

Hotel

Rooms

Complimentary Rooms. Know your contract and how many complimentary rooms you will be given. The hotel will add up totals for the entire conference rather than a number of complimentary rooms per night. The contract should have at least the President's suite complimentary as part of the contract.

Rooms that SASFAA automatically comps are: President-elect, Treasurer, Conference Chair, Membership Chair, Vendor/Sponsor Chair, and Local Arrangements Chair(s).

The Hotel Liaison will book rooms for the Executive Board, Conference Committee, General Session Speakers, Interregional Visitors, and the Department of Education personnel. [***Make sure you have enough rooms reserved at the Federal Rate for our DOE personnel.***]

See “SASFAA Speakers & Comp List” (attachment 31)

VIP Rooms. The hotel will give you the number of VIP room gifts you have available (i.e. gift basket in room upon arrival). They should go to the following, inasmuch as you have available:

- President
- Keynote Speaker
- NASFAA Chair
- NASFAA Interregional Visitors

Upgrades. The hotel will allow a certain number of rooms you might be able to “upgrade” to a nice room. In as much as are needed and available, upgrade the following:

- President-elect
- Vice President
- Conference Chair
- Conference Chair-elect
- Immediate Past President
- Hotel Liaison
- Vendor/Sponsor Chair
- Membership Chair
- Local Arrangements Chair(s)
- Electronic Services Chair
- Diversity Chair

SASFAA Hospitality. The SASFAA Hospitality Room will be the President's Suite. Try to secure the room number as early as possible, for printing of invitations, etc. [Some hotels may not release the room number assigned until very close to the time of the event.] The President will designate someone to be in charge of the Hospitality Room.

Host State Hospitality. Try to locate the Host State's Hospitality Room in a convenient location so that normal traffic patterns will encourage visits.

Computer/Voting Lab. Try to locate the Computer & Voting Lab in a convenient location so that normal traffic patterns will encourage visits.

Sessions. Review the contract carefully and begin to look at rooms needed and rooms that can be released. Make sure you hold all rooms until as late as possible, especially if other plans for an off-site event have not yet been finalized. Begin to work with the Hotel Liaison regarding room setup - entrance, # of seats, seating style (theater, classroom, rounds, etc.). When concurrent sessions have been finalized, begin to place them based on estimated attendance (i.e. Department of Education sessions tend to have larger numbers).

Banner(s). You will need to schedule with the hotel the hanging of the SASFAA Banner behind the Head Table for all of the General Sessions.

You may elect to have state banners hung (depending on cost). In 2006, we had the drayage company (see Vendor/Sponsor Section) set up in the back of the General Session room so that State Banners could be hung.

[MAKE SURE ALL BANNERS ARE PICKED UP WHEN THE CONFERENCE IS OVER.]

Food

Try to obtain a final cost listing of food & beverage items as early as possible. In selecting meals, please review previous budgets in terms of cost of meal as well as the number guaranteed.

[This is your largest cost item – the closer you can guess to the number eating, the more you save!]

For SASFAA 2006 in Greensboro, the following cost for general meals and the # guaranteed (which was pretty much on target for the total registered figure of 875):

President's Reception (Sunday evening) - \$20,500 (550)
Monday Luncheon - \$18.95++ (625)
Tuesday Banquet - \$36.00++ (550)
Wednesday Breakfast - \$17.50++ (400)

You also need to include other food functions for the entire conference (continental breakfasts, breaks, etc.), as well as small breaks/meals for other small groups/meetings during SASFAA.

Audio Visual

This is another big ticket item so obtain costs for in-house AV as early as possible. Be sure to coordinate with all General and Concurrent Session speakers in regard to their needs.

Registration for on-site registrants must have a dedicated telephone line. In addition, find out specifically about the cost of internet – in the session rooms as well as guest rooms.

General Sessions. Determine as early as possible the AV needs for General Session speakers. Work with the hotel as to whether 1 or 2 big screens are needed and schedule events to minimize cost.

Concurrent Sessions. For the past several years, SASFAA has requested that concurrent session speakers bring their own laptop and video projector. However, we have had local members offer to bring laptops and projectors for use during the concurrent sessions to save on costs. These must be monitored closely (tagging items as they are brought in so that all parts go back to where they originated). It also takes great effort to make sure all machines are up and running smoothly during all concurrent session times.

Computer Lab/Hands-On Learning Lab. SASFAA has been renting the equipment for these two areas for the past several years. A reputable computer rental company should be secured for the setup and breakdown of these two areas. Both areas must be in secure rooms for overnight storage.

NSLP (Rick Johnson) and American Student Assistance (Ken Garrett) have been sponsoring the Hands-On Learning Lab. The home state's guarantee agency has sponsored the Computer Lab for the past several years.

SASFAA 2006 Rooming List

POSITION	NAME	ROOM PREFERENCES King or double & Smoking or non-smoking	E-MAIL/CONFIRMATION NUMBER FOR HOTEL ROOMS	PHONE #	FAX #
President	Guy F. Gibbs VIP-no charge	President suite-no charge Per contract Driving, arrives 2/9, departs 2/15	ggibbs@nvcc.edu 850906, 950911	(703) 323-3085	(703) 323-2189
Vice President	Deborah "Tolley" D. Tollefson 5 nights comp'd	King, Non-smoking. Driving, arrives 2/10, departs 2/15 All nights on Master	ddtollef@uncg.edu 962819	(336) 334-4229	(336) 334-3010
Secretary	Sandra "Sandy" Neel	Double, Non-smoking Flying, arrives 2/10, departs 2/15 2/10, 2/11 on Master	sneel@utm.edu 962821	(731) 881-7044	(731) 881-7036
Treasurer	Heather H. Boutell 6 nights comped	Double, Non-smoking Would like 3 rd floor Driving with Michael Morgan, arrives 2/9, departs 2/15, all nights on Master	hboutell@bellarmine.edu 962824	(502) 852-3870	(502) 852-0182
President-Elect	Brent B. Tener No charge for room	Adjoining room of Pres suite-comped Flying, arrives 2/10, departs 2/15	b.tener@vanderbilt.edu 850914	(615) 343-1422	(615) 343-8512
Past President	Janet Sain	Double, Non-smoking Driving, arrives 2/9, departs 2/15 All nights on Master	janet.sain@suntrust.com 922836	(336) 287-7438	(413) 376-2850
AL State President	William "Buddy" G. Jackson II	King, Non-Smoking Flying, arrives 2/10 at 12:58pm, departs 2/15 at 2:00pm. 2/10 and 2/11 on Master	bjackson@faulkner.edu 962872	(334) 386-7293	(334) 386-7201
FL State President	Ruth Strum	Double, Non-smoking Flying, arrives 2/10 departs 2/15 2/10 and 2/11 on Master	ruthstrum@clearwater.edu 962876	(727) 726-1153 X214	(727) 791-1347
GA State President	Suzanne P. Pittman	King, Non-smoking Flying, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	suzanne.pittman@gcsu.edu 962879	(478) 445-5853	(478) 445-0729

