



# **SAACURH Conference Closing Report Guide**

## **General Guidelines**

Please note the following general guidelines, which should be adhered to when writing your conference closing report:

1. Eight copies of the conference closing report are due to the Regional Director within 60 business days after the close of the conference. The Regional Director will then distribute these to the NACURH Conference Resource Consultant, the Regional Advisor, the Associate Director for Business Administration, and the conference chairs and advisors for the next conference.
2. All financial matters with the conference, concerning the conference and conference staff only, should be concluded before the submission of the report. All financial information should be included. Any debts that are held or received after the accounts have been closed will be the responsibility of the host school. If there is still income owed to the conference, the responsibility of collection will be turned over to the SEC.
3. A copy of all checks, deposits, and statements for conference expenditures should be included in the financial report.
4. All copies of the closing report must be on white paper, double-sided, and bound in some fashion (plastic binders, book binders, etc.)
5. Table of contents should be included.
6. All pages of the conference closing report should be numbered.

## **What to Include**

### **Cover Page**

Conference theme, dates, host institution, city, & logo

### **Introduction**

General comments about the conference hosting experience overall from Conference Chair(s) and/or Advisor(s)

Overview of Conference Highs and Lows

Introduction to the format of closing report

Contact information for host site if any questions arise

Signatures of Conference Chair(s) and/or Advisor(s)

## **Conference Schedule**

A copy of the conference schedule as printed in the conference binder including the following items:

- Check-in and Check-out times and locations
- Display and Banner set-up and take-down times and locations
- Times and locations of all NCC, NRHH, and State Association meetings
- Meal times and locations
- Roll Call and Roll Call practice times and locations
- Program session time blocks
- Entertainment event description, time, and location
- Conference Bid Team presentation practice times and locations
- Shuttle times
- Top Programs time blocks
- Banquet times and locations (including seating)
- Any pertinent social times and locations

Any problems with schedule times or locations during the actual conference

Advise from the conference staff about creating and sticking to the schedule

Facility concerns, issues, or suggestions

## **Attendance Summary**

Total number of conference attendees

Breakdown of attendees as follows:

Total delegates

Total advisors

SEC members

OCM and USA Today representatives

Representatives from the NBD, NIC and NRHH National Office

List of total attendance by individual school

## **Awards presented at the Conference**

Conference Spirit Award Winners (small and large schools)

Best Display Award winners (small and large schools)

Best Banner winners (small and large schools)

Best Roll Call winners

Top Program Winners (include presenters names, school, and program title)

Position and Bid winners selected during business meetings during the conference (include names, schools, awards/positions)

Any Special Recognition Awards (Silver Pins, Golden Louie Pins, SAACURH Service Awards, etc.)

### **Financial Summary**

Copy of the conference budget, based on the break-even point supplied to you by the ADBA. Include grand total, per delegate cost, and per advisor cost

Copy of the conference budget, based on the actual paid number of attendees. Include grand total, per delegate cost, and per advisor cost

Explanation of the actual conference budget

Actual Conference Budget, with allocations, expenditures, and surplus/deficit by primary category (headings) and sub-category (items)

Conference Excess/Deficit Report

Suggested Primary Categories (headings) and Sub-Categories (items):

\*Note that this list is merely suggested and by no means exhaustive.

Primary Category

Sub-Category

Conference fees

\$10.00 SAACURH add-on or

\$5.00 No Frills add-on

Registration

Binders

Nametags

Housing

Delegate Lodging

Advisor Lodging

SEC Lodging (including pre-conference)

Special Guest Lodging

Conference Staff Lodging

Summer/Winter Summit Lodging

Parking Costs at Hotel

Meals

Friday dinner

Saturday breakfast

Saturday lunch

Saturday Dinner/Banquet

Conference Staff & Special Guest Meals

Summer/Winter Summit Meals

Meal Card Costs

Hospitality

Food

Beverages

Security	Officers Volunteer supplies
Entertainment	DJ/Band Costs, Movies, etc. Decorations Refreshments Videographer/Photographer Costs Space Rental
Transportation	Bus/Van Rental Gas Costs Directional Signs Summer/Winter Summit Trans.
Facilities	Roll Call and/or Banquet Site Program Classrooms Hotel Registration Social Facilities
Communications	Long Distance & Internet Costs Cellular phone and radio rental Mailings/Postage Envelopes & Labels Office Supplies & Equipment
Printing	Binder info Registration/Confirmation packets Banquet program Program evaluations Door tags Newsletters
Miscellaneous	Conference Staff Development Bank Fees Keynote speakers Socials Conference Insurance Souvenirs/gifts Awards

Financial summary including primary and sub-categories, per person cost, total allocated, subtotal spent, total spent per primary category, and total remaining

Summary of how income and expenditures were handled (bank account, how often processed, accounting program used, etc.)

Summary of all income (including donations, conference loan, etc.)

Summary of financial concerns, problems encountered, and suggestions for the next conference host

Listing of sources of financial surplus or deficit

### **Conference Planning**

Summary of bid process and strategy

Assembling the bid team (guidelines and selection process)

Handling chair turn-over/transition

Meeting timeline throughout year prior to conference

Office space and access

Phases of planning after receiving the bid up until the conference

Hosting Summer/Winter Summit

Communication and organization strategies used

### **Committee Chair Reports**

Primary responsibilities of position, committee membership and duties, planning strategies and timelines, Highs and Lows of the committee experiences, suggestions for future committee chairs from each of the following committees (if appropriate for the conference.)

