



Pacific Northwest Division National Ski Patrol

Convention Planning Guide

This Convention Guide is a ***confidential manual*** of the PNWD on loan to the Convention Chair(s) or Regional Director of the Hosting Region. In accepting this manual, you agree to not distribute the electronic manual, to return hard manual(s) to the Division Liaison and also submit the completed statistical reports (attendance, costs, expenses, income and miscellaneous) by December 15th of the year of the convention to the Division Convention Coordinator.

Return all hard-copy manual(s) in person or by insured mail to:

Reba Sharp
14710 NW Oakhills Drive - Beaverton, Oregon 97006
reba.sharp@gmail.com
Cellular 503-936-3937

Acknowledgement

This manual was the creation by a wonderful woman and outstanding patroller from the Hyak patrol.

Shirley Cummings

For many years Shirley Cummings was the Convention Liaison that devoted an inordinate amount of time (100's of hours) to compile, prepare and provide the manual you have before you.

Shirley is a wealth of knowledge and excellent mentor. Shirley always extends her “helping hand” along with her beautiful smile.

Thank you so much Shirley for all the work you have done and the help you have provided to so many conventions and patrollers over the years. We couldn't have made it without you!!

So, for all the Convention Chairs and Committee Members, past – present – future, when you see Shirley at the convention, please go up to her and give her a Big Thank You!





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Preface

The PNWD convention is an annual event that patrollers, within the Division, look forward to attend. This is a time for the Division Director and Regional Directors to come together to conduct the business of the Division, as well as a time for Directors and patrollers from across the Division to network and enjoy the activities and training provided at the convention.

The purpose of this manual is to provide the hosting region with information/guidelines that are required for the convention along with roles and responsibilities. The convention is a big undertaking that requires a great deal of preparation and organization. It is important to choose the committee members carefully and wisely. You need committee members that will complete their tasks.

This quote is so true:

“The strength of the team is each individual member. The strength of each member is the team.”



PNWD Convention Core Committee & Goals

The purpose and goals of the PNWD Convention Core Committee Members is to provide support and consistency; to work with the Region Convention Committee Members utilize local, state(s) and nationwide resources for the convention with a goal to increase the draw of patrollers, national and region speakers, as well as support.

The rotation of individuals is to bring in new ideas and prior experience to the hosting committee to prevent reinvention of the wheel. This support will assist the hosting region the ability to “focus in” on specific areas of activities (expertise, knowledge, personnel, donations etc.) and to access the experience and knowledge from the Core Committee members listed below.

An additional goal is to remind all patrollers of the 1938 NSP Creed: Service and Safety

| | |
|--|--------------------------------|
| Division Director | Shelley Urben |
| Division Convention Coordinator | Reba Sharp |
| Division Webmaster(s) | Richard Murphy |
| Division Website(s) | Richard Murphy & Jodie Jeffers |
| Division Wellness & Safety(s) / ORM(s) | Jodie Jeffers / Joseph Ferarro |
| Division Legal | Britt Anderson |
| Division Treasurer | Walt Seidel |

Division Director Appointment (Rotates every 3 to 5+ years)

| | |
|--|------------------|
| Previous Knowledge / Expertise Member | Kathy Lee |
| Previous Knowledge / Expertise Member | Shirley Cummings |
| Patroller not actively involved in previous convention | Jack Ramsey |

Division Convention Leads (Rotates every 1 to 3+ years)

| | | | Region | | Location |
|-----------------------------------|-----------------------------------|----|----------------|------|---------------------|
| Last Liaison(s) & RD (Rotates) | Andy Becholdt Eric Brittingham | RD | Oregon | 2024 | Eugene, Oregon |
| Current Liaison(s) & RD (Rotates) | Dale Wolfe John Coulon | RD | Northwest | 2025 | Everett, Washington |
| Next Liaison(s) & RD (Rotates) | Thad Murata Pam Carson | | Southern Idaho | 2026 | Boise, Idaho |

DIVISION Convention “CORE” Committee Members and Areas of Responsibilities

| Key Areas | Core Committee | Member | Email | Phone |
|------------------------------------|---|---|--|--|
| Convention | Division Convention Coordinator | Reba Sharp | krsharp1@frontier.com | 503-936-3937 |
| Hotel Contract | Division Convention Coordinator Division Director Division Attorney | Reba Sharp Shelley Urben Britt Bachtel-Browning | krsharp1@frontier.com shelley.urben@nsp-pnwd.org bachtelbrowning@gmail.com | 503-936-3937 503-805-8513 503-740-9946 |
| Hotel Rooms Food/Lodging | Division Convention Coordinator | Reba Sharp | krsharp1@frontier.com | 503-936-3937 |
| Hotel Rooms Conference/Breakout | Division Director Division Safety | Shelley Urben Jodie Jeffers | shelley.urben@nsp-pnwd.org jodie.jeffers@nsp-pnwd.org | 503-805-8513 503-269-6419 |
| Finance | Division Controller Division IT-Webmaster | Walt Seidel Richard Murphy | wseidel@gmail.com richard.murphy@nsp-pnwd.org | 509-939-5751 206-391-9875 |
| Registration | Division Convention Chair Division IT-Webmaster | Reba Sharp Richard Murphy | krsharp1@frontier.com richard.murphy@nsp-pnwd.org | 503-936-3937 206-391-9875 |
| Convention Website | Division IT-Webmaster Division Wellness & Safety Advisor | Richard Murphy Jodie Jeffers | richard.murphy@nsp-pnwd.org jodie.jeffers@nsp-pnwd.org | 206-391-9875 503-269-6419 |
| AV/IT Items & Hotel | Division IT-Webmaster Division Wellness & Safety | Richard Murphy Jodie Jeffers | richard.murphy@nsp-pnwd.org jodie.jeffers@nsp-pnwd.org | 206-391-9875 503-269-6419 |
| Awards | Division Awards Coordinator Division Co-Awards Coordinator | Susan Baker Pam Carson | susanbaker7780@gmail.com mamachinsk@hotmail.com | 509-998-3574 208-860-0407 |
| Committee/Communication | Division Communication Advisor Division Co-Convention Coordinator | Shirley Cummings | shirleycu@msn.com | 425-434-6658 |
| Marketing National | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| History | Division Historian | Shirley Cummings | Shirleycu@msn.com | 425-434-6658 |
| Marketing Region | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| Patroller and Safety | Patroller and Safety Advisor | Jodi Jeffers | jodie.jeffers@nsp-pnwd.org | 503-269-6419 |
| Outdoor Risk Management | Outdoor Safety-Wellness Advisor | Joseph Ferraro | skygod01@live.com | 509-939-1220 |
| Publication/Nor'Wester | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| Legal | Division Attorney | Britt Bachtel-Browning | bachtelbrowning@gmail.com | 503-740-9946 |
| Speakers National/Keynote | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| General Presenters | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| General Program | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| Statistics Committee | Division Convention Coordinator | Reba Sharp | reba.sharp@gmail.com | 503-936-3937 |
| Hospitality Room | Division Convention Coordinator | Reba Sharp | reba.sharp@gmail.com | 503-936-3937 |
| National Vendors | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| Regional Vendors | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| National Donations | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |
| Regional Donations | Division Director | Shelley Urben | shelley.urben@nsp-pnwd.org | 503-805-8513 |