SASFAA 2006 Rooming List

POSITION	NAME	ROOM PREFERENCES King or double & Smoking or non-smoking	E-MAIL/CONFIRMATION NUMBERS FOR HOTEL ROOMS	PHONE #	FAX #
KY State President	Shelley Park	Double, Non-smoking Flying, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	shelley.park@eku.edu 962882	(859) 622-1754	859-622-2019
MS State President	Soraya B. Welden	King, Non-smoking Flying, arrives 2/10 at 3:05 on Delta 297, departs 2/15 at 2:00 on Delta 833 2/10 and 2/11 on Master	swelden@mcc.cc.ms.us 962884	(601) 484-8628	(601) 484-8607
NC State President	Dana D. Kelly	King, Non-smoking Driving, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	dkelly@highpoint.edu 962927	(336) 841-9128	(336) 888-6382
SC State President	Nancy T. Garmroth	King, Non-smoking, wants 3 rd floor Driving, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	garmrothn@stcsc.edu 962887	(864) 591-3823	(864) 591-3945
TN State President	Forrest M. Stuart	King, Non-smoking Flying, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	stuart@rhodes.edu 943565	(901) 843-3810	(901) 843-3435
VA State President	Brad D. Barnett	Double, Non-smoking, wants 3 rd floor Driving, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	barnetbd@jmu.edu 962891	(540) 568-2894	(540) 568-7994
Agency Liaison	Mike Hawkes	Either as long as it is a smoking room Flying. Arrives 2/10, departs 2/15 not on Master	mhawkes@ecmc.org 962895	(804) 267-7101	(804) 267-7153
Audit/Finance	Clark Aldridge	King, Non-Smoking Flying, arrives 2/10, departs 2/15. Not on Master	caldridge@cfsloans.com 962896	(205) 685-1910	(205) 685-1909

SASFAA 2006 Rooming List

POSITION	NAME	ROOM PREFERENCES King or double & Smoking or non-smoking	E-MAIL/CONFIRMATION NUMBERS FOR HOTEL ROOMS	PHONE #	FAX #
Conference	Lisanne J. Masterson	Executive suite, non-smoking-comped Driving, arrives 2/9, departs 2/15	lisanne@brevard.edu 952340	(828) 884-8287	(828) 884-3790
Dept. of Ed. Liaison	Greg Martin	King, non-smoking Flying, arrives 2/10, departs 2/15. Not on Master. Gov't rate honored	gregory_martin@ed.gov 943445	(215) 656-6452	(215) 656-6499
Diversity	Cruzita "Crusie" Lucero	Double, Non-smoking. Driving. Arrives 2/10, departs 2/15 2/10 and 2/11 on Master	cmlucero@northeaststate.edu 962906	(423) 323-0233	(423) 323-0232
Electronic Services	Erik Melis	King, Non-smoking Flying, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	emelis@gmu.edu 962908	(703) 993-2356	(703) 993-2350 (703) 783-2062 (Direct to Email)
Legislative Relations	William "Bill" Spiers	Double, Non-smoking Flying? Arrives 2/10, departs 2/15 2/10 and 2/11 on Master	spiersb@tcc.fl.edu 962909	(850) 201-8399	(850) 201-8414
Lender Liaison	Paul J. Mittelhammer	King, Non-smoking Flying. Arrives 2/10, departs 2/15. not on Master	paul.mittelhammer@citigroup.com 962910	(404) 929-0251	(404) 929-0252
Membership	Juanita M. Russell	Double, Non-smoking Driving, arrives 2/9, departs 2/15 All nights on Master	Juanita@alcorn.edu 962912	(601) 877-6190	(601) 877-6110
Newsletter	April Kendrick	Double, Smoking Flying, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	april.kendrick@kctcs.edu 962913	(859) 246-6304	(859) 257-6274
Site Selection	Ron Gambill	Jr suite, Non-smoking Room already reserved. Flying, arrives 2/10, departs 2/15. not on master.	rgambill@edsouth.org 923977, 923950, 923971	(615) 771-8505	(615) 771-8276
Vendor/Sponsor	Keith Reeves	King, Non-smoking Driving, arrives 2/9, departs 2/15 All nights on Master	dkr@clermson.edu 962914	(864) 656-5085	(864) 656-1831

SASF AA 2006 Rooming List

POSITION	NAME	ROOM PREFERENCES King or double & Smoking or non-smoking	E-MAIL/CONFIRMATION NUMBERS FOR HOTEL ROOMS	PHONE #	FAX #
Special Appointee General	Susan Little	King, Non-smoking Flying? Arrives 2/10, departs 2/15 2/10 and 2/11 on Master	slittle@arches.uga.edu 962915	(706) 542-3476	(706) 542-8217
Special Appointee Long Range Planning	Carol Mowbray	King, Non-Smoking. Alan coming. Driving. Arrives 2/10, departs 2/15 2/10 and 2/11 on Master	c.mowbray@nvcc.edu 962918	(703) -323- 3084	(703) 323-2189
AL Conf rep	Shannon Cross	King, Non-smoking Flying, arrives 2/10, departs 2/15 Not on Master	Shannon.cross@amsouthlending.com 962920	706-235-7318	706-235-5781
FL Conf rep	Anna Zawisza	King, Non-smoking Flying, arrives 2/10, departs 2/15 Not on Master	azawisza@axiommg.com 962921	904-389-0831	904-384-4328
GA Con rep	Deborah Clark	King, Non-smoking, wants 3 rd floor Flying. Arrives 2/10, departs 2/15 2/10 and 2/11 on Master	dclark@atlantatech.edu 962922	404-225-4714	404-225-4721
KY Conf rep and 2007 Conf chair	Michael Morgan	King, Non-smoking Driving w/ Heather, arrives 2/9, departs 2/15 Not on Master	mmorgan@edamerica.net 932161	859-224-0726	859-224-0826
MS Conf rep	Laura Diven-Brown	Double, Non-smoking Flying, arrives 2/10 departs 2/15 at 2/10 and 2/11 on Master	ldivenbr@olemiss.edu NWA 11:58am NWA 4:50pm 962923	662-915-5633	662-915-1164
NC Conf rep	Rosemary Stelma	Double, Non-smoking Driving, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	stelmar@email.ecu.edu 962924	252-328-6972	252-328-4347
SC Conf rep	Bill Whitlock	King, Non-smoking Driving, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	whitlockwh@cctech.edu 962925	803-778-6668	803-778-6697
TN Conf rep	Janette Overton	King, Non-smoking Driving, arrives 2/10, departs 2/15 2/10 and 2/11 on Master	joverton@jbc.edu 962926	865-573-4517	865-251-2337
VA Conf Rep	Patricia Kelly	King, Non-smoking Flying. Arrives 2/10, depart 2/15 2/10 and 2/11 on Master	pgkell@wm.edu 962927	757-221-2420	757-221-2515
Local Arrangements Co-chair	Bridget Ellis	King, Non-smoking Driving, arrives 2/9, departs 2/15, has room reserved, All nights on master	bellis@collegeloan.com 890741, 890752	252-206-4900	252-206-4971

SASF AA 2006 Rooming List

POSITION	NAME	ROOM PREFERENCES King or double & Smoking or non-smoking	E-MAIL/CONFIRMATION NUMBERS FOR HOTEL ROOMS	PHONE #	FAX #
Lender Liaison	Gary Mann	Double, Non-Smoking Already has room reserved Driving. Arrives 2/10, departs 2/15. not on master.	Gary.mann@nelnet.net 962948	404-874-3460	404-874-3836
Opening Keynote Speaker	Roger Reece VIP	King, Non-Smoking Flying, arrives 2/11, departs 2/13 On Master	962933		
Federal Speaker	Jeff Baker	King, S or NS don't know yet Flying, arrives 2/12, departs 2/14 Gov't rate	962937		
Federal Speaker	Kathi Makowski	King, S or NS don't know yet Flying, arrives 2/12, departs 2/15 Gov't rate	943442		
Leadership Lunch Speaker	Zeb Davenport	King, Non-Smoking Flying, arrives 2/13, departs 2/14 On Master	962944		
Federal Speaker	Dan and Ginger Klock	King, Non-Smoking Driving, arrives 2/12, departs 2/14 Gov't rate	962938		
Federal Speaker	Ron Bennett	King, S or NS don't know yet Flying, arrives 2/12, departs 2/13 Gov't rate	962941		
NASFAA Speaker	Dallas Martin	King, Smoking Driving, arrives 2/14, departs 2/15 On Master	962945		
NASFAA Speaker	Dave Gelinas VIP Upgrade	King, Non-Smoking Flying, arrives 2/11, departs 2/15 On Master	962946		
NASFAA Guest	Michael Rodriquez VIP	King, Smoking Flying, arrives 2/10, departs 2/14 On Master	AA 1630 at 4:08 AA 3616 at 12:45 962947		
NASFAA Guest	Dan Mann VIP	King, Non-Smoking Flying, arrives 2/12, departs 2/15 On Master	962948		
Federal Speaker	Anthony Jones	King, S or NS don't know yet Flying, arrives 2/12, departs 2/14 Gov't rate	962950		
Federal Speaker	Jim Yoder	King, Non-Smoking Flying, arrives 2/12, departs 2/13	962951		

