

# FRPA

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## FLORIDA RECREATION & PARK ASSOCIATION

### CONFERENCE COMMITTEE HANDBOOK

*Thank you for agreeing to be part of this year's conference committee!*

*The FRPA Annual Conference could not happen without the volunteer committee and onsite team that give of their time to make everything come together.*

*Updated July, 2023*



Introduction...	2
Qualifications for Committee...	2
Conference Chair...	4
Exhibit Sub-Committee...	4
Fitness/Wellness Subcommittee...	5
Host/Hospitality Sub-Committee...	6
Off-Site Tour Sub-Committee...	6
Program Sub-Committee...	6
VO/Speakers Sub-Committee...	6
CEUs/App Sub-Committee...	6
Onsite/AV Sub-Committee...	7
Marketing Sub-Committee ...	7
Registration Sub-Committee...	7
Social Sub-Committee...	8
Volunteers Sub-Committee...	8
Executive Office...	9
Association Policies...	11
Board of Directors...	12
Budget...	13
Pre Conference Timeline...	15
After the Conference...	15

The guidelines set forth in this manual are intended to create a degree of uniformity and an understanding of each sub-committee's duties. It is FRPA's intention and desire to provide a conference that is systematically and efficiently run.

A conference of this magnitude is of the utmost importance to the FRPA membership. This is also one of the Association's primary revenue producers. As such, it is imperative that each area of responsibility is handled in a professional manner.

The production of a conference is a major coordinating effort on the part of the committee working hand in hand with the staff of our Executive Office. A centralization function will be served by the Executive Office and it is their responsibility to insure a united effort comes together to form an educational, social and economical experience for the membership and the Association, while assuring the policies of the organization are upheld.

HISTORICAL NOTE: In December of 1992, the Board of Directors of the Florida Recreation and Park Association, voted to centralize the Annual Conference through the 1994 year. After the 1995 conference, there would be an evaluation of the impact this decision had made on the Association, and a further decision would be made on whether to maintain the policy of a "centralized" location for the Annual Conference.



## STRUCTURE

Please be sure to refer to the *Timeline* section for planning purposes.

The Conference Committee is generally comprised of the following:

- Conference Chair
- Subcommittees (as needed)
  - Education/Programs
  - Exhibit Hall
  - Fitness
  - Host/Hospitality
  - Marketing
  - OnSite/AV (if necessary to supplement AV contract)
  - Registration
  - Service Project
  - Socials
  - Volunteer Coordination
  - Tours/Activities (if off-site tours are offered)
  - Verification Officers/Speakers
  - Door Prizes
- FRPA Executive Office

The Conference Chair works with the FRPA Executive Office to identify and approach individuals to serve as SubCommittee Chairs.

## QUALIFICATIONS

Each Conference Committee member must be a current FRPA Member during the time of service and through the pending conference dates. Committee members will commit to attending the conference. Conference Committee members will attend all phone and in-person meetings, and provide a report of progress at each. Conference Committee members may be asked to step down from their role if they cease to meet any qualification outlined above.

## TERM

Conference Committee and Subcommittee members will serve for the one year leading up to conference, through Conference dates.

## COMPENSATION/COVERED EXPENSES

FRPA invites committee members to attend Conference Committee planning meetings. No compensation is available for travel or Conference related expenses.

## SCHEDULE AT CONFERENCE

While subject to change, the Conference Committee is generally asked to be on-site for conference preparations beginning Saturday afternoon before Conference week. They are expected to stay on-site until the Conference concludes on Thursday afternoon. We will host one on-site meeting on the Sunday before Conference. Each Committee member is required to attend. Committee members are encouraged



to be available at any large gathering or function during conference, including socials, general sessions, committee meetings, etc.