Convention Programs - Classes

Alumni

Awards

Bike Patrol

History

Host

Instructor Development

Medical

MTR/AVY

Mt Bike

Nordic

OEC

OET

Safety

Senior

Womens

Yap

Special

| Patrol Roster by Regions | | |
|---------------------------------|--------------------|-----------------------------------|
| <u>REGION</u> | <u>ID #</u> | <u>PATROL</u> |
| INLAND EMPIRE | P009 | Lookout Pass |
| | BP-P009 | Lookout Pass/Hiawatha Bike Patrol |
| | P012 | Loup Loup |
| | P013 | Mission Ridge |
| | P017 | Mount Spokane |
| | P039 | Silver Mountain |
| | P040 | Bald Mountain |
| | P041 | Cottonwood Butte |
| | P042 | Snowhaven |
| | P046 | 49 Degrees North |
| | P051 | Ski Bluewood |
| NORTHWEST | | |
| | P006 | Crystal Mountain |
| | P008 | Snoqualmie Summit East (Hyak) |
| | P015 | Mount Baker |
| | P020 | Hurricane Ridge |
| | P027 | Snoqualmie Summit Central |
| | P028 | Snoqualmie Summit West |
| | P034 | White Pass |
| | P037 | Snoqualmie Summit Alpentel |
| | P048 | Cascade Backcountry |
| | P061 | Mount Rainier Nordic Patrol |
| OREGON | | |
| | P003 | Mount Bachelor |
| | PO14 | Mount Ashland |
| | P024 | Santiam Pass |
| | P032 | Warner Canyon |
| | P035 | Willamette Pass |
| | P038 | Willamette Backcountry |

| | | |
|-----------------------|---------|-----------------------------|
| SOUTHERN IDAHO | | |
| | P001 | Anthony Lakes |
| | P004 | Bogus Basin |
| | P005 | Magic Mountain |
| | P016 | Ferguson Ridge |
| | P022 | Payette Lakes |
| | P029 | Soldier Mountain |
| | P030 | Spout Springs |
| | P059 | 705 Backcountry Patrol |
| | P063 | Payette Lakes Nordic |
| WY' EAST | | |
| | P018 | Cooper Spir |
| | P050 | Mount Hood Timberline |
| | BP-P050 | Mount Hood Timberline Bike |
| | P052 | Mount Hood Ski Bowl |
| | P053 | Mount Hood Meadows |
| | P054 | Mount Hood Ski Patrol, Inc. |
| | P055 | Mount Hood Nordic |
| | P056 | Mount Hood Summit |



Region Convention Rotation/Planning Schedule

| | Year 1 Convention Year | Year 2 | Year 3 |
|--------|-----------------------------------|------------------------|------------------------|
| Region | 2025 Northwest | 2026 Southern Idaho | 2027 Wy'east |
| Region | 2026 Southern Idaho | 2027 Wy'east | 2028 Inland Empire |
| Region | 2027 Wy'east | 2028 Inland Empire | 2029 Oregon |
| Region | 2028 Inland Empire | 2029 Oregon | 2030 Northwest |
| Region | 2029 Oregon | 2030 Northwest | 2031 Southern Idaho |
| Region | 2030 Northwest | 2031 Southern Idaho | 2032 Wy'east |
| Region | 2031 Southern Idaho | 2032 Wy'east | 2033 Inland Empire |
| Region | 2032 Wy'east | 2033 Inland Empire | 2034 Oregon |
| Region | 2033 Inland Empire | 2034 Oregon | 2035 Northwest |
| Region | 2034 Oregon | 2035 Northwest | 2036 Southern Idaho |
| Region | 2035 Northwest | 2036 Southern Idaho | 2037 Wy'east |

Division Convention Rotation Schedule by Region with Convention Chair

| YEAR | CONVENTION CHAIR | REGION |
|------|------------------|----------------|
| 2020 | Dave May | Northwest |
| 2021 | Pam Carson | Southern Idaho |
| 2022 | Matthew Wood | Wy'east |
| 2023 | Kelli Piper | Inland Empire |
| 2024 | Eric Brittingham | Oregon |
| 2025 | John Coulon | Northwest |
| 2026 | Pam Carson | Southern Idaho |
| 2027 | | Wy'east |
| 2028 | | Inland Empire |
| 2029 | | Oregon |
| 2030 | | Northwest |
| 2031 | | Southern Idaho |
| 2032 | | Wy'east |
| 2033 | | Inland Empire |
| 2034 | | Oregon |
| 2035 | | Northwest |



Pacific Northwest Division Convention Schedule Timeline

| Year 3- PLANNING Activities | | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug |
|---|---|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|
| <i>15 = Submit 15th Day of the Month</i> <i>x = Month or Every Month</i> | | | | | | | | | | | | | |
| 1 | Identify Convention Chair | | | | | x | | | | | | | |
| 2 | Identify Convention Team Members | | | | | x | | | | | | | |
| 3 | Research Venue (Hotel) | | | | | x | | | | | | | |
| 4 | Theme | | | | | x | | | | | | | |
| 5 | Identify Activities Outside of Convention | | | | | | | | x | | | | |
| 6 | Identify Donations/Donators | | | | | | | | | | | | |
| 7 | Identify Vendors | | | | | | | | | | | | |
| a | Silent Auction Items | x | x | x | x | x | x | x | x | x | x | x | x |
| b | Raffle Items | x | x | x | x | x | x | x | x | x | x | x | x |
| c | Swag Bags | x | x | x | x | x | x | x | x | x | x | x | x |
| d | Food & Beverage for Hospitality Room | x | x | x | x | x | x | x | x | x | x | x | x |
| 8 | Convention Chair to Conduct Quarterly or Monthly Progress Meeting | x | | | x | | | x | | | x | | |
| 9 | RD Provide MONTHLY Convention Progress Update at Division Meeting | x | x | x | x | x | x | x | x | x | x | x | x |
| 10 | Research Grant(s) for Funding | x | x | x | x | x | x | x | x | x | x | x | x |
| 11 | Submit Announcement to NorWester | | | | | | | | | | | 15 | 15 |

Pacific Northwest Division Convention Schedule Timeline

| Year 2 - PLANNING Activities | | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <i>B = Begin</i> <i>C = Complete</i> <i>x = Month or Every Month</i> | | | | | | | | | | | | | | |
| 1 | Confirm Convention Chair | | x | | | | | | | | | | | |
| 3 | Confirm Convention Team Members | | | x | | | | | | | | | | |
| 2 | Select Venue/Hotel | | | x | | | | | | | | | | |
| 4 | Walk Thru of Property with Hotel Liaison | | | x | | | | | | | | | | |
| 5 | Contract Review / Negotiation | | | | | B | x | x | C | | | | | |
| 6 | Convention Members review: | | | | | | x | | | | | | | |
| a | Convention Liaison | | | | | | x | | | | | | | |
| b | Audio/Visual Coordinator | | | | | | x | | | | | | | |
| c | Food /Menu Coordinator | | | | | | x | | | | | | | |
| d | Legal | | | | | | x | | | | | | | |
| e | Division Director | | | | | | x | | | | | | | |
| 7 | Execute - Sign Contract - ONLY by Division Director | | | | | | | | C | | | | | |
| 8 | Secure Seed Money from Division Treasurer - If necessary | | | | | | x | | | | | | | |
| 9 | Open Bank Account via Division Treasurer - If necessary | | | | | | x | | | | | | | |
| 10 | Research/Submit Grant(s) for Funding | B | x | x | x | x | x | x | x | x | x | x | x | x |
| 11 | Finalize Theme | | | | | | x | | | | | | | |
| 12 | RD Provide MONTHLY Convention Progress Update at Division Meeting | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 13 | Solicit Donations/ Donators and Vendors | | | | | | | | | | | | | |
| a | Silent Auction Items | x | x | x | x | x | x | x | x | x | x | x | x | x |
| b | Raffle Items | x | x | x | x | x | x | x | x | x | x | x | x | x |
| c | Swag Bags | x | x | x | x | x | x | x | x | x | x | x | x | x |
| d | Food & Beverage for Hospitality Room | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 14 | Identify Vendors to Exhibit at Convention | | | | | | | | | x | | | | |
| 15 | Identify Classes/ Presentations at Convention | | | | | | | | | x | | | | |
| 16 | Identify Possible Presentors/Speakers | | | | | | | | | x | | | | |
| 17 | Nor'Wester Announcement/Flyer - at convention | | | | | | | | | | | | | x |
| 18 | Present Registration Form at Division Convention | | | | | | | | | | | | | x |

