

Texas Extension Associate of Family and Consumer Sciences



**ANNUAL CONFERENCE
PLANNING HANDBOOK**

For the 2nd Vice President

TEAFCS ANNUAL CONFERENCE HANDBOOK

Congratulations! Your district will serve as host for the Annual Conference of the Texas Extension Association of Family and Consumer Sciences. This handbook is provided to help you in planning for a successful Annual Conference. Your district, hereafter, is referred to as HOST.

DUTIES AND RESPONSIBILITIES

ANNUAL CONFERENCE PLANNING COMMITTEE

The primary purpose of the Annual Session Planning Committee is to generate the overall plan for the Annual Conference. The Planning Committee consists of the 2nd Vice President and chairman of the various committees responsible for planning and implementing the program. The 2nd Vice President is the general chairman for the Conference.

RECOMMENDED TIME FRAME

Two Years Prior To Conference

- Establish Fund Raising Committee and develop strategies for raising funds if appropriate
- Establish Steering Committee which includes chairs and co-chairs of each subcommittee
- Identify and appoint person to run for 2 Vice President
- Pass out committee lists/responsibilities to secure committee members
- Committees meet to develop preliminary plans and cost

Eighteen Months Prior To Conference

- Steering Committee meets to set date, develop objectives and meet with local Chamber Director
- Finalize committees, develop preliminary budget, develop basic outline of events for each subcommittee
- Identify Sponsors and donors
- Committees meet, finalize plans for specific events, finalize budgets

Twelve Months Prior To Conference

- Issue formal invitations at TEAFCS Annual Conference. Send letters requesting sponsorships
- Present rough draft program to TEAFCS Winter Board

Three Months Prior to Conference

- Finalize registration packet and final program to be presented to TEAFCS Spring Board
- Sponsorship monies due
- Registration information to be sent with TEAFCS newsletter
- Plan hospitality for Conference
- Work with local chamber of commerce to provide maps, lists of restaurants, historic and cultural sites

One Month Prior To Conference

- Registration due and hotel reservations due
- Final confirmation of speakers

COMMITTEES

1. Steering Committee

- A. Consists of all committee chairmen
- B. Meet periodically to coordinate overall plans
- C. Assists program committee with objectives
- D. Develop budget
- E. Evaluate all facets of State Meeting and share results with next district assuming leadership for hosting State meeting

2. Program Committee

- A. Theme
- B. Objectives
- C. Speakers
- D. Printed Programs
- E. Entertainment
- F. Banquet
- G. Solicit exhibitors and schedule exhibit viewing
- H. Communication with all committees

3. Facilities and Tours

Facilities:

- A. Meeting Rooms
- B. Lodging
- C. Parking
- D. Airport transportation, if needed
- E. Equipment

Tours:

- A. Places
- B. Costs
- C. Transportation
- D. Schedule
- E. Communicate with all committees especially registration and program committees

4. Registration and Information

- A. Develop registration form
- B. Pre-registration
- C. Funnel information to arrangement committees
- D. Develop schedule form
- E. Schedule workers
- F. Name tags
- G. Well versed on arrangement, tours and program plans
- H. Make tickets for tours, workshops, meals, etc.
- I. Arrange to collect tickets
- J. Door prizes

5. Hospitality

- A. Dress
- B. Hostess
- C. Welcome bags (including special gift from district)
- D. Hospitality hour
- E. Commutate registration/program committees and total membership

6. Decorations and Meal Arrangements

- A. Budget
- B. Theme
- C. Menu for meals
- D. Decorations for meals, mainly table arrangements
- E. Timing for set-up
- F. Corsages and/or appreciation mementos
- G. Head table centerpiece – provided by Agricultural Agents Association
- H. Communicates with arrangements, hospitality and program committees

7. Publicity

- A. Pictures – new officers, DSA, Florence Hall
- B. Develop news release for distribution (state wide and for District hostesses' county use)
- C. Contact news media (host area)
- D. Schedule on-spot coverage
- E. Take pictures – highlight actives
- F. Commutate with program committee

SPONSORSHIP

Businesses and organizations may wish to be designated as a sponsor. They may do so at the following rates (or rates determined by Hosting District):

Bronze - \$100 - \$399

Silver - \$400 - \$999 (includes complimentary registration and 1 meal)

Gold - \$1000 or more (includes complimentary registration and meals)

Invitations should be sent to the appropriate person/office six to eight months prior to the Annual Conference. Past sponsors should be contacted and given the rates listed above; however, local business should also be given consideration as sponsors.

FUNDING

TEAFCS provides the Host with seed money. If a profit is made on the Annual Conference, one-half of the profits must be returned to the state treasury along with the seed money.

TEAFCS provides one (1) night of lodging and 2 banquet tickets for the Friend of Extension Award recipient. No funding is provided for other awards. The district from which the award winner comes may choose to be responsible for lodging and meals for those awards.

EXHIBITS

Complimentary space for Gold Sponsors should be made available
Complimentary space for Extension related educational exhibits will be determined by a basis of space available.

Vendors and companies who offer appropriate merchandise that are representatives of the area in which the Annual Conference is held may be solicited by the Host if space is available. Fees should be set by the Host.

REGISTRATION AND FEES

The registration fees and deadlines for the Annual Conference will be set by the Host. A full conference fee, daily fee and guest ticket fee should be set forth in the registration forms sent to members.