SASFAA 2006 Rooming List

POSITION	NAME	ROOM PREFERENCES King or double & Smoking or non-smoking	E-MAIL/CONFIRMATION NUMBERS FOR HOTEL ROOMS	PHONE #	FAX #
Special Presenter	Dave Gruen	King, Non_smoking Flying, arrives 2/13, departs 2/15 On Master	962952		
Special Presenter	Kathleen Smith	King, Non-Smoking Driving, arrives 2/12, departs 2/13 On Master	962953		
Diversity General Speaker	Steve Bargetze	King, Non-Smoking? Flying, arrives 2/13 departs 2/14 On Master	962954		
SASFAA Alumni	Alan Whittington and Larry Garrison	Double, Non-smoking Driving, arrive 2/14, depart 2/15	962955, 962956		

Audio/Visual Function of SASFAA Program Committee Summary of Duties and a few Recommendations

Copier

- I. **Locate rental copier for use in conference headquarters** – needs to be delivered by Friday. You may want to get someone from local arrangements to find a vender who will rent the copier to SASFAA (IKON, Kinko's, Office Depot, etc.). The copier needs to be fairly powerful-capable of making lots of copies fast. The Conference Chair will have to approve the cost before you commit to the rental contract with the vender.
- II. **Make sure copier arrives on time (preferably Friday) and is working properly.**

Laptops and Computers for Concurrent Sessions

- I. **Provide laptops and LCD projectors for all sessions.**
 - A. We had a maximum of 10 concurrent sessions going at one time. Therefore, we potentially needed 10 sets of laptops and projectors going at one time. However, we went to presenters and asked them to bring their own equipment. In addition, the DOE supplied three projectors and a laptop for their sessions. So, we had approximately 7 projectors and laptops available at any given time. (You are begging for SASFAA members to loan SASFAA this equipment, so you can not be too choosy. However, it is to your advantage to request laptops and projectors that have been used together previously as a set. This reduces the chance of incompatibility between equipment and cables). Bring a few extra cables that connect laptop to projector "just in case". Also, when you room assignments are being made, try to coordinate the scheduling so you have AV rooms and non-AV rooms. In other words, if you have back to back sessions in a room, try to schedule it that if the first session does not need AV, the second session would not need AV as well. That minimizes the moving of equipment during the break. **Regardless of the numbers of projectors/laptops you need, always keep a couple of extra as a last resort.**
 - B. Send e-mail messages to the SASFAA Vendor/Sponsor list serve and to the list serve of the state where the conference was held to request this loaner equipment. You may also obtain the name of each school within about a 100 mile radius of the conference location and e-mail these schools to request loaner equipment. Confirm, in advance, with the person loaning the equipment, the date, time and room number at the conference facility to drop off and pick up equipment. Make sure you arrange to have a secure, lockable room where the equipment can be stored when dropped off. Only a few SASFAA Staff should have a key to this room. Hotel staff should not have a key. Clearly label all equipment so you can keep the equipment straight.
 - C. Make sure at least a couple of the laptops have network cards so these can be assigned to rooms where presenters will need internet access.
 - D. You will normally have each concurrent session room setup with a screen, cart for projector and PC, electricity to the cart and a microphone. In many cases, you can negotiate a discount price for all of the rooms. Be certain you are only paying for exactly what you need. The costs can get out of control really quick.

II. Coordinate presenters A/V equipment needs and slideshows.

- A. Contact each presenter, preferably by e-mail, to determine their equipment needs and if they are going to use a slideshow (Powerpoint, etc.). Communicate the equipment needs (other than laptops and projectors) to the SASFAA Program Committee Chair, since these “extras” will be provided by the hotel at a price. The availability and price will have to be approved by the Program Chair and then communicated to the Hotel Conference Coordinator.
- B. If presenter wants an internet connection, please make sure the presenter really needs the internet for the presentation because this connection costs SASFAA at least \$150 per connection per room. In most cases, a screen shot of the website(s) incorporated into the presenter’s slideshow will work in lieu of an actual internet connection. This will also reduce the risk of down time during the presentation for connection problems.
- C. Request that each presenter, who will use a slideshow, e-mail a copy of his/her slideshow (MS Powerpoint) to you in advance of the conference so you can burn it on a CD or load it to a flash drive in advance. Also advise them to bring an extra copy in case you experience a problem with the e-mailed version (virus, etc.). You will probably have to make this request several times as many presenters will forget. Also, several of our presenters waited until the last minute to create or update their slideshows. Therefore, those presenters who indicated a delay in sending the slideshow, were directed to drop off a CD or floppy of their presentations at the SASFAA Registration desk when they arrived.
I brought a separate PC with floppy drive and CD burner to the conference with me in case some of the laptops did not have a floppy drive and presenter dropped off a floppy version of the presentation-no CD.
- D. I got the U.S. Dept of Ed representative on the Program Committee to get the presentations from the Department’s presenters.
- E. After the conference, you will want to load presentations to the website for folks to download.

III. Receive laptops and projectors from conference attendees.

- A. Inventory each piece of equipment by writing down the person who loaned it, Serial Number and Model Number in a separate notebook in case of theft or confusion as to ownership. We also attached hanging tags to the carrying cases and bags with name of person and piece of equipment to avoid confusion when equipment was picked up.
- B. If the laptop is password protected, make sure you write down the password on a label and stick it to the inside of the laptop. Find out password from person loaning the laptop when he/she drops it off. You do not want to have to track them down at the conference later on.
- C. Get a large room and check out each laptop and projector to ensure compatibility and brightness/sharpness of projected image. Then assign each pair (laptop and projector) to a session room (be mindful of internet needs for presenters as well as size and lighting of room and capabilities of projector-see III and IV below). Write the room number on a stick-on label and attach one to the laptop and projector.

- IV. Determine the flexibility of the lighting in each of the concurrent session rooms because this can have an impact on the quality of the projected image.**
- A. Make sure you know which way the hotel staff will set up the rooms. Chairs facing wall vs. window can make a significant difference in the quality of viewing the projected image.
- V. On Saturday- Load slideshows/presentations on each laptop based upon room assignment of laptop/projector (some equipment may not arrive until later that day or even Sunday morning so you have to be flexible). The following are suggestions from prior conference AV folks:**
- A. Create a folder called 1 SASFAA on each laptop and copied each presentation into that folder. The reason for 1 SASFAA is so that folder would be at the top of all folders on that laptop and could be easily found when needed to open the folder for each session. Name each individual presentation in the folder by the Presentation Name and time slot (ex: Taming the Paper Tiger M1000 which meant Monday at 10 o'clock).
- B. Create a grid with time slots of session blocks (ex: Monday 1:30-2:45) on one axis and Room Number and Laptop/Projector number on the other axis. The individual cells within the grid displayed the Presentation Name, Presenter Name and the equipment needed (ie. laptop/projector; overhead projector for transparencies, internet access, etc.).
- C. Color-code the labels on the laptops/projectors and the rooms on the axis of the grid. We assigned color codes to certain people who would set the same equipment up in the same room and take them down each time.
- D. Load all of the presentations on flashdrives and have these available to distribute to folks helping to setup the AV equipment.
- VI. Set the equipment up in each session room the morning of the first block of presentations and take it down as necessary.**
- A. The hotel should provide an extension cord and power strip for each session room. Try to get the hotel to provide carts on wheels for each session room. Set the equipment up on the cart. It is easier to focus the image if the cart can be moved back and forth and it is easier to leave the equipment set up and plugged up on the cart and just roll it into a secure room when you need to secure the equipment after hours.
- B. Boot up equipment to make sure it is working properly and have the presenter's 1st slide of the presentation already displayed before the session begins. I don't know how the conference evaluations turned out, but the presenters I talked with absolutely loved this process. Make sure the power save feature on the laptop is turned off so the laptop will not go blank during a presentation if the presenter does not actively change the slides in the slide show.
- C. If an internet connection is needed for that room, make sure it is done early the morning of the session. Test the connection yourself! Do not take the hotel's word for it that it is hooked up and working.
- D. After each session, close the old presentation and open the next presentation.

