

NATIONAL BEEF AMBASSADOR PROGRAM



HOST STATE COMPETITION HANDBOOK AND PLANNER



Funded by America's Beef Producers
through the Cattlemen's Beef Board



Managed by the American
National CattleWomen, Inc.

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NATIONAL BEEF AMBASSADOR PROGRAM

MISSION STATEMENT: The National Beef Ambassador Program strives to provide an opportunity for youth to educate consumers and youth about beef nutrition, food safety and stewardship practices of the beef industry.

OVERALL GOAL: Utilize National Beef Ambassadors to tell the beef production story to consumers and other youth through promotion, education, media and the online environment.

ACTION:

1. Train and utilize National Beef Ambassadors to promote and educate consumers about beef and the beef industry.
2. Work to increase the number of states that participate in the NBAP in order to realize its highest potential.
3. Hold an annual bidding process for states to host the competition: enabling producers and members to visualize the potential of the program.
4. Encourage past participants to become adult leaders by continuing to promote and educate consumers about the beef industry.

CHECK:

The NBAP Project Manager will compile data on the number of participants, presentations, media impressions and/or interviews given and the number of consumers and producers reached by the National Beef Ambassador Team for use in developing an annual evaluation report.

HOST STATE CHAIR AND VICE CHAIR PLANNER

Chair _____	Phone _____
Address _____	Email _____
Vice Chair _____	Phone _____
Address _____	Email _____

ONE YEAR PRIOR TO COMPETITION

1. Attend the National Beef Ambassador Program (NBAP) Competition events.
2. Review, sign and return the “Host State CattleWomen Agreement” to the ANCW office.
3. The Host State Chair or Vice Chair will become a member of the National Beef Ambassador Committee. This person or a host state representative is required to attend NBAP Committee meetings at both Annual Convention and Summer Conference to give a brief report.
4. Appoint Committee Chairs to the following committees:
 - Decorations/Gifts
 - Welcome/Awards
 - Hospitality Room
 - Publicity/Photography
 - Registration
 - Signs
 - Tours/Transportation
 All committee chairs and members must be members in good standing of their state CattleWomen organization and American National CattleWomen, Inc.
5. Arrange to have Project Manager, Host State Chair, and Vice Chair make site visits to all prospective hotels. The following rooms should be available in each prospective hotel. The numbers are based on previous year’s averages.

Sleeping Rooms:

Thursday and Friday nights: 78-80 rooms
 Saturday night: 60-70 rooms

Hospitality: Friday- Saturday (10-12 people at any given time)

Registration: – Friday (skirted table/chairs)

Friday

1. Hotel Staff/Volunteer Orientation meeting, Afternoon (10 attendees)
2. Volunteer Orientation (40 attendees)
3. Contestant Workshop (30 attendees)
4. CattleWomen Workshop (60 attendees)
5. Welcome Event, Evening (100 attendees)

Saturday

1. Contestant sequester room, (30 attendees)

2. Consumer Event room, (40 attendees)
3. Media Interview room, (40 attendees)
4. Youth Presentation Material Judging room (2 attendees)
5. Tally room, (4-5 attendees)
6. Issues Response Room (8 attendees)
7. Awards Banquet (100 attendees)

Sunday:

1. Team Meeting (15 attendees)
2. Evaluation meeting – NBAP and host state committee, Morning (20 attendance)

6. Begin planning:
 - A. Tours – all tours and activity should be geared toward the contestants

Communicate all plans to NBAP Project Manager.

Be sure facility has an area suitable for the loading and unloading of buses with easy access to the hotel.

7. Coordinate all activities with the National Beef Ambassador Project Manager.

8. Develop a budget.
 - A. See budget section
 - B. Develop a list of contributors to solicit
 - C. Determine all income
 - D. Estimate cost and expenses
 - E. Begin fund raising activities

9. The NBAP Project Manager is the primary contact person to the hotel staff. Appoint one committee person to communicate with hotel staff on the state level. Committees requiring communication with hotel must work through this person. NBAP Project Manager has final judgment on all hotel matters.

SIX MONTHS PRIOR TO COMPETITION

1. Arrange all transportation requirements.
 - A. Airport to hotel
 - B. Tours
 - C. Events and entertainment
2. Arrange to have greeters at the airport as guests arrive.
3. Work with the NBAP Project Manager to schedule a hotel walk-thru.

