tour, theater, luncheon), you must pre-register. To pre-register for these events, please complete the form in the enclosed brochure and return with your check to our office.

In order to handle introductions to your session, we will need to receive from you a brief resume or biographical sketch as soon as possible. A return envelope is enclosed.

Your cooperation is appreciated and if you have any questions or concerns, please call me at \_\_\_\_\_.

Very truly yours,

\_\_\_\_\_

RW:ca

Enclosures - Conference brochure  
Conference registration form

\* NOTE: THIS SHOULD BE TYPED ON AVA LETTERHEAD

SPEAKERS INFORMATION SHEET

Name \_\_\_\_\_ Title \_\_\_\_\_

Session Title \_\_\_\_\_

Brief Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teaching aids needed-----duplicating  
easel  
cassette player  
projector (overhead or other)  
other \_\_\_\_\_

Materials to be duplicated must reach us by \_\_\_\_\_

Encs. Conference Brochure  
Registration Form

Sample

Agenda for AVA Regional Business Meeting

Convener: Regional chair or Designated representative (Recommended time  
60 to 90 minutes)

- I. Introductions  
Chair welcomes groups and, depending on size, has people introduce themselves. Convener official introduces regional officers and any national or area AVA representatives present.
- II. RE-Cap and Reports - Acceptance of minutes of last meeting.  
Report of membership #s in the region.  
Chair summarizes AVA progress & events that have occurred since the last meeting - both nationally and regionally. (Could use a hand-out with key items described)  
Each committee chair makes brief progress report on his/her area of work.
- III. Old Business  
Review of any unresolved items from previous year, being sure to explain them briefly for benefit of newcomers.
- IV. Delegate or other voting  
Selecting the voting delegates to represent the region at the National Conference. Other items requiring a vote.
- V. New Business  
Introduction and resolution of new items concerning the region.
- VI. Action Plan  
Group consensus on issues requiring action during year - prioritize.  
Selection of people to handle tasks, chair or serve on committees, etc.  
Set-up timetable for implementation and reporting.

SAMPLE REGISTRATION FORM

(The deadline for registration is July 20, 1981)

Name \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

AVA member:  Yes  No Save \$15: join AVA now. Include Active membership fee of \$50 with registration

Determine your conference costs as noted below. List additional registrations separately.

Complete conference (including meals and lodging)	AVA member:	Non-AVA:	\$ _____
Complete conference (all meals, without lodging)	AVA member:	Non-AVA:	\$ _____
Lobster (Thursday night)			\$ _____
Friday only (including meals)	AVA member:	Non-AVA:	\$ _____
Membership fee, if applicable (see above)			\$ _____
TOTAL ENCLOSED			\$ _____

Please make check for total cost payable to AVA and return to

Suggestion - Put on index card for easy reference and filing.

AVA CONFERENCE - TITLE \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ AVA Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Plan

Thurs/Fri	Thurs/Fri W/Lodg.	Room Deposit	Lobster	Friday	AVA Fee	Special	TOTAL	Room	Rm. Dep. Return
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Comments:

Paid

Amt. Rec'd.

\$ \_\_\_\_\_

A-9-2

\*Who's -- Who (to be kept in conference office  
 CONFERENCE PERSONNEL in plain site)

	Name	Room	Phone	Arrival	Departure
Coordinator					
Steering committee chairman					
Conference headquarters					
Registration					
Reproduction					
Supplies & equipment					
Event coordinators					
Exhibitor relations					
Public relations					

\* The Conference Book - Nadler & Nadler

HOTEL OR MEETING-SITE PERSONNEL

	Name	Room	Phone	Hours of Duty
Site manager				
Conference manager				
Business office manager				
Switchboard supervisor				
Housekeeping supervisor				
Food service manager				
Public relations				
Security				

CONFERENCE ON-SITE SALES

TICKET SALES

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Price of Ticket: \$ \_\_\_\_\_ Number Available: \_\_\_\_\_

<u>Ticket Number</u>	<u>Sold @ \$</u>	<u>\$ or ✓</u>	<u>Sold By</u>	<u>Receipt Given</u>	<u>Special Notes/Authorizatio</u>
001					
002					
003					
004					
005					
006					
007					
008					
009					
010					
011					
012					

Total this page: \_\_\_\_\_ \$  
 Tickets sold money taken in

Sales Report Turned in by: \_\_\_\_\_ Days: \_\_\_\_\_ Time: \_\_\_\_\_

Received by: \_\_\_\_\_

Additional Hindsight Suggestions from Past Regional Chairpersons  
(to be considered)

1. Waive registration fee for AVA members who serve major roles in the program.
2. Provide gratis meal tickets for all program participants, not just AVA members.
3. Allow for walk-in registration.
4. Keep local control, even with National co-sponsor.
5. Keep control of budget and not allow co-sponsor to do it all.
6. Start earlier.
7. Delegated more.
8. Have extra folders and name tags for walk-ins.
9. Pre-registration for workshops.