- E. During Lunch and after the day's sessions end, make sure the equipment is locked up safely (if not in the session rooms then take it down and lock it up in a safe room – see cart on wheels comment above).
- F. Even though room temperature is not part of the A/V staff's duties, you will be asked to help with temperature problems. There were no adjustable thermostats in the session rooms and the hotel staff was about as responsive as a corpse in reacting to requests we made via walkie talkie. I recommend that you talk with the person at the hotel in charge of setting room temperatures, in advance, and try to get a direct contact number for that person. We had people sweating in one room and freezing in another and could not do a darn thing about it but request and re-request assistance that seldom arrived.

Computer Lab for Email

I. Equipment and technical support for Computer Lab (for conference attendees to use for e-mail.

- A. For the Birmingham conference, we rented computers through Rush computer rentals in Atlanta. NSLP paid for the rental and provided a person (Rick Johnson) to staff the lab. In Atlanta, GSFC provided the laptops and the manpower for the lab. SASFAA coordinated the “renting” of the internet connection and invoiced GSFC for the connectivity costs. In both cases, either NSLP or GSFC provided the router/hub, and Rush provided most of the CAT5 network cables. The hotel charged for each computer hooked to the internet, although we ran just one connection through a hub.
- B. Our experience is the 10 PC’s in the lab, 1 network printer and 2 available slots for people to plug-up their laptop is sufficient.
- C. You will want the lab setup and ready to go for Sunday morning at around 9:00am, so you will probably want to setup on Saturday. In the past, we have broken-down the lab on Tuesday after 5:00pm.
- D. You will want to make sure you have enough power strips, electrical cords and CAT5 cables to adequately setup the lab. The items include extension cords, a hub and long (50ft) CAT5 cables and some shorter CAT5 cables.
- E. Be certain the room you are using can be locked without access by anyone including hotel staff.

II. Set up the PC Email Lab

- A. If you do not contract it out, have 3 or so people available to set up these PC’s.
- B. Set a time so the hotel technical person can be available while the SASFAA technical person sets up hubs/routers and makes the connection to the outside world via the hotel’s facilities. Test the computers to make sure all are working properly.
- C. Make sure the room can be secured at night and during hours that the lab will be closed.
- D. Make sure the room is set up in a user friendly manner and allow for a bit of privacy.
- E. Set up a table and have network cables easily assessable for those who want to use their own laptops for e-mail purposes (if SASFAA chooses to offer this option.)
- F. Label all cords to make sure these are returned to their owner.

Hands-On Lab

I. Equipment and technical support for Hands-On Lab

- A. For the Atlanta conference, we had 20 computers in a hands-on lab. The room was “wired”, so all we needed to do was contract for the internet connection and pay for each computer that was hooked to the internet.
- B. We rented desktops PC’s with flat-screen monitors from Rush computer rental for around \$110.00 per set. It is important that all of these computers are setup identically, and most likely you will need to have the latest version of Microsoft Office loaded onto each box. Rush computer rentals provided all of the CAT5 cables.
- C. Rick Johnson from NSLP and Bill Ward from Vanderbilt helped provide setup and ongoing technical support for the lab.
- D. The cost of the lab was split equally between NSLP and ASA (Ken Garrett). Both have expressed willingness to do this again. The splitting of the costs worked perfectly, as NSLP directly paid for the renting of the equipment and ASA paid for the cost of the internet connection. The cost of all of the internet connections were billed directly to SASFAA and then we invoiced each sponsor (in this case, ASA) for the cost.
- E. You will want to make sure you have enough power strips, electrical cords and CAT5 cables to adequately setup the lab. As mentioned earlier, the room we used in Atlanta was wired so we did not need extension cords, a hub or long (50ft) CAT5 cables. If the room you use is not wired, you may need to provide these items.
- F. Be certain the room you are using can be locked without access by anyone including hotel staff.
- G. The room was setup on Sunday afternoon in preparation for the concurrent sessions beginning the next day.

II. Set up the Hands On Lab

- A. If you do not contract it out, have all people available to set up these PC’s.
- B. Set a time so the hotel technical person can be available while the SASFAA technical person sets up hubs/routers and makes the connection to the outside world via the hotel’s facilities. Test the computers to make sure all are working properly.
- C. Make sure the room can be secured at night and during hours that the lab will be closed.
- D. Make sure the room is set up in a user friendly manner.
- E. Label all cords to make sure these are returned to their owner.

Electronic Voting

I. Equipment and technical support for Electronic Voting

- A. For the Atlanta conference, we rented 5 computers (laptops) in the foyer outside of the vendor area. We contracted for the internet connection and paid for each computer that was hooked to the internet.
- B. We rented laptop from Rush computer rental for around \$110.00 per set. It is important that all of these computers are setup identically. Rick Johnson provided the CAT5 cables.
- C. Rick Johnson from NSLP and Bill Ward from Vanderbilt helped provide setup and ongoing technical support for the area. The nominations and elections committee are responsible for helping people vote.
- D. The cost of the area was borne by SASFAA. It is not appropriate to solicit sponsorship for the voting area.
- E. You will want to make sure you have enough power strips, electrical cords and CAT5 cables to adequately setup the area, along with a hub. In Atlanta, we had the drayage company setup private booths, using cocktail round tables.

II. Setup the Electronic Voting Area

- A. Normally voting begins on Monday morning. The area should be setup by then.
- B. Set a time so the hotel technical person can be available while the SASFAA technical person sets up hubs/routers and makes the connection to the outside world via the hotel's facilities.
- C. Make sure the computers can be secured at night and during hours that the lab will be closed.
- D. Make sure the area is set up in a user friendly manner and allows for privacy.

Conference Registration

I. Equipment and technical support for conference registration

- A. For the Atlanta conference, we rented one laptop computer for individuals to use for onsite registration. We contracted for internet services with the hotel, using the same internet connect used for electronic voting.
- B. SASFAA purchased a hub two years ago and should be with the registration materials passed from conference to conference. The Treasurer and Membership chair will each need an internet connection, so you may need to provide two CAT5 cables. In addition, there should be an existing power cord and power strip for their use in the box of materials.
- C. The cost of the registration area is covered by SASFAA.

II. Setup the Registration Area

- A. The Treasurer and Membership chair will take the lead in setting up their area.
- B. Be certain that any rental laptops for registration are available by Saturday.
- C. Be certain the internet connection is available on Saturday for registration and that hotel technical staff are available in case there is a problem.

General Sessions

- I. **Determine, in advance, what equipment and support personnel the hotel will provide for General Sessions.**
 - A. In Atlanta, we paid for AV services for general sessions, which included two video screens, two projectors, a podium mic, a floor mic, and a microphone mixer. I suggest that you let the hotel handle AV for general sessions. We also had the hotel provide a VGA cable at the podium and a sound patch for a laptop computer.
 - B. Be certain you are only paying for exactly what you need. The costs can get out of control really quick.

