



ANNUAL CONFERENCE PROPOSAL PACKET

Thank you for your interest in hosting the Texas Living History Association Annual Conference! We hope this document will answer all of your questions. Our membership has high expectations of our conferences, but please do not think you are too small or inexperienced to host a conference. We are excited to consider your proposal and are here to help in any and every way possible!

General Information: The selection of sites for the TLHA Annual Conference is made by the Board of Directors. Sites that are institutional members of TLHA are given priority in the site selection process.

Selections of host sites are made two years before the conference in question and will be announced at the preceding year's business meeting. The host site should select a contact person who will act as the Conference Committee Chair and will be responsible for making regular reports to the Board of Directors through the Board **events liaison**. The Conference Committee typically consists of the Conference Chair, Association Treasurer, the host site's Association Regional Representative, and as many TLHA members and local contacts as the Chair may deem necessary.

Conferences are traditionally held in the third full week of January and begin on Wednesday or Thursday and run until Sunday.

Our annual conferences have a set of specific events that **MUST** be included in the schedule for the conference. These required events include:

1. Registration/Information Table
2. Indoor/Outdoor Hands-On Workshops (typically conducted on Thursday and/or Friday)
3. Welcome Reception (supplemented potluck, conducted on Friday evening)
4. Concurrent Classroom Sessions (typically conducted on Saturday and possibly Sunday)
5. Business Meeting Luncheon/ Keynote Address (catered, conducted Saturday mid-day)
6. Grand Banquet and Awards Ceremony (catered, conducted Saturday evening)

Appropriate facilities for the above events **may** be located at the host site or within a reasonable (preferably walking) distance of the **host site** so please do not let size of site keep you from **applying**.

Ideally the Conference Hotel will be within a 15-minute drive from the Conference Site/campus.

The following sections further explain the specific requirements of the Conference Committee:

Conference Theme/Title and Logo: It is incumbent upon the Conference Committee to set an overarching theme for the conference that is related to living history. This does not necessarily have to pertain to the host site's history or interpretation but should reflect the mission statement of the Texas Living History Association and its values. Workshops, sessions, keynote addresses, and other offerings should, but are not required to, reflect the conference theme within reason. This theme should be accompanied by a unique logo that will be used in the conference packet, promotional materials, and printed on T-shirts.

T-Shirts: Typically, TLHA has offered T-shirts with the conference theme/title and logo to those who register early (prior to January 1st). It is up to the conference committee to coordinate the design and production of these shirts and ensure delivery prior to the start of the conference.

Registration/Information Desk: A registration desk must be staffed from the hours of 8:00 am-6:00 pm from the opening of the conference until the Annual Business Meeting or all attendees are checked-in, whichever comes first. This can be staffed by TLHA Board Members, general members, host-site employees/volunteers, or anyone familiar with the general plan of the Conference. The registration desk is where conference attendees check-in and receive nametags, conference schedules, site maps, T-shirts, site literature/swag, local area promotional literature/swag, etc. A schedule should be drawn up by the Conference Committee to ensure that at least one person covers the registration desk until the aforementioned benchmarks.

Conference Packet: The Conference Committee is responsible for having the details of the conference decided, planned, and reserved by August 29th. These details, including: conference theme, schedule, and map; host-site information, hotel arrangements, and traveling directions; workshop/classroom sessions (with descriptions), field trip offerings and reception/banquet information; President's Message and Keynote Introduction; local information such as shopping, restaurants, and religious services; auction and vendor details; and any other pertinent information must be written up in a formal packet to be published online and printed for distribution at the conference. This packet must be submitted to the TLHA Board of Directors no later than September 1st for cursory approval before being published on the Association's website by the Webmaster on September 15th. Previous conference packets and templates are available upon request.

Hands-On Workshops: Typically there is at least one day (often two) of hands-on workshop sessions. These can span the course of a full-day or half-day at the discretion of the presenter. These also occasionally incur an additional cost upon workshop registrants. In past conferences, there has been need for both indoor and outdoor areas of varying sizes to conduct these sessions. Logistic requirements such as water, electricity, firewood, tables etc. need to be considered when planning workshop spaces.

Classroom Sessions: Typically, there is at least one day (often two) of concurrent classroom sessions. These last 45 minutes to an hour and there are at least 2-3 morning and 2-3 afternoon sessions on the days scheduled for the classes. Presenters may require the use of audio-visual support including electricity, Wi-Fi, computer projectors, projector screens, speakers, etc.

Logistic requirements such as tables, chairs, podiums, and easels should be considered when planning classroom spaces.

Meals: Annual TLHA Conferences include at least two catered meals with the cost of registration: Saturday lunch and Saturday dinner. Saturday lunch is served during the Annual Business Meeting and we suggest that this be done in the form of a box luncheon or other simple service manner to maximize efficiency. Saturday dinner is served during the Annual TLHA Banquet and Awards Ceremony and should take the form of a buffet-served meal. It is suggested that meals be planned with the conference theme or host-site history/interpretation in mind.

Welcome Reception: On Friday evening a Welcome Reception is held to begin the “formal” conference. Typically, this is a supplementary potluck where attendees are invited to bring homemade “pickled, preserved, or smoked” offerings to share with the group. TLHA supplements this with appetizer trays and non-alcoholic beverages. The reception facility must allow alcohol consumption on the premises. If additional security/law enforcement is required, this must be indicated on the application worksheet below. This event can be BYOB or feature a cash bar.

Annual Business Meeting: At least 90 minutes of the Conference must set aside for TLHA to conduct its Annual Business Meeting. Typically, the best time to schedule this is during the catered Saturday lunch. Refer back to the “Meals” section for additional information.

