

# WAFWA-AOW/CBMA Host/Co-host Responsibilities

## Host State Duties:

- Determine Date/Place. Conference is usually held sometime in September/October. Secure site for hotel rooms and meeting spaces. Plan for about 100-110 conference attendees (host state usually sends lots of attendees) with up to 5-10 guests. Usually conference begins Monday evening with Welcome Reception and ends Thursday afternoon with Closing Session.
- CBMA Host
  - Open checking account. Recommend opening account outside of official state accounts due to items to purchase for conference and state procurement rules.
- AOW Host
  - All financials are managed through WAFWA
  - For WAFWA member states: Federal Tax ID: 82-0329350
  - WAFWA address: 2700 W. Airport Way, Boise, ID 83705, PH: 208-331-9431
- Typical Schedule: (Up to your state to determine what you want to do)
  - Registration – open Monday afternoon (usually noon-6pm)
  - Exhibitor set up – Monday afternoon (usually noon-5pm)
  - Welcome Reception – Monday evening
  - Opening Session – Tuesday morning (can include keynote speaker and informational break-out sessions)
  - Panel and Breakout Sessions: Tuesday, Wednesday and Thursday morning
  - Educational Expedition – Wednesday afternoon if applicable
  - Closing Session – Thursday late morning-Panel’s Chairs give highlights of their meetings, next host state welcomes attendees to next year’s conference
- Plan for Meals: (depends on budget)
  - Zero to three breakfasts
  - One to two lunches
  - One banquet dinner
  - More dinners if wanted (See note below in Set-up committees)
  - Hospitality Room – free drinks and snacks to easy buffet type food
- Set-up committees within staff to plan for the following: (Helps to have a Chair and Co-Chair for whole conference within your state to make final approval on each committee’s decisions.)
  - Budget/Finance
    - AOW/WAFWA: WAFWA admin will assist host state with budget and available funds. Each host state is responsible for ensuring the workshop stays financial in the black.
  - Hotel/Meeting Space/Food Service
    - AOW/ WAFWA: Hotel contracts must be signed and approved by WAFWA admin.
  - Welcome Reception
  - Opening Session
  - Educational Expedition
  - Banquet Dinner
  - Closing Session
  - Exhibitors\* - See below for example of sponsorship levels, donations, etc.
  - Communications with Attendees: Save the Date, What You Need to Know, Panel Agendas, Agenda, etc.
  - Conference Booklet

- Web Site: Important information, i.e. bylaws, past/present host states, Host/Co-host Responsibilities, etc. Registration information and annual reports are posted via WAFWA admin.
  - [https://www.wafwa.org/workshops/wafwa-aow\\_cbma\\_conference/](https://www.wafwa.org/workshops/wafwa-aow_cbma_conference/)
- Registration (includes registering for conference for attendees, vendors, and guests, and manning registration table)
  - AOW: This is managed through WAFWA: contact **[wafwa.admin@wafwa.org](mailto:wafwa.admin@wafwa.org)** to establish registration website
  - CBMA: WAFWA will set up and manage registration with funds less merchant fee cost sent to the CBMA host state.
- Speakers – opening session and breakout sessions
- Registration Tote Bags and inserts
- Name Tags & Lanyards
- AOW: WAFWA requires a yearly report from host state and must be posted on website.
- Door Prizes/Donations
- Hospitality Room
- IT Needs for Speakers/Opening and Closing Sessions/Panel Sessions: Determine what is needed and when, and ensure it happens - Laptops, Screens, Sound, etc. Have IT staff available onsite to assist speakers with presentations if problems arise.
- Other meals: (Some states in the past have had staff prepare themed lunches or dinners or if you use a caterer/hotel, you could have themed lunches/dinners.)
- Meet with next host state during conference to give them insights.
  - AOW/WAFWA: Funds remaining in checking account can be used the following year.
  - CBMA: WAFWA provides \$1,000 startup funds to host state. CBMA host states works with prior CBMA host state for any additional funds from prior CBMA hosting.
- Conference Has Ended:
  - Pay all Expenses
    - AOW/WAFWA: all expenses are paid from WAFWA Admin.
  - Finalize budget (For WAFWA states, included in Final Report to WAFWA)
  - WAFWA member states: Final Report to WAFWA – includes high level highlights from conference and budget/financial status. Send to WAFWA at [wafwa.admin@wafw.org](mailto:wafwa.admin@wafw.org)

### **Co-host State's Responsibilities:**

It is between the host state and the co-host state what responsibilities are to be completed by the co-host state. Some co-host states have a more active role than other states. Ideas:

- Donations/Door Prizes/Tote Bag Inserts – assist in securing donations/door prizes/tote bag inserts
- Come several days before meeting and assist, i.e. filling tote bags, put together conference booklet, etc.
- Contact those states/provinces that are not active the past several years, and also invite other states/provinces to come to conference
- WAFWA states: help compile annual report from each of the states and provide a copy of the final report to each state
- Assist with hospitality room

\*Exhibitors – Need to determine sponsorship levels: Example below.

**Vendor Levels:** Below are the various sponsorship levels we are offering.

<b>VENDOR LEVELS:</b>	<b>Gold \$2,000</b>	<b>Silver \$1,250</b>	<b>Bronze \$750</b>
Host/Co-host banquet dinner	5-10 min. presentation		
Host/Co-host cocktail reception		X	
Business card placed in all attendees badge holders prior to the conference	X		
Logo on the Event website	X	X	X
Link on the Event website	X	X	X
Ad space in conference program	Full page	1/2 page	1/4 page
Recognition in the Conference Program	X	X	X
Company banner on display at hosted events	X	X	
Exhibitor booth space	Prominent	Priority	X
A block on the Exhibitor Passport directing attendees to your booth	X	X	X
Attendance to all on-site meals and social events	2 persons	1 person	1 person
Attendance at Alaskan Brewing Company Welcome Reception	X	X	X
Conference tote bag inserts (brochures, handouts, gifts, etc.)	Unlimited	Unlimited	Up to 2 items

Note: Additional company representatives are invited to attend at a cost of \$150 each.

**Additional sponsorship/advertising opportunities:**

- Sponsor a gathering: Breakfast or Lunch \$1,000. Meal Sponsorship includes:
  - Special mention of your business during the event
  - Your banners or logos displayed in the dining hall during the event
  - Your handouts placed on the tables prior to the event
  - You may give a door prize drawing during the event
- Place your firm's name on the badge holder lanyards \$750 (only 1 available)
- Place your firm's name/logo on the conference tote bags \$1000 (only 1 available)

**Unable to attend, but wish to be advertised:**

- Place a ¼ page ad in the conference program \$200 or make a like valued door prize donation
- Place an item in the conference tote bag \$50 or make a like valued door prize donation
- Door prize donations accepted, and all donors will receive recognition in the conference program and during the prize drawings

**Prize donation if applicable:**

- Given away during the Wednesday night Banquet.
- Acknowledgement of donations during the drawing.
- After the event, Vendor will receive a list of conference attendees' emails.