- II. **If you are expected to “handle” the general sessions, then determine what support you will have from the hotel’s A/V staff.**
 - A. Get hotel A/V staff to train you on all audio and video functions. Get to know how the equipment works because you will be expected to help out when/if things are not working well even if hotel staff say they will “handle it”. Some general sessions are at night and the hotel A/V folks may or may not be present or willing to help.
 - B. The volume level of the microphone that is set in a large empty room will probably not be loud enough when the room is full of people, many of whom are coughing and shuffling papers and chairs.
 - C. Test microphone levels for feedback in advance and learn the point at which feedback will start. If the volume of the microphone is not loud enough by the time feedback occurs, make the hotel provide a better sound system because you will not be able to control the sound once the room is full of people.
 - D. Make sure at least two of the SASFAA A/V people are in each general session (one to control microphone and video issues and one to walk the room during the session to make sure all attendees can hear the speaker.)

General Notes

Find, in advance, people who can help with on-site A/V duties. You will need at least 6 dedicated people to help with setting up the lab, checking out laptops and projectors and loading up software on the laptops. These 6 people need to be available during the conference to ensure the laptops and projectors are all set up/booted up and have the correct presentation running before each presenter begins the presentation. Depending on how secure the concurrent session rooms are, these same people may have to remove the equipment during lunch and at night and replace it before the next block of sessions. Of these 6 people, 2 should have technical knowledge sufficient to set up and maintain the PC and Hands-On labs. 4 people should have at least an average knowledge of software issues pertaining to Powerpoint, Windows, etc.

Set up a schedule of times for people to monitor the PC and Hands On labs. These people need to be able to help answer basic questions and ensure that the equipment in the lab is safe. Just like session monitors, these people should be identified and scheduled in advance.

**Summary of AV Duties for SASFAA
November 2, 2005**

Description	Equipment Needed	Tasks Before Conference	Tasks During Conference	Number of People Needed
Copier for Conf HQ	1. Powerful copier to make copies fast. Ability to staple and collate.	1. Find vendor 2. Sign contract 3. Schedule for Friday delivery	1. Have copier delivered on Friday. 2. Make sure copier works properly. 3. Arrange for return.	N/A
Provide laptops and projectors for concurrent sessions	1. Obtain as many as 10 laptops and projectors for concurrent sessions. Some DOE presenters may bring their own. 2. Extra VGA cables just in case.	1. Send e-mail solicitations to individuals for loaner laptops and projectors. 2. Have each concurrent session room setup with microphone, screen, cart and electricity to the cart. 3. Identify room that can be locked to store AV equipment.	1. Inventory each piece of loaner equipment and record model and serial number of each. 2. Clearly label each piece of equipment so it can be identified and returned to it's owner following the conference. 3. Record any required password on the laptop. 4. Check each piece of equipment to make sure all is working properly. 5. Be certain any internet connection inside the room is working properly with the laptop.	Three individuals to help label, test, setup and tear down equipment as needed.
Coordinate AV needs for presenters and obtain copies of Powerpoint presentations	1. Flashdrives	1. Contact each presenter and determine AV needs. If anything is needed above and beyond a laptop and projector, make sure this need is communicated with the conference chair. 2. Encourage presenter to bring their own laptop and projector. 3. Have a copy of the presentation e-mailed to conference chair or designee. 4. Schedule rooms as either AV rooms or non-AV rooms to make the task of setting up and moving equipment easier.	1. Load presentations onto either the loaner laptops, flashdrives or both. 2. Obtain copies of all presentations either at the conference or immediately after to upload to the website. 3. Be certain rooms are setup correctly.	See above.

Description	Equipment Needed	Tasks Before Conference	Tasks During Conference	Number of People Needed
<p>PC Lab for Email</p>	<ol style="list-style-type: none"> 10 PC's, internet ready. 1 network ready printer. Hub for PC's, printer and at least 2 connections for people to bring laptops. Internet connection, supplied by hotel. 6 power strips, 1 50' CAT5 cable, 2 25' CAT 5 cables, 10 14' CAT 5 cables, 2 6' CAT 5 cables, 3 extension cords. Static guard. Printer paper. Labels to mark cords. <p>Note: The number of power strips, extension cords and lengths of CAT5 cords can vary based upon the setup of the room.</p>	<ol style="list-style-type: none"> Determine if the PC's will be provided by a sponsor (such as Georgia Student Finance Commission in 2005) or if these will need to be rented. Work with the hotel to secure an internet line for the lab. Be certain to have the pricing reflect all of the devices hooked to the internet line. Be certain you have a room adequate to house the lab that can be locked with no access, even by hotel staff. 	<ol style="list-style-type: none"> Setup the room in a user friendly manner, maximizing privacy. Be certain that 2 or 3 people have keys to the room. Adequately test each computer to make sure the internet connection is working properly. If you borrow cords and cables, be certain to label these so they can be returned to their owner following the conference. Be certain hotel technical person is available during testing. 	<p>One person with technical expertise to setup and monitor the lab over the course of the conference. Other individuals can help work the lab over the course of the conference and help with setup. These individuals must have basic technical knowledge to help others with basic internet issues.</p>
<p>Hands On PC Lab</p>	<ol style="list-style-type: none"> 20 PC's, internet ready. 1 network ready printer. Hub for PC's, printer. Internet connection, supplied by hotel. 12 power strips, 4 50' CAT5 cable, 4 25' CAT 5 cables, 12 14' CAT 5 cables, 2 6' CAT 5 cables, 6 extension cords. Static guard. Printer paper. Labels to mark cords. <p>Note: The number of power strips, extension cords and lengths of CAT5 cords can vary based upon the setup of the room.</p>	<ol style="list-style-type: none"> Determine if the PC's will be provided by a sponsor or if these will need to be rented. In 2005, NSLP rented the computers and ASA paid for the internet connection. Work with the hotel to secure an internet line for the lab. Be certain to have the pricing reflect all of the devices hooked to the internet line. Be certain you have a room adequate to house the lab that can be locked with no access, even by hotel staff. The PC's should be configured identically, with all necessary software loaded. Most likely, you will want to have the most recent version of Microsoft Office. 	<ol style="list-style-type: none"> Be certain that 2 or 3 people have keys to the room. Adequately test each computer to make sure the internet connection is working properly. If you borrow cords and cables, be certain to label these so they can be returned to their owner following the conference. Be certain hotel technical person is available during testing. 	<p>One person with technical expertise to setup and monitor the lab over the course of the conference. Other individuals can help work the lab over the course of the conference and help with setup. These individuals must have basic technical knowledge to help others with basic internet issues.</p>

Description	Equipment Needed	Tasks Before Conference	Tasks During Conference	Number of People Needed
Electronic Voting Area	<ol style="list-style-type: none"> 5 Laptops (or PC's) that are internet ready Hub for laptops Internet connection supplied by hotel 3 Power strips 2 CAT 5 Cables 2 Extension cords Labels to mark cords <p>Note: The number of power strips, extension cords and lengths of CAT5 cords can vary based upon the setup of the area.</p>	<ol style="list-style-type: none"> Obtain/rent computers used for voting. Work with the hotel to secure an internet line for the lab. Be certain to have the pricing reflect all of the devices hooked to the internet line. Be certain you have a room adequate to house the area that can be locked with no access, even by hotel staff. If laptops are used, these should be secured as needed when the polling area is closed. 	<ol style="list-style-type: none"> Setup the room in a user friendly manner, maximizing privacy. Be certain that 2 or 3 people have keys to the room. Adequately test each computer to make sure the internet connection is working properly. If you borrow cords and cables, be certain to label these so they can be returned to their owner following the conference. Be certain hotel technical person is available during testing. 	<p>One person with technical expertise to setup and monitor the area. The nominations and elections committee is responsible for assigning individuals to work the area.</p>
Registration Area	<ol style="list-style-type: none"> One rental computer for onsite registration Hub (already included in SASFAA inventory). Internet connection supplied by hotel Power strip and extension cord (already included in SASFAA inventory) 2 CAT 5 Cable Labels to mark cords 	<ol style="list-style-type: none"> Obtain/rent computers used for registration. Work with the hotel to secure an internet line for the lab. Be certain to have the pricing reflect all of the devices hooked to the internet line. 	<ol style="list-style-type: none"> Adequately test each computer to make sure the internet connection is working properly. If you borrow cords and cables, be certain to label these so they can be returned to their owner following the conference. Be certain hotel technical person is available during testing. 	<p>One person with technical expertise to assist the Treasurer and Membership chair in setting up the registration area.</p>
General Sessions	<p>See notes in written documentation.</p>			