Pacific Northwest Division Convention Schedule Timeline

Year 1 - PLANNING Activities - Year of Convention

B = Begin **C = Complete** **X = Month or Every Month** **15 = Submit 15th Day of the Month** **30 = Submit 30th Day of the Month**

| | | | | | | | | | | | | | | | POST | | |
|----|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|-------------|------------|--|
| | | | | | | | | | | | | | | | Oct | Dec | |
| | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | | | | |
| 1 | | B | C | | | | | | | | | | | | | | |
| 2 | | B | C | | | | | | | | | | | | | | |
| 3 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | |
| 4 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | |
| 5 | Solicit Donators/Vendors for: | | | | | | | | | | | | | | | | |
| a | B | X | X | X | X | X | X | X | X | X | X | X | X | X | C | | |
| b | B | X | X | X | X | X | X | X | X | X | X | X | X | X | C | | |
| c | B | X | X | X | X | X | X | X | X | X | X | X | X | X | C | | |
| d | B | X | X | X | X | X | X | X | X | X | X | X | X | X | C | | |
| 6 | | | X | | | | | | | | | | | | | | |
| 7 | | 15 | | 15 | | | 15 | | | 15 | | | | | | | |
| 8 | | | | | 30 | | | | | | | | | | | | |
| 9 | | | | | 30 | | | | | | | | | | | | |
| 10 | | | | | 30 | | | | | | | | | | | | |
| 11 | | | | | 30 | | | | | | | | | | | | |
| 12 | | | | | | 15 | | | | | | | | | | | |
| 13 | | | | | | | | | | 15 | | | | | | | |
| 14 | | | | | | | | | | 15 | | | | | | | |
| 15 | | | | | | | | | | 15 | | | | | | | |
| 16 | | | | | | | | | | 15 | | | | | | | |
| 17 | | | | | | | | | | | | 15 | | | | | |
| 18 | | | | | | | | | | | | 15 | | | | | |
| 19 | | | | | | | | | | | | 15 | | | | | |
| 20 | | | | | | | | | | | | 15 | | | | | |
| 21 | | | | | | | | | | | | 15 | | | | | |
| 22 | | | | | | | | | | | | 30 | | | | | |
| 23 | | | | | | | | | | | | | | X | | | |
| 24 | | | | | | | | | | | | | | | | 15 | |
| 25 | | | | | | | | | | | | | | | | 15 | |

Pre-Convention Planning for Site Selection—2-3 Years Out

I am available any time to answer questions and discuss your convention concerns.

Reba Sharp (503) 936-3937 reba.sharp@gmail.com

OVERVIEW:

- Access to the “complete” *Convention Planning Guide* (with statistical information from previous conventions) is available to the Convention Chair and Region Director; financial information is provided by the Division Convention Coordinator or Division Director when required. The “abridged” manual (without statistical information from previous conventions) is available to all members on the PNWD website. The guide is updated every January “after the current year’s” convention’s statistics are provided (No later than December 15th) to the Division Convention Chair.
- This “pre-planning section” should be read 2-3 years before the region hosts the convention. It has general information primarily focused on selecting a hotel, negotiating and signing contracts, as well as general convention information. The earlier negotiations begin prior to the convention, the more leverage a committee will have in bargaining with the hotel. For this reason, it is suggested the site selection committee be appointed **two to three years** in advance. Note – some hotels may be reluctant to secure the convention three years in advance.

PURPOSE:

- The primary purpose of the convention is to provide an opportunity for officers of the PNWD (Patrol Directors, Region Directors and Division Director) to conduct the business affairs of the division and vote on the annual budget.
- A secondary purpose of the convention is to encourage new patrol leadership to attend and to provide an exchange of educational information in a fun and welcoming social setting.
- Make sure that the site location meets the primary objective (business) before concentrating on fulfilling secondary (social, educational) objectives. Primary Needs: meeting rooms, general session rooms, break-out session rooms.
- It is most helpful for members if the site selection committee have been involved with prior conventions so they understand the type of facility required.

CONTRACTS:

- The Division Director is the **only** person authorized to sign contracts.
- Forward potential hotel contracts to Division Liaison for review and evaluation. The Convention Liaison will send the contract to Division Legal Counsel for review and necessary changes. After the Division Legal Counsel’s review and approval, the contract will be sent to the Division Director for final review, approval and signature.

DATES & TIMES:

- The convention is held the **2nd week-end in August (Friday through Sunday)**.
- The “official” convention dates and times are Friday afternoon (1:00 pm through Sunday noon). Any date or time changes or official activities scheduled outside of those time parameters must be pre-approved by the Division Director. Adding an extra day” can have a big financial impact. A number of division, region and patrol budgets may be impacted; check before you commit to increasing the time.
- Friday morning maybe used for Patrol Director orientation (PD 101 or an OEC seminar).

FINANCES:

- A \$2000 advance of PNWD funds may be requested (from Division Controller) 2 years prior to your convention.
- Plan to work with approximately a \$25,000 to \$30,000 budget.
- Contact the Division Controller to obtain the banking and checking account information necessary to open an account for the convention. The Division Controller will provide detailed instructions to open a checking account and address all banking requirements.
- A **New Bank Account** is opened (every year) for **each** convention: do not use or co-mingle region or patrol funds with the Division Convention money.
- Do not use a current patrol or region account. Convention bank accounts use the division abbreviation and year. Example: “PNWD Convention 20XX” (Use the year of the convention).
 - The PNWD (and regions and patrols registered within it) have been granted tax exempt status under the umbrella of the NSP. The division has its own EIN number 91-6158845). A copy of the documents verifying the tax-exempt status of the NSP and the assigned EIN number of the PNWD can be obtained from the Division Controller.
 - Each convention will need to change signers on the checks, new bank cards will need to be signed; this is usually the Region Convention Treasurer and Region Convention Chairman.)
 - If required, you may obtain copies of the PNWD Bylaws or Articles of Incorporation from the Division Controller.
- All convention expenses are to be budgeted and paid for with registration fees and supplemented by raffles and auctions.
- The Division can accept payments via check, cash or VISA/MasterCard/Debit Card. The “Square” is compatible with most phones and is much less time consuming and easier to set up and use. The Square charges a 3% service fee for each transaction. Include the 3% fee into your budget and include the 3% service fee into the registration form (meal fees etc.). The Square is also utilized at the registration desk to accept payment for registration, raffle tickets and silent auction items.
- Funding has been approved to offset convention expenses for the current convention and for the convention two years out.
- The hosting region/patrol is eligible to receive 25% of the profit made from the convention - up to a maximum of \$2000. **To be eligible for the profit, the hosting patrol/region must submit to the Division Convention Coordinator 1: completed convention statistical and financial reports, 2: return of all hard-copy *Convention Planning Guides*; return of (3) Square readers to the Division Webmaster; and 4: submit check from profits to Division Controller.**

NEGOTIATIONS:

First prices quoted are rarely the final negotiated price. When requesting quotes from potential hotels, use lower estimates than you anticipate for BOTH the number of sleeping rooms required and the number of meals ordered. (It is easy to re-negotiate and increase the numbers.)

- When estimating attendance, anticipate that **50% of all rooms and meals will be from the hosting region or patrol**. Attendance numbers fluctuate primarily due to the size of the hosting region.
- There are 3 big numbers to negotiate (Food & Beverage, Number of Rooms and Room Rate):
- **Minimum Food & Beverage Amount** - Including tax and tip this figure will probably be around \$6000-\$9000. Gratuity rates can range from 18% to 22%.

- The Friday night BBQ function maybe held at the hotel facility, if BBQ is held onsite, these meals need to be included in the minimum food amount. If the BBQ is held offsite by an alternative vendor, these meals will not be included in the minimum food amount.
- If the BBQ is held offsite, there will a number of logistic activities that will need to addressed.
- Custom menus can usually be negotiated to meet your budget. Request the “Per Diem Menu” or “Government Menu” to get the lowest price quotes. In order to reach affordable meal pricing be willing to adjust the menu that will be amenable to the hotel and the patrol.
- Negotiate that the food numbers will be finalized a week before the convention date. The hotel normally provides a 10 % buffer for last-minute additions.
- **Minimum number of sleeping rooms guaranteed** - (depends on hosting region 80-100 total).
- **Minimum cost of regular sleeping room rate** - Experience has shown that we often exceed the minimum number of sleeping rooms sold. Try to keep nightly room rate below \$200.
- In order for attendees to **receive the patrol rate**, post/publish in the Nor’Wester, convention website and fliers the “drop-dead-date” (in BOLD) for patroller’s to reserve rooms and meals.
- **Check prior year’s statistics.** The best predictor of attendance for your convention is the attendance numbers from the last convention held in your region. Ask Division Convention Coordinator for statistic reports.