Registration information, including the registration form and lodging information, should be presented to the TEAFCS Board at their Spring Meeting.

Registration information should be provided to the Texas Extra Editor for inclusion in the summer edition at a time set by the Editor.

A late *fee* should be added to the registration postmarked after the deadline date.

Registration refunds should be handled on a case-by-case basis, with the refund request submitted in writing either via electronic mail or postal service.

FACILITIES AND LODGING

The Host is responsible for selecting a suitable meeting site for the Annual Conference. The site should be ADA compliant.

The Host should arrange for blocks of rooms for lodging, either with the local Chamber of Commerce or host hotel directly. Chamber of Commerce personnel can be of great assistance in planning meeting and/or lodging locations.

The 2nd Vice President or a designee should sign all contracts related to the Annual Conference. The Host district will make all deposits.

APPENDIX

Timeline

Registration Items

Sample Member Registration Form

Sample Evaluation

TEAFCS State Meeting

Timeline 2 Year Plan

Most districts have about 18 months - 2 years to plan for the State meeting. Adjust fundraising and confirming of dates and locations to meet your needs – the earlier the better.

August -	Elect your representative Solicit Volunteers for steering committee
September -	Pass out committee lists/responsibilities to secure committee members
October/Dec -	Committees meet to set date, develop objectives and meeting with local Chamber Director
Feb- April -	Finalize committees, develop preliminary budget, develop basic outline of events for each committee
April -	Finance committee identified sponsors and donors
May – July -	Committee meet, begin to plan for specific events, finalize budget

2nd Year

August -	Initiate fundraising activities
Sep/Nov -	Finalize plans for agenda – steering committee meet Contact State President for details to include on agenda
December -	Present draft program to TEAFCS at Winter Board
January/Mar -	Finalize registration packet Final program Discuss details with State President
March/April -	Invite administration to State Meeting – verbal/email Share agenda with Associate Director for Human Sciences
April -	Review details with State President
May -	Present finalized packet at Spring Board Meeting Submit registration information to Texas Extra Editor
June/July -	Keep State President informed on potential changes to agenda Have early bird registration due in June
July -	State Meeting – Yeah! Pass any information to incoming 2 nd Vice-President

Registration Items

- Offer single day registrations
- Offer vegetarian meals
- Offer tickets for guest(s)
- Have receipts at State Meeting

Theme
 Annual Conference
 Texas Extension Association of Family & Consumer Sciences
 Location
 Date

Name: Last, First (As you prefer it to appear on your badge) County District

Mailing address: Number & Street City Zip Code

Please Check all Appropriate Boxes:

- Agent Past TEAFCS President Retired Agent Administration
 District Extension Administrator Regional Program Director County Extension Director
 Guest # _____

Yes, I have special dietary concerns/needs. They are _____
 _____ (We will do our best to accommodate your needs).

This is my TEAFCS state meeting, and I plan to attend the First Timer's Luncheon

Registration Information

A. PRE-CONFERENCE WORKSHOP: (Pre-registration is required for these optional workshops.)
 Please check box on page 2 if attending. Include only if you are **offering**.

B. REGISTRATION: Pre-registration guarantees your attendance at the concurrent sessions, tours, and meals listed below. Please check one:

	Postmarked by Date	Postmarked by Date	On-site Registration
Entire Meeting	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost
Tuesday only	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost
Wednesday only	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost
Thursday only	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost	<input type="checkbox"/> Cost

C. EXAMPLE OF ADDITIONAL TICKETS FOR GUEST(S): (not registered for the conference)

Tuesday	Date	Event	_____ x cost = _____
Wednesday	Date	Event	_____ x cost = _____
Wednesday	Date	Event	_____ x cost = _____
Wednesday	Date	Event	_____ x cost = _____
Wednesday	Date	Event	_____ x cost = _____
Thursday	Date	Event	_____ x cost = _____

Sub-total (C): \$ _____

REGISTRATION FEES: TOTAL AMOUNT ENCLOSED \$ _____

Make checks payable to: List how you want your checks made out and send to whom with deadline.

Annual Conference

Evaluation Sample

Please rate the following points on a scale from 1 (one) to 5 (five), where 1 is the lowest/least favorable rating and 5 is the highest/most favorable rating.

1. Professional relevance to you of the subject matter covered during the general session.

1 2 3 4 5

2. How would you rate the presenter for _____?

1 2 3 4 5

3. How would you rate the presenter for _____?

1 2 3 4 5

4. Over-all quality of the Workshop (On-the-Move) content and speakers that you attended

Workshop attended (circle one) A. B. C. D.

1 2 3 4 5

5. How would you rate the presenter for _____?

1 2 3 4 5

6. Over-all quality of the conference.

1 2 3 4 5

7. The time allotted to each of the presenters was adequate

1 2 3 4 5

8. The length of the conference was sufficient to gain knowledge.

1 2 3 4 5

9. Value of the conference to you in your professional work.

1 2 3 4 5

10. Did the exhibitors provide valuable information that benefitted your program?

1 2 3 4 5

11. Workshop information or skills I will use at work:

12. What subjects/topics would you like to see addressed at future conferences?

13. What was the most beneficial part of the conference?

14. General Comments
