2015

**NGC FALL BOARD MEETING FINAL REPORT**

**HOST STATE OR REGION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE OF MEETING:\_\_\_\_\_\_\_\_**

**ATTENDANCE**

1. **Registration**

Full-time registrations:

Part-time registrations

Spouses:

Workers:

Guests:

Other:

TOTAL Part-time:

**TOTAL ATTENDANCE:**

2. **Events** (workshops, tours)

(Description/Title)

Event 1: Attendance:

Event 2: Attendance:

Event 3: Attendance:

Event 4: Attendance:

Event 5: Attendance:

Event 6: Attendance:

Event 7: Attendance

**HOTEL**

1. **Number of Hotel Rooms Booked/Contracted**

Night 1

Night 2

Night 3

Night 4

Night 5

**TOTAL**

2. **Number of Hotel Rooms Used**

Night 1

Night 2

Night 3

Night 4

Night 5

**TOTAL**

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3. Number of Meeting Rooms Used

Day 1

Day 2

Day 3

Day 4

Day 5

4. Number of Meals Served (break down per meal each day)

Day 1

Day 2

Day 3

Day 4

Day 5

5. Did you meet the obligation of the number of rooms blocked for the meeting?

6. How large was the Exhibit space?

Was Exhibit space able to be locked? YES\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

7. How large was the Vendor space?

Was Vendor space able to be locked? YES\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

8. Was there free transportation to the hotel, or did you have to arrange transportation? If

 Transportation was not free, what was the cost whether provided by the airport or by your

 arrangements?

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**ADDITIONAL INFORMATION**

**CHAIRMEN**

1. How did you divide the main duties among the Fall Board Meeting Chairman and Vice-Chairmen?

2. List the Committee Chairmanships that you had.

3. In hindsight, would you have combined or separated any of those Committee

 Chairmanships?

4. Are there any chairmanships that you would have eliminated?

**MEALS**

1. What options did you offer for special dietary needs?

2. What did you give attendees to use at meals to designate that they were the to receive a

 Special meal?

3. How well did the hotel handle the meals for special dietary needs?

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4. What did you instruct the hotel to do in serving the special meals? Did they do it?

**CENTERPIECES/FLOWERS**

1. What was your budget for table centerpieces?

2. How was each meal table centerpiece handled – given away, sold, etc?

3. Were too many table centerpieces left over that caused an issue with disposing of them?

**AUDIO-VISUALS**

1. When the hotel contract was signed, what was the estimated cost for audio-visuals?

2. After the meeting, what was the actual cost of audio-visuals? Did the hotel make any

 adjustments and for what reason?

**SPEAKERS/PROGRAMS**

1. What were some of the prices for individual speakers/programs? (Ex. A Design Speaker, a

 Horticulture Speaker, a speaker with a PowerPoint or Movie presentation, a workshop

 speaker, etc)

2. Did you hold a Refresher/Symposium? If so, how many people attended?

**FINANCES**

1. How did you raise funds?

2. Did you ask all the clubs in your state/region to donate?

3. If so, what was the total amount donated from clubs?

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4. Did you receive any corporate donations? If so, how much?

5. Did you “pad” meal prices?

**VENDORS**

1. How many vendors did you have?

2. Did more vendors apply than could be accommodated or did you have to seek vendors?

3. What was the price structure for vendors?

4. What hours were the hours for shopping for each day?

5. List the companies that were vendors.

**GENERAL**

1. Was anything given to attendees other than their registration materials? If so, what?

2. What did you not anticipate about any aspect of the Fall Board Meeting?

3. What would you do differently?

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4. Are there any other issues/suggestions/comments about the NGC Fall Board Meeting that you would like to make?

5. Do you have any suggestions for information that needs to be added or deleted to the *NGC Fall Board Meeting Procedure Manual*?

**Include with this form:**

•Final financial report

**Send to**:

•NGC Fall Board Meeting Coordinator

•Host State or Region

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