FACILITY REQUIREMENTS – ON PREMISE:

Sleeping Rooms:

THURSDAY: 9 rooms + 1 suite (Division Director...suite often used for small meetings.)
 FRIDAY: 40
 SATURDAY: 40
 TOTAL: 90 *

Note: a few patrollers may stay Sunday night – you may want to reserve 2 rooms for Sunday at the patroller rate.

*More rooms are usually sold (especially in the more populated regions) but strive to negotiate lower numbers in the hotel contract. Be sure to know and negotiate the financial risk if the hotel demands higher room minimums or these minimums are not met. Feel free to contact the Division Convention Coordinator for information or assistance.

Goal: Stay under or close to \$200 per night for sleeping rooms...lower the better.

Be sure to quote the business tax rate that will be added to the per night stay.

(Comparative statistics are available from Division Convention Coordinator)

| Year | Region | Thurs | Fri | Sat | Required Nights Stayed | Total Nights Stayed | Cost to NSP +Tax |
|------|-----------|-------|-----|-----|------------------------|---------------------|-------------------|
| 2024 | Oregon | 43 | 60 | 66 | 154 | 169 | \$179 + Tax ?% |
| 2023 | Inland | 30 | 50 | 51 | No Minimum | 131 | \$179 + Tax 20% |
| 2022 | Wy’east | 20 | 90 | 69 | 100 | 117 | \$139 + Tax 16% |
| 2021 | So. Idaho | 23 | 42 | 42 | 95 | 107 | \$145 + Tax 16% |
| 2020 | Northwest | Covid | NA | NA | 95 | NA | \$159 + Tax 9% |
| 2019 | Oregon | 32 | 54 | 50 | 100 | 136 | \$121 + Tax 14% |
| 2018 | Inland | 12 | 42 | 42 | 69 | 96 | \$121 + Tax 13.8% |

Meals:

| | |
|--------------------|-------------------|
| Saturday Breakfast | 50 people |
| Saturday Lunch | 50 people |
| Saturday Banquet | 100 to 125 people |
| Sunday Breakfast | 50 people |

*Remember, these are “planning numbers” only, not the numbers used during negotiation with the hotel for number of guaranteed rooms and minimum food and beverage guarantee. **DO NOT provide the pricing for meals and room rates from previous conventions to the hotel – at any time before -during-after the negotiation. It is unethical to divulge pricing to hotel competitors and it may provide the hotel the opportunity to not be as competitive with pricing.***

- Prices for meals vary widely among geographic and metropolitan areas. Pay special attention to the total cost of a meal (tax, gratuity, room charge, service charge) before setting the amount to be collected. Figure the total cost of the meal and how much patrollers will be asked to pay.
- Custom menus can usually be negotiated to meet your budget via food substitution or elimination of food options. Request the “Per Diem Menu” or “Government Menu” to get the lowest price quotes.
- The hotel uses meal numbers to set the “minimum food and beverage guarantee” figure that may be included in the contract. Keep this number as low as possible!
- Ask if tax and gratuity fees are included in the meal charges? What is the percentage for each? Is it based on food costs alone or is there tax & gratuity on all meeting room charges and set-up fees?
- Is the meal set-up to be buffet or served? (Buffet is often cheaper for the hotel and sometimes lower cost can be negotiated. Be sure charges are by ticket not by plates used!)
- Plan vegetarian and vegan options for meals if possible (definitely at least for the Saturday Banquet).
- In recent years, a portion of the registration fees have occasionally been used to subsidize the costs of meals. This has become necessary when the food/beverage minimum meal numbers have not been met. Not meeting the food/beverage minimum may result in a charge for the meeting rooms.
- Check with the Division Director and Division Convention Coordinator before setting the amount of any registration subsidy needed to balance your meal budget.

Meeting Room Sizes & Maximum Number Anticipated:

| | | | | |
|-----------|------------|--------------------------|--------------------|------------------|
| FRIDAY: | 40 people | Board of Directors | 1:30 pm – 5:00 pm | Classroom set-up |
| | 60 people | Patrol Director Training | Time varies | Classroom set-up |
| SATURDAY: | 150 people | General Session | 8:30 am – 10:00 am | Theater set-up |
| SUNDAY: | 100 people | General Session | 8:30 am - 10:00 am | Classroom set-up |

Breakout Rooms: (minimum of 4 rooms, more if there are more choices on the program.)

| | | | |
|-----------|---------------|----------------------|--------------------|
| SATURDAY: | 20- 50 people | Breakout Session (1) | 10:00 am - 5:00 pm |
| | 20- 50 people | Breakout Session (2) | 10:00 am - 5:00 pm |
| | 20- 50 people | Breakout Session (3) | 10:00 am - 5:00 pm |
| | 20-50 people | Breakout Session (4) | 10:00 am - 5:00 pm |

All above numbers are approximate requirements for space; numbers depend on the agenda.

Secure Rooms:

| | |
|-----------|--|
| FRIDAY: | Awards & Equipment Rooms: Can be either a large or single room - preferably 2 rooms approximately 12’x 12’; room must be able to be locked at night. |
| SATURDAY: | Awards & Equipment Rooms: Can be either a large or single room - preferably 2 rooms approximately 12’x 12’; room must be able to be locked at night. |
| SUNDAY: | Equipment Room only |

Vendor Room(s)/Space:

Many committees arrange for vendors to display (usually rent) space for ski-related, fitness or first aid items. Some vendors will also contribute a door prize, raffle item, or silent auction item. Verify hotel policy on using hall space, etc..

- Do NOT assume security/responsibility for any vendor equipment. Vendors are responsible for the security of their booths and products. Make sure you are aware of any additional hotel charges when ordering extra tables, table skirts, A-V equipment, etc. for meeting or equipment rooms or vendor areas.
- Do NOT invite vendors who are obvious competitors with NSP national sponsors. Review the NSP website for “current” sponsors of NSP. Request a review and approval of sponsors from the Division Director.
- Vendors are responsible for the cost of their own meals and expenses.

Hospitality Room:

This is usually a hotel suite and maybe used by the Hospitality Chair as a sleeping room. It can be a terrace or any space where food and beverage items can be stored and served. Sometimes it is a “free” room the hotel provides if other room & food requirements are met. Preferred for this room to have a refrigerator and a sink.

The hotel needs to be aware that donated food/beverage (alcoholic and non-alcoholic) items will be brought into the Hospitality Suite. (The Hospitality Suite is usually rented out as a “guest” room, food and beverage items can be brought in and served. Nevertheless, this is sometimes a touchy subject with many hotels; notify the hotel that food and beverages will served in the Hospitality Suite and the Suite is closed a half hour before & after a meal function. This will prevent competition with the hotel’s scheduled meal events on the convention’s agenda.

To encourage donations of food and beverages to the Hospitality Room, plan to display a “Donor Board” and tell prospective donors their donations will be listed there (and possibly on the program/agenda if you decide to do include.) The greater the amount of all donated items, the lower the registration fee. Estimating “donated items” is a big challenge in designing the budget.

FACILITIES REQUIREMENTS: Off PREMISE

Golf, Biking, Hiking, etc.:

Numbers vary...somewhere between 6 to 20 people play (regular or miniature). It is not an “official convention function” and should be financially self-sustaining. Moreover, Board Members (Regional Directors & Division Director) if registering for golf, must have tee time priorities that will allow them to attend the “official function of the day”, the board meeting which usually begins at 1:00pm. Setting up the golf tournament usually involves a minimum amount of work for the committee or chair. This is a **less** time-consuming job; this is **not** a position for one of your best workers.

