

Updated 11/28/2016

Committees for 2018 National ESP Meeting

Note: All committee chairs will serve on the conference steering committee which will meet monthly by conference call beginning in Spring 2017.

Registration and Information:

Prepare information regarding restaurants, shopping and sites to visit.

Assist national office with registration before and during the conference.

Hospitality/Room Arrangements:

Arrange to meet keynote speakers at the airport.

Serve as host to speakers while at the conference.

Provide ticket takers for meals.

Provide greeters for events.

Work with K-State Global Campus to provide signs for rooms.

Let attendees know where they can order corsages/boutonnieres for honorees.

Tours:

Work with the Manhattan Convention and Visitors Bureau to make arrangements for tours.

Determine tour locations (several recommended tours were in the conference proposal).

Make arrangements for transportation and tour hosts.

Recruit and coach tour hosts with information to share with participants.

Entertainment:

Work with K-State Global Campus to make arrangements for entertainment and meal at the opening event at the Discovery Center.

Make arrangements for entertainment during the Recognition Event.

Arrange for flags, color guard, singing of the national anthem, Pledge of Allegiance at the opening session.

Decorations:

Provide table decorations for Opening Event, Auction, Recognition Event and Ruby Luncheon and any other décor desired during the conference. Include floral arrangements for the head table.

Coordinate with K-State Global Campus and hotel catering on linens, etc.

Life Member:

Plan a life member tour/event and any other life member events desired during the week.

(The national Professional Development Committee often plans some workshops for life members so coordinate with them).

Auction:

Conduct the auction (see details in the National ESP Handbook).

Appoint a chairperson from the host chapter(s) or from a chapter willing to accept the responsibility to manage the Scholarship Auction.

The auction chairperson should begin contacting state chapter presidents early in the year to solicit items to be donated by Chapters and/or members.

The host chapter will conduct the auction. They may elect to stage a hospitality event in conjunction with the auction. Arrange for a cash bar.

Conducting the auction offers opportunity to involve the JCEP partner organizations in the host state.

Arrange for auctioneers (professional or professional —wanna-bees). The more the auctioneers know about the organization and its members, the more fun the —chatter is likely to be. The host state should try to secure an auctioneer(s) as a local in-kind contribution. If that is not possible, anticipated expenses should be included in the budget.

Donated items will be placed in the silent or the live auction. This determination is made by the host chapter chair. The goal is to have about 30-40 quality items in the live auction. It is helpful to have the silent auction items displayed by mid-afternoon on the day of the auction. Items for the live auction should be displayed during the reception and meal time.

The host chapter should plan to accept the items, catalog the items including who donated the item, the value of the item.

During the auction the host chapter should plan to collect information that includes the sale price of the item, who purchased the item and provide buyers with an itemized duplicate sales receipt that contains all items purchased and is totaled for presentation to the cashier for collection of payment for items purchased.

The host chapter should provide the tellers, ring personnel to catch bids, bidder number sign-up and collect the revenue immediately following the sale.