



The Ninety-Nines, Inc
International Organization of Women Pilots

Section Meeting Guidelines

SOUTHWEST SECTION



Revised – February, 2007

Section Meeting Guidelines

2007

Dear Potential Section Meeting Host;

You are going to Host a Southwest Section Meeting? Congratulations!

This Meeting will be more than half as large as the International Conference, with a budget larger than the yearly budget for the Section. It is a challenging and demanding, yet an immensely rewarding experience. Good organization in the beginning and a wise choice of chairmen and delegation of authority can go a long way toward making this a very positive and strengthening experience for your Chapter. Here is a great chance for closely located chapters or small chapters to work together and to recruit. Successful Section meetings have been given by chapters of all sizes and, in cooperating to organize this meeting your Chapter will reap unexpected benefits.

Facilitating this event will be an optimal exercise in teamwork and when it is all over you can congratulate yourselves for a job well done together.

These "Guidelines" are meant to "guide" you through the process, and is a working document. It is not "carved in stone" but will help you, and revisions are encouraged to make it easier for the next Section Meeting Host Chapter.

Work hard, good luck and enjoy the challenge.

Your Southwest Section Vice Governor

Section Meeting Guidelines

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Section Meeting Guidelines

ADMINISTRATION

Determine Potential Section Meeting Dates

- Usually, you should start looking ahead about three years to determine a date
- Review the list of dates to avoid:

Spring Section Meetings

Mothers Day

Easter Sunday

Fall Section Meetings

Reno Air Races

AOPA Annual Conference

JEWISH HIGH HOLIDAYS

YEAR	Rosh HaShanah	Yom Kippur
2007	13 Sept, Thursday	22 Sept, Saturday
2008	30 Sept, Tuesday	9 Oct, Thursday
2009	19 Sept, Saturday	3 Oct, Monday
2010	9 Sept, Thursday	18 Sept, Saturday
2011	29 Sept, Thursday	8 Oct, Saturday
2012	17 Sept, Monday	26 Sept, Wednesday
2013	5 Sept, Thursday	14 Sept, Saturday
2014	25 Sept, Thursday	4 Oct, Saturday
2015	14 Sept, Monday	23 Sept, Wednesday

- Contact facilities in the area to see what is available on those dates
- Pick dates for the meeting and confirm with the Vice-Governor. She will be your advisor and liaison with your Section for the Section Meeting.
- Decide which facility to use. Remember that things which may seem “old hat” to local members may be very interesting to the rest of the Section. Try to include something, a unique location, tour, speaker or aviation/aerospace education that you can publicize and which will be a “draw.” Nice to have a theme.
- Make reservations as soon as possible. Negotiate rates, taking into consideration the annual CPI, and be sure to get it in writing. See Meals & Meetings Committee for what rooms to reserve. You need to reserve a suite for the Governor where she can hold conferences and possibly a reception, a Headquarters room for yourself, a Hospitality Room, or suite with bedroom, and a Sales room.

Section Meeting Guidelines

Obtain Section Meeting Guidelines

- Section Meeting Planning Guidelines are available on the Southwest Section Web Site
- Study the Guidelines and become familiar with main points.
- Call a general planning meeting and educate members. Hand out copies of duties for particular committees so that members have a little time to decide on what they want to do. Allow some time before getting commitments to work in different areas and pick chairmen. (Use people with a positive attitude for chairmen) Encourage attendance at intervening Section Meetings. *Section Meeting Chair should remain free to do coordinating and not commit for a committee.*
- Arrange for a speaker or other entertainment. This would be a good time to determine a *theme* if applicable.

Section Meeting Guidelines

ADMINISTRATION (cont'd)

- Get a calendar or agenda as a reminder of the deadlines. Use whatever organizational tool or method you find most efficient.
- Get estimates of prices and set up a budget (see Financial Committee) Double-check prices for meals and meeting rooms. Be sure prices are current, consider percent of increase for future dates, and include tax and tip. Hotel expenses and room rates should be arranged at least 2 years ahead, factoring an agreed upon max possible increase, and verified in writing.
- Try to determine the number of planning meetings needed. It is possible to do most of the planning at regular chapter meetings, without additional Section Planning meetings. Meetings can be held every two weeks or details can be handled one-to-one. *Minutes should be recorded at every meeting.*
- Organization is a must and will save time and anxiety. Keep legible, accurate files so that responsibilities can easily be transferred in case of an emergency. Keep copies of all correspondence.

Registration Package distribution

- The registration package should be ready for printing in the Southwesterly issue prior to the Section Meeting. The entire package should fit onto four sides which will be the centerfold.
- Invite members of the International Board in writing, even if they are members of the Section. Write the Governor, explaining what arrangements have been made and determine her needs through the Vice-Governor. Add little touches that will make them feel special.
- Confirm that the **Banquet Room** is adequate, arrange for the speaker, and finalize the program. If sponsors and contributors are to be listed on the program it may be necessary to wait as long as possible. Determine deadlines with the Southwesterly Editors or the printer, referencing the information on the registration package. The Registration and Printing Committees are responsible, but the Chair should be the consultant. Now is the time to confirm the speaker and entertainment.

Section Meeting Guidelines

ADMINISTRATION (cont'd)

Section Meeting Weekend

- Assign someone to meet and greet VIPs.
- Delegate bantam jobs during Section Meeting week-end. Meeting chair should be available handle unexpected problems.
- Section Meeting Debriefing is usually held with the Vice-Governor on Sunday morning. The debriefing should also include the Chairmen of the two upcoming Section Meetings. Try to make notes during the week-end of information to pass on to the Vice-Governor and the principals of the upcoming Section Meetings.
- Pass on the Section Meeting "Welcome Banner" and the left over ribbons at this meeting.
- Collect reports from the Committee Chairmen during the following week.
- Prepare the Section Meeting report and forward the original to the Vice-Governor within two weeks.
- Congratulate each other on the great job you've done as a team.

Section Meeting Guidelines

COMMITTEES

AIRPORT HOSPITALITY

Arrangements for ground handling, identification and parking should be made early and instructions included in the Registration Package.

- Obtain records of expected arrival times from Registration Committee. Record the actual arrival times which may be used to award door prizes, and etc. Special transportation to the hotel should be provided for those scheduled for early tours.
- Have light refreshments available on arrival
- Have two radios available to monitor both tower and ground.
- Confirm arrangements with Airport Manager periodically. One early meeting and one close to the Section Meeting date.
- If tie-down fees are waived or discounted, have a copy in writing to show airport security.
- Coordination with the Transportation Committee is essential
- Keep continuous list of those who should receive Thank You notes to be sent promptly after the Section Meeting.
- Report to Section Meeting Chairman, as soon as possible, the number of airplanes flown in so she can report it to the Section.

Other Considerations:

- Reminders for closing and filing flight plans
- Special arrangements for fueling must be made if the field is not open 24 hours a day
- Transportation from the airplane to the terminal and hotel/motel. Be sure to have contact information available when Hospitality is closed.
- Baggage handling
- Change for vending machines
- Try to have a mechanic contact available at all times, especially during arrival and departure times.
- Publicize hours the Airport Hospitality will be staffed.
- Arrange for a photographer for arrivals if possible.
- Tie-downs available and staff to help with parking, tie-down and untying
- Consider asking other aviation groups in the area to help with some of the airport duties. They may be able to donate water, snacks, and etc. They may be able to donate water, snacks, etc.

Section Meeting Guidelines

COMMITTEES

DECORATIONS AND SIGNS

- Chapter should decide Section Meeting theme early; and any special themes for special events, such as for the Friday evening reception and dinner, or Saturday evening banquet.
- Graphics – develop logo early. It will be used on various items, including registration materials, name badges, forms, signs, etc.. Finalize layout for all printed items, including meal tickets. These can be done on the computer to save money.
- Prepare and distribute signs to committee chairmen.
 - Easels are needed for:
 - Section Meeting Schedule
 - Fly-Market and Hospitality Room directions
 - Seminar topics/times on easel next to door for Seminars and Fly-Market
 - Message board
- Southwest Section Banner should be displayed in a prominent, public place at the hotel if possible.

