

Section III – RMR Retreat Site

A. GENERAL

1. The retreat chairman works with the assistant region director and event services company during the entire site selection process. **No contact is made by anyone with any potential site, outside of the event services company.** The site and exact dates of the retreat will be established as early as possible; three years out is not too early. The full site selection process is listed in Section III of the Region Retreat Guidelines.
2. Make sure ALL agreements are in writing. As site personnel may change from the initial contact to the time of the retreat, it is vitally important that everything be in writing.
3. If complementary rooms are available, these should be allocated to the mentors (this keeps costs down), then region director, then retreat chairman.
4. The retreat chairman will deal directly with the site concerning daily needs during the retreat both before and during retreat.

B. Preliminary Retreat Committee Site Discussion

1. Retreat chairman works with the retreat committee to make sure the site requirements (see Section III C below – RMR Region Retreat Site) that are needed for their retreat are fully outlined for the events services company.
2. Any ideas from the retreat committee for possible site locations are presented to the events services company by the retreat chairman. The committee shall consider the following points when considering possible areas or sites to suggest to the event services company.
 - a. Because this is a retreat, it is encouraged to select an area/site that has a wide appeal as a destination location.
 - b. What are anticipated needs for hotel rooms, other facilities and services?
 - c. What are projected retreat dates (be sure to include executive & region board meetings)?
 - d. What is the anticipated attendance?
 - e. What special attractions are close to the site? Will they help to attract people to come to retreat or distract them?
 - f. Special holiday observances and local festival.
 - g. Historical record of Retreat and Seminar dates and locations.
3. Take into consideration the following information from the past 2 to 3 retreats:
 - a. Number and types of hotel rooms used
 - b. Types and numbers of functions guaranteed
 - c. Actual attendance at each
 - d. Arrival and departure patterns
 - e. Exhibit programs
 - f. Prior venues with contact information

C. Site Criteria Considerations

1. Availability of dates – both preferred and alternative
2. Sleeping Rooms:
 - a. Number of single, double-double and suites
 - b. Rack rate for each
 - c. Complimentary room policy
 - d. Breakfast included
 - e. ADA rooms available?
 - f. Availability and cost of internet service in sleeping rooms
 - g. Date on which the number of reservations in the room block is reviewed for possible increase or reduction of the number

- h. Dates retreat room rates are good prior to and after the “official” retreat dates
 - i. Cut-off date for room reservations at special rate
- 3. Meeting and Studio Rooms:
 - a. Capacities/dimensions
 - i. Executive Board Meeting – 8 to 12 people
 - ii. Region Board Meeting – 20 to 30 people
 - iii. Studios – 20 to 25 people per studio
 - 1. 3 to 4 studios with mentors PLUS Open Stitching studio
 - 2. Stitchers need more space than “normal” classroom set up
 - 3. Lock and unlock at lunch and at night
 - b. Lighting – can additional be provided, if needed
 - c. Electrical outlets
 - d. Temperature control
 - e. Proximity to restrooms
 - f. Charge for tables
 - g. Policy on electrical cords and taping
 - h. Availability and cost of internet service in studio and meeting rooms
- 4. Water stations set up? Cost?
- 5. Food and Beverage
 - a. Banquet room, catering, etc
 - i. Region lunch
 - 1. Boxed, plated, buffet
 - ii. 1 banquet
 - 1. Plated meal – choices; vegetarian; other food issues
 - 2. Bar set-up cost
 - 3. Cost for sound system
 - b. Food and Beverage minimum guarantee
 - 1. Get this as low as possible
 - 2. What food/beverage is put towards this amount?
 - c. How do food and beverage in-house compare with other facilities?
- 6. Restaurants
 - a. On site
 - b. In close proximity to the site
- 7. Exhibit space
 - a. Functions:
 - i. Prospectors
 - ii. Upcoming seminar pieces
 - iii. Region merchandise sales
 - iv. Local chapter or special exhibit
 - b. Extra cost for tables and set-up
 - c. Room secure at all times?
- 8. Area for registration
 - a. Public area
 - b. Skirted table – cost?
- 9. Elevator service
 - a. How many
 - b. Capacity
 - c. Location relative to meeting rooms and studio spaces
 - d. All operational?

