

SECTION IX

RMR Seminar Guidelines - Appendix

Revised 5/2022

Section IX – Appendix

A. Seminar Chair Report Form

Prepare an overview report of the seminar based on your view of every activity or committee duty, plus your responsibilities. Include your job description, outlining your responsibilities if different from that contained in RMR Seminar Guidelines. This report, including complete financial report and proceeds check to the region and chapter(s) are due to the appropriate people (*RMR Policies, RON, Section II, N & Z*) within 120 days of the close of seminar. The seminar chair will compile these reports in a computer file and forward a copy via USB or electronic file, one to the assistant region director and one to the next year's seminar chair.

Expenses:

Procedure followed:

Recommendations:

B. Seminar Committee Chair Report Form

Complete this form and submit two copies to the seminar chair emailed on or before _____ (within 60 days after the close of seminar). Enclose a copy of any printed matter that was used as part of your job. Also, add any suggestions for future seminars, as well as what your job entailed including any duties performed that are not on the job description, and how you handled it. The seminar chair will compile these reports on a computer file and forward a copy electronically or via usb, one to the assistant region director and one to the next year's seminar chair.

Seminar Committee Assignment:

Chair's Name:

Job Description: Outline responsibilities if different from those contained in the RMR Seminar Guidelines.

Expenses:

Procedure followed: (Include timeline and man hours involved)

Recommendations to improve or make the job easier:

C. Seminar 20__ Summary Report (Page 1)

This is to be filled out by the seminar chair after the seminar. A copy is to be sent to the region director the assistant region director, and the upcoming retreat and seminar chairs.

Dates of Seminar: _____ to _____

City and State: _____

Name of Seminar: _____

Host Chapter(s)/Unit(s): _____

Name of Chair: _____

Name of Site (i.e., hotel, college): _____

Address: _____

Phone number _____ FAX number _____

Name of Site Contact Person: _____

Non-refundable Fee charged: \$ _____

Registration Fee Charged: \$ _____ (minus non-refundable fee)

How many meals included? _____

Hotel/Venue Room Rate per Night: _____ Double occupancy? _____ Include breakfast? _____

Number of Early registrants: _____ Number of Regular registrants: _____

Number of Late registrants: _____ Number of cancellations: Early _____ Regular _____

Total Number of Attendees: _____

Number of Hotel Nights Used:

Pre-event _____ Night before opening day _____ Night of opening day _____

Night of last day _____ post-event _____

Food and Beverage Contractual Obligation \$ _____ Actual Amount: \$ _____

Room Rental Contractual Obligation \$ _____ How many meeting/class rooms used: _____

Arrival and Departure Patterns (i.e., air, car, early, etc.): _____

C. Seminar 20__ Summary Report (Page 2)

List Exhibits (not including Prospectors): _____

Teacher Fee paid (flat amount per teacher): \$ _____

List Teachers, Class Title, Technique & the number of students in class OR if it was cancelled (continued):

Teacher	Class Title	Technique	# of students in class	Class cancelled

Number of volunteer hours (estimate) put in by everyone: _____

Amount and types of items donated and from whom (i.e., goods for door prizes, favors, etc.): _____

D. Glossary of Terms

Please go to <https://egausa.org>, Member Login, Documents and Downloads, download the glossary from the *National Seminar Guidelines, Section VIII*. This will assure you of having the most current document.

E. RMR Electrical Suitcases and Inventory (UPDATED 04/21/2017)

1. Suitcase (purchased for region by Colorado Chapter)
 - a. Suitcase – needs to be replaced.
 - b. Plastic storage box – (exhibit easels)(purchased for region by D. Tennis)
2. Power Strips (all 3-prong) – 21
3. Extension Cords:
 - a. 9' cords – 8
 - b. 15' cords - 10
 - c. 20' cords – 4
 - d. 15 foot 2 prong white extension cord
4. 3-prong adapters - 4
5. Bag check clothes pins, numbers, and rack
6. 6 partial rolls tape – 5 blue and red duct tape and 1 black Gaffer's tape
7. Bag of Red & Blue ribbon awards
8. Markers for both white boards and flip charts – 27 assorted bags of markers, sharpies, and markers for white board. Two erasers.
9. 10 bags for angels
10. 8 plain easel pads 27" x 34" one easel graph pad 27" x 34"
11. Table Top Standup Pads – 2 plain pads and 2 plain pads
12. Exhibit items:
 - a. 5 wooden display easels
 - b. 3 white stand-up boards
 - c. 1 black jewelry roll display
 - d. 16 small black easels
 - e. 13 black display boards
 - f. 6 small foam core display boards
13. This suitcase and its contents are the responsibility of the assistant region director who has the list of the current inventory.
14. The angel chair is the recipient of and responsible party for the suitcase(s) during a region seminar.
15. The suitcase(s) is to be returned to the assistant region director (or their representative) at the end of the seminar/retreat.

F. EGA Chapter/Region Financial Guidelines

Please go to EGA's national Website <https://egausa.org>, login, go to Documents & Downloads to find the current *Financial Guidelines*. This will assure you of getting the most up-to-date version of the document.