

## POSSIBLE MOTION

I MOVE TO approve the City and Borough of Sitka submitting to serve as the host city for the Southeast Conference Annual Meeting Fiscal Year 2013 and request that any required funding be included as part of the CBS's Fiscal Year 2012 Administration/Assembly budget for future consideration.

# Southeast Conference Annual Meeting Host City Requirements

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1. Meeting Place large enough for 200 people.
  - A/V Equipment and Screen
  - 2 Rooms for Breakout meetings
  - Copier – We will need access to big copier during the event
2. Hotels – 200 rooms
  - Directory of hotels, with brief description of each, and number of rooms in each hotel, lodge and Bed & Breakfast.
  - Discount conference prices for local hotels
  - Map of city with hotels and main venue sites marked.
3. Transportation planning: moving meeting goers back and forth from meeting venues to hotels. Are there hotel shuttles?
4. Local annual meeting committee members
  - Housing
  - Transportation
  - Entertainment (Optional)
  - Volunteers to help with registration, manning computer stations, and helping us track auction items and auction payments
5. Food-work with SEC staff to develop menu and work with caterer. Caterer must have access to a kitchen able to serve a minimum of 150.
6. Registration bags – host city finds sponsor for bags
7. Auction items – solicit auction items – most big ticket items will be brought in, but all local items are highly appreciated. Local art, hotel stays, charter trips, seafood with shipping, outdoor gear, etc. Secure place for auction items to be stored during program.
8. Local sponsorship of events (Optional)

9. Tours set up (Optional) Showcase your city with interesting tours and trips that folks can choose to go on? Please help out with ideas and planning. We have done some spouse activities in the past and that seems to do well for the commerce of your city.

10. Discount conference prices:

- transportation
- rental cars
- shopping card

### **Host City Reception**

Requirements for a host city reception.

\$5,000.00/\$7,000 including In-Kind Services to include:

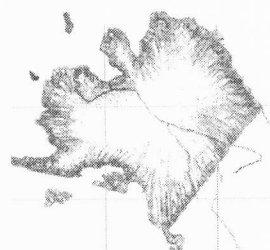
- Room for 250 people
- Seating
- 2 No Host bars serving: Beer, Wine, Other spirits (2 Drink tickets will be handed out.)
- Hors d'oeuvres
- Time frame – usually 6:00 pm to 8:00 pm but at your discretion
- This is the time to highlight your city with traditional and local flavor
- Entertainment is optional

612 W. Willoughby  
P.O. Box 21989  
Juneau, AK 99802

## Southeast Conference's Annual Meeting -- Host City Information

Shelly Wright (907) 523-4351  
Sara Henderson (907) 523-4353  
Cheri Landcaster (907) 523-4352

<b>Host City</b>										Dates:			
Primary contact								Title					
Cell #			Work #			Other #			Email				
Mail Address													
Other Contact Info													
<b>Primary Site</b>										Address			
Site contact								Email		Cell #			
<input type="checkbox"/> Y	<input type="checkbox"/> N	Fees for meeting space?				<input type="checkbox"/> Y	<input type="checkbox"/> N	Volunteers for set up and take down? #					
<input type="checkbox"/> Y	<input type="checkbox"/> N	Gymnasium?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Ballroom?	Number of additional meeting rooms available?				<input type="checkbox"/> Y	<input type="checkbox"/> N	Parking for 25-40?	
<input type="checkbox"/> Y	<input type="checkbox"/> N	Coat rack available?		<input type="checkbox"/> Y	<input type="checkbox"/> N	Facility floor plan provided for attendees?			<input type="checkbox"/> Y	<input type="checkbox"/> N	Custodial services provided nightly?		
<input type="checkbox"/> Y	<input type="checkbox"/> N	External access?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Vending machines on-site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Alcohol allowed on premises?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Kitchen available?		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Phone line available in registration area? If yes, is it a direct line?					<input type="checkbox"/> Y	<input type="checkbox"/> N	Speaker phone line in smaller meeting rooms?				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Exclusive occupancy? If No, explain											
<input type="checkbox"/> Y	<input type="checkbox"/> N	Wi-Fi access? If yes, is it secured with password?											
Describe facility security			<input type="checkbox"/> Y	<input type="checkbox"/> N	Facility secure for all three days of event?			<input type="checkbox"/> Y	<input type="checkbox"/> N	Babysitting available?			
<input type="checkbox"/> Y	<input type="checkbox"/> N	SEC can setup at 6-9 pm night before conference?				<input type="checkbox"/> Y	<input type="checkbox"/> N	SEC can access building at 6:30 each morning?					
<b>Equipment available:</b>		<input type="checkbox"/> Y	<input type="checkbox"/> N	Large projector screen?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Microphones? How many?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Podium?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Sound system?
<input type="checkbox"/> Y	<input type="checkbox"/> N	Personnel available to assist with equipment? Which days/times?						<input type="checkbox"/> Y	<input type="checkbox"/> N	Exterior signage available?			
# tables w/ linens available (should be 25-30)						# chairs available (must be at least 200)							
<input type="checkbox"/> Y	<input type="checkbox"/> N	Heavy-duty extension cords?		<input type="checkbox"/> Y	<input type="checkbox"/> N	Power strips	<input type="checkbox"/> Y	<input type="checkbox"/> N	Copier/we will need access to a big copier				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Welcome by Mayor and/or Tribe					<input type="checkbox"/> Y	<input type="checkbox"/> N	Opening ceremony(present the flag and songs)				
<b>City Info</b>		<input type="checkbox"/> Y	<input type="checkbox"/> N	Cruise ship(s) in town at same time as meeting?			<input type="checkbox"/> Y	<input type="checkbox"/> N	Any other major events in town at same time as meeting?				
<input type="checkbox"/> Y	<input type="checkbox"/> N	Taxi?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Bus?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Car Rental?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Shuttle service to hotels?		
# hotel rooms / beds				# B&B rooms / beds				<input type="checkbox"/> Y	<input type="checkbox"/> N	Hostel? Number of beds			
Discount Prices?				Discount Prices?				<input type="checkbox"/> Y	<input type="checkbox"/> N	Wireless service?			
Wireless service? Shuttle?				Wireless service?									
miles from ferry to facility =			miles from airport to facility =			<input type="checkbox"/> Y	<input type="checkbox"/> N	city/area maps, brochures?					
Other housing options?													
<input type="checkbox"/> Y	<input type="checkbox"/> N	Local Sponsors and Scholarship Donations (gifts, coupons available for membership bags?)											
<input type="checkbox"/> Y	<input type="checkbox"/> N	Enough restaurants capable of feeding 175+ for lunch & supper?											
<input type="checkbox"/> Y	<input type="checkbox"/> N	Sales Tax? How Much?			Should SEC collect sales tax for meeting registrations?								