10. Bellmen and carts
 - a. Heavy group arrival on day before opening
 - b. We have a lot of “stuff”
11. Security, fire safety
 - a. Fire code, sprinklers, how is staff trained?
 - b. Venue policy on handling emergencies in studio rooms
12. Distance from airport, shuttle
13. Walking distances
14. Public transportation
15. Renovation plans
16. Overlapping conventions, events – before, during, and directly following
17. Parking facilities, cost
18. Credit, gratuity, liquor policy
19. Union requirements, date of contract renewal
20. Hotel policy on posters and signs
21. What promotional assistance will the site offer? Permission to use site promo materials?

D. Site Discussion with Events Services Company

1. Recommendations from the retreat committee for possible site locations, number of studios, number of possible attendees, etc. are presented to the events services company by the retreat chairman and the assistant region director.
2. Provide event services company with sample schedule of events, including all meetings, studios, banquets, and exhibits. (Appendix III-A) and have available information from the previous 2-3 retreats.
3. Retreat chairman will go on any site visits, along with the assistant region director.
4. Once the final 2 or 3 sites are determined by retreat chairman, assistant region director and event services company, retreat committee will prioritize the list. The top 2 will be presented to the region board for the decision on the top site.
5. Contract is negotiated through the event services company. Retreat chairman and assistant region director will go over the contract. There must be a space for the region director’s signature. The region director is copied into all email discussions throughout the contract negotiation process so that she will be familiar with the contract when it is presented to her for signature.
6. Once contract is finalized it is sent by the event services company to the venue for their signature.
7. The contract is then sent to the Region Director for her signature.

Put everything in writing.

Sample of Event Schedule and Room Requirements

Date	Start Time	End Time	Function	Room	Setup	Agr
Wed 10/16/19	8:30 AM	4:00 PM	Reg/Hosp Desk	CC Foyer		
Wed 10/16/19	7:00 PM	9:00 PM	Meeting	Boardroom 7	Conference	8
Thu 10/17/19	8:30 AM	4:00 PM	Reg/Hosp Desk	CC Foyer		
Thu 10/17/19	8:30 AM	4:30 PM	Meeting	Kidd Island Bay		30
Thu 10/17/19	12:00 PM	3:00 AM	Exhibits	Bay 2		
Thu 10/17/19	12:00 PM	1:00 PM	Lunch	North Cape Bay	Rounds	20
Fri 10/18/19	4:00 AM	3:00 AM	Exhibits	Bay 2		
Fri 10/18/19	8:30 AM	3:00 AM	Meeting	Boardroom 5	Classroom	25
Fri 10/18/19	8:30 AM	3:00 AM	Meeting	The Shore Room	Classroom	25
Fri 10/18/19	8:30 AM	3:00 AM	Meeting	Bay 1A	Classroom	25
Fri 10/18/19	8:30 AM	3:00 AM	Meeting	Bay 1B	Classroom	25
Fri 10/18/19	8:30 AM	3:00 AM	Meeting	Kidd Island Bay	Classroom	25
Fri 10/18/19	6:30 PM	7:00 PM	Reception	Bay 3	Cocktail	65
Fri 10/18/19	7:00 PM	8:30 PM	Dinner	Bay 3	Rounds	65
Sat 10/19/19	4:00 AM	3:00 AM	Exhibits	Bay 2		
Sat 10/19/19	4:00 AM	3:00 AM	Meeting	Bay 1A	Classroom	25
Sat 10/19/19	4:00 AM	3:00 AM	Meeting	Bay 1B	Classroom	25
Sat 10/19/19	4:00 AM	3:00 AM	Meeting	Kidd Island Bay	Classroom	25
Sat 10/19/19	4:00 AM	3:00 AM	Meeting	The Shore Room	Classroom	25
Sat 10/19/19	4:00 AM	3:00 AM	Meeting	Boardroom 5	Classroom	25

Various Room Configurations

