

Section III – RMR Region Retreat Site

A. GENERAL

1. Retreat chairman and/or site researcher works in cooperation with region director and assistant region director to determine preliminary date(s) and possible site(s) for retreat location.
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 Site Selection Discussion

1. Preliminary questions for retreat chairman (or site researcher), assistant region director and region director to consider:
 - a. Is this a location region members wish to travel to for a retreat? Because this is a retreat, it is encouraged to select a site that has a wide appeal as a destination location.
 - b. Are retreat objectives best served by hotel, conference center, or college?
 - c. What are anticipated needs for hotel rooms, other facilities and services?
 - d. What are projected retreat dates (be sure to include executive & region board meetings)?
 - e. What is the anticipated attendance?
 - f. What special attractions are close to the site? Will they help to attract people to come to retreat or distract them?
 - g. The local convention and visitor's bureau can be of assistance in locating facilities which might be appropriate for the retreat.
 - h. Special holiday observances and local festivals
2. Have available the following information from the past five years:
 - 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. Promotional assistance received from sites
 - f. Exhibit programs
 - g. Prior venues with contact information

C. Site Contact

1. Get basic information by phone and then visit sites with facilities that fit requirements.
2. From site contacts, find out:
 - a. Name, title, mailing address, phone number
 - b. Services to be provided
 - c. How long has site contact been there
 - d. Names of general managers, director of sales, convention services manager
3. Provide site with sample schedule of events, including all meetings, studios, banquets, and exhibits. (Appendix III-A)

4. Negotiations (possible areas to do this)
 - a. Sleeping room rates based on number of room nights.
 - b. Rates for meeting or studio spaces may be negotiable.
 - c. Exhibit space, classroom set up
 - d. Cutoff date(s)
 - e. Complimentary rooms, suites
 - f. Gratuities
 - g. Function room fees
 - h. Parking
 - i. Decorating, cleaning, security
5. Be sure the site knows how all rooms are to be set up including chair/table arrangement, audio-visual equipment, etc. (Appendix III-B)
6. Present the proposal for site, along with preliminary workplan, to the region board for approval.
7. Contract is drawn up with venue. Region director must have a signature space.
8. Contract is submitted for review by region director, assistant region director, retreat chairman (or site researcher), retreat committee members (if in place), and the region contract review committee (overseen by the assistant region director).
9. Contract signed by region director and then by site representative.

D. Site Criteria

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?

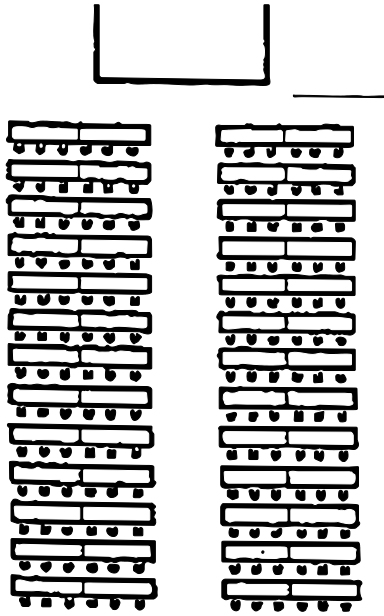
5. Food and Beverage
 - a. Banquet room, catering, etc
 - i. Region lunch
 1. Boxed, plated, buffet
 - ii. 1 banquet
 1. Plated meal – choices; vegetarian; other food issues
 2. Bar set-up cost
 3. Cost for sound system
 - b. Food and Beverage minimum guarantee
 1. Get this as low as possible
 2. What 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?

Put everything in writing.

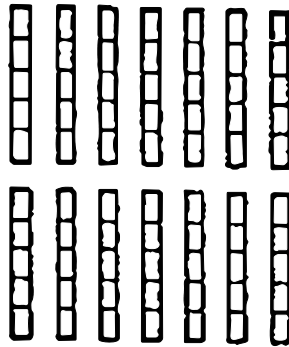
Sample of Event Schedule and Room Requirements

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
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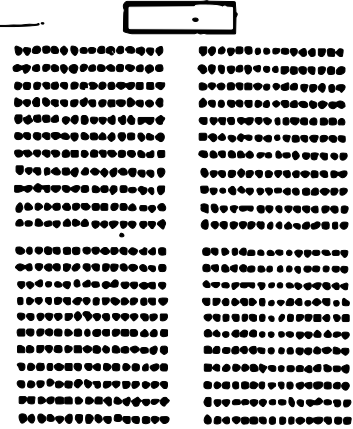
Various Room Configurations



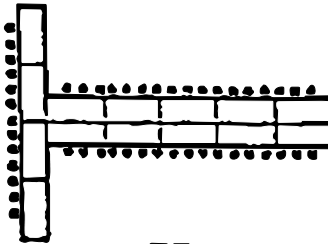
Schoolroom.



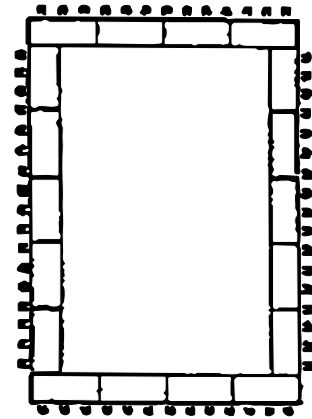
Schoolroom, perpendicular.



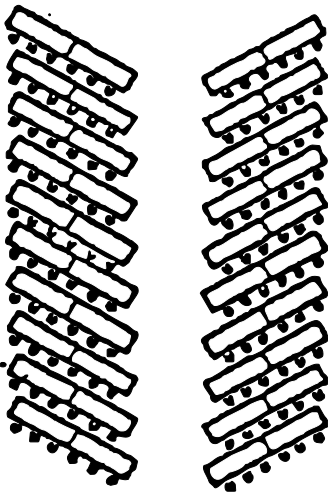
Auditorium, conventional.



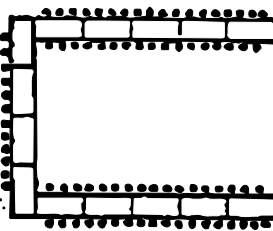
T-Shape.



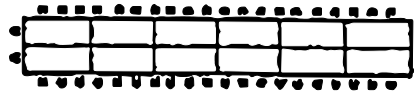
Hollow Square.



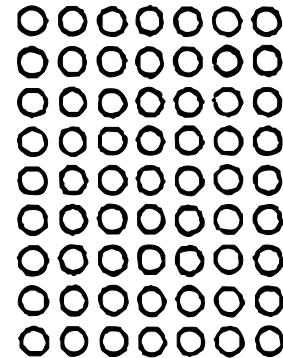
Schoolroom, vshape.



U-Shape.



Board of Directors.



Round Tables.