

ARMA Hospitality Suite Procedures

1. The President has the privilege of hosting the Hospitality Suite. If the President does not wish to host the suite, then he/she appoints a Manager for that Ad Hoc Committee by the end of June.
2. The Manager of the Hospitality Suite contacts Meetings Manager of the International Conference at ARMA International headquarters to get name of contact person at Host Hotel to make arrangements for a suite. Timing: as soon as possible after President appoints Manager.
3. The Manager of the Hospitality Suite selects committee and starts to update previous list of potential sponsors. Timing: as soon as committee is selected.
4. The President will prepare a letter to sponsors for donation to Hospitality Suite. (Example enclosed.) The President will forward that letter to the Hospitality Committee for use in soliciting sponsors. Timing: After appointing Manager.
5. Committee members will commence contacting sponsors for donations. And requesting an electronic copy of their logo. For a "crisp" banner, vector images (.ai or.eps format) would work best. A hi-resolution .jpg (minimum 300 dpi) would work okay. Timing: As soon as List of sponsors is distributed to Members.
6. As pledges for donations are made, committee members will forward names, along with email addresses, to the Treasurer for invoicing. Timing: As soon as each pledge is made.
7. Treasure will invoice sponsors in a timely manner. Treasure will inform Manager of what sponsor invoice have been sent. Timing: as soon as invoices are sent.
8. Manager of the Hospitality Suite Selects Graphics Company to create banner. Timing: at least 2 months prior to Conference.
9. Manager of the Hospitality Suite acquires from ARMA International headquarters a list of Southwest Region members attending International Conference. Timing: one month prior to conference.
10. Manager of the Hospitality Suite Prepare and email Conference Events letter to Houston attendees of conference. Timing: 2 weeks prior to conference.
11. Manager of the Hospitality Suite contacts Houston Chapter members who will be attending the conference to be Hosts of the Suite during the conference. Timing: one month prior to conference.
12. Manager of the Hospitality Suite prepares schedule of hosts for working in the suite. Timing: 2 weeks prior to conference.

13. Manager of the Hospitality Suite and committee members gather items for the suite from Houston to take to Conference. Example: Large and small garbage bags, sharp knife, plastic bowls, jiggers, spoon. Timing: Week prior to conference.
14. Manager of the Hospitality Suite makes arrangements with someone from Host chapter to supply ice chests for suite. Timing: 2 weeks prior to conference.
15. Manager of the Hospitality Suite and committee members go shopping for food and beverage items for suite. Timing: The first day hospitality suite will be open.
16. Manager of the Hospitality Suite and committee members set up Hospitality suite. Hang banner in room, get ice, set out food and drinks.
17. Manager of the Hospitality Suite inventories needed supplies and shops for items daily during conference.
18. Manager of the Hospitality Suite makes arrangements with Host chapter for someone to collect unused items from hospitality suite. Timing: Week prior to conference.
19. Manager of the Hospitality Suite compiles receipts and sends report to Treasurer to be reimbursed for monies spent on the hospitality suite and food and beverages.
20. Manager of Hospitality Suite arranges with Chapter President for the displaying of Sponsor Banner for Chapter meeting that follows the ARMA International Conference
21. Manager of Hospitality Suite writes article for ARMAdilla telling about activities at the hospitality suite and thanking the vendors for their donations.
22. Manager of Hospitality Suite sends thank you emails/letters to all vendors who donated to the Hospitality suite.
23. Manager of Hospitality Suite sends thank you emails/letters to all volunteers who helped with the hospitality suite.