Section Meeting Guidelines

COMMITTEES

DONATIONS

- **START EARLY!**
Determine a specific purpose when soliciting for donations. Is it for the Goody Bags, a Raffle, Silent Auction, a specific event, or whatever?
- Use quality stationery and carefully polish your letter of appeal for donations. Introduce Ninety-Nines in the letter, state that you are on the Donations Committee and that “approximately xxx women pilots from all across the Southwest are expected to attend.” Asking for specific donations (i.e. headset, knee-pad, 10 gallons of fuel) seems to be more successful. Be sure to include a contact telephone and where the donation should be sent. Keep track of each donation and be sure to send Thank You notes at the end of the meeting or even as donations arrive.
- Contact aviation manufacturers and suppliers, especially those located on and near the airport. Keep in mind that some chapters have had to contact as many as 75-100 of these individuals and businesses to secure sufficient numbers of items for use as door prizes and raffle sales. Also remember that it is not required to give door prizes and have raffles.
- Contact local businesses and area Chambers of Commerce for printing, goodie bags, welcome banner, tourism brochures, and food and beverages for your Hospitality Room or for Goodie Bags. Your chapter might prefer to buy Hospitality Room refreshments instead of soliciting donations.

Section Meeting Guidelines

COMMITTEES

SEMINARS AND EDUCATIONAL EVENTS

- Arrange for educational programs. Usually two to four seminars are enough and they may be run concurrently, probably on Saturday afternoon, after the business meeting. Involve your entire chapter in brainstorming about what Section members would enjoy.
- Coordinate times with Registration Committee.
- Schedule far enough ahead so Registration Committee can include information in mailings.
- Coordinate room/space with your chapter's hotel liaison.
- As meeting date approaches, confirm that Presenters have dates and times straight.
- Arrange for chairs, tables, extension cords, projectors, etc. with hotel liaison. Assign someone to check on room preparation before meetings, introduce the speaker and be available to solve problems.
- Publicize extensively, both prior to the meeting and with signs, and etc. at the Section meeting.
- Consider inserting a description sheet about the educational activities into each member's packet.
- Contact exhibitors if they are to be used.
- Coordinate with Presenters as early as possible at the Section Meeting to assure they have proper equipment, lighting, etc. Allow enough time to make adjustments, if necessary, before the presentations are scheduled to begin.
- Keep a list of people to whom Thank You notes are to be sent and send them promptly after the Section Meeting.
- Weather Briefer from the FSS is not longer needed.

Section Meeting Guidelines

COMMITTEES

ENTERTAINMENT AND SPEAKERS

- Find speakers whose field of interest/expertise coincides with the theme of the Section Meeting.
- Consider budget when deciding whether and how much to pay for speakers and entertainment. Many 99s are polished speakers and talented entertainers; various aviation organizations will provide representatives for a nominal reimbursement.
- Ask for an outline of materials especially if your members haven't heard a speaker before. The outline will also allow you to prepare information for the registration/information packets you'll be mailing to all Southwest Section 99s.
- Make sure the subject and delivery will be interesting and not offensive. Controversial subjects (sex, religion, and politics) should be avoided, and the speaker should know about these guidelines before accepting your invitation to participate.
- Get a biography well in advance to help in preparing a polished introduction.
- Set a time limit in advance. Make sure the speaker know that the time limit is "carved in stone." Thirty minutes should be max and they must be finished within the allotted time. Be sure to allow time for the awards. Be prepared to signal that "time's up" in a discreet way if necessary.
- Determine presenter benefits such as free registration, lunch/dinner, some sort of small gift, etc.

Section Meeting Guidelines

COMMITTEES

FINANCIAL

Items to **Budget** for:

- Administration
 - Headquarters room(if needed)
 - Telephone
 - Posters, signs
 - Office supplies

- Airport Hospitality
 - Refreshments
 - Tie-downs and tie-down fees

- Decorations and signs
 - Chapter's Specific Section Uniform, if used
 - Banquet
 - Registration table
 - Meeting Rooms
 - Special events

- Education
 - Telephone
 - Printing, signs, etc.

- Financial – checking account service fees(as a nonprofit, ask the bank to waive these). Deposit checks as soon as they come in. There will be calls asking if they were received, so keep accurate records of received checks.

- First Timers
 - Welcome notes, if used
 - Instant developing photographic supplies
 - Identifying stamp for registration packets, prizes and mementos.

- Hospitality
 - Door prizes (try to get donated), but they are not necessary
 - Refreshments

Section Meeting Guidelines

COMMITTEES

FINANCIAL (continued)

- Meals and meetings (**Hotel liaison should get everything in writing from the start**)

Friday Dinner

Saturday Morning Full or continental Breakfast

Saturday Evening Banquet

Meeting Rooms (Chairmen's Meeting, Governor's Board, Business Meeting)

Audio-Visual Rentals

(Allow for complimentary tickets to meals for Master of Ceremonies, speakers, local dignitaries and others as you see fit. Be sure to make arrangements for how and when to pay for meals and other items, and who is to collect tickets. There may be requirement to guarantee a certain number of meals.)

- Governor's Suite

Complimentary room - confer with the Governor ahead of time to be sure the arrangements are suitable for business meetings and receptions. Then personally handle the reservation with the hotel. Make sure they have the Governor's name and arrival time. The Governor's Suite is complimentary, covered by the Host Chapter. Usually 2 nights, maybe 3 nights.

- Printing and Mailing

Promotion at prior Section Meetings

Registration package in Southwesterly(no separate mailings)

Tickets

Programs (banquet)

Thank You notes

Postage for Thank You notes

- Publicity

Film

Signs

Section Meeting Guidelines
COMMITTEES

FINANCIAL (cont'd)

- Registration
 - Name tags
 - Goodie bags

- Special Events – Flying event, tours and activities
 - Supplies
 - Prizes which maybe donated

- Transportation
 - Bus or van rentals
 - Fuel

- VIP Baskets or Flowers

The Chapter can open a separate Section meeting Bank Account to keep monies separate. The Section Meeting Financial Chairman does not necessarily have to be the Chapter Treasurer. Keep accurate and timely records of deposits and disbursements and make periodic reports at planning meetings. The Section Meeting chairman will need a final income and expense report as well as the section Vice Governor.

Section Meeting Guidelines

COMMITTEES

FINANCIAL (cont'd)

BUDGET PREPARATION

The BUDGET is one of the earliest and highest priorities! Research what attendance has been at several recent Section Meetings (the Section Secretary or Vice-Governor should have copies of the Section meeting report filed by each Section Meeting Chair). Historically, attendance has been estimated at between 175 and 200 people. Plan on the “worst case” scenarios. Project what your fixed costs will be. These fixed expenses include anything that you will have to spend, no matter how many register. Then divide this total overhead by the lowest registration you realistically may have. This becomes your “per head” overhead which you then increase by the cost of meals and any other expenses that you will cover for each registrant.

If you’re going to have two-tier or three-tier pricing based on early and late registration, the lowest registration fee must cover these fixed expenses plus all extras like meals and included tours.

Have a committee check these figures carefully. A few dollars here and there add up. Careful consideration of a realistic section meeting budget will ensure that your chapter won’t be “left on the hole” at the end of your Section Meeting.

Make the package price and incentives as attractive as possible, since the more packages are sold, the better the Chapter will come out in the end. Consider giving a free or extra raffle ticket with each package and perhaps an extra continental Breakfast in the Hospitality Room on Sunday, or free drink tickets. Make the package look irresistible, even if someone feels she may have to miss on of the events.

Check with the Chairman of the previous Section Meetings and note the figure for overhead. It will probably be somewhere between \$3.00 and \$5.00, depending on the number of extra goodies. KEEP THE PRICE OF REGISTRATION AS LOW AS POSSIBLE WITHOUT HAVING TO SUBSIDIZE FROM CHAPTER FUNDS. Plan to make money on raffle and goodies for sale, and cover your expenses on the registration fee. There should be a two or three tier registration (i.e., early bird, regular, late). All receptions where alcohol is served are “no host.” Do not include the cost in the registration fee

Section Meeting Guidelines

COMMITTEES

FINANCIAL (cont'd)

Southwest Section's policy is to grant "Seed Money" to hostess chapters. The amount at this time is \$1000.00. Remember to BUDGET the price of the four page registration package in the Southwesterly. At this point Chapters are budgeting \$500.00. Also, hotels may need a deposit before the registration checks start being received. Chapters may be able to "loan" the Section Meeting Fund any advance monies that are needed. If the Chapter treasury is low, they may be able do some creative thinking about how to increase it. Registration monies start coming in at the previous Section Meeting, (expect 30-40 pre-registrations) but may not be enough to cover Southwesterly printing and/or hotel advance deposits. REQUEST THE SEED MONEY FROM THE SECTION TREASURER AT LEAST A MONTH BEFORE IT IS NEEDED. It is customary for seed money to be returned to the Section treasury shortly after final accounting has been done for the Section Meeting. BE SURE TO INCLUDE THE 10% OF THE PROFIT FROM THE SECTION MEETING THAT ALSO GOES BACK TO THE SECTION TREASURY.

