

## **GUIDELINES FOR HOSTING UP DISTRICT MEETINGS 2018 edition**

- 1. The dates are set several years in advance by the District President and State officers to ensure the travel schedule for state officers will flow for the Swing Arounds. The Spring meeting is in April or May and the Fall meeting is September or October. It is necessary to coordinate with all Districts and State. (Because the date is set so far in advance it is a good idea to have a “Save the Date” notice at the District meeting prior to your meeting.)**
- 2. The first notice for the District meeting is sent to each District Auxiliary President and the State President and State President Elect. This is also sent to each District Board officer. The addresses are provided by the District President. This notice is a “Save the Date” (include time, date, and place of meeting and any approved meeting info) and can be in postcard or e-mail format. THIS IS SENT AT LEAST 8 WEEKS PRIOR TO THE MEETING.**
- 3. The hosting auxiliary will send the potential speakers and topics to the District President at least 8 weeks prior to the meeting. These must be approved by the President to make sure that the topics are appropriate (educational and not just interesting) and haven’t been given too recently. There are to be 2 speakers for the Spring meeting plus officer installation and 3 at the Fall meeting.**
- 4. The second notice is sent 6 weeks prior to the meeting. This notice goes to the same people as the first notice PLUS the other District Presidents, and MAHA Communications Director. Addresses provided by the District President.  
-this notice includes the registration form (description found later in these guidelines), motel information, directions and maps. A basic agenda is included. (description to follow)  
-The name and number of a contact person is necessary. There are always questions.**
- 5. The meeting place and luncheon menu are chosen by the host auxiliary. Remember to have a wheelchair accessible facility. A meat free choice is necessary. Surveys have shown a preference for buffet style or no preference. Coffee, tea, juice, rolls and non-sweet offerings are nice for registration time. Need podium and microphone. ( screen and projector?)**
- 6. Registration form: Have a separate form for the evening before and then the day of the meeting. Set your price to cover food, facility, and \$1.00 per registrant to be paid to the District Treasurer. District and State officers pay their own fees.  
-Set a date for return of all registrations  
-Set a date for cancellations which will allow for refunds. No refunds for no-shows.  
-Include all addresses and contact person information**
- 7. Registration Morning:  
-create a packet for each individual: Folder for all papers, blank paper, pen, agenda for meeting, Auxiliary prayer, door prize ticket, small giveaways, name badge (can be done in advance), evaluation form, roll call list (a list of all attendees- include their Auxiliary office)  
-have the table manned by enough people to keep line moving.  
-easiest to have each hospital separate and each registration under alphabetical order.  
-leave some food out for late comers**

**8. Tables**

- In general, a head table for officers is not necessary.
- Try to have as few possible with their backs to speakers.
- can have bios of speakers on tables, with agenda if not in packet
- It has been suggested to have lunch tables different if possible and find a way to mix who sits together (ie. Only one from each hospital per table, or all secretaries (treasurers, etc.) together. This is an attempt to encourage idea sharing.
- water and glasses on tables throughout the day
- mints and/or candy on tables (nibbles of some kind)
- any table directions should be low. (sometimes are used as door prizes)

**9. Lunch**

- Nice to have different tables than during the meeting. Not always possible
- If you use a buffet people can pick their own food and make non-meat or gluten free choices
- you really do not need a full hour for lunch. 45 minutes max out of your schedule.

**10. Time Frame**

- First of all, remember that we are covering 2 time zones
- We want to make the most of our time together and have a full day. Start early (8 or 8:30) and end about 3 or 4. Send an agenda to the District President and get the time frame approved before sending out information to the membership.

**11. Speakers**

- Provide speakers with topics you want.
- Give your speaker a starting and ending time (include time for questions) and let them know the whole day so they have an idea of what going on the rest of the day.
- We will provide a podium, screen, and microphone. Cannot always have tech support available.
- Get the bio they wish to have in the packet. (or on table) Have their contact info,
- See how they wish to be introduced. Do NOT just repeat what in written Bio.

**Checklist for Hosting UP District Meeting**

1. Exact date is on MAHA calendar
2. Get addresses from District president
3. Set up your committees: Notices, speakers, facility, menus, registration and door prizes,
4. Line up facility and speakers. Motel packages available?
5. Send information on speakers and agenda to District President 8 weeks prior for approval
6. 8 weeks prior to meeting: send first notice (Save the Date)
7. Second notice with registrations, motels, directions, agenda -6 weeks prior (after approval from District President)
8. Gather door prizes
9. Set up your registration packets
10. Set up the meeting room day before if possible. What type of fundraising or idea sharing tables needed.
11. Arrive at registration an hour ahead of starting time.

**Hosting Guidelines revised by District Board 1-2018**

**Chris Ainslie, UPD President**