Friday BBQ:

Traditionally, this is put on by the region patrols, at as low a cost as possible, and involves a great deal of work for the BBQ committee. Often a park, a local hall, a ski hill or some local attraction is chosen for the site. It is often the only division function many patrollers attend and is a great place for the local patrols to show their friendliness and hospitality. Some regions or patrols choose to highlight their region or patrol history at part of the decorations or displays at this event.

Note – some conventions have held the BBQ at the premise of the hotel’s outside facility.

In choosing a site, consider the site rental cost. Estimate dividing that amongst the attendees...can the locals still afford the meal? Families? Are off-premise permits required? Can you bring in alcohol and or food? Are there

kitchen facilities? Sinks with hot water? Food warmers? Restroom facilities? Parking? How far from the main hotel? (Unless all the food/beverages are donated, the cost of buses to transport and wait is usually cost-prohibitive.) Is liability insurance an issue? Is a liquor license required? Is there a large damage deposit required? Is the space handicap accessible? Are restrooms and parking adequate? Does your county require a health permit? How far away is the BBQ from the hotel patrollers must drive to attend?

The BBQ can also be held at the hotel property if an appropriate space is available to hold the BBQ. Normally, all food and beverage sales go to meeting the minimum food and beverage requirement.

IMPORTANT REMINDERS:

- **Only** the Division Director is authorized to sign contracts. .
- Attendance Statistics provide the hotel with “anticipated numbers” quote 1/3 LESS than the number you anticipate. Numbers are used to set the “minimum food & beverage amount” keep numbers low.
- Request the “**government food menu or per diem menu.**”
- Numbers are based on that 50% of the attendance at all functions come from the **hosting region**.
- Comparative statistics provides information on costs, attendance, rooms used, expenses and income compiled from past conventions by region. These statistics will be provided to the Region Convention Chair by the Division Convention Coordinator. These statistics should be used as a guide in setting your budget and registration fee. The most useful statistics are the numbers from the prior convention held in your region.
- Request bids from several hotels. Competitive bids hotels can be used to negotiate better deals.
- Agenda is set by the Division Director who invites the guests and speakers and should be consulted on anything “new”; decisions will be made by the Division Director. (If there is a change in Division Director prior to your convention, be prepared to work with both incoming and outgoing Division Directors and be ready to make last minute changes) be ready to adjust to the change!
- Review which hotels have been used in the past (by any region). A good rapport may have already been established with a hotel(s) chain which can be helpful in negotiations.
- When the hotel is selected (and before the registration fee is finalized), send copies of the hotel contract to Division Convention Coordinator (Reba Sharp, 14710 NW Oakhills Drive, Beaverton, Oregon 97006, or email an electronic copy of the contract to reba.sharp@gmail.com). After review, the Division Convention Liaison may contact you with questions or ask for clarification on the contract. When the contract review is complete, the Division Convention Coordinator will send the contract to the PNWD Legal Counsel and Division Director for review. When legal has completed the review, the contract will be sent to the Division Director for review and/or signature.



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General Guidelines Prior to Contract Signing 1-2 years Out

REGION CONVENTION CHAIR: This position is critical to the success of the convention. You will probably spend more time on this project than you ever could have imagined. Only a few people, the ones who have done it. The few who have chaired a convention really appreciate the total spectrum of your efforts and most past chairmen are very willing to help you in any way they can. Don't be afraid to ask!

In addition to the overall responsibility for planning the entire convention, the Convention Chair (or Co-Chairs) is also **ultimately responsible for submitting a financial accounting.** Even if there is a Convention Treasurer or Convention Controller, it is the responsibility of the Convention Chairman to ensure that all financial and statistical reports (attendance, costs, expenses, income and miscellaneous) are submitted to the Division Convention Liaison and statistical reports and the check of profit are submitted to the Division Controller.

This financial and statistical report forms will be provided by the Division Convention Coordinator.

The completed statistical and financial reports, check of profit and Square card readers should be submitted no later than **December 15th** following the convention. This information provides key planning for future committees. The (3) Square readers should be returned to the Division Webmaster Administrator.

DIVISION CONVENTION LIAISON: (Reba Sharp ; (503) 936-3937; reba.sharp@gmail.com)

In addition to writing, updating and providing the Convention Planning Guides, statistical forms and advising the convention committees, the liaison is working simultaneously with 4 different region convention committees:

- Working with the prior year convention chair includes auditing the full financial records, verifying that donations have been acknowledged, and formulating recommendations based on the prior year's experience.
- Working with the current committee includes overseeing all contracts, suggesting a working timeline and offering feedback on the proposed agenda and activities.
- Working with the upcoming year (1year out) convention chairs to see that committees are on track and budget restrictions are met.
- Working with the Region Director to appoint both a Region Convention Chair and Site Selection Committee for the convention to be held in two to three years and helping that committee evaluate various options for locations and convention sites.

FINANCES:

- **Advance Fee:** As of 2006, PNWD will provide \$2000 in seed money; this is available one to two years in advance of your convention. Request the advance from Division Controller.
- **Open New Account: Do not use a current patrol or region account.**
The Division has opened a checking account for the PNWD Conventions at the US Bank. A checking account with \$2000 “advance”PNWD funds will be given access and provided through the US Bank PNWD account. This account may require a two or three person signature account that may be requested (from the Division Controller) 18 months prior to your convention.
- Each convention will need to have “new” signers on the checking account; his is usually your Convention Treasurer and Chair.)
- The current PNWS Controller will provide the checks or online bill payments that can be made via the US Bank website.
- After the convention PNWD profit share will be left in the account with the original \$2000 seed money. Any loss will be coordinated with the current PNWD Director and Board of Directors.
- The IRS assigned the EIN number 91-6158845 for the PNWD.
- Contact the Division Controller for guidance or any questions that may arise.
- If you need copies of the PNWD By-Laws or Articles of Incorporation, those can also be found in the *Convention Planning Guide* in the Finance Section.
- **MasterCard / VISA/Square:** Feedback from prior years suggests that patrollers appreciate being able to use MasterCard or Visa (Square) for convention expenses...especially for auction items. However, be aware that there is a 3% fee if Square is used; this cost should be built into your budget, registration and meal fees.
- Early registrants should be advised to save their check or credit receipt as proof of early registration for “next year’s” convention. If you accept cash registrations, provide a cash receipt. A list of early registrations should include name, date, amount, patrol.
- Conventions use on-line registration and on-line payment options to register.
- Whatever payment options you choose to use—cash, check, Square, or on-line payment, plan to build the associated service fees into your budget and registration and meal pricing.
- The ***financial goal of the convention is to break even*** or to provide a small profit for the division.
- No separate non-division fundraising activities are to take place.
- The convention committee is responsible to pay all expenses from funds collected at registration. Except for the \$2000 division seed money, PNWD finances are not involved.
- Financial incentive for early registration receipt...or a special door prize drawing for the first 50 registrants...or a free T-shirtare some of the ideas you may want to consider.
- A check for the full convention net profit derived from the convention should be sent to the Division Controller by December 15th of that same year (with copy sent to Division Liaison).
- The Host Region or Patrol will be eligible to receive a refund of 25% of any net convention profit to a maximum of \$2000 provided that:
 - The Convention Planning Guides have been returned to Division Liaison.
 - The required financial report has been submitted by Dec 15th to Division Liaison.

All statistics are to be completed in each financial and statistical report.
- A check for the full amount of any convention profit has been sent by December 15th to the Division Controller. Profit to be determined by subtraction of seed money, hotel expenses, guest expenses and other general convention expenses.

- When all the requirements have been met, a check will be issued, by the Division Controller by March 1st of the following year.
 - How the profit refund is divided among the regions or patrols is usually based on their respective workloads. The decision will be made by the Region Director.
- **Financial Report:** (See also *Convention Planning Guide*, Financial Report)
The complete financial report should be submitted by December 15th following the convention. The Region Convention Chair has the ultimate responsibility to compile information from the Region Convention Treasurer and Registration Chair, prepare the financial report and submit it to Division Convention Coordinator. It is preferable to send the required information electronically and mail the manual(s) separately. Statistical reports to include the following:
 - Comparative Statistics Attendance
 - Comparative Statistics Costs
 - Comparative Statistics Expenses
 - Comparative Statistics Income
 - Comparative Statistics Miscellaneous
 Other information is appreciated but not required.
 - Recommendation for future convention chairs and committees
 - Recommended changes to the *Convention Planning Guide*
 - Copy of the check sent to Division Controller
 - Copy of closing bank statement
 Be aware that the purpose of submitting this information is not to scrutinize every expense you have, but to provide a list of items that should be considered for future convention budget and planning committees.

