

STATE MEETING/SAMBOREE PLANNING GUIDELINES

The ideas contained within this document are strictly guidelines for planning a state meeting event or a Samboree. It's always advantageous to look at new ideas and consider what they could mean to your event planning. Good luck and have a great event!

GENERAL OUTLINE

12 MONTHS PRIOR TO EVENT:

- Begin event notebook/binder to keep track of conversations/arrangements/contact information/committees
- Select a site, determine date, determine theme
 - Evaluate building and layout
 - Consider geographical location for convenience and accessibility and weather
- Seek cooperation from community officials
- Review potential expenditures, determine budget
- Seek approval from Director
- Negotiate written contract with site
- Obtain Director's signature on site contract when negotiations are finished
- Seek volunteers and make assignments for tasks
- Determine pre-registration procedures
- Begin holding monthly meetings to plan details, begin appointing committees

6 MONTHS PRIOR TO EVENT:

- Begin finalizing
 - Entertainment
 - Bars/Patches/Buttons
 - Seminars/Games
 - Menu
 - Rentals if applicable (tables, chairs, equipment)
 - Arrangements with Fire, Police, emergency providers
- Begin solicitation of door prizes
- Honey wagon arrangements if applicable
- Prepare and post location maps, site information and preliminary agenda

2 MONTHS PRIOR TO EVENT:

- Follow up with all appointed committees
- Have in place all written contracts with outside vendors including caterers for banquet
- Evaluate Registration process
- Send confirmations as necessary
- Update Agenda if necessary

1 MONTH PRIOR TO EVENT:

- Finalize program prior to printing
- Hold meeting to make sure everything is ready to go
- Evaluate Registration process

3 WEEKS PRIOR TO EVENT:

- Reconfirm site requirements with site
- Reconfirm all commitments again

WITHIN 1 WEEK PRIOR TO EVENT:

- Advance volunteers arrive at site
- Layout parking
- Set up Registration, Information table, Book/CD Exchange
- Prepare Hospitality area
- Decorate as needed
- Post directional signs
- Interviews for local publicity
- Reconfirm by telephone with seminar presenters, caterers, entertainers and vendors

RESOURCE SUGGESTIONS:

- Entertainment
 - Local Lodges
 - Dance Schools
 - Local Educational Facilities
 - Chamber of Commerce
 - Local Talent Agents
 - Churches
 - Senior Citizen Centers
 - Convention/Travel Bureaus
 - Music Stores
 - Local Theater Productions
 - Parks and Recreation Department
 - Local/Chapter Good Sam Member
 - Pet Care Businesses/Veternarian

MISCELLANEOUS CONSIDERATIONS:

- Consider transportation needs if site requires
- Plan for appropriate capacity, i.e., seating, room capacity, parking spaces, handicapped, stage requirements, game space, meal seating, sound, lighting, need for steps, acoustic quality, AC/Heating, electrical outlets, outdoor areas for games, restrooms/shower availability, dance floor if applicable, flag presentation, rooms for seminars to accommodate expected attendance
- Know and disseminate information regarding sanitation facilities
- Know security needs in advance
- Provide communication devices if needed, i.e., walkie talkies, message boards, directional signs
- Know events taking place in community that attendees may be interested in
- Suggested Caterer contract included in this document - next page



Good Sam Club

CATERING AGREEMENT AND PAYMENT REQUEST

THE UNDERSIGNED AGREES TO CATER MEALS FOR THE IDAHO GOOD SAM ORGANIZATION ON (Date) _____ AT (Time)_____ P.M. FOR A TOTAL OF (Cost including tax and gratuity)\$_____ PER MEAL ORDERED AT (Location name and address) _____

DATE FINAL COUNT REQUIRED BY CATERER: _____

MENU AGREED UPON:

Agreement Date: _____

Caterer: _____

Address: _____

City/State/Zip _____

Caterer's Signature:_____

Idaho Good Sam Director Signature:_____

Date signed: _____

Date Paid: _____

Check Number: _____

Amount Paid: _____

Treasurer: _____

SUGGESTED COMMITTEES/PLANNING CONSIDERATIONS

- Registration
- Information
- Book/CD Exchange
- Parking
- Vendors
- Seminars
- Games/Buttons/Patches
- Publicity
- Door Prizes
- Entertainment
- Early Bird Social
- Hospitality
- Women's Social
- Men's Social
- Tours
- Catering
- Security/Lost and Found/Emergency Information
- Out of Staters and First Timers
- Participant gift bags
- Transportation
- Sound
- Activities (Parades, golfing, craft fairs, exercise groups, Chapter sign ups, Tours,RV open house, Dutch Oven Seminars and Cookoffs, Tractor Rodeo, etc.)
- Table/Chair requirements
- Clean up - trash
- Decorations
- Potlucks
- Flag Retirement (Samborees only)
- City Officials/Special Guests
- Memorial Service (Samborees only)
- Requests for Good Sam help; Sammy costume, CW Certificates, Door prize certificates