There should be a price for the entire package or a Saturday only. Individual tickets should add up to the minimum price of the entire package.

Assure that final financial accounting includes these items which have been paid to the Section Treasury.

1. Return of \$1000.00 seed money from Section.
2. Amount of extra cost created by special handling of Southwesterly which includes Section Meeting Registration Package.
3. Also include the 10% of the profit from the Section Meeting back to the Section Treasury.

Section Meeting Guidelines

COMMITTEES

FIRST TIMERS

- Identify FIRST TIME Section meeting attendees through the registration form (there should be a box to check on the registration form)
- Get a list of those pre-registered, so they can be sent a welcome note. You may want to send a request for general information about them. If so, provide a stamped, return envelope or can possibly be done by e-mail. This information may be helpful in arranging some special activities for them.
- There should be a “First Timer” board/easel in the registration area. Take an instant photo of each person as she arrives and post on the board/easel. Put it next to the information they may have submitted. It would be ideal if photos could be taken at the plane when they arrive.
- There should be FIRST TIMER identifying ribbons ready at registration with their name badge. Their registration packet should be marked to indicate “FIRST TIMER” so they are given a hearty and warm welcome!
- Invite them to join a group of “mentors” for breakfast on Saturday morning. You might suggest they bring a friend, to make them feel more comfortable. They might also be given a special memento at this time.
- Recognize the FIRST TIMERS at the Business Meeting and the Saturday evening banquet.

Section Meeting Guidelines

COMMITTEES

HOSPITALITY ROOM

- Establish and publicize opening and closing times and location in the hotel.
- Refreshments may be provided. Some hotels do not allow food to be brought in from outside, some do not mind. Keep the snacks simple. The Hospitality Room is not intended for a meal. Snacks and drinks can be provided by the Chapter members or by the hotel. Remember to budget. If members bring food, remember storage containers, serving carafes/pots, dishes, cups, and etc.
- Door prizes may be given, but not required.
- There should be a Lost and Found in a central area and a First Aid Kit.
- Maps of the area may be provided.
- Provide telephone numbers of the airport, tower, FAA, weather, etc.
- Determine a base of operations and/or storage area for goodie bags, door prizes, and raffle items.
- Make a box for pencils, masking tape, staplers, marking pens, extension cords, scotch tape, clipboard, scissors, and etc.
- Have a personal computer and printer available.

You may wish to consider reserving the room next door to the hospitality room for the Section Meeting Chairman as an “overflow” or a place to get a “breather” for those staffing the hospitality room.

Keep a list of people to whom Thank You notes are to be sent, and send them promptly after the Section Meeting.

Hospitality Suites/Rooms vary greatly from meeting to meeting. The purpose is to provide a comfortable place for members to meet each other and mingle. Simple refreshments are sufficient and not intended to provide a meal.

Section Meeting Guidelines

COMMITTEES

MEALS AND MEETINGS - Hotel Liaison

Make reservations well in advance. Ninety-Nines Headquarters can advise or assist you. It is best to have just one person dealing with the hotel. In many cases you can negotiate with the hotel to have some meeting and/or meal rooms donated, based on how many room reservations are made by Section Members.

GET EVERYTHING IN WRITING (confirm telephone conversations in writing also)

- Rooms needed to be reserved ahead
 - Governor's Suite
 - Hospitality Suite
 - Sales rooms
 - Chapter Headquarters (if needed)
 - Board meeting (may be held in Governor's Suite if large enough for 20)
 - Chairmen's Meeting Room and Communications Session (open to everyone, check with Governor or Vice-Governor, usually 40 to 50 attendees)
 - Business meeting (usually Saturday morning, check with Vice-Governor, 150 to 200 attendees)
 - Education/Seminars Rooms (count on 40 to 50 attendees)
 - Banquet (Saturday evening, about 200 attendees)

- Meals – this is optional, but usually includes something like the following...
 - Friday Dinner (often local specialties, usually casual, might have theme)
 - Saturday Breakfast (held before Business Meeting)
 - Sunday Breakfast (optional or Continental)
 - Saturday Evening Banquet

Get prices committed in writing in time for the Financial Chairman to make up the final budget. BE SURE ALL PRICES INCLUDE TAX AND TIP; usually allow a minimum of 25%. Also include commitment on room rate.

- **Hotel contracts must be approved by the International General Council.**

Section Meeting Guidelines

COMMITTEES

MEALS AND MEETINGS – Hotel Liaison (cont'd)

BANQUET

- Encourage mingling; tables should not be assigned
- Head table or tables is optional. If used, get names from Section Meeting Chairman and put out place cards and “Reserved” signs as soon as tables are set. This should be handled by someone other than the Section Meeting Chairman. Check with Vice-Governor for any preference in seating arrangements for the head table, like risers for officers, etc.
- Favors, decorations, and programs should be laid out after the room has been set up.
- Check out the PUBLIC ADDRESS SYSTEM in advance. The hotel liaison and Master of Ceremonies should know how to adjust the volume, squelch, & etc.
If it is a big, flat room, find a platform or podium for the person at the lectern so that they can be seen easily by the group.
- Be sure to obtain an accurate count of how many are served by taking tickets or some other way. There can be a big difference in how many tickets have been sold and how many meals the kitchen says they served. Double count!
- People who will be seated at the head table should be notified ahead of time.
- You can have a sign-up board for seating and write the chosen table on the back of the banquet ticket, and place on the table upon arrival in the banquet room.
- Chairs should NOT be tipped up to reserve a place. It is very dangerous.
- Have suitable words written out for an invocation in case the expected person is not available.
- Plan for storage of door prizes, awards, etc. Seat speakers, etc. with convenient access to the microphone. Consider traffic flow, and remember that if the room is filled to capacity, it will be crowded.
- Photographs should be taken by someone with expertise in that area. Consult Publicity Chairman. Consider and visualize where people will be standing when awards are presented. Perhaps a “99” sign of some kind can be hung in a position that will show up in photos. (Get permission from the hotel and be careful not to damage the wall surface).
- The Master of Ceremonies should have current anecdotes about people at the head table and possibly mention events that have happened previously during the meeting. Indicate when it is time to start eating after invocation. Introductions can be done after the meal.
- Designate someone to handle the projector, lights, and prizes, etc. if needed.
- Raffle drawings should be done before and announce only winners and pick up area for prizes.

Section Meeting Guidelines

COMMITTEES

OTHER MEALS – Hotel Liaison (cont'd)

- Attempt to make arrangements that do not require firm commitments too far in advance.
- If no program for Saturday lunch, notify restaurants close to the meeting site that they may experience increased demand.
- Determine if a head table is needed. Check with the Vice-Governor for her preferences.
- Designate someone to take tickets and determine a count. Two reasons.
 - (1) To be sure people don't slip in with out a ticket
 - (2) Make sure the kitchen doesn't charge for meals that aren't served
- Some flexibility is good when planning breakfasts.
- Keep a list of people to send Thank You notes and send them promptly after the Section Meeting.
- In determining the rate to charge for meals, use the hotel's price for the most expensive, for all the meals.

Section Meeting Guidelines

COMMITTEES

REGISTRATION PACKAGE

The success of the Section Meeting is largely dependent on getting the Meeting information and registration package to the members in a timely and effective manner. The Committee Chair who is in charge of the announcement and registration form should be competent in print layout and formatting.