GUESTS:

- It is customary that one or two national officers or advisors are invited to each convention; the decision on which national guest(s) is invited is solely up to the Division Director. Transportation costs for national guests are paid out their respective national budgets; **the cost of their rooms and meals is a convention committee cost** and must be planned for in the overall convention expenses.
- There is no set rule for any ski area operator representatives that may be invited or choose to attend. (However, because of the advantages inherent in maintaining good relationships with them, inviting local area operator representatives to attend as guests should be considered and discussed with the Division Director.
- A guest/guest speaker may arrive on Saturday. The Saturday lunch is paid by the convention budget. No one, other than the Division Director, is authorized to invite (paid for) guests or speakers.
- Do not consider paying for outside entertainers or guest speakers to speak (for payment); the budget will not usually support such an expenditure and there are plenty of patrol topics for volunteer speakers to cover.
- The Division Convention Coordinator will usually send out a welcome letter to invited guests and include a Division Roster so they can become familiar with “who’s who in the PNWD”. As chair, if this is something you personally want to do let the Coordinator know. The Division Director may have a personal or political interest in being the designated contact person. Consult with the Division Director for direction.
- In your ending Financial Report, be sure to include an accounting for all the fees, meals, etc. paid for invited guests.

HOTEL CATERING:

- **CATERING MINIMUM GUARANTEE AMOUNT:**

This is the amount required by the contract that the division is agreeing to pay for total meals; it is one of the most important negotiating points you will discuss with the hotel. **Underestimate the numbers you tell the hotel and keep the numbers as low as possible!** The hotel will always let you increase the meal numbers up to the number of people the room can legally hold; however, the hotel never will allow the meal numbers, in the contract, to be lowered.

- The hotel catering representative is key to the social and financial success of the convention. However, the turnover rate for this position can be very high. Many convention chairmen have made verbal agreements with the catering representative only to find a new (uninformed) person in that position a few months before the convention, which provides little time to re-negotiate anything that hasn't been written down. It is advised to write down a summary of every meeting with the hotel representatives. That way you can write a "thank you for your time" type of note or email...and it is our understanding type of letter" confirming the pertinent facts that you have agreed upon. The hotel contracts will sometimes not cover many of things that are discussed. Request the hotel representative confirms via email or letter your understanding is correct.
- The hotel needs to be aware that donated food/beverage items will be brought into the Hospitality Suite. This is sometimes a touchy subject with many hotels; some expect that all food and beverages will be purchased by the hotel regardless of where it is served. If the hospitality room is a guest suite, they will usually allow outside food and beverages to be brought in. It helps to mention that the Hospitality Suite will be closed ½ hour before and after scheduled meals so as encourage meal attendance.
- Try requesting the "government menu choices" or the "per diem menu"; this is usually a much cheaper menu than the one the hotel will initially provide.
- The cost and quality of meals is always a main concern. Are tax and gratuity included in the meal charges? What percentage? Can substitutions be made so that meal costs are as low as possible? Can costs of \$18-\$20 breakfast, \$20 lunch and \$35-\$45 dinner be met (with tax & gratuity included)?
- Is the meal set-up to be buffet or served. (Buffet is cheaper for the hotel and you may be able to negotiate a price difference.)
- State that the cost for any individual substitution request from the contracted food or beverage menu is the responsibility of the individual making the request.
- Make sure if you elect a buffet-type setting that the number of people charged is based on the tickets collected---never on the number of plates used (people often go back for seconds and often take a second plate.) The Convention Chair, Registrar, Treasurer or individual should be in charge of collecting the tickets for every meal function. NOTE-This eliminates patrollers that HAVE NOT PAID for a meal to eat without paying. In addition, patrollers that have paid for a meal, MAY NOT receive their meal due to the meals served exceeded the projected "final" meal numbers provided to the hotel. The individual must also verify with a hotel representative (**at the time of the meal with signature**) of the agreed upon number. Any speakers or guests must be issued tickets even if they are not charged so that the numbers agree.
- If you do a served menu with an entrée option, be sure to have food tickets designated. In that case, only allow people with tickets into the room and ask that tickets be placed on the table in front of the plates for the waitperson to remove. In offering entrée options, be sure to offer vegan or vegetarian entrées as well.
- Catering managers usually plan for 10% more than the number of people reserved. So there is already a "fudge factor" built in...do not over-estimate the number of meals needed. (Underestimate by 10% if anything).

- What are the charges for coffee breaks? Per cup? Per urn? (If the Hospitality Room is nearby and can serve this function, it is a great way to reduce overall costs.)
- You may want/try to negotiate a 24 hour meal reservation notice, or the smallest number to which the hotel will agree. (This group is historically late to register for everything and many expect to be able to sign up for meals when they show up in person to register.) Do not sacrifice offering an organized meal function for the large group in order to accommodate these late arrivals.
- You may want to provide a “drop-dead” date for meal orders and not allow for patrollers to purchase meals at the last minute. The committee will need to review and determine the approach they want to implement. Fore warning, late minute orders create a lot of stress for hotel staff and the Convention Chair.
- Will there be a bar for the cocktail hour before the Saturday night banquet? Is the bar supported by the cost of drinks or is there an additional charge for the bartender? If so, is there a minimum number of bartender hours or a minimum payment? A bar set up fee? Is gratuity added to the bartender service or bar bill?
- If a patroller brings their own wine to the Saturday dinner ask what the “uncorking” fee is per bottle.

ESTIMATING ATTENDANCE:

It is always necessary to make plans based on an estimate of the anticipated numbers for ALL meal functions, room rentals, meeting attendance, etc. and this can be a challenge. In addition to using the prior year’s statistics as a guide, you should plan that 50% of whatever number you use for ALL functions should be based on the anticipated number of patrollers **from your local region.**

HOTEL NEGOTIATIONS:

- Hopefully, the negotiations for room rates, room number minimums, food choices and costs are completed one to two years in advance. This time frame places the division in the best negotiating position and still allows time to move the convention to a new location if agreements on price and particulars cannot be reached.
- Room number minimums can be discussed in terms of an aggregate number for the total number of nights or in terms of a per night number. In either case there is a negotiated benefit to be determined for an agreed-upon number of rooms. Usually, the benefit is a free VIP suite which is usually used for the Hospitality Room...or it may be used for guest suites...or as an offset against overall costs.
- Number of rooms needed is often a measure of the convenience & desirability of convention location and can vary between regions and from year to year. Obviously, try to negotiate for the smallest minimum number of rooms to achieve the greatest benefits.
- Estimated number of rooms needed are:

| | |
|----------------|----------|
| Thursday Night | 10 to 20 |
| Friday Night | 40 to 50 |
| Saturday Night | 40 to 70 |
- Room number minimums can play great havoc with the budget and is often “the big unknown” even after registrations are in. Since room reservations are made directly with the hotel, patrollers may not remember to identify themselves as such when making reservations. So, if the hotel is requiring a minimum number of rooms it is best to:
 - Publicize the room rate as a “special patroller rate” (as an incentive for them to remember to identify themselves). Elsewhere in this booklet is comparison of room rates for the last 5 -6 conventions (“*Comparative Statistics*”)

