

## **AAUW STATE MEETING GUIDELINES**

### **HOST BRANCH RESPONSIBILITIES;**

IN ADVANCE: (Five months prior to event)

Set the meeting date and notify AAUW NC president immediately

Secure a meeting place which includes....

A meeting room to accommodate 30-35 people

(provide a microphone for president)

Reserve a block of 8-10 hotel rooms for those staying overnight

Negotiate room prices with management

Secure accurate directions (include a map, hotel address, phone number)

### **OTHER ARRANGEMENTS:**

Make lunch arrangements including special needs (diet)

(Cost of meal should be between \$10-\$15)

Designate a branch member to receive registrations and money for lunch. Be sure to include name, address and phone number of where information is to be sent. Include also how check should be made out, and registration deadline date. At the close of registration immediately mail a list with the name/position of attendees to the secretary.

Meet all Tar Heel News deadlines. Send all registration material, hotel information including directions and map to THN editor at least one week prior to deadline.

DAY OF EVENT: (8:30 a.m.--Gathering together and checking in)

Have someone at a table to welcome members as they arrive. Check off registrations and provide each attendee with a name tag.

Prepare a small snack for those traveling that morning

(Suggestions: coffee, tea, water, fruit, bagel or coffeecake)

Supply tables with pitchers of water during meeting

AAUW NC thanks your branch for hosting this important meeting