Conference Chair(s)

- List responsibilities
- Strategies used for making the conference staff a unified team
- Motivation and recognition strategies for conference staff
- Balancing personal and academic time with this responsibility
- Typical meeting agenda and format
- Working with a co-chair
- Working with a conference advisor
- Serving as liaison to the SAACURH Executive Committee
- Relations with Housing/Residence Life and other school offices
- Level of autonomy given to conference committee chairs
- Your role during the actual conference weekend
- Problems encountered with staff
- Aspects of hosting the conference which makes your school unique
- Lessons learned from chairing this conference

Conference Advisor(s)

- List responsibilities
- Your role in assembling the conference staff and committee members
- Your guidelines and expectations set for conference staff
- Interactions and role with the SACCURH Executive Committee & Advisor
- Relationship with school's legal department and other administrative offices
- Financial Advising
- Time commitments and balancing professional job, personal time, and advising the conference
- Contracts
- Lessons learned from working with hotels, dining services, schools, etc.
- Problems encountered from the Advisor's standpoint

### Dining and Meals

- List responsibilities
- Experience working with campus dining services and hotel services/policies
- Process for getting food (meal cards, taking up tickets, etc.)
- Deciding on a menu
- How did you arrange for vegetarian options? How were vegetarians identified at the conference?
- Timeline for arranging food services (contracts, final numbers, etc.)
- Deciding on the location for the meals
- Paying for the dining services (before/after, based on how much eaten, etc.)
- How your role is influenced by cooperation of other conference staff members

### Hospitality

- List responsibilities
- Hours of hospitality rooms
- Location of hospitality rooms
- Food served and schedule for serving
- Staffing of rooms
- Difficulties experienced with hospitality
- Lessons learned from being hospitality guru

### Entertainment

- List responsibilities
- How were the entertainment options decided?
- Contracts
- Any potential liabilities with the entertainment options
- Facilities used for entertainment
- Selecting helpers (for your committee)
- Timeline for getting entertainment lined up
- Decorations and refreshments?
- Listing of all entertainment options and how they were acquired
- Props and equipment needed

- Lessons learned from hosting entertainment

#### Spirit, etc.

- List responsibilities
- Criteria used for judging
- Process of getting judges for the competitions
- Location and logistics of banner and display set-up, etc.
- Communication with other chairs, especially facilities
- Lessons learned from being the Guru of Fun!

#### Facilities

- List responsibilities
- Room and facility reservation timelines
- Summer/Winter Summit arrangements
- Rain sites
- Any last minute changes
- Working with other conference staff members
- Room arrangements and formats
- Handicap accessibility
- Parking issues
- Directional Signs
- Lessons learned from coordinating facilities

#### Finance

- List responsibilities
- Budget timeline
- Communication with committee chairs, especially housing and registration
- Accounting program used
- System used for tracking and processing money, checks, etc.
- Finalizing the conference costs
- Handling late fees and delegate swaps
- Confirmation packets with registration chair
- Working with Sponsorship chair
- Relationship with SEC (particularly ADBA)
- Information about conference philanthropy success
- Lessons learned from handling the money!

#### Programming

- List responsibilities
- Method of program solicitation
- Method of program selection
- Process for placing programs into programming slots
- Criteria for selecting top programs
- Program evaluation distributions and collections process

- Programming schedule
- Programming confirmations
- Communications with Facilities Chair
- Compiling a committee of helpers
- Announcing top programs and placing them in rooms
- Lessons learned from doing the programs

#### Registration

- List responsibilities
- Process of making registration packets, collating registration materials and double-checking
- Computer program used for database
- Database elements and functions necessary
- Registration process timeline
- Working with other committee chairs to make registration packets
- Confirmation packets
- Check-in and Check-out process
- Communication method used between Registration, Housing, and Finance
- Method of handling delegate changes
- Filing system used to keep track of schools/entities
- Lessons learned as registration chair

#### Special Events (Roll Call, Closing Session, Banquet)

- List responsibilities
- Timeline for planning events
- Keynote and Banquet speakers
- Session agendas and suggestions
- Problems encountered within each responsibility
- Criteria, location, and process of planning Roll Call
- Lessons learned from being in charge of Special Events

#### Sponsorship

- List responsibilities
- Method for acquiring sponsorship
- University administration role in finding outside sponsorship
- Sponsorship within the university
- Timeline for soliciting sponsors
- Working with Finance Chair
- Collecting sponsor donations
- Working with NACURH Corporate Partners/Sponsors
- Lessons learned from sponsorship

#### Transportation

- List responsibilities

- Airport shuttle arrangements
- Transportation to and from hotel and conference site
- Transportation for Summer/Winter Summit
- Finding and contracting with van or bus companies
- Problems encountered in transporting delegates
- Lessons learned from being transportation chair

#### Security

- List responsibilities
- Process of finding volunteers to monitor
- Locations and times where and when security staff were utilized
- Concerns encountered with security
- Working with hotel staff and security
- Lessons learned from being security chair

#### Housing

- List responsibilities
- Problems encountered with hotel
- Dealing with the amenities of the hotel (phone, TV, pool, exercise room, etc.)
- Method of assigning rooms
- Door tags
- Communication with registration and finance chairs
- Method of key distribution and collection
- Negotiating the hotel contract
- Hotel rates and taxes
- Communication with hotel – how often were meetings held? Who attended?
- Relationship with Hotel Conference Services Director
- Check-in system (if at the hotel)
- Working with computer spreadsheets and databases
- Lessons learned from being the Housing Chair

### **Supplementary Materials**

Website design/layout

Conference Registration Materials

Conference Confirmation Materials

Conference Evaluation Form and Results

Registration Processing Status Form

Program Acceptance Letter

Program Evaluation Forms

Sample List of Programs

Logos and Designs

Banquet Program Agenda