- The registration package should be two pages, double sided, or four sides, and will be the centerfold of the Southwesterly. There should not be a separate mailing. The issues of the Southwesterly with the Section meeting registration package will be mailed to **all** Southwest Section members.
- In the registration literature, be sure to mention that this is a Ninety-Nines Section Meeting, the dates, city, hotel, and airport with arrival procedures. Layout a clear registration form with return address and directions for making out the check or registering online if possible. Outline events, prices, accommodations, registration procedures and whom to call with questions (two phone numbers if possible). Include a tentative schedule and specifically mention aviation aerospace education (for tax purposes). Indicate what time to arrive to participate in all activities. Mention special activities for 491/2s. List prices for individual events and package price with any additional incentives. Indicate cut-off dates for registration, and cancellation and refund policy. There will be calls until the last day for reservations, but good planning will keep it to a minimum.
- **VERY IMPORTANT! Send a rough draft registration packet to the Section Vice Governor and Governor for proof reading.** The Governor will want to coordinate various meeting times and dates, such as the Board Meeting, Chapter Chairman's Meeting, and timing for the Business Meeting.
- There will be only one mailing in the Southwesterly. It should be clear that this is the only way to obtain information about the section Meeting. **Several people should proof-read the package.** Include ETA's (for the Transportation Committee), aircraft "N" numbers (in case of aircraft damage, locating, etc), and hotel telephone numbers (for reservations and emergencies). Determining who already has ground transportation will help the Transportation Committee.

Section Meeting Guidelines

COMMITTEES

REGISTRATION PACKAGE (cont'd)

- Registration package inserts in the Southwesterly will most likely be in the **January-February-March issue for the Spring Section Meeting** and the **April-May-June issue for the Fall Section Meeting**. Committee should check with the Southwesterly Staff early to determine the deadline to submit the package.
- Thank-You notes should be designed well in advance. They should be printed, addressed and ready for the Committee Chairs to mail the day after the Section meeting is over.
- It has been a recent practice for the hosting chapter to take registration fee checks at the immediately prior Section Meeting. This very early registration fee is usually at a special early registration price.

Section Meeting Guidelines

COMMITTEES

PUBLICITY

START PUBLICIZING THE SECTION MEETING AS SOON AS POSSIBLE

- ADVERTISE the Section Meeting. Better attendance will provide a more successful meeting.
- Use aviation calendars such as the Ninety-Nine news, Section Newsletter, Flying, and other pilot magazines and other media. Need to give three months notice.
- Some kind of advertising should go into the Ninety-Nines News each month. Include the name, address and telephone number of the Registration Chairman and additional general information.
- Send stories to aviation publications in the area.
- Contact the Airport Manager, Airport Board, FBO's, Chamber of Commerce, and other civic and aviation groups as soon as possible. Keep the community officials posted on available details, including expected attendance. They should be able to help with speakers, prizes, contacts, labor, and facilities.
- Contact all news media.
Determine who should receive stories, if not the editor. Meet with the spokesperson and create a rapport which will be beneficial in obtaining coverage. Ask about the kind of photographs they want or offer them a flight to take their own. Stories with photos are always more interesting, but long wordy stories will probably be cut down or omitted all together.
- Press releases get more attention if sent by e-mail or FAX.
- Two or three weeks before the meeting send a preliminary press release to newspapers and radio/TV stations. The week before the Section Meeting send a new press release to all media. Include a short history of the Ninety-Nines and a short description of what this meeting will include. Assign a contact person (with e-mail and phone number) who can arrange coverage ahead of and during the meeting.

PUBLICITY PLANNING

- A brief general announcement or press release covering who, what, when, where, should be sent via e-mail, FAX, or regular mail, to local newspapers and TV stations about three weeks ahead of the meeting. Mention local civic and aviation groups cooperating. E-mail or FAX another press release about three days ahead of the meeting
 - Name the airport manager and the FBO's.
 - Name local 99s and guests.
 - Mention the program, speakers, and entertainment

Section Meeting Guidelines

COMMITTEES

PUBLICITY (cont'd)

- Arrange for a “proclamation” from your city/county, proclaiming “Ninety-Nines Week.” Consider inviting local officials to the Friday evening event and/or the banquet.
- Obtain as much coverage as possible, particularly during the meeting.

For **RADIO** and **TV** coverage, try to have some public service time available. Arrange pre-meeting interviews and special guest interviews, if possible.

TAKE PHOTOS during the week-end for your own Chapter or Section Scrapbook. Obtain tear sheets from newspapers of publicity for Chapter and International scrapbooks and send them in.

PUBLICITY IS A BIG JOB IF IT IS DONE RIGHT

IT REQUIRES PERSISTENCE AND FOLLOW-UP

Section Meeting Guidelines

COMMITTEES

ON SITE REGISTRATION

- Set hours of registration and assign times for members to check-in attendees.
- Assemble registration packets and goodie bags, if used. Include badges, program schedule for meetings and special events, and tickets for meals. A lightweight pocket size schedule is very convenient and easy to produce.
- Make up packets for all complimentary guests, with drawing and event tickets included and marked "paid in full" on the Master Sheet. International and Section officers should register just like other members. It is not customary to "comp" any registrations for 99s.
- Send the Section Governor a list of registrants 2-3 weeks before the meeting. Sometimes she can assist in contacting members if registration levels are low.
- Attach copies of registration checks to the form and keep this at the registration desk with the master list. This can be very important.
- The Transportation Committee will need information from registration forms regarding arrival and departure times. They may need to refer to this for aircraft "N" numbers and aircraft type.
- Set up and maintain a Master sheet with columns for Name, Section, Chapter, Registration Fee, luncheon/dinner/tour tickets issued, transportation needed, and departure date. Check off and add names as people register.
- File meeting packets in alphabetical order to facilitate locating them as people arrive and register.
- Post a hotel map which identifies rooms, and a meeting schedule, with times and locations of events.
- Give a list and count of meal and special event registrants to the Finance Committee. Report to Section Meeting Chairman the total number attending the meeting and the total pre-registered. Give the count of meals to the hotel.
- At registration, check credentials and affix sticker to badge or give voting slips. Confirm with Governor the procedure for credentials. Assign 2-4 people to check credential at the business meeting and distribute slips at all exits at the end of the meeting.

Section Meeting Guidelines

COMMITTEES

SALES “Fly Market”

- Coordinate with Meals and Hotel Committee when arranging for space.
- Determine the sales availability schedule.
- Prepare the “Request for Sales” form and forward to Registration Committee to include in the Registration Package that will be in the Southwesterly. Form should have the name, telephone number, and e-mail of the Sales Committee Chair. A flat fee should be charged per table to reserve space. Also have place on sales sign up form for vendors to indicate how much floor space they will need, in addition to, or instead of the table space. (Charging a percent of gross sales discourages vendors). Require advance payment when the space is reserved. Assign, or offer vendor to choose space in the same order as their sign up money arrives.
- Sales Committee Chair serves as vendor liaison.
- See list of suggested vendors (Exhibit E).
- Request any special signs from the Decorations and Signs Committee.
- Require vendors to set up sales space before opening time and determine security procedures for vendors.
- Assign someone to monitor the space at all times and to open and close the area.
- Be sure space rental covers the cost of the room. It is not really necessary for the Chapter to make a profit on the sales area.
- Determine if 99s Trusts or special projects will be charged a fee for space or a table

Section Meeting Guidelines

COMMITTEES

SPECIAL EVENTS

- Reserve transportation for tours well in advance.
- If charging for tours and buses is necessary, assume that the buses will only be half occupied. For budgeting purposes, divide half the number of available seats into the total cost for the buses. If more than half the seats are sold, there will be a profit. This will help to ensure that the tours will pay for themselves.
- Arrange for hostesses for buses if needed. Provide maps and travel brochures of the area to be toured, if appropriate.
- Drive tour routes ahead of time to verify traffic conditions, roads, time required.
- Bus loading time and departure times should be publicized and be on time.
- Verify parking arrangements at tour sites.
- Consider alternate plans in case of strike or other type of crisis.
- Make arrangements for collecting tickets.
- Have a coordinator at the hotel to see that people get on the right bus, etc.
- Keep the Hospitality Room staff informed as to plans and activities.
- Order signs from the Sign Committee and have someone available with proper materials to make last minute signs if needed.
- Registration Committee should receive information on Special Events in plenty of time to be included in the publishing of the Registration Package. Give a description of the event, times, prices, transportation arrangements, etc.
- Keep a list of people to whom Thank You notes are to be sent and send them promptly after the Section Meeting.
- Report the total number taking the tour to the Section Meeting Chair.