THREE MONTHS PRIOR TO COMPETITION

1. Attend ANCW Summer Conference; give a report at the NBAP Committee Meeting.
2. Coordinate with the NBAP Project Manager, the welcome letter, schedule of events and local tour brochures to be sent in confirmation packets to all contestants and guest registrars.
3. With your committee chairs, develop a schedule for volunteer workers during the event. A copy of this schedule should be given to each host state chair, all volunteer workers and the Project Manager one month prior to the start of the competition.

DURING THE NBAP COMPETITION

1. Execute all plans for the event.

AFTER THE NBAP COMPETITION

1. Attend evaluation meeting on Sunday morning.
2. Collect and send to the National Beef Ambassador Project Manager a written report from each state committee member within 30 days following the completion of the NBAP Competition.
3. Send final financial report to NBAP Project Manager within 45 days following the completion of the NBAP Competition.

HOST STATE RESPONSIBILITIES PLANNER

18 MONTHS PRIOR TO COMPETITION

1. Send a letter of intent to host NBAP Competition by deadline date to:

American National CattleWomen, Inc.,
9110 East Nichols Ave. Suite 302,
Centennial, CO 80112

2. Submit a list of candidates with résumés that have been recommended by the State CattleWomen organization (more than one candidate may apply for each position) to be reviewed by NBAP Committee for consideration for Chair, Vice Chair.
3. Submit proposed Host State Budget (following guideline below) to NBAP Committee.

Host State Budget Guideline

<u>Income:</u>	Figures are suggestions only:
Country Store (optional)	
State Beef Council Funds	
State Solicited Sponsors	
<u>Expenses:</u>	
Award Event Expenses	\$ 100.00
Country Store (optional)	
Decorations	\$ 500.00
Entertainment	
Contestant Gifts	\$ 400.00
Hospitality Room	\$ 100.00
Host State Committee Lodging (x 5)	\$2000.00
Host State Committee Registration Fees (x 10)	\$1500.00
Implementation (postage, phone, etc.)	\$ 100.00
Registration & Printing:	\$ 600.00
A. Confirmation Packets	
B. Meal Tickets	
A. Name Badges	
B. Programs:	
I. Event Program	
II. Awards Program	
Tours	
Transportation	\$1500.00
Welcome Event Expenses	\$ 100.00

ONE YEAR PRIOR TO COMPETITION

1. Sign the contract between the host state and ANCW.
2. Appoint Host State Committee Chairs. Follow planner for each committee.
 - A. Decorations/Gifts

- B. Welcome/Awards events
- C. Hospitality Room
- D. Publicity/Photography
- E. Registration
- F. Signs
- G. Tours/Transportation

3. Send as many Host State Committee chairs as possible to the NBAP Competition preceding your NBAP Competition. Each member should work the jobs at the competition that will be her responsibility at the next NBAP Competition.

SIX MONTHS PRIOR TO COMPETITION

1. Hold a planning meeting at the NBAP Competition site.
 - A. The following people should attend:
 1. Host State Chair, Vice Chair and all committee chairs
 2. NBAP Committee Chair
 3. NBAP Project Manager
 4. Host State President and officers
 5. Hotel staff as deemed necessary
 - B. During this planning meeting, the following should occur:
 1. "Walk-thru" inspection of hotel and special event sites
 2. Review master billing procedure with hotel
 3. Review of each committee's responsibilities, oral or written reports from committee chairs.
 4. Review Host State Budget

ONE MONTH PRIOR TO COMPETITION

1. Coordinate with NBAP Project Manager the sending of a registration confirmation letter/packet to all registrars. (Cost of letter/packet will be host state responsibility.)

DURING THE COMPETITION

1. Execution of the event except workshops and competition.
 - A. Registration
 - B. Ground Transportation
 - C. Tours and Entertainment
 - D. Hospitality

AFTER THE COMPETITION

1. Send committee reports to NBAP Project Manager within 30 days after competition.
2. Insure payment of all bills.
3. Send thank-you notes.
4. Send final financial statement to NBAP Project Manager no later than 45 days after the competition.