## ROLES/RESPONSIBILITIES

### CONFERENCE CHAIR

*The Conference Chair is selected before the previous year's conference by the Chief Executive Officer and FRPA President. This person will work closely with the Executive Office on all items.*

- Conference Chair is expected to make a presentation at the previous year's conference to announce the theme and location for the upcoming conference.
- Selections for Conference Committees are made in conjunction with the Chief Executive Officer.
- The Conference Chair in their appointments should ensure the committee is representative of the diverse employment areas of parks and recreation.
- In conjunction with the Chief Executive Officer or appointee, the Chair will schedule Conference Committee Meetings via phone and in person.
- Chair will be provided a budget from the Executive Office and will be expected to plan activities and purchases within that budget. These expenditures may include committee shirts, planning meetings, committee gifts, etc.
- Conference Chair will coordinate with the Chief Executive Officer on the agendas for all Conference Committee meetings and ensure accurate notes are taken and circulated to Subcommittee members.
- Act as a liaison between the Subcommittees and staff.
- Check in monthly with the Subcommittee Chairs to ensure they are progressing on schedule.
- Chair will be available to help with logistics at conference as needed.
- Conference Chair is expected to make a welcoming speech during the opening session and participate in the Awards and Installation Banquet.
- Coordinate and prepare letters of appreciation to Subcommittee members, official guests, etc., following the Conference.

### EXHIBIT HALL

*Exhibit Hall committee members are kept up-to-date on items leading up to the conference by the Executive Office. Their main tasks are on-site.*

- Committee will help identify exhibitors who can add new items or services to the tradeshow.
- Volunteers will be needed to assist with the coordination of the exhibit hall on-site. (Subcommittee chair should select these volunteers in conjunction with the FRPA staff member responsible for the Exhibit Hall.)
- An evaluation will be developed by the FRPA Executive Office and distributed to each exhibitor following the show.

#### **Exhibit Hall Notes**

- Fourteen months prior to the conference, the Executive Office staff, will develop an exhibit selling package.
- The Executive Office will contact potential decorating and drayage companies for bid submissions, review the submissions select the decorator, and negotiate a contract.
- Three months prior, the Executive Office will coordinate the distribution of service packets to all exhibitors. The Executive Office will forward new exhibitors to the decorator from then until conference on a weekly basis.



- In planning exhibit hours, special attention should be given to providing non-competitive times for exhibitors.
- A social event or meal function should be planned in the exhibit hall at least one day of the conference. (Staff will coordinate this based on input from exhibitors.)
- When allowing for set-up and tear-down hours, exhibitors will need a minimum of four hours. This must be coordinated with the decorator and hotel. (Staff)
- There are two periods of booth assignments. The initial period begins upon release of the exhibit contract information through September 30. Contracts received during this period of time shall be assigned booth space based on FRPA's point system which assigns points for each year the Exhibitor has previously exhibited at the conference. First assignment will go to the Exhibitor with the most accumulated points, and this process will be followed until all contracts received in this cycle have been assigned space. After this initial cycle, booth space shall be assigned in the order that contracts are received.
- The Executive Office in conjunction with the Exhibit Chair may coordinate scheduling a meeting of the exhibitors. The welcome is often given by the president or president elect. The agenda should include a welcome, introduction of the Exhibit Sub-Committee, introduction of the decorator, invitation to any activities, reminders about safety signage, and a question and answer period.
- A representative of the Exhibit Sub-Committee will be available in the Exhibit Hall during all hours of operation to greet exhibitors and attend to their requests.
- The Exhibitors' registration packet should contain the following, name badges, one conference program, explanation of any promotional activities taking place in the exhibit area, list of delegates pre-registered (or an order form for such to be delivered after the conference), next year's exhibit package, membership information, etc.
- A complimentary booth is given to the following year's conference committee and facility.
- Educational institutions may be given space free of charge in the Exhibit Hall if available. If not available, arrangements may be made for table top exhibits. All requests should be made to the Executive Office.
- Booths will not be exchanged for donations unless the value of the donation is twice the value of the booth and all arrangements should be made with the Executive Office.

