

ANNUAL CONFERENCE PROPOSAL PACKET

Thank you for your interest in hosting our annual conference. By providing the information, it will help the Board make an informed decision on your site’s suitability for our conference needs. All funds come from registration fees and TLHA will be responsible for all payments to vendors. Any donations of services, rentals, venues, or funds from grants or Friends group are always welcomed to help keep prices affordable for the attendee.

The host site is generally responsible for:

* Negotiating with hotels for a conference rate – generally we ask for a room block of 50 rooms
* The host site shall designate a representative or representatives to be available to the committee to discuss conference logistics. A site representative should also be available to the full Board when requested to update the Board on any site issues.
* The host site shall work with the conference committee to develop a site appropriate theme.
* Negotiating any facilities that would be used for the conference. This can be at the host site or nearby sites that would be able to host all or part of the conference (e.g., a church fellowship hall). For the lunch (Saturday) and evening banquet (Saturday), the site must be able to hold 75 to 100 people
* Arrange field trips, including transportation, tours, lunch stop and determine costs associated with the field trips. Field trips are held the Thursday of conference
* Friday has traditionally been a welcome reception which is potluck but can also include some supplemented catering – such as meat/cheese trays, et cetera.
* Indoor and outdoor space for workshops (Friday). In the past workshops have included blacksmithing, butchering, cooking, fabric/yarn dyeing. Please advise TLHA of any restrictions for outdoor workshops so the conference committee can take that into account when sending proposals for workshops (e.g., no outdoor fires allowed, no weapons, et cetera)
* Arrange catering for Saturday lunch and dinner.
* Apprise TLHA of any AV equipment that the site has available with enough time for TLHA to make arrangements to supplement.

TLHA is generally responsible for:

* Gathering all workshop/session proposals
* All communication with proposed presenters
* Setting the schedule and working with the host site to determine space needed for each workshop/session.
* Forming a conference committee. The host site shall designate a representative to be available to the committee to discuss conference logistics. The representative should also be available to the full Board when requested to update the Board on any site issues.
* All conference registration and communication with attendees.
* Paying all vendors once proper invoices are presented to the TLHA treasurer and/or president

If your site can accommodate those requirements, please fill out the following information and return to info@texaslivinghistoryassociation.org by August 1, 2024. The Board will review all proposals and a site will be chosen from among the candidates.

Information

 Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities Information

 Classroom/ Workshop Spaces [indoor/outdoor?]:

 Small (10-25 person capacity)

 Number of rooms: \_\_\_\_\_\_\_\_\_ [ ]  Indoor [ ]  Outdoor [ ]  Both

 Medium (25-40 person capacity)

 Number of rooms: \_\_\_\_\_\_\_\_\_ [ ]  Indoor [ ]  Outdoor [ ]  Both

 Large (40+ person capacity)

 Number of rooms: \_\_\_\_\_\_\_\_\_ [ ]  Indoor [ ]  Outdoor [ ]  Both

 Are you able to provide electricity to the rooms? [ ]  Yes [ ]  No

 What A/V equipment is available for our use?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What is the estimated cost of using that equipment?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Banquet room (50+ person capacity) [ ]  Yes [ ]  No

Are there any restrictions TLHA should know about (e.g., no fires on the grounds, no weapons/discharge of firearms )? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With a generalized understanding that we would need indoor/outdoor space for workshops on a Friday and indoor/outdoor space for sessions on a Saturday, what is a generalized rental fee for your facility (with the understanding that the final fee will be computed once your site is selected)? \_\_\_\_\_\_\_\_\_\_\_\_

If you need more information to provide this estimate, please feel free to reach out to us at info@texaslivinghistoryassociation.org