# SITKA

## Sitka Convention & Visitors Bureau

### Host City Requirements

**Meeting Place large enough for 200 people.**

A/V Equipment and Screen

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Copier - We will need access to big copier during the event

**Hotels - 200 rooms**

Directory of hotels, with brief description of each, and number of rooms in each hotel, lodge and Bed & Breakfast.

Discount conference prices for local hotels

Map of city with hotels and main venue sites marked.

**Transportation planning:** Moving meeting goers back and forth from meeting venues to hotels.

**Local annual meeting committee members**

Housing

Transportation

Entertainment (Optional)

Volunteers to help with registration, manning computer stations, and helping us track auction items and auction payments

**Food:** Work with SEC staff to develop menu and work with caterer. Caterer must have access to a kitchen able to serve a minimum of 150.

**Conference Bags:** Host city finds sponsor for bags

**Auction items:** Solicit auction items - most big ticket items will be brought in, but all local items are highly appreciated. Local art, hotel stays, charter trips, seafood with shipping, outdoor gear, etc. Secure place for auction items to be stored during program.

**Local sponsorship of events** (Optional)

**Tours set up** (Optional): Showcase your city with interesting tours and trips that folks can choose to go on? Please help out with ideas and planning. We have done some spouse activities in the past and that seems to do well for the commerce of your city.

**Discount conference prices:**

Transportation

Rental cars

Shopping card

**Host City Reception**

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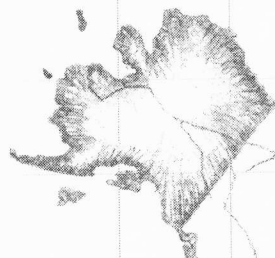
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Hors d'oeuvres

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DESTINATION



# SITKA

## Sitka Convention & Visitors Bureau

### Southeast Conference Annual Meeting 2013

September 24-27, 2012  
Harrigan Centennial Hall

#### Overview

The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska. Southeast Conference was formed in 1958 as an association of communities joined to advocate for establishment of the Alaska Marine Highway System. While our commitment to its development and efficient operation continues, Southeast Conference has greatly expanded both its membership base and its overall mission.

Today, Southeast Conference is a regional, nonprofit corporation that advances the collective interests of the people, communities and businesses in southeast Alaska. Members include municipalities, Native corporations and village councils, regional and local businesses, civic organizations and individuals from throughout the region.

The 2012 Annual Convention is expected to see approximately 150-200 delegates in attendance. Based on industry standards the estimated economic impact to the community would be between \$115,000 and \$153,000. Due to the positive economic impact that these delegates can have on a community, the event coordinators require considerable support from that community.

The Sitka Convention & Visitors Bureau would act as liaison by providing information about Sitka organizations, businesses, maps, local discount programs and other miscellaneous aspects to help the attendees experience a productive meeting and a traditional Alaskan community.

Based on the financial and/or in kind service requirements, indicated on the follow page, a potential breakdown of that commitment is shown here. This is an example of how to meet these requirements and it is completely speculative and can be changed as the city and borough sees fit.

#### **\$5000-\$7000 Breakdown**

- Gratis use of Centennial Hall \$875 per x 3 days 2,625
- Catered Reception \$2,500 to \$5000 ( hors devours to full buffet )
- No Host bar (2 drinks tickets per delegate) \$1200
- Entertainment \$500
- Conference Bags \$400-\$500

Many of the required items in the following list can be fulfilled by the Sitka CVB.

DESTINATION