

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 if 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