HOST STATE DECORATIONS/GIFTS COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

ONE YEAR PRIOR TO COMPETITION

GIFTS

1. Make plans for all contestant gifts from the Host State. In making gift choices consider:
 - A. Type and number of gifts. Fewer quality gifts are better than many small gifts.
 - B. Gifts that will transport home easily - size and space. Provide packing boxes for the gifts if necessary.
 - C. Do not include perishable gifts unless they will be eaten or enjoyed only during the stay—i.e. flowers for the room or fruit, cheese, etc.
 - D. Do not choose breakable gifts unless packaging to prevent breakage is provided.
 - E. Obtain sponsorship or donations from local industries. Gifts should be appropriate for the beef industry.
 - F. Coordinate with ANCW NBAP Project Manager for policy on gifts.
2. Obtain list of contestants from NBAP Project Manager.

THREE MONTHS PRIOR TO COMPETITION

1. Arrange for space to store and assemble gifts.

DECORATIONS

ONE YEAR PRIOR TO COMPETITION

1. Work within the budget permitted for decorations.
2. Select a theme for the competition along with the Host State Committee.
3. Check with hotel on decoration guidelines and restrictions. The hotel may offer the use of mirrors, candles etc. to enhance the decorations you have chosen.

SIX MONTHS PRIOR TO COMPETITION

1. Work with the respective committee chairs in planning and setting up decorations for the following events.
 - A. Registration/Hotel Lobby
 - B. Welcome Event
 - C. Meal Functions
 - D. Awards Event
2. Arrange for signs with the Sign Committee by the deadline.

DURING THE COMPETITION

1. Supervise placement of decorations.
2. Pick up decorations following event.

ANCW DECORATION AND GIFTS/RESPONSIBILITIES

1. Approve theme and color scheme.
2. Approve for purchase gifts to judges.

FINANCIAL RESPONSIBILITIES/DECORATIONS AND GIFTS

HOST STATE

1. All contestant gifts.
2. All VIP Gifts.
3. All decoration costs.

ANCW

1. Judges gifts for amount allowed in the NBAP budget.

HOST STATE WELCOME/AWARDS EVENTS COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

WELCOME EVENT

The purpose of the Welcome Event is to showcase the National Beef Ambassador Program, the contestants and the beef industry, while making everyone feel welcome and become better acquainted. This is also a time for orientation to the competition and proceeding events.

ONE YEAR PRIOR TO COMPETITION

1. When selecting the site, consider:
 - A. Capacity for seating, stage and speaker.
 - B. Layout of eating area so that everyone can see and hear the program.

If event is held off site consider:

- A. Distance and time from the NBAP Competition site.
 - B. Transportation availability and cost.
 - C. Suitability for caterer.
2. Review possible selections with NBAP Project Manager and state committee.

THREE MONTHS PRIOR TO COMPETITION

1. Make arrangements to distribute gifts if they are to be given here.

DURING THE WELCOME EVENT

1. Make Host State Committee introductions.

ANCW RESPONSIBILITIES/WELCOME EVENT

1. Coordinate with the committee on site selection, program script and introductions.

2. Finalize program script in coordination with the Welcome Event Chair.
3. Present a contestant orientation.
 - A. Provide directions to competition rooms.
 - B. Give instructions on contestant breakfast and lunch during competition.
 - C. Provide instruction concerning outside contact during the competition.
 - D. Provide consumer event and interview schedule.
 - E. Recap all competition rules.
 - F. Provide a printed copy of the orientation, consumer event and interview times to all contestants and guests.

FINANCIAL RESPONSIBILITIES/WELCOME EVENT

HOST STATE

All costs associated with the welcome event including creation and printing of program.

ANCW

Cost of the meal as figured in the registration cost.

AWARDS EVENT

ONE YEAR PRIOR TO COMPETITION

1. Invite media to the event.
2. Coordinate appropriate decorations with the Decorations Chair.
3. Determine if entertainment will be provided following the event.

SIX MONTHS PRIOR TO COMPETITION

1. Coordinate signs with sign committee chair and have the National Beef Ambassador Program logo available for photo session following the event.
2. Coordinate placement of sponsor signs and banners in or near the banquet room.

ANCW RESPONSIBILITIES/AWARDS EVENT

1. Provide a script and coordinate program with Awards Event Chair.
2. Have checks and plaques prepared and delivered for presentation.
3. Attend rehearsal if needed
4. Furnish list of recommended introductions.