For Flying Events

- Arrange for insurance through 99s International in advance
- Organize ground crews as necessary
- Send insurance and registration forms to potential participants. Follow up and remind two weeks before that they must have "proof of insurance."
- Staff table in registration area to collect entry fees and register pilots and passengers
- Obtain prizes and present them at the Saturday evening banquet

Section Meeting Guidelines

COMMITTEES TRANSPORTATION

- Advise Registration Committee regarding service, hangar fees, etc. for their mailing
- Make sure pick-up and delivery times are included in the registration packets. Waiting for transportation is one of the biggest complaints about a Section Meeting.
- Obtain a list of arrival times from the Registration Committee.
- Assign someone to meet and greet VIP's.
- Leave a contact number with the hotel where a committee member may be reached for late arrivals or early departures. This information may also be available at the registration table.
- Consider traffic flow at the hotel and the airport if private vehicles are used as official transportation.
- Check parking at the hotel, for both cars and buses and use of leading zones, etc.
- Order any special signs needed from the Signs Committee to identify vehicles that are official transportation.
- Verify liability insurance coverage of drivers of official cars.
- Charter/bus or van transportation:
 - Make detailed arrangements for times of pick-up and deliveries
 - Check total travel time with the bus company between your points of pick-up and delivery.
 - Check numbers of people requiring this type of transportation with the Registration Committee.
 - Make specific arrangements for payment of the bus, and notify the Finance Committee.

Arrange for pick up people who come in by commercial airlines.

Coordinate with Airport Hospitality Committee as necessary.

Keep a list of people to whom Thank You notes are to be sent, and send them promptly after the Section Meeting.

Section Meeting Guidelines

CONCLUSION

The Southwest Section appreciates the commitment each chapter makes in hosting a Section Meeting. Every member looks forward to the event and wants the meeting to be a success.

Hosting chapters are encouraged to contact the Section Vice Governor or Governor during the planning. The current Section Vice Governor is the official liaison throughout the entire process. If they can't provide the answers to questions, they can steer you in the right direction.

Encourage chapter members to attend prior Section meetings. Members will be able to determine what worked and what can be improved. They will be able to meet and draw from the other chapters who have hosted Section Meetings. Committee Chairs should attend the Sunday post Section Meeting debriefings.

The primary reason for our semi-annual meetings is to conduct the business of the Southwest Section. In the process it is always a successful gathering, no matter where or how the meeting is organized. Thank you is extended to all in continuing the smooth functioning of the organization.

Acknowledgements:

Author – Original Unknown, First Update Jan-98 by Karen Weitzel, Santa Maria Valley Chapter, Southwest Section

Revised 2007, Linda Mae Draper, Reno Area Chapter, Southwest Section
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EXHIBIT A – Meeting Site Selection Checklist

The following points should be given consideration in selecting an appropriate meeting place.

PROPOSED CITY LOCATION _____

PROPOSED HOTEL _____

AIRPORT FACILITIES (Name of proposed airport _____)

Is the airport controlled or uncontrolled?

Necessary –

Will the airport allow vans on the parking ramp area?

Is there suitable parking for 75-85 single and twin aircraft?

Does parking location afford security for all aircraft?

Important

Will the airport waive tie down fees? Or what are the tie down fees?

Is there avionics and other maintenance service available on the week-end?

Are there cold drinks, etc available at the FBO? (or will these be provided by the host chapter?)

Desirable -

Nearest ILS Approach?

Is there commercial airline service at the airport?

Does FBO have pleasant “greeting” facilities?

Aircraft parking – reasonable walking distance to transportation/hotel?

Is there a nice restaurant on the field or nearby?

HOTEL ACCOMMODATIONS - \$80 – 150 is the usual range.

Approximate mileage from the designated airport to the hotel _____?

Will complimentary rooms be given per number of reservations?

Necessary -

Are there enough rooms available (no. _____)? Group Rate \$ _____

Is there an adequate fire escape system in the hotel?

Is there adequate parking for cars?

Important -

Are there other hotel facilities nearby for additional rooms, if needed.

Are there easy commercial flight connections to the area and the hotel?

(View rooms personally for suitability)

Is there an adequate Dining Room in the hotel?

Is there an adequate Cocktail Lounge facility?

Will the hotel allow personal foods, beverages served in the hospitality room?

Is there wireless internet available? If not, is there wired service?

Can the hotel provide the necessary audio-visual equipment, or can they suggest a rental source?

Desirable -

Is there a coffee shop in the hotel?

Is the coffee shop suitable to accommodate the group for meals?

Will the hotel provide a Hospitality Room at no expense?

BANQUET FACILITIES

Are there adequate Banquet facilities available (for approximately _____ people)?

Is there a Band? Dance floor area available, if desired?

Is the Banquet seating (rounds or long tables) suitable for your needs?

Is the Banquet meal selection suitable for the group? Remember to accommodate vegetarians.

EXHIBIT A – Meeting Site Selection Checklist

Is the Banquet seating satisfactory (can everyone view guest speaker)?

Does the hotel have a working banquet PA system, etc.?

Is the banquet room attractive, clean, and well maintained?

Is there a choice of colored linens?

Is there room for the entertainment/speakers?

What are the needs of the speakers? Are there available audio-visual equipment such as projector, screen, etc.

HOSPITALITY ROOM

Will the hotel provide hospitality room at not charge?

Will the hotel allow food, drinks liquor, etc. not purchases through the hotel?

Will the hotel provide free ice daily? Charge for coffee; by urn____, by pot ____?

Is there shopping nearby for liquor, drug store, etc.

MEETING ROOM FACILITIES FOR SEMINARS/MEETINGS/EXHIBITORS

Is there adequate area (booths or tables) to handle at least 30 exhibitors?

Will hotel furnish exhibit tables and chairs, free of charge?

Will the tables have table cloths? At what charge?

Will hotel provide electrical cords, tape, etc. for exhibitors?

Can the exhibit/sales area be locked for security?

Meeting rooms for seminars-

How many available? _____

Number of seats available in each room? _____

Room setup (tables and/or chairs) – is the room(s) suitable for a TV/VCR/Screen/Projector?

General meeting room –

Suitable for 200-250 people?

Will the hotel provide risers, lectern, podium, PA system, etc? Audio-visual? Screen?

What are the charges? _____

Business meeting rooms - Executive Committee/ Section Committees

Chapter Chairman – is the room suitable for 25-40 people?

REGISTRATION AREA

Is there adequate room in the hotel for registration? (Hallways are not acceptable or suitable)

Is there another location in the hotel for registration other than the lobby?

Is registration area suitable to accommodate a large number of people?

Is there room to sign up for tours, special activities, etc?

Be sure to include adequate signage – what are the hotel restrictions on signage? Can signs be affixed to walls?

Are there message boards available for the registration area?

TRANSPORTATION

Will the hotel help provide airport transportation? Is there hotel transportation from commercial airport?

Is there shopping nearby for liquor, drug store, etc?

Is there a car rental service in the hotel/close by?

Is there tour bus service available, if needed?

Is there a city bus service from the hotel to downtown area/shopping area?

EXHIBIT B – Sample Registration Packet

Why Attend a Southwest Section Meeting?

Twice a year Southwest Section comes together for business and fun. The ‘business’ part of the weekend includes a meeting of the Southwest Section Board of Directors, a separate meeting of Chapter Chairmen and the General Business Meeting which normally is held on Saturday morning for three hours or so. These meetings bring together those who are instrumental in governing the Southwest Section, they are informative for those who are contributing as officers at the Chapter level and the general meeting keeps us all informed about SWS’s activities, goals , committees and officers as well as the activities of individual chapters.

The rest of the weekend, we hang out together, trade flying stories, see the local sights, eat the local food, drink the local wines and network...and networking is many different things to different members.

If you’re on the flying career track, you’re able to personally share with those who have been encouraging you as you attain new ratings and apply for jobs in aviation. If you’re involved in education programs in your chapter, you’ll share information about Flying Companion Seminars, Expanding Your Horizons programs, FAA Safety Seminars, the Wings program and so many other innovative educational aviation programs that our various chapters present. If your chapter members live to fly, you’ll meet members from other chapters who’ll share their plans for flyouts for coming months.

If your exposure to our wonderful organization of women pilots has been only through your local chapter, you are looking at a wonderful view of women who aviate but you are seeing it through a small viewfinder. Come to a Southwest Section Meeting and experience the wider wonderful world of women who love to fly and who are Southwest Section 99s!

Why Attend the Spring 2007 Southwest Section Meeting in Santa Maria?

Our airport is located in the heart of the Central Coast of California. Our climate is mild; in May the sun quickly chases away morning clouds. The wind is usually right down runway 30 where you’ll land and taxi straight to your parking area outside the Radisson Hotel, the base of operations for our weekend.