- Make sure that there is an incentive for patrollers to identify their affiliation when registering. Verify that the “ski patrol rate” is as good as the “corporate rate”, “government rate”, and “tax deductible organization” rate.
- If the room reservation numbers look like the minimum number of sleeping rooms requirement may not be met, ask the hotel for a roster of registered guests and cross reference that list against the convention registration list.
- Often some of the patrollers who staff the Hospitality Suite also use it as their sleeping room. Most convention committees have elected not to charge these “workers” for the “sleeping” portion, especially when the Hospitality Room is usually negotiated as a “free benefit” for meeting the minimum number of sleeping rooms.
- Are any of the rooms for meal functions also being used for meeting rooms? Set up time required? What time can the decoration committee or the awards set-up committee get into the room to set up for the awards banquet?
- Hopefully, there is a verified tech-experienced patroller (like the Division Webmaster) to oversee all of the technical and audio-visual requirements. NOTE- hotel technical support and equipment rates are very expensive. Be sure to ask for pricing and include in the contract. Arrange with hotel and Division Webmaster for back up screen(s) and equipment in the event of technical difficulties.
- Who is the hotel representative assigned to set up and test microphones? How long before the function begins will that be completed? (Have a back-up patrol audio-visual techy.) NOTE-hotel AV equipment and labor rates are expensive. If possible, utilize patrollers for technical support/services and equipment to save on the budget.
- Specify that no long-distance telephone costs are authorized to be charged to the convention account from the Hospitality Room, Lobby, Registration Desk, Pool or any general meeting room locations. All guests are responsible for their own phone charges, faxes, copy charges, etc.
- List the names of individuals that are authorized to request audio-visual items, copies, faxes, etc. that may be charged to the convention budget. Usually this is limited to Division Director, Convention Chair, Program Chair, Division Webmaster and Division Liaison.
- Outline the times that rooms with any equipment or awards are to be locked and who is authorized to have a key and unlock the rooms.

OPERATIONS

- As soon as possible after the location of the convention has been decided and the hotel site decision has been made, the registration form should be finalized. This means you need to know all meals costs and set your budget before designing the form. **This is the best reason for starting to plan early.**
- Be aware that the agenda is the big draw for attendance...not the local geography or off premise attractions. Publicize your plans as a “Possible Agenda”; you can later make changes...but publish something early so patrols can allocate funds if they choose to send representatives for specific programs to allow patrollers and families to plan and make vacation arrangements.
- The *Nor’Wester* is our main source of publicity and it is free! A convention article should appear in every *Nor’Wester* issue. Often, submission for the January issue is December 1st. Check with editor for the deadline date and note that a convention article of approximately (x size) will require space. Photos along with the “theme” for the convention set off your article and are great for pre-publicity interest.
- The registration form should definitely appear in both the Spring and Summer issues of the *Nor’Wester* and if possible should appear in the winter issue (December 1st deadline).

- **Contact Division Webmaster to have the Registration Form put onto the division web.** Usually, other convention publicity can also be made available on the web. Please allow review and approval of the registration form from Convention Liaison.
- Try to involve local patrols or your region. Many patrollers have ideas for table centerpieces, decorations, etc. that were used for their local banquets and could be used again.
- List the costs and numbers used if a convention T shirt, hat or memento is offered. If T shirts are ordered, list the amounts for each size as well as the left over sizes that are not sold. Some past records on this information is located elsewhere in this manual (“*Comparative Statistics*”). Be aware that T shirts are size restrictive and you may end with some “unwanted sizes”. It is best to order fewer than the number of attendees (for example for the “first 100 registered”) than to risk an over order. You can ask for the size of T-shirt on the registration form.
- The budget will not support the cost of a band. In the past when a band or a DJ has played, it has been on a volunteer basis or at a greatly reduced cost. The purpose of the Saturday night banquet is awards presentation; that usually lasts until 9:30 or 10:00 pm.
- Provide a list of VIPs (national guests, ski area operator representatives, guest speakers, etc.) for the registration desk, hospitality room, division staff, Division Director, Region Director; it is also helpful to provide a pronunciation guide for unusual names. You may also want to consider assigning a “personal host/hostess” to each guest. This can be anyone whom you think will do a good job of making special guests feel welcome, who knows key people in the division or region and who will introduce guests to other patrollers.
- Plan to have someone from your committee make a presentation to the Division Board of Directors at the Spring Board Meeting (usually in late April or early May). You should also plan to bring some extra registration forms to the Spring Board meeting; the forms can be divided among the Region Directors so that they can present them at their respective regional meetings.
- Family/patrol radios or cellular phones are great communication tools at the convention. However, patrollers should utilize hotel (house) phones or cellular phones outside meetings/lecture rooms to avoid interruptions.
- Some respondents have suggested that division staff officers and the convention committee wear special ribbons or some designation so they are more visible to answer questions, and provide direction, etc.

QUESTIONNAIRE EVALUATION:

- The results of an exit Evaluation Questionnaire can be helpful to division staff and to next year’s committee. Some complain evaluations at every meeting and an overall questionnaire on Sunday are redundant.
- Do not overload attendees with evaluation questionnaires. If the Division Director has preference for either individual questionnaires after each break-out session or for a general convention questionnaire at the end of the convention, it will be his/her call.
- Generally, responses on questionnaires are very disappointing. “Offer more things for patrollers;” unfortunately, no one has EVER mentioned specifics.
- Tallying the results of the questionnaire can really be time consuming. Is there information the Division Director, Division Liaison or the committee really want or need to know in order to address? In the past, responses have been so general that little information is attained. The easiest questionnaire to tally is a mathematical one.

SCHEDULE:

The Division Director will make the final agenda decisions. However, the program committee is invited to make suggestions for offerings during the break-out sessions. As a minimum, the Division Director will usually want to reserve the times listed below for the official schedule. Additional time must be reserved for guest speakers, roundtable discussions, etc.. Also, some issues may come up at the Annual National Meeting in June and will require an adjustment in the “proposed agenda”. Do not schedule any ‘fun detours’ to conflict with the “core business schedule” without getting personal approval from the Division Director who will be in office at the time of the convention.

| | | |
|-----------------|------------------|-----------------------------------|
| FRIDAY | 1:00 to 5:00 pm | Executive Committee Board Meeting |
| SATURDAY | 8:30 to 10:30 am | General Session |
| SATURDAY | 12:00 to 1:00 pm | Lunch & Ski Flight Slide Show |
| SATURDAY | 1:00 to 3:00 pm | General Session |
| SATURDAY | 6:00 to 10:00 pm | Awards Banquet |
| SUNDAY | 08:30 to 11:30am | General Session |

- In addition to these core times, breakfast meetings are often scheduled for PNWD Advisors and Patrol Directors. (Division Director will decide which group meets on Saturday and which on Sunday.) These breakfasts are often hosted by and paid for by the PNWD (not convention funds). Usually, the individuals RSVP to the secretary and pay for the breakfasts on their individual forms and are reimbursed later. Take care that you do not count these breakfast reservations twice (individual and advisor or Regional Director).
- Traditionally, the annual meeting has been a 3 day meeting beginning on Friday afternoon. Although the golf tournament (or other elective options) is often scheduled for Friday morning, the “official agenda” begins Friday afternoon with the Executive Committee Board Meeting.
- Hosting regions have sometimes tried to schedule extra special committee meetings or social functions/excursions on the Thursday prior to the convention. A word of caution: “adding an extra day” can potentially have a big impact on total lodging and food costs. Expenses add up quickly for guests; expenses are also reimbursed for many officers so the division budget can be impacted greatly. Therefore, the “official schedule” should begin Friday afternoon.
- The Friday night dinner may be held “off-premise”. It is an opportunity to include local patrollers and families at a cheaper cost than a hotel meal because food is often donated and labor is provided by the hosting patrols. Because most hotels require a “group meal function each day in exchange for free meeting rooms, it is usually necessary to negotiate the Saturday lunch or breakfast as a trade off.
- The Saturday & Sunday morning breakfasts are usually for specific groups – Division Advisors and their respective region counterparts on one day and Patrol Directors on the other. The Division Director will make the decision which group will meet Saturday and which group will meet Sunday. It is not the same every year. It is sometimes limited to Regional directors (or Patrol Directors and above).
- For both breakfasts, attendees will RSVP to the Division Secretary who will provide the breakfast count. Hopefully, attendees have also sign up for breakfast on their registration form. You will need to cross-reference both lists to ensure attendees are not counted these twice.
- OEC, OET, or other committees may elect to schedule private breakfast meetings or classes. If this is done, the committee usually provides the juice and rolls and individual attendees are not charged. If a committee wants to schedule a “committee breakfast” they make their own arrangements for bringing in the food, for hosting it in a private suite and they assume responsibility for all costs involved. Meeting time and location should be included on the agenda.