FINANCIAL RESPONSIBILITIES/AWARDS EVENT

HOST STATE

1. Entertainment - optional
2. Signage
3. Creation and printing of awards program.

ANCW

1. Facility rental
2. Banquet meal as budgeted for in the registration fee
3. A/V Equipment

HOST STATE HOSPITALITY ROOM COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

ONE YEAR PRIOR TO COMPETITION

1. Secure a room at the hotel for the HOSPITALITY ROOM. This should be accomplished with the Project Manager. It should be a large centrally located room or suite.
2. Make all arrangements for the HOSPITALITY ROOM during the National Beef Ambassador Program Competition.
 - A. Make arrangements for the following:
 1. Room set-up (set room so small groups can visit easily together).
 2. Coordinate room decorations with the decoration committee.
 3. Check hotel policy on bringing food in.
 4. Refreshments (coffee, tea, soft drinks, juice, water/ice, various types of food depending on the time of day).
 5. Serving utensils (napkins, plates, spoons, forks).
3. Recruit enough help to staff Hospitality Room during free times for contestants and attendees.
4. Turn in requests for signs and banners to the Sign Committee by the deadline.

ANCW RESPONSIBILITY

Provide support and assistance to the Hospitality Committee. Everyone is a representative of the industry at all times.

FINANCIAL RESPONSIBILITIES/HOSPITALITY

HOST STATE

All costs.

HOST STATE PUBLICITY/PHOTOGRAPHY COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

PUBLICITY

All press releases must be previewed by NBAP Project Manager prior to release to media.

1. Coordinate with the Host State Beef Council in making media contacts.
 - A. Agriculture Media
 - B. Youth Publications
 - C. Consumer Media
2. Work in community of competition to publicize the event.
3. Work to set up media coverage while youth are in town, particularly the awards event.
 - A. Be sure press is aware that no coverage can take place during the competition itself.
4. Get press releases out in state immediately after competition.

ANCW RESPONSIBILITIES FOR PUBLICITY

1. Publicize NBAP Competition in ANCW Newsletter.
2. Provide a National winner (to be approved by USDA prior to release) and generic press release following the competition.
3. Put press release on NBAP web site.

PHOTOGRAPHY

ONE YEAR PRIOR TO COMPETITION

1. Coordinate with NBAP Project Manager for required photography needs and amount budgeted for services rendered.
2. Secure bids from local photographers. Bids must include:
 - A. Exact dates and times services will be rendered.
 - B. Exact services rendered:
 1. Quality group photo
 2. Photos of all winners following the awards event.
 3. Candid shots of awards event (optional).
 4. All photographs must be given to NBAP Project Manager in a digital format.
3. Upon approval from ANCW/NBAP Project Manager and Host State Chair, sign contract for photographer.

ANCW RESPONSIBILITIES FOR PHOTOGRAPHY

1. Coordinate with Photography Chair, requirements of contracts.
2. Send out Photos to all contestants.

FINANCIAL RESPONSIBILITIES/PHOTOGRAPHY

ANCW

1. All approved costs for photography as allowed in the NBAP budget.

HOST STATE REGISTRATION COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

HOST STATE RESPONSIBILITIES/REGISTRATION

ONE YEAR PRIOR TO COMPETITION

1. Establish two separate areas under registration: *pre-registration* and *on-site registration*.
2. The members of this committee are the **first contact** the contestants and guests have with the National Beef Ambassador Program. Choose members who can effectively communicate with a wide range of people.
3. Contact the convention or tourist bureau, which may provide assistance with tourist information.
4. Work with the NBAP Project Manager to coordinate pre-registration and late registration fees and dates.

PRE-REGISTRATION COMMITTEE

SIX MONTHS PRIOR TO COMPETITION

1. Compile registration/invitation list; coordinate with NBAP Project Manager.
 - A. Contestants
 - B. ANCW Officers and Executive Committee
 - C. State Beef Ambassador Program Chairs and State Presidents
 - D. NBAP Host State CattleWomen
 - E. State Beef Councils
 - F. NCBA President and Executive Vice President
 - G. Media and judges
 - H. NBAP National Committee
 - I. Beef Board Chairman and Executive Vice President
 - J. Contributors or sponsors
 - K. Speakers, celebrities, etc
2. Work with a travel agency or tourism bureau to organize transportation information for airlines.
3. Provide Project Manager with tourist information to be sent in registration packets.

THREE MONTHS PRIOR TO COMPETITION

1. Arrange for the design and production of the following materials:
 - A. Name badges
 - B. Tickets that are color-coded for each meal or event
 - C. Address labels for all national and state sponsors
2. Turn in sign requests for signs and banners to the Sign Committee by the deadline.