If you arrive by car, parking is a few short steps from the hotel’s front entrance. If you arrive by commercial airline, there are several connections each day from LAX and baggage claim is just up the sidewalk from the Radisson. We’ll be glad to meet you and escort you to hotel registration if that is your choice. In addition to the fine dining at the Radisson, the airport terminal has a popular Mexican restaurant as well as several choices of rental car operators.

Most 99s and guests will arrive Friday but if you want to come early or stay past Sunday, Highway 101 connects you to the beaches of Pismo to our north and the shopping at Solvang to our south and you’ll pass some of California’s best wineries in both directions.

The San Luis Obispo County Chapter and the Santa Maria Valley Chapter are your hostesses for your weekend at Santa Maria Airport. We have planned for you a weekend that includes not only meetings and seminars but also great fellowship, an exciting flying event on Saturday and our own Santa Maria Style BBQ served up in our local aviation Museum of Flight. Bring your checkbook to bid on our great Silent Auction items and Raffles and plan to spend time checking out the aviation jewelry, clothes and other treasures in the Fly Market.

We have a warm welcome planned for you. We hope to see you May 18th-20th! This is a weekend you won’t want to miss!!!



EXHIBIT B – Sample Registration Packet



Southwest Section Spring Meeting May 18-20, 2007 Santa Maria, California

Name: _____ Chapter: _____

Name on Badge: _____ 49-1/2 or Guest: _____

Address: _____ City _____ State _____ Zip _____

Telephone (____) _____ Email _____ Fax (____) _____

Check all the following that apply:

First Section Meeting

Former Section Governor (years) _____

Chapter Chairman

Former Int'l President (years) _____

Section Officer

Future Woman Pilot

Int'l Board of Directors

Private aircraft arriving Santa Maria - ETA: Date _____ Time _____ N# _____

Commercial arrivals at Santa Maria - ETA: Date _____ Time _____ Flt # _____

Registration Fee: Includes Registration, Transportation from your plane to hotel, Hospitality Suite, Fly Market, Educational Seminars, Governor's Reception, Friday night Santa Maria Style BBQ, Saturday Breakfast Buffet and Saturday Banquet

Check here if pre-registered at Ashland meeting (*You still need to complete & sub it this registration form*)

Registration Postmarked by March 30th \$ 119.00 _____

Registration Postmarked by April 20th \$ 129.00 _____

Registration Postmarked after April 20th \$ 139.00 _____

Registrations after April 30 are subject to space/meal availability

Choice of Entree for Saturday Banquet:

Prime Rib or Salmon
or Eggplant Parmesan
(Veggie)

Additional Meals for 49-1/2 and/or Guests

Friday Santa Maria Style BBQ _____ @ \$ 30.00 _____

Saturday Breakfast Buffet _____ @ \$ 17.00 _____

Saturday Banquet _____ @ \$ 45.00 _____

Choice of Guests' Entrees for Saturday Banquet:

_____ Prime Rib # _____ Salmon # _____ Eggplant Parmesan (Veggie)

SATURDAY AFTERNOON WINE TOUR _____ @ \$ 40.00

includes transportation and wine tasting at two wineries, box lunch & wine glass

Tour is limited to first 40 reservations we receive

Please choose box lunch preference: _____ Turkey _____ Beef _____ Veggie Wrap

TOTAL Enclosed _____

Please make checks payable to: Santa Maria Valley 99s SW Section Meeting

Mail to: Sonja Gerfen
2435 Ridgemark Drive
Santa Maria, CA 93455

Refunds will be subject to review. Cancellations after May 1 will be subject to reselling meals due to guarantees.

SATURDAY AFTERNOON FLYING EVENT

Yes, I want to participate, flying A/C #N _____ and I expect to carry _____ passengers

Please note: Proof of Insurance form for aircraft and Passenger Participation forms are required.

Please contact Diane Pirm an in advance at 805-937-9538 (dpirman@verizon.net) for details and forms.

No aircraft will be approved to fly without properly completed Proof of Insurance form - Sorry, No Exceptions.

EXHIBIT B – Sample Registration Packet

Southwest Section Spring Meeting

May 18-20, 2007

SCHEDULE OF EVENTS

Friday, May 18

10:00 a.m. - 6:00 p.m.	Registration in Radisson Lobby
10:00 a.m. - 5:00 p.m.	Fly Market
Noon - 5:00 p.m.	Hospitality & Silent Auction
1:30 p.m. - 3:00 p.m.	Southwest Section Board of Directors Meeting
3:30 p.m. - 5:00 p.m.	Chapter Chairman's Meeting
5:30 p.m.	Cocktail Hour at the Santa Maria Museum of Flight (No Host)
6:30 p.m. - 8:00 p.m.	Santa Maria Style BBQ at the Santa Maria Museum of Flight WWII theme - 1940's dress optional

Saturday, May 19

7:00 a.m. - 8:30 a.m.	American Breakfast Buffet
8:00 a.m. - 9:00 a.m.	Late Registration in Enterprise Hallway
9:00 a.m. - 12:00 p.m.	Business Meeting in Enterprise Ballroom Lunch on your own
Noon - 5:00 p.m.	Fly Market
12:15 p.m. - 5:00 p.m.	Wine Tour (includes box lunch)
1:00 p.m. - 5:00 p.m.	Hospitality & Silent Auction
1:00 p.m. - 5:00 p.m.	Flying Event
1:30 p.m. - 2:45 p.m.	Seminar #1 - Air Racing Forum - Esther Grupenhagen
3:00 p.m. - 4:15 p.m.	Seminar #2 - Medi-Facts for Aviators - Grace Crittenden M.D. & Paul Georghiou, M.D.
5:00 p.m. - 6:00 p.m.	Governor's Reception
6:00 p.m.	Cocktail Hour (No Host Bar)
7:00 p.m.	Banquet

Sunday May 20

6:30 a.m. - 9:30 a.m.	Breakfast on your own in Vintner's Grill
8:00 a.m. - 10:30 a.m.	Vendor clearing of Fly Market
8:30 a.m.	Section Meeting Debriefing
10:00 a.m. - 2:00 p.m.	Sunday Brunch (No host - please reserve in advance on your own at hotel registration no later than 5:00 p.m. on Saturday afternoon)

HOTEL INFORMATION:

The Radisson Hotel overlooks the approach end of SMX's Runway 30 and is directly adjacent to aircraft parking. Free t
downs are available and the hotel has a security entrance from the tarmac that leads to the registration area for the hotel
and for our conference. We will assist you to take your luggage from your plane to the hotel entrance. What could be
easier or nicer?

To make your reservations, call the hotel direct at 805-928-8000. Do not use the Radisson's toll-free number and do tell
Santa Maria's registration desk that you want a room overlooking the runway. Rooms are \$109.00 per night when you t
them you're with "The 99s, Women Pilots Conference." Please specify Executive King or Double Queen rooms. There
a \$10.00 additional charge if more than two guests share a room.



EXHIBIT B – Sample Registration Packet

**Southwest Section Spring Meeting
May 18-20, 2007
SCHEDULE OF EVENTS**



FLY MARKET REGISTRATION FORM

Name: _____ Chapter: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (____) _____ Email: _____ Fax: (____) _____

		(# of tables)	
99s Chapter Benefit	\$ 15.00 ea.	_____	\$ -----
99s Personal Benefit	\$ 25.00 ea.	_____	\$ -----
Non 99s/Business	\$ 35.00 ea.	_____	\$ -----
Benefit	Total		\$ -----

Please make checks payable to: Santa Maria Valley 99s SW Section Meeting
Mail to: Sonja Gerfen
2435 Ridgemark Drive
Santa Maria, CA 93455

Please send a separate check to cover Fly Market space (separate payment from Registration)

The Fly Market will be open 10:00 a.m. to 5:00 p.m. Friday & Noon to 5:00 p.m. Saturday.

All goods & materials must be removed from the area by 10:30 a.m. Sunday.

Vendors are responsible for their goods & materials during both open and closed hours.

FLYING EVENT REGISTRATION

Subject to weather and other possible changes, we are planning for our Flying Event to include a Spot Landing, a Flour Bombing, and a Treasure Hunt. There will be a small donation requested to participate in an optional Poker Run along the Treasure Hunt route.