Keynote Address: The Conference Committee is responsible for identifying one Keynote Speaker to conduct a 30-45 minute address to the Conference as a whole. TLHA will provide two-nights’ accommodation, a complimentary year’s membership in TLHA, and a \$200 honorarium to the guest speaker at the time of the conference. The speaker’s address should be targeted upon either the conference theme or the mission of the TLHA in general. This is not meant to be an interpretive program as given to a public audience (although that can be a part of the overall address), but rather a program meant to advance the hobby and profession of living history interpretation for the conference attendees. It is recommended that this takes place during the Saturday luncheon but it can also take the place of the first morning session on Saturday.

Annual Banquet and Awards Ceremony: The feature event of the Conference is the formal Banquet and Awards Ceremony held on Saturday Evening. Conference attendees are encouraged (but not required) to wear living history costumes/impressions during the banquet. This event is catered and should be treated as akin to a wedding reception or other formal meal and ceremony event. Decorations and ceremonial evolutions are at the discretion of Conference Committee but are strongly recommended within reason. Alcohol consumption must be authorized at the selected venue, any security or law enforcement requirements must be listed on the application worksheet below. This event can be BYOB or feature a cash bar with or without limited drink tickets.

Auctions: Typically, TLHA Conferences include at least one auction. This usually takes the form of a live Auction to round out the banquet after attendees are well-fed and comfortable. Silent auctions may be held during or preceding the banquet and may occur throughout the day during the sessions. It is recommended that auction items be segregated into “unique and interesting” items for the live auction and “standard or common” items for the silent auction(s). All proceeds of the auctions go to support TLHA, future conference fellowships, ALHFAM scholarships, and TLHA grants across

the State of Texas.

Field Trips: A variety of local historical or cultural sites should be selected as possible field trip offerings to conference attendees. Typically, field trips are self-guided offerings, but the Conference Committee is welcome to coordinate further at their own discretion. This is also an opportunity for the host site to offer conference attendees a chance to “visit” the site as members of the general public as there is not usually time to “tell the story” of the host site during the conference itself. These trips do not need to have transportation coordinated, that is the responsibility of those seeking to go on them. These offerings traditionally bookend the conference on Wednesday and Sunday afternoon and are not recommended at other times without prior consultation with the Board of Directors.

Conference Hotel: A local hotel must be selected by the Conference Committee as the official conference hotel for attendees. Ideally, this will be within a 15-minute drive of the host site/conference area. The hotel should be open to offering a group discount as the conference typically attracts between 75-125 attendees. A block of at least 30-50 rooms is recommended under the name “Texas Living History Association (TLHA) Conference”. Hotel accommodations ARE NOT to be included in the conference fee, attendees are responsible to make accommodation arrangements as best suit them.

Hospitality Suite: If possible, it has been the tradition of TLHA conferences to offer a “hospitality suite” at the conference hotel. Rentable recreation rooms at the hotel are ideal for this purpose if applicable. Hotel bars are also acceptable if rental rates are not within a reasonable price point. If this is not available, the Conference Committee is responsible for identifying local bars or restaurants (late hours) that can serve the same purpose, preferably within walking distance of the hotel.

Camping Arrangements: If the Host site has low/no-cost camping facilities or availability nearby, it is recommended that this information be published in the conference packet as an alternative option to conference attendees.

Vendors: Occasionally, but not always, TLHA conferences attract vendors to attend that wish to set up a booth to sell living history wares. This IS NOT an open invitation to trinket-salespersons or public novelty “sutlers”. Vendors applying for space at the conference should be vetted by at least one TLHA Board Member to ensure that only quality offerings are available to attendees. The Conference Committee is invited to be very discerning in the approval of vendor applications.

Budget: Once your site has been selected, you will be provided with a detailed budget. These figures are based on prior conference performance and current Association financial standing. The Conference Committee has the authority to set the price of conference registration within reason, traditionally less than \$125/person. Attendance to TLHA conferences has varied but typically runs between 75-125 attendees. The Conference Committee will need Board approval if any line item exceeds 5% of the budgeted amount; however, in coordination with the Association’s treasurer, the Conference Committee may “move” budget items to accommodate different line item’s needs.

Insurance: TLHA will provide liability insurance. If required, proof of insurance may be obtained from the TLHA Treasurer.

TLHA Annual Conference Proposal Worksheet

Point of Contact Information

Name: _____
Email Address: _____
Phone Number: _____
Agency, Site, or Organization Affiliation: _____
TLHA Individual Membership?: _____

Host Site Information

Site Name: _____
Site Address: _____

Site Point of Contact Name: _____
Site Phone Number: _____
Agency/Organization Affiliation: _____
TLHA Institutional Membership?: _____

Facilities Information

Classroom/ Workshop Spaces [indoor/outdoor?]:
Small (10-25 person capacity): _____
Medium (25-40 person capacity): _____
Large (40+ person capacity): _____

Additional Information:

General Use Areas (for Vendors, socializing, silent auction, session interim areas) [list by specific location and size]:

Banquet/Reception/Business Lunch Areas [list by specific location and size]:

Alcohol-consumption Policies?:

Logistic Capabilities (tables, chairs, coffee/refreshment stations, podiums/rostra, projectors, screens, easels, Wi-Fi connectivity, etc.) [please be comprehensive and specific]:

Conference Hotel(s):

Hospitality Suite?:

Non-Host Site Facility Rental(s):

Caterer Options/Suggestions:

Proposed Conference Theme:

Guest Speaker(s) Suggestions (?):

Field Trip Opportunities (within 60-90 minutes of host site):