

## **HOST DUTIES FOR QUARTERLY MEETINGS BEAUTIFICATION COUNCIL OF SOUTHEASTERN MICHIGAN**

**Thank you for your interest in hosting a BCSEM quarterly meeting! The following duties list is designed to help you in your planning. Please clear your plans with BCSEM.**

1. Designate one contact person to work with the BCSEM President to pre-plan the meeting. Prior to mailing invitations, all meeting plans need to be cleared with the president.
2. Determine a suitable location for the meeting and luncheon.
3. Arrange for: INVOCATION, BENEDICTION (optional), and PLEDGE OF ALLEGIANCE & FLAG.
4. Review the planned program and agenda with the BCSEM President or Meeting Coordinator prior to mailing invitations. Obtain mailing labels from BCSEM. Keep in mind all programs and speakers should reflect the goals of BCSEM.
5. Print and mail invitations, maps and reservation forms. Reservation forms should emphasize that RESERVATIONS WHICH ARE MADE AND NOT CANCELLED 48 HOURS PRIOR TO THE MEETING ARE THE FINANCIAL RESPONSIBILITY OF THE GROUP OR INDIVIDUAL MAKING THE RESERVATION. Invitations should include both an address and telephone number contact for the host community. Note that postage costs are the responsibility of the host committee.
6. Provide additional copies of invitations, maps and reservation forms to BCSEM President or Meeting Coordinator.
7. Arrange for photos and local publicity of the meeting/program, if you wish.
8. Provide tables for registration and any displays.
9. Provide nametags for those in attendance.
10. Arrange for centerpieces at each table, if you wish. You may designate a head table for BCSEM officers, local dignitaries and speakers. Provide place cards for the head table if you choose to have one. Provide drinking water at each table.
11. Note that you may choose to invite guests to the meeting such as members of your City Council, representatives of your local government or outstanding citizens. Luncheon costs for these guests are your responsibility. BCSEM will cover the luncheon costs of the ISA (Individual Service Award) award winner and 1 guest of his/her choosing.
12. Select a representative of your Beautification Commission / Committee and/or your city official (Mayor, Mayor Pro-Tem, City Manager, or Township Supervisor) to “Welcome” the guests. Please limit the “Welcome” to 5 minutes.
13. Arrange to have members of your group greet and seat the guests.
14. Handle all reservations and financial obligations of the meeting with the exception of those agreed upon by BCSEM. *HAVE CHECKS MADE PAYABLE TO THE HOST COMMUNITY.*

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15. Contact the BCSEM meeting representative if only a limited number of responses have been received by the reservation deadline. You may wish to call on those communities who have not yet responded and BCSEM will provide you with telephone numbers.

16. Provide receipts for payments made at the door by attendees requesting them. BCSEM can provide you with receipt forms.

17. Do not to exceed a luncheon fee of \$15.00. This fee should also cover the costs of the beverage and pastries served prior to the meeting should you choose to serve them. Please understand that the actual food cost may be less than \$15.00 so the extra amount may be used to cover additional meeting costs such as postage, speakers' fee etc. Should costs exceed this amount, the host community or group is responsible for extra costs. All guests attending a quarterly meeting are expected to pay the luncheon fee whether they eat lunch or only attend the meeting. This is to defray meeting costs such as mailing, speakers fees, room rental fees, table favors, morning coffee expenses etc.

18. Provide the BCSEM President a list of each community attending (and number from each community) so that the President may recognize them at the meeting.

19. BCSEM will provide the tickets and conduct the 50/50 cash raffle. These same tickets are to be used to disperse any additional raffle prizes. Proceeds from the raffle beyond the cash dispensed to the winners, will go to BCSEM.

20. You may seek out donations to cover the expenses of the meeting: i.e. centerpieces, baked goods, door prizes, printing costs.

21. It is at the discretion of the host community whether or not to offer door prizes. However; a raffle that offers door prizes tends to be more active. Centerpieces may be raffle prizes.

22. Be aware of time. Limit Guest Speakers and Keynote Speakers to 30 – 45 minutes each. Keep things moving, especially the drawing of raffle prizes.

### **IN SUMMARY, THE HOST COMMUNITY IS RESPONSIBLE FOR THE FOLLOWING EXPENSES:**

1. Mailing costs.
2. Cost of all printing including invitations, program and any handouts.
3. Cost of centerpieces.
4. Cost of catering and all food served.
5. Cost of speaker (if there is a cost).
6. Cost of meeting facility (if there is a cost).
7. Cost of guests you have invited.
8. Cost of raffle items and table favors.

### **SUGGESTIONS FOR YOUR PROGRAM:**

1. Make it eye catching.
2. Include the Mission of BCSEM.
3. Identify officials of the host city and its beautification committee.
4. Identify BCSEM officers.
5. Plan the agenda for the program.
6. Encourage speakers to provide handouts.
7. Plan for the meeting to end no later than 2:00 p.m.

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### **BCSEM QUARTERLY MEETING MODEL AGENDA – 2 SPEAKERS:** (Suggested Format)

- 9:30 am Registration and Hospitality
- 10:15 am Call to Order & Introduction of Distinguished Guests, City Beautification Representative  
Pledge of Allegiance, BCSEM President  
Welcome Address, City Official (typically the Mayor)
- 10:30 am Introduction of Guest Speaker, City Beautification Representative  
Guest Speaker
- 11:15 am Introduction of Keynote Speaker, City Beautification Representative  
Keynote Speaker
- 12:00 pm Invocation/Grace, Non-Denominational  
Luncheon Buffet
- 1:00 pm BCSEM Membership Meeting & Raffle, BCSEM President
- 2:00 pm Adjournment, City Beautification Representative

### **BCSEM QUARTERLY MEETING MODEL AGENDA – 1 SPEAKER, and TOUR or OTHER**

#### **ALTERNATIVE PRESENTATION:** (Optional Format)

- 9:30 am Registration and Hospitality
- 10:15 am Call to Order & Introduction of Distinguished Guests, City Beautification Representative  
Pledge of Allegiance, BCSEM President  
Welcome Address, City Official (typically the Mayor)
- 10:30 am Introduction of Keynote Speaker, City Beautification Representative  
Keynote Speaker
- 11:15 am BCSEM Membership Meeting, BCSEM President
- 11:45 am Invocation/Grace, Non-Denominational  
Luncheon Buffet & Raffle
- 12:45 pm Tour of Grounds or Historical Building(s), Panel Discussion, Open Discussion, or Other  
Alternative Presentation
- 2:00 pm Adjournment, City Beautification Representative

### **CONTACT US:**

Please feel free to contact your BCSEM Quarterly Meeting Coordinator, or the BCSEM President, for assistance with these Host Duties and Model Agendas.

2017 BCSEM President: John Darin, c. 734.652.0254, e. [johndarin2@gmail.com](mailto:johndarin2@gmail.com)