## **FITNESS/WELLNESS**

*The committee members will identify wellness opportunities before the Conference and will be the onsite facilitator of these opportunities.*

- Work with the Executive Office to identify days of the week and times that the fitness opportunities can take place during Conference.
- Plan the implementation for each activity (for example: arrange for a yoga teacher; plan out a morning walk; time out fitness challenges; etc.) If outside instructors are used, insurance will be required.
- Plan any other health and wellness related activities for the conference while working with the Executive Office on logistics and implementation. (example would be the #HealthySelfie campaign that has been done in the past)
- Provide the Executive Office with a short description of each activity.
- This is not a budgeted activity so costs associated with activities will be evaluated.



## HOST/HOSPITALITY

*Host and Hospitality will help think of all the ways to make attendees of the conference have an enjoyable and carefree stay.*

- Help with identifying any navigational problems delegates may have onsite and work with Executive Office staff to mitigate.
- Committee will work with Executive office to contact local convention and visitor bureau(s) to obtain information on surrounding sites that may be of interest to conference delegates.
- Act as a welcome committee for conference delegates and invited guests.
- Identify volunteers to assist on-site with host/hospitality responsibilities.
- Create welcome center or booth to place near registration or check in. This station will have volunteers posted to answer questions or handout any materials that will make a delegate's experience more enjoyable.

## OFF-SITE TOUR COMMITTEE (if applicable)

*The Off-Site Tour Subcommittee Chair should be someone from the area where the conference facility is located.*

- The Subcommittee Chair should select volunteers to help with this effort, and said volunteers do not have to come from the local area of the conference location.
- Ideas for off-site tours include: parks, nature centers, pools, sports complexes, recreation centers, etc.
- The Committee should provide the Executive Office with the times and location of tours, so information on the tour may be placed in the registration form. Any additional fees or charges which need to be assessed should be in the registration form and collected in advance.

### Off Site Tour Notes

- The Executive Office Staff will handle distribution of an RFP for transportation needs. The cost of transportation is factored into the off-site tour costs at 75% sold. This allows us to cover the cost of transportation even if the tour does not fill up. Adjustments to the size of transportation vehicles/busses will be made if possible.

## EDUCATION/PROGRAM

*The education sessions are selected by the Training and Education Committee. This work is done pre-conference.*

## VERIFICATION OFFICERS/SPEAKERS

*The Verification Officers/Speakers Subcommittee work will be mainly on-site. These volunteers will be sure all materials associated with the CEU paperwork and speaker's needs are in order.*

- Coordinate manpower support to the speaker check-in center and insure speakers have the materials requested.
- Ensure the speaker receives a badge, is aware of the location of their meeting room, verify the speaker's audio visual equipment request, and answer any general questions.
- Tallies session evaluations and provide information to the Executive Office prior to leaving the conference site.

## CEUs/APP

*This committee will help with anything overall related to the mobile app management and the recording of CEUs.*

- Pre Conference work may include helping set up processes for recording CEUs.



- Help educate users onsite about the app and help troubleshoot.
- Answer questions onsite about the CEU process.
- Assist with accessing and downloading evaluations to prepare for speaker summaries.

#### ON-SITE/AV (if applicable)

*This Subcommittee will be responsible for ensuring audio/visual needs are met at the beginning of sessions.*

- Coordinate with Executive Office staff to schedule when/where FRPA owned equipment will be needed.
- Ensure said equipment is in place for speaker and returned to the FRPA office at the end of the day.
- Be available to troubleshoot technical equipment as needed and/or call in technical help. You will be trained on any equipment, if needed.

#### MARKETING

*The marketing Subcommittee will help with marketing efforts leading up to and through conference. Committee will work with FRPA Chief Operating Officer to come up with ideas to uniquely reach members and non-members.*

- The Subcommittee will coordinate promotion at the preceding conference Assist in creating “conference buzz” by submitting articles for the FRPA Journal, Website, Newsletter, Twitter and Facebook. Using all methods available, entice members to attend the conference.
- Subcommittee will coordinate photographs taken at the conference. The slide show will be previewed by the Chief Executive Officer prior to the Banquet to assure the show is representative of the professional nature of the event.
- Subcommittee will be responsible for helping to put together the slides for the registration area that will review the week ahead.