ONE MONTH PRIOR TO COMPETITION

1. Have name badges printed. Be prepared to print additional name badges on-site.
2. Assemble information packets for everyone who registers. This list should include judges, speakers, current NBAP Team members, contestants, and guests. The packets should include the following information.
 - A. Schedule of Events
 - B. Name badges (use unique identifier for the contestants)
 - C. Event and meal tickets (possibly color coded for different events)
 - D. Hotel/Motel map
 - E. Evaluation Form
 - F. Tourist information and maps; shopping, restaurant information, etc. (coordinate with the Hospitality Chair)
 - G. Seasonal weather information
 - H. Address labels of all national and state sponsors

ON SITE REGISTRATION COMMITTEE

SIX MONTHS PRIOR TO COMPETITION

1. Coordinate with the decorations committee the theme and décor for the registration area.
2. Select committee members to work at on-site registration. The members of this committee are the **first contact** the contestants and guests have with the National Beef Ambassador Program Competition. Choose members who can effectively communicate with a wide range of people.

ONE MONTH PRIOR TO COMPETITION

1. Have extra supplies available.
 - Extra name badges
 - Pens/Pencils
 - Paper
 - Tape
 - Stapler
 - Cash box and change
 - Calculator
 - Scissors
 - Markers
 - Extra printed materials
 - Trash receptacles

2. Obtain list of complimentary registrations and tickets (judges, sponsors, speakers, NBAP Team Members, etc.) from NBAP Project Manager.

DURING THE COMPETITION

1. Set up registration area.
2. Greet and welcome all guests.
3. Staff the registration desk all day Friday.
4. Hand out information packets.
 - a. Judges and speaker packets should be delivered to Project Manager
5. Sell extra awards banquet tickets, if available.

ANCW RESPONSIBILITIES/REGISTRATION

SIX WEEKS PRIOR TO COMPETITION

1. Send registration packets to:
 - A. Contestants
 - B. ANCW Officers and Executive Committee
 - C. State Beef Ambassador Program Chairs and State Presidents
 - D. NBAP Host State CattleWomen
 - E. State Beef Councils
 - F. NCBA President and Executive Vice President
 - G. Media and judges
 - H. NBAP National Committee
 - I. Beef Board Chairman and Executive Vice President
 - J. Contributors or sponsors
 - K. Speakers, celebrities, etc.

TWO MONTHS PRIOR TO COMPETITION

1. Coordinate with bookkeeper that all registration fees are paid in advance.
2. Make sure Judges, Speakers, NBAP Team Members, ANCW Officers and Executive Committee, and NBAP Committee are registered.

FINANCIAL RESPONSIBILITIES/REGISTRATION

HOST STATE

1. All costs for setup, supplies and personnel to handle the registration, including the cost of name tags, tickets, confirmation packets and registration packets.
2. Registration fees for state contributors.

ANCW

1. Registration fees for judges, workshop speakers National Beef Ambassador Program committee members, and Project Manager.

ONE MONTH PRIOR TO COMPETITION

1. Have name badges printed. Be prepared to print additional name badges on-site.
2. Assemble information packets for everyone who registers. The packets should include the following information.
 - A. Schedule of Events
 - B. Name badges (use unique identifier for the contestants)
 - C. Event and meal tickets (possibly color coded for different events)
 - D. Hotel/Motel map
 - E. Evaluation Form
 - F. Tourist information and maps; shopping, restaurant information, etc. (coordinate with the Hospitality Chair)
 - G. Seasonal weather information

ON SITE REGISTRATION COMMITTEE

SIX MONTHS PRIOR TO COMPETITION

1. Coordinate with the decorations committee the theme and décor for the registration area.
2. Select committee members to work at on-site registration. The members of this committee are the **first contact** the contestants and guests have with the National Beef Ambassador Program Competition. Choose members who can effectively communicate with a wide range of people.

ONE MONTH PRIOR TO COMPETITION

1. Have extra supplies available.
 - Extra name badges
 - Pens/Pencils
 - Paper
 - Tape
 - Stapler
 - Cash box and change
 - Calculator
 - Scissors
 - Markers
 - Extra printed materials
 - Trash receptacles

2. Obtain list of complimentary registrations and tickets (judges, sponsors, etc.) from NBAP, Project Manager.

DURING THE COMPETITION

1. Set up registration area.
2. Greet and welcome all guests.
3. Staff the registration desk all day Friday.
4. Hand out information packets.
5. Sell extra awards banquet tickets, if available.

