HOW TO HOST
A Professional Development Seminar

ALFRED W. SPEER
Clerk
HOUSE OF REPRESENTATIVES

GLENN KOEPP
Secretary
STATE SENATE
Louisiana hosted ASLCS in 2014
Organize Host State Committee

- Secure approval of Legislative leadership
- Apply w/ ASLCS Site Selection Committee
- Pre Bid and Gather information
- Communicate w/NCSL Liaison
Organize Host State Committee (cont’d)

- Communicate with Program Development Chairmen
  - What – ASLCS PDS
  - When - TBD
  - Where - TBD
  - Register by – TBD
- Create a Planning Grid, Logo, and Blog
- Refer to Host State Manual
Budget, Finance, and Marketing

- Fundraising Letters to Vendors/Lobbyist
- Request Sponsors
- Suggest Choice Hotel for Conference w/ NCSL Liaison
- NCSL Finalize ALL Contracts
Budget, Finance, and Marketing (Cont’d)

- Need to Obtain: Permits/Contracts/Deposits/Printing Cost/Audio-Videographer
- Select Venue for Social Events
- Select Catering and Menus
- Host state gift/Gift Bags
- Off-site Events
Core Committee

- Obtain Letter(s) from Leadership
- Seminar Sponsors
- Mail Invitations/Post Cards
- Create Agenda for Program
- Create Pocket Agenda
Core Committee (cont’d)

- Signage
- Host State Committee Shirts
- Invite Local Dignitaries
- Suggest Plenary Speakers
- Invite Exhibitors
Registration Hospitality Suite and Welcome Reception

- Welcome Wagon/Registration
- Courtesy/Information Desk
- Hospitality Suite/Entertainment
- Staffing/Volunteers
Registration / Hospitality Suite and Welcome Reception (cont’d)

- Food/Drinks/Caterers
- Furniture/Decorations
- Liquor License
- Entertainment/Videographer for President’s Dinner
Transportation Services

- Shuttles, Car rentals and Buses
- Travel logistics
- Weather
- Promotional Items
- Tourist Brochures
- Tourist travel accommodations
Correspondence

Send Thank You Letters to:
Event Contributors
Sponsors
Volunteers
Staff

Thoughtfulness, Enthusiasm, Appreciation, Money
LOUISIANA HOST STATE TIMELINE
2014 (reviewed)
Two Years Prior

- Secure Leadership Approval
- Make Application (Site Selection Committee)
- Upon Approval (Create Core Committee)
- Estimate Budget
- Compile Financial Resources List
- Identify Date Conflicts
Eighteen Months Prior

- Core Meetings Begin to:
  - Finalize fundraising
  - Determine Hotel Site
  - Make Venue Site visits
  - Execute Contracts
  - Develop Logo Design w/ ASLCS
  - Distribute Save the Date Postcards
Nine Months Prior

- Develop Event Timelines
  - Recruit Volunteers
  - Outline Preliminary Staff Assignments
  - Make Travel Arrangements
  - Do Monthly Website/Blog postings
Six Months Prior

- Prioritize Assignments for
  - Transportation needs
  - Gift bag purchases
  - In-kind Donations
  - Contract Negotiations
  - Secure tax exempt status
  - Develop master supply list
  - Send Invitations to Dignitaries
Three Months Prior

- Finalize assignments
- Order staff shirts
- Schedule staff meetings
- Review publication deadlines
- Prepare contact lists
One Month Prior

- Finalize Sinage For:
  - Meetings
  - Transportation
  - Sponsors and Events
- Receive Weekly Updates/Attendee Count from ASLCS
- Schedule Walkthroughs
  - Venues
  - Hotel and Registration Areas
- Distribute shirts/assignments
During Seminar

- Daily Core Staff Meetings
- Adhere to Time Lines
- Revise Schedule(s) as Needed
- Post Event Notations
After the Seminar

- Send thank you notes/letters
- Reconcile invoices
- Complete final budget report
- Post event summary
Contact Information

Mr. Alfred W. Speer, Clerk
Louisiana House of Representatives
State Capitol Building
P. O. Box 44281
Baton Rouge, Louisiana 70804
Phone: (225) 342-7259
speera@legis.la.gov

Mrs. Yolanda Dixon, First Assistant Secretary
Louisiana State Senate
State Capitol Building
P. O. Box 94183
Baton Rouge, LA 70804
Phone: (225) 342-6184
dixony@legis.la.gov
Hosting ASLCS is a REWARDING EXPERIENCE

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