**Sectional Planning Committee Requirements**

**Fellowship**

      Assists with planning the Friday Fellowship event, alumni receptions during the weekend, and the Section Cup

      Friday Fellowship event should involve some type of food (appetizers, snacks, meal, etc), activity, and entertainment

      Focus on building inter-chapter relationships

      Hosting alumni receptions throughout the weekend will encourage more alumni to attend your conference

      Section Cup should be held on Sunday (11am-1pm seems to be a good time) and will include several group activities/games for a friendly chapter competition

**Leadership**

     Assists with planning the workshop schedule

      Requests LEADS courses at least four months in advance

      Works with committee to come up with a list of potential workshop ideas

      Sends out survey to chapters to see which workshops and LEADS courses they are most interested in attending

      Works with PR chairs to request workshop presenters at least 5-6 months in advance

**Fundraising**

      Hosts separate fundraisers for your conference

      Restaurant take-overs

      On-campus fundraisers

      Candy bar sale

      Raffle give-away

      Works with PR chair to collect donations from local businesses and your university (monetary or tangible items)

      Works closely with Treasurer to make sure your committee stays on budget

**Treasurer**

      Develops a budget at the very beginning and continues to update it throughout the planning process

      Makes sure the budget is realistic and adjusts it regularly based on number of registrants

      Utilizes accounting techniques such as keeping receipts, depositing regularly, and maintaining a budget

**PR**

      Assists with getting the word out about the conference

      Utilizes social media pages such as Facebook and Twitter

  Makes a FB event page as well as a Twitter account for your conference

      Uses the app ‘Eventbase’ to display conference schedule to all attendees (this is becoming the standard app for Region 5)

      Creates a website with the Accommodations/Registration chair to make sure all pertinent information is displayed

      Keeps in touch with Section chair(s) and Region director to help spread the word to other chapters and alumni

      Helps to develop a conference logo with your committee

      Assists Fundraising chair with collecting donations (gift cards, give-away items, sponsorships, etc) from local businesses and your university

**Events**

      Assists with planning everything associated with Nelson Commons

      Picks out decorations

      Works with venue to make sure it doesn’t exceed room capacity

      Picks out a gift for attendees (if there is room in your budget)

      Sets up the opening and closing ceremonies (keynote speaker, awards, etc)

      Maintains communication with venue to keep them updated with a head count

      Works with treasurer to make sure payments are turned in on time according to the venue’s schedule

      The treasurer can also assist this chair in negotiating meal prices

**Merchandise**

      Assists with picking out conference gifts

      Examples: tumbler cups, notepads, sunglasses, coffee mugs, water bottles, bags

      Collects ideas for conference t-shirt designs

      Assists PR chair with deciding on a conference logo

      Works with Treasurer and Registration chair to order the appropriate number of conference gifts and t-shirts

      Order at least 4 weeks before the conference to ensure the merchandise will arrive on time

      Order at least 30-50 extra items of gifts and t-shirts to account for day-of registrants

**Accommodations/Registration**

* Works with Treasurer to further negotiate terms on contracts with hotel

      Free Wi-Fi in rooms

      Free room after so many booked rooms (utilize these free rooms for visiting presenters or section chairs)

      Attrition clause (this is how many booked rooms you have to guarantee without being charged a fee, so make sure you don’t estimate too many rooms)

* Assists with creating a registration form for the website to collect attendee information
* Keeps committee updated with number of registrants