ANCW RESPONSIBILITIES/REGISTRATION

SIX WEEKS PRIOR TO COMPETITION

1. Send registration packets to:
 - A. Contestants
 - B. ANCW Officers and Executive Committee
 - C. State Beef Ambassador Program Chairs and State Presidents
 - D. NBAP Host State CattleWomen
 - E. State Beef Councils
 - F. NCBA President and Executive Vice President
 - G. Media and judges
 - H. NBAP National Committee
 - I. Beef Board Chairman and Executive Vice President
 - J. Contributors or sponsors
 - K. Speakers, celebrities, etc.

TWO MONTHS PRIOR TO COMPETITION

1. Coordinate with bookkeeper that all registration fees are paid in advance.
2. Make sure Judges, ANCW Officers and Executive Committee, and NBAP Committee are registered.

FINANCIAL RESPONSIBILITIES/REGISTRATION

HOST STATE

1. All costs for setup, supplies and personnel to handle the registration, including the cost of nametags, tickets, confirmation packets and registration packets.
2. Registration fees for state contributors.

ANCW

1. Registration fees for judges, workshop speakers National Beef Ambassador Program committee members, and Project Manager.

HOST STATE SIGN COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

SIX MONTHS PRIOR TO COMPETITION

1. Request signs from ANCW office to be sent to chairman.
2. Inventory signs.
3. Work with all committee chairs to determine the necessary signs.
4. Set a deadline for all sign requests from other chairs to the request form.
 - A. Distribute sign request forms to committee chairs.
5. Request bids and select a sign company to make any necessary new signs.
6. Arrange to have all signs and banners installed. Order easels, rope, Velcro, etc. as needed.

DURING THE COMPETITION

1. Store signs in hospitality room.
2. Distribute signs to appropriate committees and/or specifies areas.
3. Make sure all signs are in place each day.
4. Collect signs after the event or program has adjourned and give to NBAP Project Manager at hotel.

ANCW RESPONSIBILITIES FOR SIGNS

SIX MONTHS PRIOR TO COMPETITION

1. Send requests for any required signs to Sign Chair by deadline.

FINANCIAL RESPONSIBILITIES

HOST STATE

Production cost of host state sponsor sign.

ANCW

Cost of signs for competition.

SIGN/BANNER REQUEST FORM

Committee _____

Committee Chair _____

Number of Signs _____ Indoor _____

Number of Banners _____ Outdoor _____

Approximate size (width by length) _____

Draw the size (ON A SEPARATE SHEET OF PAPER be sure to show top, bottom, vertical, horizontal):

Wording to Read/Placement of Wording _____

Placement of sign _____

Installation Method:

Easel _____ Velcro _____

Tape _____

Hang _____ Other _____

Special
Instructions _____

Date and time to be set up _____

Date and time to be taken down _____

Please return to _____

Deadline _____

HOST STATE TOURS/TRANSPORTATION COMMITTEE PLANNER

Chair _____ Phone _____
Address _____ email _____

SIX MONTHS PRIOR TO COMPETITION

For guests that arrive early and post competition tours.

1. Provide information for short tours of the area.
 - A. Shopping
 - B. Tourist area
 - C. Museum
 - D. Sports facilities
 - E. Biking/swimming, etc.
 - F. Restaurants
2. Provide information on:
 - A. Transportation: vans, cabs, tour bus, etc.
 - B. Ticket costs
 - C. Time commitment
 - D. Scheduled hours of operation
 - E. Include a city map for walking tours
3. Utilize tourist bureaus, restaurant association, or Chamber of Commerce for literature.
4. Provide Registration Chair all needed information for tours.

THREE MONTHS PRIOR TO COMPETITION

1. Arrange for transportation to and from airport and hotel.
 - A. Hotel Shuttle
 - B. Vans

DURING THE COMPETITION

1. Check that airport to hotel transportation is running.

ANCW RESPONSIBILITY TOURS AND TRANSPORTATION

1. Make final selection with committee chair on tours and transportation.

FINANCIAL RESPONSIBILITY

HOST STATE

1. Any extra costs not allowed in the registration budget.