SASF AA 2005 – Atlanta

Total Registrants on 2/14/05: 994 (increased to 1003)

Function	Plan to Attend per Registration Form	Number Set	Guaranteed on BEO	Actual Numbers Attended
NAOW	74	90	70	50
Multi Cultural	161	175	150	70
Multi Cultural Breakfast	150	175	150	41
Multi Cultural Lunch	161	170	160	79
First-Time Attendees	157	125	125	60
President's Reception	792	700	700	700
Cont. Breakfast Monday	822	700	700	700+
Lunch Monday	894	824	775	726
Cont. Breakfast Tuesday	832	700	675	675+
Dinner Tuesday	838	730	700	600
Soul Train	838	650	650	600
Breakfast Wednesday	773	690	675	550

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Friday, Feb 10, 2006								
all day	Conf HQ	Carolina	1 gal coffee, 1 gal decaf, fruit juice bottles, sodas, Dasani(refresh soda & water only after 10am)	start w/ 1 gal of the coffees, 15 of each bottle type	\$30 per gal x 2=\$60, \$3 x 15=\$45 per juice, \$2 x 30=\$60 per soda & water =\$165.00	\$33.00	\$13.86	\$211.86
2pm-5pm	Conf Comm 18	Old North	cookies, brownies, sodas, Dasani	1 doz of each and 15 of each bottle	\$23 per doz; \$27.50 per doz, \$2 x 30 per bottle = \$110.50	\$22.10	\$9.28	\$141.88
3pm-5pm	Executive Council 15	Morehead	cookies, sodas, Dasani	1 doz and 10 of ea bottle	\$23 per dozen, \$2 x 20 bottles = \$63.00	\$12.60	\$5.29	\$80.89
12noon	Packet Stuffing 40	Biltmore	Boxed lunch option for L-12. 10 ham, 10 turkey, 10 roast beef, 10 grilled chicken. All with pasta salad, dessert. Sub sodas for iced teas.	estimating 40 for now. Need to get accurate number from Tolly or Bridget	\$14.95pp x 40=\$598	\$119.60	\$50.23	\$767.83

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Sat., Feb 11, 2006								
all day	Conf HQ	Carolina	1 gal coffee, 1 gal decaf, fruit juice bottles, sodas, Dasani(refresh soda & water only after 10am)	start w/ 1 gal of the coffees, 15 of each bottle type	\$30 per gal x 2=\$60, \$3 x 15=\$45 per juice, \$2 x 30=\$60 per soda & water =\$165.00	\$33.00	\$13.86	\$211.86
8am-8:45am	Executive Board 30	Edinburgh	coffee, decaf, hot tea, fruit litre, sodas, Dasani, petite danish, assorted muffins, assorted donuts, croissants w/ ham, egg & cheese, Eng muffin w/ egg, cheese & Canadian bacon, Baja wrap, 1/2 tray fruit, yogurt, cereal	2 gal cof, 1 gal decaf, 10 hot tea bags, 4 litres of juices, 30 sodas, 30 Dasani, 1 danish, 1 muffins, 1 donuts, 1 croissants, 1 Eng muffin, 2 Baja, 1 fruit tray, 10 yogurts and 10 cereals	\$30 per gal=\$90, \$1.75 per tea bag=\$17.50, \$9.50 per litre=\$38, 60 bottles=\$120, \$23 per danish, \$27.50 per muffins, \$13 per donuts, \$33.50 per croissants, \$32 per Eng muffin, \$65 for 2 Baja, \$121 tray, 20 yogurts and cereal=\$50 equals \$630.50	\$126.10	\$52.96	\$809.56

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Sat., Feb 11, 2006								
8am-8:45am	Conf Comm 12	Old North	coffee, decaf, hot tea, fruit litre, sodas, Dasani, petite danish, assorted muffins, assorted donuts, croissants w/ ham, egg & cheese, Baja wrap, 1/4 tray fruit, yogurt, cereal	1 gal cof, 1 gal decaf, 5 bags of tea, 2 litres of juice, 15 sodas, 15 waters, 1 danish, 1 muffins, 1 donuts, 1 Baja, 1 croissant, 6 yogurts, 6 cereals	\$60 for cof, \$8.75 for tea, \$19 for juice, \$60 for bottles, \$22 for danish, \$27.50 for muffins, \$13 for donuts, \$32.50 for Baja, \$33.50 for croissants, \$80 for tray, \$30 for yogurt & cereals = \$386.25	\$77.25	\$32.45	\$495.95
12noon	Ex Bd & CC lunch 40	Pebble Beach	L 17 Soup & Roll-Up Bar. Choices of Grilled Chicken, Roast Beef and Smoke Ham Roll-ups plus Black Bean soup, Dessert, Coffee & Tea	40	\$15.95pp x 40 = \$638	\$127.60	\$53.59	\$819.19
PM break	Executive Board 30	Edinburgh	cookies, ice cream bars	2 doz cookies & 15 bars	\$46 for cookies, \$3.25 ea bar x 15= \$48.75 = \$94.75	\$18.75	\$7.96	\$121.46

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Sat., Feb 11, 2006								
6:30pm-8pm	PrezAppreciation 100	Blue Ashe	Cajun Stations includes: Chicken, Shrimp & Andouille Sausage Creole w/ Rice, Catfish Fingers w/ spcy Remoulade, Madri Gras Chicken Tenders w/ Blue Cheese & Ranch dips, Baton Rouge Meatballs, Dirty Rice, and Spicy Hot Spinach & Crab Dip served w/ Potato Skins & Bread Sticks. Carving Ham. Carved Steamship Round. Fruit tray-whole w/ chocolate fondue. Veggie tray-whole. Cheese tray-1/2. sodas, beer, wine.	100 Cajun Stations, 1 Ham, 1 Steamship round, 1 fruit tray, 1 veggie tray, 1 1/2 cheese tray, 60 beers, 60 wines, 60 sodas	\$17.50 x 100 for Cajun, \$325 for Ham, \$650 for Steamship, \$215 for fruit, \$140 for veggie, \$160 for cheese, \$3 x 60 beers, \$4 x 60 wines, \$1.75 x 60 sodas, \$15 per hr bartender x 2 hrs=3795.00	\$759.00	\$318.78	\$4,872.78