#### REGISTRATION

*The Registration Subcommittee Chair is responsible for overseeing the registration area and ensuring that shifts overlap in order for the incoming volunteers to be prepared. The patience of and communication among volunteers is imperative.*

- First shift should arrive in advance of the registration opening to review procedures (this time will be arranged by the Executive Office).
- Volunteers will also register delegates onsite. Any information obtained during this process is confidential in nature and should be treated as so.
- One person at each shift will need to learn the computer software being used, in order to print badges.
- Volunteers will have registrants sign in and will give them their registration bags.
- The volunteers should also be familiar with the surroundings since the registration area often serves as the information booth.

#### Registration Notes

- The Executive Office is responsible for receiving all pre-registration forms and payments, notifying individuals of any missing materials, sending receipts, preparing badges and delegate packets, and stocking the registration area with supplies.
- FRPA staff are available to assist with questions as they arise and will review the procedures with the volunteers provided by the Registration Sub-Committee.
- The Executive Office Staff will be responsible for making daily deposits to the bank (where bank services are available) or securing the monies in the hotel safety deposit box.



## SOCIALS

*The Social Subcommittee Chair shall be responsible for coordinating all social events for the conference. These may include but are not limited to night time social events, off-site activities, etc. Chair may want to subdivide the Subcommittee by special event function, assigning a lead person for each social, who then can select a team to work with them on that social event.*

- Coordinate with the Executive Office staff any needs for space, equipment, set up and tear down times, electricity, etc. There is limited time for set up for socials; usually only after education sessions conclude.
- Make sure your first big social starts off with a bang! It sets the tone for the rest of the Conference socials. Delegates will forgive a few glitches later if they really had fun and the ice gets broken at the first social.
- Keep decorations simple enough that set up/tear down doesn't take a lengthy time. Find out ahead of time what the facility rules are for décor and plan accordingly. In general, it's better to spend money on quality entertainment than on expensive decorations.
- The Social Committee is solely responsible for the setup of socials. If you have a need for additional volunteers, this must be communicated with the Executive Office in ample time to have it added to the Volunteer Sign Up opportunities.
- It is very important that key people on the Social/Special Event Sub-Committee be able to communicate with each other on-site during the conference.
- Make arrangements for safe on-site storage of decorations and items needed for set up.
- Any problems or issues that arise onsite must be reported to the Executive Office staff immediately.
- Committee members are not authorized to make onsite decisions that will incur additional AV or banquet charges. These requests must go through FRPA staff.
- Arrive equipped with necessary decorations and door prizes plus basic special events equipment such as hand tools, staplers, scissors, hand truck, tape, extension cords, etc.
- Plan for and spend time promoting and publicizing the socials while at Conference.

### **Social Notes**

- Socials will be scheduled by the FRPA Chief Executive Officer and the FRPA Education and Events Coordinator, being sensitive to competing with educational sessions and exhibit hours. Socials may not begin until the Exhibit Hall is closed.
- Every effort will be made not to begin a social until the other conference functions are scheduled to conclude.
- When the FRPA Chief Executive Officer negotiates contract arrangements with entertainers, they will assure to include electrical needs, stage size, special equipment needs, set up times, etc. This information needs to be included in the approved banquet event orders.
- Be sure the key people on this Sub-Committee visit the site at least once well ahead of time and are able to see the rooms that will be used for socials. Take measuring tapes to measure the doors, side panel widths, etc., in order to effectively decide how to set up the stage, dance floor, and tables and decorations.

## VOLUNTEER COORDINATION

*The Executive Office will take the lead on recruiting volunteers pre-conference.*

- Work with Executive Office to reach out to delegates about volunteer opportunities with a goal of filling as many spots as possible before conference.



- Familiarize yourself with the spots that are available and know what the duties involved with each are.
- Be onsite at conference to place any available volunteers in spots that may need to be filled.

## EXECUTIVE OFFICE

The Chief Executive Officer of the Association and/or the President of FRPA are the only two individuals authorized to enter into contractual agreements, letters of agreement, etc., with any entity, individual, or organization, which financially obligate the Association. Contracts without either of their signatures are considered to be null and void.

