

GUIDELINES FOR HOSTING AN OKFRW BOARD MEETING

1. Prior to volunteering, get together with your club to generate excitement and ideas. If you need help, ask a neighboring club to co-host with you.
2. Once your club is selected to host the Board Meeting, **find a meeting location** that is available on the date set by the Board of Directors. Coordinate with the OKFRW President for the date and time.
3. **Arrange for a hotel/motel** to block 8 to 10 rooms at a “discount” rate for the night before the event.
4. **Arrange a Friday night dinner.** Try to keep this dinner at a low cost. Options include local club providing a “potluck” dinner with donations from the guests to help cover costs or reserve a “party room” at a local restaurant on a Dutch Treat basis. The less expensive it is, the more people will attend.
5. Contact the **Newsletter Chair with the location, hotel, meeting lunch and Friday dinner details 45 days prior** to the event. This information **MUST** go out with the official call.
6. Arrange for the **meeting room and optional luncheon room** at the meeting venue.
7. Arrange for **tables** for attendee seating, door prize/item sales table(s), Officer’s head table (8 seats), Flyers and Minutes table and the Credentials/Check-In (2 tables).
8. Arrange for **microphones** for the meeting room and luncheon room. Let OKFRW President know if you will need a portable microphone.
9. Arrange for a continental **breakfast** for the morning of the meeting at the meeting site. Include, juice, pastries, coffee, tea and water.
10. Arrange for an **on-site lunch**. Please include a green salad and/or mixed vegetables for those with diet limitations. A sugar free dessert option is greatly appreciated.
11. Luncheon Program – You *may* provide entertainment or a speaker for the luncheon. If provided, the lunch should not exceed 1-1/2 hours. Ideas for speakers include local state reps or senators, town mayors or other influential persons. Speaker does not have to be political. Speakers fees are not authorized, but a small gift for the speaker may be appropriate (get it donated if you can). Do not exceed \$30 for the speaker gift without authorization from the President.
12. Breakfast and lunch costs should not exceed \$20 per person.
13. The Treasurer shall send you a copy of the approved meeting budget. The Treasurer can send a **deposit check** to hold the facility for the date of the event.
14. All **registration fees** will be sent to the **Credentials Chair**. Checks shall be made payable to the OKFRW.
15. Meeting room expenses and food will be paid by OKFRW. Decoration costs, up to the budgeted amount, will be reimbursed. Speaker gift will be reimbursed for up to \$30, unless a different amount is previously authorized by the President.

Recommendations:

- Invite local and state **Republican candidates**. They may purchase a candidate presentation table at the event for \$100. They can be introduced and depending on the time available, they may say a few words.

Optional:

- Door Prizes. You can have each club bring a donated basket to the event or get donations from local businesses. (Cost is not reimbursable).
- Your club can sell or raffle items as fund-raisers for your club.
- Table Centerpieces can be sold or raffled to raise money for your club.