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Sun., Feb 12, 2006								
all day	Conf/HQ	Carolina	coffee, decaf, sodas, Dasani, donuts	1 gal cof, 1 gal decaf, 15 each bottle, 1 doz donuts	\$30 x 2 coffees, \$2 x 30 bottles, \$13 1 doz donuts=73.00	\$14.60	\$6.13	\$93.73
8am-12noon	Vendor Set-Up 100	Guilford DEFG	coffee, decaf, fruit juice bottles, sodas, Dasani	3 gal cof, 2 gal decaf, 50 fruit juices, 40 sodas, 40 Dasani	\$30 x 5 coffees, \$3 x 50 fruit juices, \$2 x 80 bottles=460.00	\$92.00	\$38.64	\$590.64
8am-4pm	NAOW 50	Aud III	BB-2, 1/2 fruit tray, yogurts, sodas, Dasani	50 BB-2, 1 1/2 fruit tray, 20 yogurts, 25 sodas, 25 Dasani	\$15.50 x 50 for BB, \$121 fruit tray, \$2.50 x 20 yogurts, \$2 x 50 bottles=1046.00	\$209.20	\$87.86	\$1,343.06
8am-3pm	Pres-Elect worksp 10	Old North	coffee, decaf, fruit juice bottles, danish, donuts, croissants w/ egg, cheese & ham, 1/4 fruit tray	1gal cof, 1 gal decaf, 10 fruit juices, 1 doz danish, 1 doz donuts, 1 doz croissants, 15 sodas, 15 Dasani, 1 1/4 fruit tray, 10 yogurts	\$30 x 2 coffees, \$3 x 10 fruit, \$2 x 30 bottles, \$32 for danish, \$13 for donuts, \$33.50 for croissants, \$80 for fruit, \$2.50 x 10 yogurts =333.50	\$66.70	\$28.01	\$428.21

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Sun., Feb 12, 2006								
12pm-1pm	NAO & PE lunch 60	Victoria B/C	L-12 Chef Salad, includes rolls, desserts, coffee & tea, Honey Balsamic and Bacon Ranch dressing choices	60 L-12	\$15.75 x 60 L-12 = 945.00	\$189.00	\$79.38	\$1,213.38
2:30pm	NAO break 50	Aud III	ice cream bars	50 bars	\$3.25 x 50 = 162.50	\$32.50	\$13.65	\$208.65
7pm-8:30pm	Prez Reception-550	Fifth Season Club	Steamship Round, Creole Crab Dip, Crab Cakes, Chicken Tenders, Bourbon St Meatballs, Andouille Sausage Puffs, stuffed mushrooms, Full Fruit trays, Full Veggie trays, Full Cheese trays, sodas, punch, bartender and cashier fees	2 Steamship, 6 crab dips, 11 crab cakes, 11 tenders, 11 meatballs, 11 Sausage puffs, 11 mushroom, 3 fruit trays, 2 veggie trays, 3 cheese trays, 200 sodas, 2 gals punch	\$650 x 2 steamships, \$265 x 6 dips, \$265 x 11 crabcakes, \$185 x 11 tenders, \$150 x 11 meatballs, \$210 x 11 puffs, \$185 x 11 mushrooms, \$140 x 2 veg trays, \$260 x 3 cheese trays, \$185 x 3 full fruit trays, \$2 x 200 sodas, \$32 x 2 punches= 15914.00	\$3,182.80	\$1,336.78	\$20,433.58

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Mon., Feb 13, 2006								
all day	Conf/HQ	Carolina	coffee, decaf, sodas, Dasani	1 gal cof, 1 gal decaf, 15 each bottle	\$30 x 2 coffees, \$2 x 30 bottles= 120.00	\$24.00	\$10.08	\$154.08
7:30am-8:45am	Cont B'fast 550	Guilford DEFG	coffee, decaf, juice urns, hot tea bags, fruit turnovers, assorted muffins, croissants w/egg, ham & cheese, full fruit trays, yogurts, croissants-plain	10 gal cof, 5 gal decaf, 75 tea bags, 8 gals juice, 10 doz turnovers, 10 doz muffins, 30 doz croissants w/, 10 doz croissants w/out, 3 full fruit trays, 100 yogurts	\$30 x15 coffees, \$1.75 x 75 teas, \$27 x 8 juices, \$27.50 x 10 doz turnovers, \$27.50 x 10 doz muffins, \$33.50 x 30 doz croissants w/, \$28 x 10 croissants w/out, 3 fruit trays, \$2.50 x 100 yogurts = 3437.25	\$687.45	\$288.73	\$4,413.43

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Mon., Feb 13, 2006								
8am-8:45am	1st time & NAO 50	Colony A	BB-2 includes assorted fruit juices, country ham or sausage biscuits, assorted danish pastries & muffins, toasted bagels w/cream cheese, butter and preserves, coffee, decaf hot tea. fruit tray, yogurts	50 BB-2, 1 1/4 fruit tray, 20 yogurts	\$15.50 x 50 BB-2, \$80 x 1 1/4 fruit tray, \$2.50 x 20 yogurts= 905.00	\$181.00	\$76.02	\$1,162.02
10:00am-10:30am	Break 400	Guilford DEFG	refresh coffees, add sodas, Dasani, spritzers	5 gals cof, 2 gals decaf, 200 sodas, 200 Dasani, 200 spritzers	\$30 x 7 coffees, \$2 x 400 bottles, \$3 x 200 spritzers =1610.00	\$322.00	\$135.24	\$2,067.24
11:45am-1:00pm	Luncheon-625	Imperial	LH-26 includes Chicken Parmesan, Salad, linguine noodles, veggie, rolls, dessert, coffee, tea	625 LH-26	\$18.95 x 625= 11843.75	\$2,368.75	\$994.88	\$15,207.38
3:00pm-3:30pm	Break-400	Guilford DEFG	cookies, brownies, nutritional bars	15 doz cookies, 15 doz brownies, 4 doz bars	\$23 x 15 cookies, \$27.50 x 15 brownies, \$23 x 4 doz bars= 849.50	\$169.90	\$71.36	\$1,090.76

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Tues., Feb 14, 2006								
all day	Conf/HQ	Carolina	coffee, decaf, sodas, Dasani	1 gal cof, 1 gal decaf, 15 each bottle	\$30 x 2 coffees, \$2 x 30 bottles =120.00	\$24.00	\$10.08	\$154.08
7:30am-8:45am	Cont B'fast 600	Guilford DEFG	coffee, decaf, hot tea, juices, assorted danish, donuts, banana nut bread, egg,cheese & canadian bacon English muffins, sausage biscuits, yogurts, cereals	10 gal cof, 5 gal decaf, 75 tea bags, 8 gals juice, 10 doz danish, 10 doz donuts, 25 doz egg,cheese & Canadian bacon English Muffins, 15 doz sausage biscuits, 5 doz banana nut breads, 3 full fruit trays, 100 yogurts, 50 cereals	\$30 x 15 gals, \$1.75 x 75 tea bags, \$27 x 8 gals juice, \$32 x 10 doz danish, \$13 x 10 doz donuts, \$27.50 x 5 doz bread, \$32 x 25 doz Eng muffins, \$29.50 x 15 doz sausage biscuits, \$185 x 3 fruit trays, \$2.50 x 100 yogurts, \$2.50 x 50 cereals= 3557.25	\$711.45	\$298.81	\$4,567.51
10:00am-10:30am	Break	Guilford DEFG	refresh coffees, add sodas, Dasani	5 gals coffee, 2 gals decaf, 200 sodas, 200 Dasani, 200 spritzers	\$30 x 7 coffees, \$2 x 400 bottles, \$3 x 200 spritzers =1610.00	\$322.00	\$135.24	\$2,067.24

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Tues., Feb 14, 2006								
11:45am-1:15pm	Lunches Prof Adv-15 Legislative-10 Past Pres-15	Prof Adv-Colony C, Legislative-Torrey Pine, Past Pres-St. Andrews	LH-34 Country Steak w/Onion Gravy includes salad, veggie, starch, rolls, dessert, coffee, tea	45 LH 34	\$16.95 x 45 LH-34= 762.75	\$152.55	\$64.07	\$979.37
11:45am-1:15pm	Diversity	Guilford B	L-12 Turkey Croissant	100 L-12	\$14.95 x 100 L-12 = 1495.00	\$299.00	\$125.58	\$1,919.58
2:30pm-3:00pm	Break	Guilford DEFG	ice cream bars, sodas, Dasani	400 ice cream bars, 200 sodas, 200 Dasani	\$3.25 x 400 bars, \$2 x400 bottles= 2100.00	\$420.00	\$176.40	\$2,696.40
6:00pm-7:00pm	Cocktail Social	Guilford ABC	sodas, bartender and cashiers	100 sodas	\$2 x 100 sodas. Add bartender & cashier fees= 250.00	\$50.00	\$21.00	\$321.00
7:00pm-9:00pm	Banquet	Guilford ABC	DH-14 Petite Filet & Stuffed Shrimp includes, veggie, starch, salad, rolls, dessert, coffee, tea	600 DH-34	\$36 x 600 =21,600.00	\$4,320.00	\$1,814.40	\$27,734.40