Four airports (SMX, SBP, IZA and LPC) will be used for the event with the Spot Landing and Flour Bombing to happen at Santa Maria Airport in sight of the runway
The event will be limited to those aircraft that have PRE-REGISTERED and who provide PROOF OF INSURANCE FORMS which must be arranged for in advance SORRY, NO EXCEPTIONS

Participation Agreements will be required for passengers. These will be available at the Registration area on Friday, allowing pilots to invite others to fly with them without making arrangements prior to the Section Meeting - the goal is to have FLY 'N' FUN as you cruise over our beautiful Central Coast! Please contact Diane Pirman before April 20 for information and forms at dpirman@verizon.net or 805-937-9538

EXHIBIT C - Sample Section Meeting Details Checklist

MEETING LOCATION

City_____ State_____

Dates_____ Approx number attending_____

Destination Airport_____

Distance from Hotel_____

ACCOMMODATIONS

Name of Hotel/Motel to consider_____

Address_____

City_____ State_____ Zip _____

Telephone _____ Toll Free_____ FAX_____

ARRANGEMENTS made with:

Sales Representative Name_____

Catering Manager Name _____

ROOMS

Number of Rooms Reserved_____ Release Date_____

Number of Complimentary Rooms_____ for_____ Rooms Booked

Special Group Rate \$_____ Tax Rate % _____

Room Cancellation Policy_____

Types and Numbers of Rooms Available: Rate: Single/Double Occupancy

King_____	_____
Queen_____	_____
Double (2beds)_____	_____
Double (1 bed)_____	_____
Single_____	_____
Suite_____	_____

First night deposit required_____ Credit Cards Accepted_____

Alternate Hotels/Motels, if no vacancy for latecomers, if needed

EXHIBIT C - Sample Section Meeting Details Checklist

AIRPORT FACILITIES

Name of Airport _____ City, State _____

(Indicate name and identifier on Sectional Chart)

Host FBO _____ Phone _____

Name of FBO Contact _____ Cell # _____

Contact Tower Chief _____
(Name) (Phone number of Tower)

Controlled Airport? Tower Frequency _____ Ground Frequency _____

Approach Frequency _____ Departure Frequency _____

Uncontrolled Airport? Unicom Frequency _____ FSS Frequency _____

Hours of Operation _____

FSS Name _____ Phone _____

Runways suitable in length/surface? _____

Airport Parking: Approx. Number of Spaces _____ Group Parking _____

Tie downs _____ Paved _____ Dirt _____ Tie down Ropes necessary? _____

FBO _____ Transient _____ Airport lighted for night use? _____

Airport Parking Location(s) _____

Transportation needed from parking locations? _____

Fuel companies available _____

Service by: Fuel Truck _____ Self Serve _____

Cost per gallon: 100LL Octane \$ _____ Other: \$ _____

Credit Cards Accepted _____

Hazards related to Landing/taxiing _____

Overnight Parking Fee: Single \$ _____ Multi \$ _____ Waived _____

FBO Maintenance _____ Mechanic Hours _____ Avionics Shop _____

Restaurant on Field- Name _____

Location _____ Hours _____

Airport Ground Crew Available for Parking _____

Airport Greeters _____

EXHIBIT C - Sample Section Meeting Details Checklist

HOSPITALITY

Location _____

Room availability	Day	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hostesses _____

Purchase/make/donated refreshments _____

Types	Number to plan for
_____	_____
_____	_____
_____	_____

Door Prizes Purchase _____ Donated _____

Special Services for First Timers _____

MEALS

Hotel/Motel Coffee Shop _____ Hours of Service _____

Dining Room _____ Hours of Service _____

Cocktail Lounge _____ Hours of Service _____

Other Restaurants within walking distance _____

BANQUET FACILITIES available _____

Maximum Number of Persons _____

Banquet arrangements made with _____
(Name of Catering Contact)

Banquet Reservation Deadline _____

Is there a Dinner guarantee required? _____ How much? _____ Deadline? _____

MENU CHOICES and PRICES, including Tax & Gratuity:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

EXHIBIT C - Sample Section Meeting Details Checklist

Vegetarian Meal Available? _____ Price, including tax and gratuity \$ _____

Menu Choice _____

Beverages included with meal? _____

Desert included with meal? _____

Who will provide table decorations for banquet tables? _____

BAR setup available in Banquet Room? _____ Extra Charge for setup? \$ _____

Is there a minimum bar charge? _____ Amount \$ _____

Cost of Well Drinks \$ _____ Beer \$ _____ Wine \$ _____

TIME for Cocktail Hour will be? _____

TIME for Dinner will be? _____

BE SURE TO GET CONFIRMATION from the Hotel that the Banquet Room will be soundproof from other groups on both sides. Remember to schedule governor's reception and consider tour times of return, hospitality suite hours and fly market when setting the reception time.

MEETINGS/OTHER ROOMS

Purpose _____ Room Cost \$ _____

Place _____ Room Number _____

Time _____

Coffee/Tea Service Needed? _____ Number of People? _____ Cost & Pot Size _____

Water Service Needed? _____ Number of People? _____ Setup Charge \$ _____

Tables & Chairs Needed? _____ Number? _____ Setup Charge? _____

Table Top/Free Standing Lectern/Podium Needed? _____ PA System Needed? _____
Cost \$ _____

Exhibit Tables needed? _____ Number? _____ Cost \$ _____

OTHER FACILITIES NEEDED

Hospitality Room available? _____ Hours? _____ Cost \$ _____

Permitted to bring food and drinks? _____

Hotel provides ice daily at no cost? _____

Sales Room? _____

Seminar rooms? _____

Business Meeting Rooms? _____

EXHIBIT C - Sample Section Meeting Details Checklist

Registration Area Available? _____ Location? _____

AUDIO/VISUAL

Power Point/Slide Projector? _____ Screen? _____ TV/VCR? _____

Available from Hotel? _____ Costs\$ _____

Extension cord available? _____ Cost? _____ Setup Fee? _____

Working PA System available? _____ Cost\$ _____ Setup Fee? _____

Internet connection available in conference rooms? _____

Is it a wireless connection? _____ Cost\$ _____

HOTEL ACCOUNTING

CONFIRMATION PAYMENT of \$ _____ Due Date _____

(To hold facilities-usually in the amount of \$500 to \$1000)

FINAL HOTEL PAYMENT DUE DATE _____

(Includes Meals, Rentals, Coffee Service, Audio visual Equipment, etc.)

SALES OR “FLY MARKET”

Location of Area _____

Number of tables:

Size _____ Number _____

Size _____ Number _____

Size _____ Number _____

Additional Floor Space

Floor Space Dimensions _____ Location in Room _____

Floor Space Dimensions _____ Location in Room _____

Availability:

Day

Time

Room Set-up Arrangements _____

EXHIBIT C - Sample Section Meeting Details Checklist

SPECIAL EVENTS

TOURS

Place _____

Date _____

Departure Time _____ Return Time _____

Number of Seats Available _____ Number of Buses/Vans _____

TOTAL Transportation Costs \$ _____ Individual Seat Cost \$ _____

Special GROUP MEALS on Tour: LUNCH- Served _____ Box Lunch _____

Restaurant _____

Place _____ Time _____ Date _____

Meal cost including tax & gratuity \$ _____ Pay as Group? _____

Event Contact _____

(Name and Position)

FLYING EVENT

Type of event _____

Arrangements made with Airports, Towers, FBOs, other Chapters

Special registration material prepared _____

Insurance secured through Section on _____

Prizes secured (purchased/donated) _____

EXHIBIT C - Sample Section Meeting Details Checklist

REGISTRATION

Separate Bank Account set up at _____

Mailing date set for registration packets _____

Registration amounts from Budget Chair \$ _____

\$ _____

\$ _____

Other amounts from other Committees, i.e. tours, flying events:

Type _____ Cost \$ _____

Type _____ Cost \$ _____

Type _____ Cost \$ _____

Registration packet includes: Registration Form _____

(in Southwesterly) Meeting Schedule _____

Program Highlights _____

Special Event Registration _____

Hotel Information _____

Arrival Information _____

Registrant Checklist _____

Request for Sales Space Form _____

Location of Registration table _____

Volunteers for registration table _____

On site Registration packets: Program ___ Name Badges ___ Meal Tickets ___

Special Event(s) Tickets ___ Goodie Bags ___ Miscellaneous

Informational Brochures _____

Ribbons _____ (for International/ Section Officers, Chapter Chairmen, First Timers- check with Section Vice Governor)

List of Registrants _____

Number to prepare _____

Cash Box ___ Change Fund ___ Receipt Book ___ Master List _____

EXHIBIT C - Sample Section Meeting Details Checklist

TRANSPORTATION

AIRPORT TRANSPORTATION provided by the Hotel/Motel? _____

Hours available? _____

If Hotel does not provide this service, will there be volunteers to meet the arriving guests?

