Congratulations! Your college has been chosen as a site for our Baccalaureate Leadership Council quarterly meeting(s). What do you do next?

In order to ensure a successful meeting, we need to make sure a few things are in order. As the host facility, your job is to:

1. Check your campus calendar for events and schedule the date ASAP
2. Schedule Rooms for the meeting
   a. Day #1
      i. Plan for anywhere from 20-50 attendees (actual numbers can be given closer to the event)
      ii. Set up the room in a horseshoe or circle or use round tables
      iii. For part of the meeting we break into committees.
         1. We will need 5-6 places for our committees. Reserve 3-4 rooms for this (we can also use the main room for a few committees)
         iv. Invite your VPI (or someone you designate) to welcome the group to campus
   b. Day #2
      i. Business meeting. We just need one room. Usually smaller attendance (approximately 20-30 attendees).
      ii. Set up the room in a horseshoe or circle
3. Provide Audio/video
   a. Work with your IT to ensure we have audio and video in the main room for both days.
      i. Include a microphone for use in room so Zoom attendees can hear us
      ii. Include a speaker so we can hear Zoom attendees
   b. Set up a Zoom link for members to use to participate remotely
      i. Send link to BLC Secretary for inclusion in meeting materials
4. Provide a map/parking directions/passes
   a. Send BLC Secretary information on where to park/campus map
   b. Send BLC Secretary information on parking passes
   c. Send BLC Secretary any other important campus related information
5. Schedule Food (check with BLC Secretary to get final registration numbers)
   a. Day #1
      i. Light breakfast
      ii. Lunch
   b. Day #2
      i. Light breakfast
   c. Note - Order plenty of coffee, and more water than soda. Make sure to also plan for some vegetarian and vegan breakfast and lunch options.
   d. Budget = $1200 or less total. Contact Treasurer if this is a problem.
6. Set up a local hotel
   a. Get a block of 8-10 rooms with the government rate
b. Make sure to allow for the night before the meeting as well as nights of the meetings
c. Ask for block to be held until 1 week before meeting
d. Send hotel information to Secretary for inclusion in meeting materials

7. Set up a dinner night for attendees at a local restaurant.
   a. If one day meeting set it for night before meeting.
   b. If two day meeting set it for night in between day 1 and day 2.

Day of
1. Get their early and make sure
   a. There is signage to direct people to the room
   b. Room is set up
   c. Coffee/tea/food is set up (have it arrive at least 15 minutes before start of meeting)
   d. Zoom is up and ready