SASFAA 2006 Meal Functions
as of 01/04/06

Date/Time	Function	Room	Meal choice	How Many	Cost per person, piece or 100	Service charge 20%	Tax 7%	Total estimates
Wed., Feb 15, 2006								
8:00am-noon	Conf/HQ	Carolina	coffee, decaf, Dasani, sodas	1 gal cof, 1 gal decaf, 10 sodas, 10 Dasani	\$30 x 2 coffees, \$2 x 20 bottles =120.00	\$24.00	\$10.08	\$154.08
9:00am-11:00am	Breakfast	Guilford B	B-7 Fresh Berry cup of Strawberries, Blueberries, & Raspberries w/ vanilla yogurt, Stuffed French Toast w/ Ham & Provolone served w/ warm syrup, country potatoes, Bacon, Coffee, Hot tea	500 B-7	\$14.50 x 500 = 7250.00	\$1,450.00	\$609.00	\$9,309.00
11:45am-1:30pm	Transition Lunch	Morehead	L-3 Grilled Chicken Caesar Salad, rolls, dessert, coffee, tea	20 L-3	\$15.75 x 20= 315.00	\$63.00	\$26.46	\$404.46

Sheraton Greensboro Hotel at Four Seasons

3121 High Point Road at I-40 • Greensboro, NC 27407 • (336) 292-9161 • Fax (336) 292-0819
www.sheratongreensboro.com

Banquet Check

sample BEO (Food)

ACCOUNT ID: 3,606

BEO#: 77701

..S ID: SOB12S 20060209

Page: 1 of 2
Printed: 2/12/2006 8:44PM

Post As: SASFAA 43rd Annual Conference - Financial Aid Unmask BEO Name: Club 5th - President's Reception Address: 716 Hampton Way Drive Winston Salem, NC 27107	Event Date: Sunday, February 12, 2006 Contact: Ms. Janet Sain Phone: 336-785-7626 Fax: 413-376-2850 On-Site:
Conv. Services Mgr: Janice Wright	Payment: Direct Bill

Quantity	Food	Price	Amount
2	Steamship Round of Beef served w/horseradish, silver dollar rolls & condiments manned maximum 1.5 hours	650.00	1,300.00
6	gallon Creole Crab Dip	265.00 gallon	1,590.00
11	tray(s) Maryland-Style Crab Cakes w/cocktail, remoulade, tartar sauces	265.00 /100 pcs	2,915.00
11	tray(s) Bourbon Street Meatballs	150.00 /100 pcs	1,650.00
11	tray(s) Chicken Tenders w/honey mustard & BBQ dips	185.00 /100 pcs	2,035.00
11	tray(s) Andouille Sausage in Puff Pastry	210.00 /100 pcs	2,310.00
11	tray(s) Jumbo Mushrooms w/herbs, parmesan & spinach	185.00 /100 pcs	2,035.00
3	full-tray(s) Fresh Seasonal Fruit	185.00 full-tray	555.00
2	full tray Raw Fresh Vegetables w/ roasted red pepper dip	140.00 full tray	280.00
3	tray(s) Domestic & International Cheeses w/asst. breads & crackers	260.00 tray	780.00
191	btls Assorted Soft Drinks & water	2.00 /btl	382.00
3	gal Non-Alcoholic Fruit Punch	32.00 /gal	96.00
Subtotal:			15,928.00
Service Charge %: 20.00			3,185.60
Tax %: 7.00			1,337.95
Total:			20,451.55

Room Rental	Price	Amount
Room: Club Fifth	Function: RECP 0.00	0.00
Room: Club Fifth	Function: DANC 0.00	0.00
Room: Club Fifth	Function: ACC 0.00	0.00
Room: Club Fifth	Function: CTLS 0.00	0.00
Subtotal:		0.00
Room Rental Tax %: 0.00		0.00
Total:		0.00

Client Signature _____

Date _____

ACCOUNT ID: 3,606

BEO#: 77701

Page: 2 of 2

Printed: 2/12/2006 8:44PM

RES ID: SOB12S 20060209

Post As: SASFAA 43rd Annual Conference - Financial Aid Unmask	Event Date: Sunday, February 12, 2006
BEO Name: Club 5th - President's Reception	Contact: Ms. Janet Sain
Address: 716 Hampton Way Drive	Phone: 336-785-7626
Winston Salem, NC 27107	Fax: 413-376-2850
	On-Site:
Conv. Services Mgr: Janice Wright	Payment: Direct Bill

Grand Total:	20,451.55
Balance Due:	20,451.55

Client Signature

Date

Sheraton Greensboro Hotel at Four Seasons

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www.sheratongreensboro.com

Banquet Check

sample BEO (Equipment)

ACCOUNT ID: 3,606

BEO#: 78781

RES ID: SOB12S 20060209

Page: 1 of 2

Printed: 2/12/2006 2:58PM

Post As: SASFAA 43rd Annual Conference - Financial Aid Unmask BEO Name: General Session Address: 716 Hampton Way Drive Winston Salem, NC 27107	Event Date: Sunday, February 12, 2006 Contact: Ms. Janet Sain Phone: 336-785-7626 Fax: 413-376-2850 On-Site:
Conv. Services Mgr: Janice Wright	Payment: Direct Bill

Quantity	Miscellaneous	Price	Amount
1	Wireless Lav Microphone	110.00 ea	110.00
1	Roadie Package	2,300.00 ea	2,300.00
1	Splitter for LCD Projector	35.00	35.00
1	Banner to be hung over stage	25.00 ea	25.00
2	Mic with Floor Stand (Piano)	30.00 ea	60.00
1	FollowSpot	75.00 ea	75.00
8	2 Tech (M-F 7a-6p) 4 hour minimum (4pm - 7pm - audio & lighting)	45.00 hour	360.00
1	Switcher	250.00	250.00
1	Conference Mixer (6 mic - 8line)	75.00	75.00
1	CD Player	45.00 ea	45.00
1	LapTop Computer (CD Rom, MS Office) \$quote upon request	175.00	175.00
Subtotal:			3,510.00
Service Charge %:			0.00
Tax %: 7.00			245.70
Total:			3,755.70

2	Piano - do not tune stage right	50.00	100.00
Subtotal:			100.00
Service Charge %: 0.00			0.00
Tax %: 0.00			0.00
Total:			100.00

Room Rental	Price	Amount
Room: Guilford B Function: G/S	0.00	0.00
Room: Guilford B Function: ACC	0.00	0.00
Room: Guilford B Function: REH	0.00	0.00
Subtotal:		0.00
Room Rental Tax %: 0.00		0.00

Janet Sain
 Client Signature

 2/12/06
 Date

ACCOUNT ID: 3,000

DEV#: 18/81

Page: 2 of 2

RES ID: SOB12S 20060209

Printed: 2/12/2006 2:58PM

Post As: SASFAA 43rd Annual Conference - Financial Aid Unmask	Event Date: Sunday, February 12, 2006
BEO Name: General Session	Contact: Ms. Janet Sain
Address: 716 Hampton Way Drive	Phone: 336-785-7626
Winston Salem, NC 27107	Fax: 413-376-2850
	On-Site:
Conv. Services Mgr: Janice Wright	Payment: Direct Bill

Total: 0.00

Grand Total: 3,855.70

Balance Due: 3,855.70

Client Signature

Date