_____ Rental cars available:

Hotel/Motel? _____

(Name of Agency) (Phone Number)

Airport? _____

(Name of Agency) (Phone Number)

CAR RENTAL: _____

\$ Per Day

_____ Economy

_____ Standard

_____ Luxury

_____ Other

VAN RENTAL: _____ Number of Seats? _____

Added Costs? _____ Driver Tip? _____ Other? _____

Cost per day \$ _____ Unlimited Mileage? _____ or \$ _____ per mile over

Number of Vans needed? _____

BUSES available, if tours are planned;

Company Name _____ Phone Number _____

Address _____

Contact person _____

Deluxe Bus _____ Seating Capacity _____

Standard Bus _____ Seating Capacity _____

Number of Minimum Hours _____ at COST of \$ _____

Do rates include tax? _____ at what % _____

Additional hourly rate \$ _____ 24 Hour Max Rate \$ _____

PLAN TO ADD 15% TO 20% GRATUITY to the TOTAL COST \$ _____

Additional charge to pickup at Hotel/Motel? _____ Amount \$ _____

Buses to arrive at: TIME _____ LOCATION _____

Buses to return at: TIME _____ LOCATION _____

Deposit required to Reserve Bus(s)? _____ Amount \$ _____

TOTAL COST PER BUS \$ _____ including Tax and Gratuity \$ _____

Miscellaneous Notes:

EXHIBIT D - Post Section Meeting Report

	Date of Report		Section Meeting Chair
	Sec Meeting Dates		Hostess Chapter(s)
Place: City			
Resort or Hotel			
Total Planes Flying In			
Total Hotel Rooms Used			
Total Number of Room Nights	Thurs	Friday	Saturday
Total 99s Attending		Total Guests Attending	
Total Advance Registration Sold		Walk-ins (Sat only)	
Events	# Prepared For	# Attended	
Friday Lunch			
Friday Dinner			
Saturday Breakfast			
Saturday Lunch			
Saturday Tours			
Tour 1 to _____			
Tour 2 to _____			
Saturday Banquet			
Sunday Breakfast			
Total Income	(include registration, tours, meals) (not including special projects such as t-shirt sales and auctions)		
Total Expenses	(include hotel charges, tour fees/transportation, Hospitality, signage badges, printing ,mailing, etc.)		
Net Income			
10% Due to SWS			
Seed Money Due SWS			
Excess from Southwesterly mailing			
Total Due SWS			
Income from Special projects: (silent auction, raffle)			
# Complimentary Meals			
Donations (Money and in-kind such as publishing)			
Business Meeting		Total Number of	
Total Delegates		Chapters Attending	

Other interesting statistics/comments, Problems and Lessons Learned: (use back or more sheets, if necessary)

EXHIBIT E – Suggested Vendors

Exhibit E -

FLY MARKET Vendors

Wanda Johnson
106 Dolphine Ave
Half Moon Bay, CA 94019
650-560-9752
wandadidit.4@earthlink.net

“Wanda Did It”

Aircraft embroidered or
prints, t-shirts, blouses, etc

Dee Bowers
650 Nelson Park Dr
Longmont, CO 80503
714-527-3827
aviationjewelry@sbcglobal.net

Aviation jewelry, some clothing

Barbara Schultz
P.O. Box 2043
Lancaster, CA 93539
661-948-0577
schultz@planemercantile.com

“Plane Mercantile”

Travel and Aviation Gift items
Books

Ruth Logan
12430 Valley Vista Way
Sylmar, CA 91342-3482
818-364-1224
rlogan02@yahoo.com

Aviation shirts, tops, jackets,
books, jewelry

List Compiled August 2007

EXHIBIT F – Hotel Specifications

SWS 99s SECTION MEETING HOTEL SPECS				
	<u>IDEAL</u>	<u>HOTEL#1</u>	<u>HOTEL#2</u>	<u>HOTEL#3</u>
<i>GUEST ROOMS</i>				
Room Rate	\$89-129			
All taxes (sales/local)	<10%			
Resort Fee?	No Charge			
Other fees?	None			
Add'l charge - 3rd person	No Charge			
Add'l charge - 4th person	No Charge			
Hotel-comped Rooms	1 to 30 Nights			
Pre- & Post-Conf Rooms	Same rate & counts 1:30			
Governor's Suite (3 nights)	Comped			
Arrival Amenities	For Gov			
Cont/Buffer Breakfast	Incl w/room			
Handicapped Rooms Avail?	Yes			
25% Attrition allowed on contracted rooms	Yes			
25% Overage allowed at same price	Yes			
Check-in 2pm	Early avail			
Check-out 12N	Late avail			
Hair dryers in room	Yes			
Irons/Ironing Board in room	Yes			
Mini-fridge in room	Yes			
Internet Access	Free			
King bed rooms	Available			
Queen bed rooms	Available			
<i>PARKING</i>				
Guest Parking	No Charge			
Valet Parking	Reasonable			

EXHIBIT F – Hotel Specifications

SWS 99s SECTION MEETING HOTEL SPECS				
	<u>IDEAL</u>	<u>HOTEL#1</u>	<u>HOTEL#2</u>	<u>HOTEL#3</u>
MEETING ROOMS				
Business Meeting	Comped			
Hospitality Suite	Comped			
Fly Market	Comped			
Seminars	Comped			
Welcome Reception	Comped			
Saturday Banquet	Comped			
SWS Board Mtg	Comped			
Chapter Chairman's Mtg	Comped			
Post-Mtg De-brief	Comped			
MEALS/REFRESHMENTS				
Welcome Reception				
Pre-Meeting Breakfast	W/room chg			
Saturday Banquet				
Cash Bar- Welcome Recpt	#&No Charge			
Cash Bar- Banquet	#&No Charge			
Meeting Water Service	Comped			
Gratuities	15% max			
Taxes	State tax only			
Overage Allowances	10%			
REGISTRATION				
Area set aside?	Lobby			
Tables/chairs/table skirts	Provided			
ISSUES/MISC				
HOSPITALITY				
Wet bar? Fridge? Sink?	Yes to all			
Bring in own food/drink?	Yes			
SALES ROOM				
Any item(s) prohibited?	No			
Competing hotel/gift	No			

EXHIBIT F – Hotel Specifications

SWS 99s SECTION MEETING HOTEL SPECS				
	<u>IDEAL</u>	<u>HOTEL#1</u>	<u>HOTEL#2</u>	<u>HOTEL#3</u>
shop				
Able to lock up?	Yes			
Tables/chairs	Provided			
DEPOSITS/HOTEL BILLS				
Meal/Beverage Deposit	Not required			
Final Bill Settlement	14 days after			
Final Count - Meals	Day of event			
<i>TRANSPORTATION</i>				
MAJOR COMM. AIRPORT				
Hotel Shuttle	No Charge			
Commercial Shuttle	Available			
G. A. AIRPORT				
Hotel Shuttle	No Charge			
<i>AUDIO-VISUAL+</i>				
WELCOME RECEPTION				
Hand Microphone				
Decorations	No Charge			
SEMINARS				
Podium/Removable Mike				
Screen				
Projector				
Laptop	Not provided			
Extension Cord	Provided			
SATURDAY BANQUET				
Risers/Steps				
Podium/Removable Mike				
Screen	If needed			
Projector	If needed			
Laptop	Use own			
Round Table Seating				

EXHIBIT F – Hotel Specifications

SWS 99s SECTION MEETING HOTEL SPECS				
	<u>IDEAL</u>	<u>HOTEL#1</u>	<u>HOTEL#2</u>	<u>HOTEL#3</u>
Decorations	No Charge			
BUSINESS MEETING				
Risers/Steps				
Tables/Seats for 8				
Podium/Removable Mike				
1 Walk-up Aisle Mike				
Classroom Seating	No extra chg			
Coffee/Water Service	Provided			
Screen				
Projector				
Laptop	Use own			
<i>HOTEL</i>				
Recent renovations	Yes			
Construction during mtg	No			
Other conv at same time	No			
Pool?	Yes			
Spa?	Yes			
Fitness Room	Yes			