## SITE SELECTION

- It is the Chief Executive Officer's responsibility to distribute the Conference Bid Form to facilities in the host area, as well as convention and visitors bureau. This should be done three years preceding the planned conference.
- After the visit, the Chief Executive Officer will contact the final facilities and inquire further on matters concerning the committee. The Chair will then make a formal recommendation to the FRPA Board of Directors, for a conference facility.
- Where possible, when negotiating conference dates, every step possible should be taken to avoid scheduling on major religious holidays.
- Once approved by the Board of Directors, the Chief Executive Officer will enter into a contract with the selected facility.

## GENERAL

- The Chief Executive Officer serves as an Ex-Officio member of all conference sub-committees.
- It is the responsibility of the Chief Executive Officer to sign any and all contracts on behalf of the Association. In the absence of the Chief Executive Officer, the President may sign such contracts.
- The Chief Executive Officer insures all guidelines set by the Board of Directors and Conference Committee are executed in the best possible manner.
- The Chief Executive Officer coordinates the agenda for the Opening General Session, Annual Business Meeting and Annual Awards Banquet, in conjunction with the President and President-Elect.
- Purchases conference cancellation insurance for the conference.
- Attends first meeting of the Committee to share past experiences and give an overall view of how the Conference Committee should work.

## ADVERTISING

- Solicits advertisers for the Program Book and the registration portfolio if desired.
- Insures ad sizes and rates are consistent with other Association publications. Prepares and distributes advertising packet.

## EXHIBITS

- Develop an exhibit package to be used for selling booth space for the upcoming conference.
- Invoices all exhibitors signing contracts at the preceding year's conference for the applicable deposit, and notifies those not remitting the deposit of their booth release. Invoices all exhibitors for final booth payments in advance of the conference, and advises those not making final payments, that their booth space has been released.
- Acquire layouts and bids from a decorator/drayage company. Negotiates the contract and signs the final contract for decorator services.



- Coordinate the distribution of the decorator package to all exhibitors in advance of the conference.
- Assist the Exhibitor Chair and decorator with any special requests during conference.
- Attend the Exhibitors meeting to assist with their registration and general conference questions.

#### **MEAL PLANNING**

- Meets with the hotel banquet/catering staff to plan meals and negotiate meal costs six months in advance.
- Sends written confirmation to the hotel regarding the meal and room set up five months prior. The following meals are a standard part of the conference delegate package: exhibit meal, awards banquet, and miscellaneous meal events.
- Coordinate volunteers for collection of meal tickets at all functions. Reconcile the collected meal tickets with the number of plates charged by the facility.
- Coordinate any off-site meal functions with the proper authorities.

#### **MEETING ROOM ASSIGNMENTS**

- The FRPA Chief Executive Officer will assign all meeting space and distribute this to the host, program and registration sub-committees.

#### **PROGRAM**

- Insures a well-balanced program exists for conference delegates.
- Distribute program suggestion forms to general membership to begin the program proposal process.
- Coordinate all printed material for the Conference.
- Prepare and secure contracts/agreements for all speakers. Confirm speaking arrangements with speakers.
- Coordinate thank you letters to speakers to be sent no later than 30 days after the conference.
- Coordinate with the Program Committee the need for room hosts and verification officers one month in advance. Verification Officers will be assigned by the Executive Office staff.

#### **REGISTRATION**

- Consult with the Registration Sub-Committee Chair to determine the hours of Registration while at the Conference.
- Receive and deposit all monies for delegate registrations. Record all registrations. Order badges for the conference. Insures the registration brochure is distributed to the membership at least four months in advance of the conference.
- Creates and prints meal tickets for delegate admissions to functions.
- Assist the Registration Chair in selecting a portfolio, folder, etc., for delegates, five months prior to Conference.
- Prepare badges for dignitaries, speakers, guests, media, or others requiring special attention.
- Coordinate the management of the FRPA information booth to include information on membership, services, certification, promotional item sales, etc.
- Coordinate registration procedures with the Registration Sub-Committee Chair.

#### **TRANSPORTATION**

- The FRPA Chief Executive Officer and Education and Events Coordinator shall coordinate all transportation. Sub-Committees who have a need for transportation shall give those needs to the Executive Office staff who will issue an RFP.

#### **VOLUNTEERS**

- The FRPA Chief Operating Officer will be the lead on volunteer recruitment, however each Sub-Committee Chair is responsible for letting the Education and Events Coordinator know of their needs, as well as assist with recruiting local volunteers.



## ASSOCIATION POLICIES

This section is provided to briefly summarize the Association's policies regarding activities of the annual conference committee.

## CONTRACTUAL ARRANGEMENTS/AGREEMENTS

The Chief Executive Officer of the Association and/or the President of FRPA are the only two individuals authorized to enter into contractual agreements, letters of agreement, etc., with any entity, individual, or organization, which financially obligate the Association. Contracts without either of their signatures are considered to be null and void.

## COMPLIMENTARY ROOM POLICY

It is usually negotiated in the hotel contract for rooms to be given the following: FRPA President (regular), FRPA President Elect (suite), FRPA Staff, and Conference Chair. The Chief Executive Officer negotiates for and assigns all complimentary sleeping rooms.

## PAYMENT OF SPEAKERS

*It is the intent of the FRPA Board to have a standard policy for approval and payment of all speakers.*

- 1) An individual who relies primarily on professional speaking as their source of income, is eligible for honorarium/reimbursement when the honorarium/reimbursement is being paid to their business/company and the appropriate federal identification or social security number has been provided.
- 2) Individuals who are retired from the field of parks and recreation are eligible for payment as a speaker at FRPA events.
- 3) Individuals who are employed in the field of parks and recreation, and such employment is their primary source of income shall not be eligible for payment as a speaker at FRPA events, unless they are not being compensated by their agency during the time they are speaking. If they are not being compensated by their agency, they are eligible for an honorarium. Individuals employed in the field of parks and recreation are eligible for reimbursement of direct expenses when providing document of said expenses.
- 4) Individuals who work for commercial companies which provide products or services to the field of parks and recreation are eligible for reimbursement of direct expenses only. Such direct expenses shall be documented by receipts. There shall be no honorarium paid.
- 5) Any speaker to which a reimbursement is paid, must receive and return a contract which will be prepared by and signed by the Chief Executive Officer after conferring with the negotiator. Reimbursement shall be made at the established Association rates for meals, mileage, etc.
  - a) Travel – shall be the actual cost of air fare, or per mile rate established by the FRPA Board of Directors, or rental car reimbursement.
  - b) Meals – on the day of travel and the workshop day only.
  - c) Lodging – for the day prior to or the day following the workshop. Reimbursement shall cover room and tax only, and shall not cover in-room movies, dry cleaning services, room service, etc. Detailed billings shall be considered proper documentation, not the charge slip only.
  - d) Miscellaneous – shall include parking, tolls, cab fare, etc., if and only if the proper receipt documentation is submitted.

All honorariums and expenses must be requested on the program proposal, negotiated with 5 staff and agreed upon at the time of signing the speaker agreement prior to distributing the program and registration package.



The Conference Budget may include a minimal amount of funding for a nominal appreciation gift to be given to all speakers at the Conference.

#### **PROGRAM**

The make-up of the FRPA Conference program will be composed of general education balanced with the technical areas of the parks and recreation field.

#### **RELIGIOUS HOLIDAYS**

When negotiating dates with the selected facility, the Chief Executive Officer shall make every effort to avoid dates which conflict with religious holidays.

#### **SITE SELECTION PROCESS**

The site selection process should begin a minimum of five years prior to the conference year (i.e. begin in 2013 securing a site for 2018 conference). Agency directors from local parks and recreation departments should be advised that the Site Selection Committee will be touring in their area. If they wish to attend the site visits, they may, however, they will not take part in the selection of the facility.

#### **BIDDING PROCESS**

The Chief Executive Officer will review the Conference Bid Form, and distribute it to each facility known to be large enough for the Conference activities. Bids are returned to the Chief Executive Officer who will then conduct a preliminary review of the bid forms, eliminating facilities not meeting the criteria. The Chief Executive Officer will then provide a summary of the properties, the bid form and any additional information submitted by the bidding facilities, which are suitable to host an FRPA Conference.

#### **EVALUATION OF FACILITIES**

Each facility should be evaluated on at least the following criteria:

- Appearance - age, cleanliness, size, etc.
- Service - from sales, to reservations, to bellmen, to housekeeping.
- Meeting space - large vs small rooms, lighting, sound, air walls, electrical outlets, nearness to exhibit hall, outside vs inside entrances, etc.
- Sleeping rooms - distance from meeting area, neatness, decorations, size, suite vs hotel rooms, view, and proximity of parking.
- Additional fees to the delegate such as parking.
- Exhibit area - loading dock location, ceiling height, lighting, spaciousness, entrances, upstairs vs ground level.
- Golf and tennis facilities - staffing, condition, number, special rules and special fees.
- Restaurants - prices, availability of buffets, seating capacity.
- All areas should be handicapped accessible.

The final decision on selection of a property will be that of the Board of Directors.

#### **BOARD RESPONSIBILITIES**

##### **PRESIDENT**



The President should be visible in greeting and meeting delegates, speakers, exhibitors, and others in attendance.

The President presides at the opening general session and the annual business meeting (if held).

The President is the Master of Ceremonies at the annual awards banquet until such time as the President-Elect is installed.

## **PRESIDENT-ELECT**

The President-Elect will appoint the Conference Chair-Elect. When appointing these committee members, careful consideration should be given to that member's ability to travel to the conference site, in relation to what their committee responsibilities will be. There is no travel allowance for Conference Committee members.

The President-Elect will serve as an Ex-Officio member of all sub-committees and assist the Chief Executive Officer in overseeing the coordination of conference planning.

It is the choice of the President-Elect to select the Installing Officer for the annual awards banquet. The President-Elect works with the Chief Executive Officer to plan the installation program.

## **FRPA BOARD OF DIRECTORS**

The Association's Board of Directors is responsible for setting the revenue and expenses for the Conference. It is also their responsibility to monitor the overall financial progress of the Conference in relation to the Association's budget.

As the Conference Planning Committee moves forward in the planning process, certain budgetary considerations may unfold. The Chief Executive Officer shall be the liaison to the conference committee and should report any potential budgetary concerns or problems to the FRPA Board of Directors, so immediate action can take place.

The Vice President of Finance shall be authorized to call a meeting to poll the Board via telephone, if circumstances prohibit a meeting from taking place, in the instance action is deemed appropriate.

## **BUDGET**

*The FRPA Board of Directors, at its December, 1994 Meeting, approved a standard budget format to be followed until otherwise rescinded. The Budget allows for standard percentages to be used for certain items. This budget will be based on the registration amount recommended by the Conference Committee and approved by the FRPA Board of Directors.*

Expenditures for the Exhibit Hall will not exceed the following:

- Administrative Costs (badges, drayage, etc.) - 11% of the gross projected revenue
- Programming Costs (games, give-a-ways, refreshments, etc.) - 7% of the gross projected revenue
- Opening Exhibit Hall Meal Function (1 meal ticket p/booth) - 4% of the gross projected revenue

A guaranteed amount per registration will be set aside as guaranteed net revenue as well as for staffing costs, and that this amount minimally be:

- Full Registration Packages - \$30.00 per full registrant
- Spouse Registration Packages - \$20.00 per spouse registrant (if offered)



- No Frills Registration Packages - \$30.00 per full registrant
- Daily Registration Packages - \$12.00 per daily registrant

The following percentages are the maximum that may be budgeted:

- The meal costs of conference will not exceed 60% of the total registration fee less the guaranteed revenue. Example: a proposed registration fee of \$200 would be formulated as follows:  $\$200.00 - \$30.00 = \$170.00 \times .60 = \$102$ . This would be the maximum amount per full package delegate the Conference Committee may budget for meals. For a no-frills package (same meals as full excluding the awards banquet) the same formula will be used minus the cost of the awards banquet. The meal package for a full package delegate must include, but will not be limited to: The Annual Awards/Installation Banquet, and One Exhibit Hall Opening function.
- The Educational Program component of the conference must be at least 15% of the total registration fee plus \$15 of the guaranteed revenue, plus any revenue from other expense categories. Example: a proposed registration of \$200 would be formulated as follows:  $\$200.00 \times 15\% = \$30 + \$15$ . This would be the minimum amount per delegate that must be budgeted for educational programming. From this budget, \$7 per speaker may be allocated for a nominal appreciation gift.
- The Social Program component of the conference may not exceed 8% of the total registration fee less the guaranteed revenue. If sponsorships are provided, then this budget allocation is moved to the education program. Example: a proposed registration of \$200 would be formulated as follows:  $\$200.00 - \$30.00 = \$170.00 \times 8\% = \$13.60$ . This would be the maximum amount per delegate that must be budgeted for social programming. Daily registrations should be formulated as follows: based on a \$75 registration fee,  $\$75 - \$12.00 = \$63.00 \times 8\% = \$5.04$  per day.
- The Administrative Expense component of the conference may not exceed 15% of the total registration fee less the guaranteed revenue. For Example:  $\$200 - \$30.00 = \$170.00 \times 15\% = \$25.50$ . This would be the maximum amount per delegate that may be budgeted for administrative expenses. These expenses will include badges, programs, portfolios, ribbons, etc.
- Conference Committee expenses may not exceed 2% of the total registration fee less the guaranteed revenue. For example:  $\$200.00 - \$30.00 = \$170.00 \times 2\% = \$3.40$ . This would be the maximum amount per delegate that may be budgeted for Conference Committee expenses. The expenses for which the Conference Committee budgets, must be in compliance with existing FRPA policies.
- All special events at the Conference, i.e.: golf tournament, tennis tournament, fun run, etc., must be self-sustaining.

In order to participate in any conference special event (i.e.: socials, fun run, golf, tennis, etc.) an individual must be registered for the conference as either a full delegate or a daily delegate, or pay a higher fee equivalent to or greater than a daily registration fee.

## PRECONFERENCE TIMELINE

All tasks should be completed in communication with the Executive Office.



<b>Task</b>	<b>Assigned to</b>	<b>Due</b>
Conference Committee Chair(s) selected	Executive Office (EO)	FEBRUARY
Conference Subcommittee Chairs selected	EO	APRIL
Theme and Logo developed	Chair & EO	JULY
Speaker proposals available	EO	AUGUST
Exhibit Hall prospectus available	EO	AUGUST
Speaker Selection	Training & EO	NOVEMBER/DECEMBER
General Session speaker selection	Chair & EO	DECEMBER/JANUARY
Social theme/days decided	Social Subcommittee	DECEMBER
Service Project decided	Service Project Subcommittee	DECEMBER
Fitness activities decided	Fitness Subcommittee	JANUARY
Budget (with list of items for purchase)	All	JANUARY
Host/Hospitality activities decided	Host/Hospitality Subcommittee	FEBRUARY
Descriptions for marketing due	All	FEBRUARY
Social Media calendar complete	Marketing Subcommittee	MARCH
Registration Opens	EO	APRIL
All decorations ordered	Social Subcommittee & EO	JUNE
Create slideshow for registration	Marketing Subcommittee	JULY
Volunteer Orientation	Volunteer Subcommittee & EO	AUGUST

## POST CONFERENCE

Take a deep breath, it's almost over! The evaluation process begins on the first day of Conference. Committee and Subcommittee Chairs should send "thank-yous" immediately, and should include volunteers for their Subcommittee within three weeks following the conference end. Each Subcommittee volunteer should review their section of the conference manual and send revisions as needed to staff.

We appreciate you taking the time to volunteer for the Conference Committee. Conference is a very large endeavor and volunteers who are dedicated to the advancement of park and recreation professionals make conference the premiere event that it is.

**Thank you!**