- Convention Chair should plan to give a Certificate of Appreciation to the Catering Manager and to the Hotel Manager. Presenting, these at the Saturday lunch is probably the best time to present the certificate. Be sure to request these certificates from the Division Awards committee well in advance.
- Some years, significant donations to support the Hospitality Room are made by a vendor or sponsor. This individual should also receive a Certificate of Appreciation.

COMMITTEES: (See also “*Committee Responsibilities*” elsewhere in this guide.)

Convention Committees can be organized in any way that makes best use of your convention personnel. Below are *some* of the ways that committees in the past have been organized. Be aware that the 2 biggest jobs (in addition to the Convention Chairs) are those of the Donations Administrator and Registration-Records and Finance Chairman. Be sure to choose these individuals very carefully; they will probably do the majority of the work and must be responsible, dependable, energetic and have excellent follow-thru and execution.

Donation Administrator: This individual works with several committees and is responsible to co-ordinate all donations so that the same prospective donor is not inundated with multiple requests. This person oversees sending out the advance request letters and works with the Records Chair to make sure that all donated items are acknowledged with a thank you note. Sample letters are available elsewhere in this guide---see ‘*Sample Letters*’.

POSSIBLE COMMITTEE AREAS THAT MAY SEEK DONATIONS:

- Hospitality** Beverages, food, snacks, ice, paper goods.
- Registration** Packets can include pens, pads of paper, maps, toothpaste, toothbrushes, candy, gum, key chains, combs, cologne samples, rulers, pencils, lotions. pharmacy samples, etc....anything close to free that will fit inside whatever size packet you have.
- Door Prizes** Almost any type of donation can be used for door prizes. Door prize names or numbers are drawn at the beginning of the meals or general sessions and serve as an incentive to getting everyone and assembled and the meeting started on time.
- Raffle** These are usually your “hot ticket items” that can bring in the most money.
- &** Consider trying to obtain ski clothing, trips, luggage, mugs, skis, poles, VRBO stays,
- Silent Auction** boards, helmets, accessories, tools, artwork, wine, food...endless opportunities here!

Start early to solicit donations. Many organizations create and approve the future (next year) budget in the fall (September through December). It is very important to request your donation during these months to be included in the next year budget. Asking for donations immediately after the PNWD convention (August) is a perfect time to begin soliciting donations.

Convention Records:

This individual is ultimately gathering all of the registration and financial information necessary to complete the final and statistics report for your convention. (Ultimately, it is the Convention Chair or Co-Chair who are responsible...but it is still helpful to have an assistant.) Knowing early in the planning process what specific types of information will be required at the end can play a large part in setting up the record keeping.

This individual can also be responsible for taking notes at all the meetings, notifying committee members of past meeting summary notes and future meeting notices, obtaining the list of donors from the donation’s Chairman (and arranging with the donation’s chair for someone to write them thank you notes, maintaining a list of donors and the estimated value of their respective donations for IRS purposes. Often the Convention Chair attempts to do this job, as well as, the chairmanship; if you elect to do these activities, secure an assistant, you will need

one! Division stationery & envelopes (NSP logo) are available for soliciting donations, writing thank you notes. Order these supplies from the Division Secretary.

Hospitality Suite:

The goal of the Hospitality Room is to provide a social setting to stimulate fellowship, camaraderie and discussion with patrollers from within the division. The Hospitality Committee works to secure food and beverages for the Hospitality Suite - hopefully - utilizing as many donations as possible to keep costs down.

The Hospitality Chair:

- 1) Schedules patrollers to staff the room (usually from 7:00 am to 10:00 pm excluding meal times)
- 2) Prepares and displays a “Donor Thank You Poster” for all items donated for use in the Hospitality Room
- 3) Requests donations to support the food and beverages provided.

(See also “*Committee Responsibilities*” elsewhere in this booklet.)

It is usually easier to assign responsibility for the Hospitality Suite to a single patrol. However, this is an opportunity for patrollers from several patrols to meet and work together.

Registration:

The registration form needs to be ready 9-12 months in advance. That means you need to know all costs ahead of time (You need to know everything yesterday!) The Registration committee works with the core committee to set prices on all meals and convention functions:

- Receives and confirms registrations.
- Designs registration form. Allow time for the **registration form** to be proofed by the Division Director and Convention Liaison **before** it is submitted for publication in the *Nor'Wester* and on the division web site.
- Obtains packet donations and stuffs registration materials, agenda, name tags, meals tickets into packets. Maintains on-going counts of all paid convention functions.
- Coordinates registered names of attendees with hotel to verify credits for required sleeping rooms. Staffs the registration desk.
- Verifies meal counts with hotel staff.
- Prepares name tags for attendees. (Usually include patrol/division title and National Appointment number on name tags.) Also, often the program schedule is printed on the reverse of the name tag.
- Displays a donor board for all donated items. Secures additional staff for the registration desk.
- Secures additional staff for the registration desk and sets up a schedule for registration volunteers.
- Works with the Convention Chair, Convention Co-chairs and Records Chair to complete the statistics and financial reports.

Treasurer:

- Sets up separate convention bank account. **Do not mingle convention funds with patrol or region funds.** Banks often require the division ID number. For purposes of IRS reporting, IRS# 91-6158845 is the employer identification number of the Pacific Northwest Division, National Ski Patrol.
- Applies for \$2000 seed money from Division Controller.
- Records and deposits checks and cash as registrations are received.

- Determines method to be used for collecting funds from any online registrations. (Credit card machine, Square, pay Pal, etc.)
- Pays all expenses keeping a detailed record of all expenses by category.
- Copies check register and helps Convention Chair and Records Chair prepare Convention Financial Report for Division Liaison.

Program:

- Works with Division Liaison and Division Director to finalize schedules of National and local guests as to speaking times and requirements.
- Is aware the Division Director has the “final” say on all proposed agenda topics and activities.
- Communicates with division advisors to schedule meeting needs. Works to select rooms and arrange room set-up format for all meetings.
- Verifies any special needs for traffic flow, additional equipment, etc.. PNWD and convention committee does not provide any audio-visual equipment—advisors are to bring their own. A screen and microphone will be rented from the hotel for use at the Friday Board meeting and the General Sessions if necessary.
- Coordinates with Audio-Visual Committee for specific needs.
- Prepares and publishes the meeting/program agenda.
- Arranges “secure room” that can be locked at night for awards, equipment and history displays.
- Schedules space and collects fees for any vendors that attend.

Friday Fun Night:

- Makes arrangements and coordinates the Friday Night Function. A reminder any contract to be signed must be signed **ONLY** by the Division Director. Usually the Friday night function is priced as low as possible so as to attract local patrollers and is often held off-premise.
- Obtains food and beverages working to get as many donated items as possible.
- Arranges for any required off-premise licenses, permits, insurance etc..
- Sets up tables, bar area, prepares food (150 to 200 people) and cleans up.
- Decorates facility as appropriate to theme.
- Arranges area for any special presentations, such as “History & Memorabilia,” Ski Flight, Airlift Northwest presentation, etc.
- Gathers meal tickets or tracks number of attendees and collects/tallies funds for meals.

Publicity:

- Writes articles for *Nor'Wester* and division web site.
- Sends multiple e-mail blasts on agenda and activities to patrollers in all regions. The division has compiled a list of email addresses throughout the division. This can be a great convention publicity resource for you to use. It is fast, easy and transmits your message across at no cost. At the very least you can contact Region Directors and or Patrol Directors and ask them to forward to patrollers within their region and patrols.
- Works with the Regional Director and Convention Chair(s) to prepare a presentation for the Sunday General Session at the prior year’s convention.

Audio-Visual Equipment:

- Gets a list of all speaker equipment that will be used from Programs Committee. (As much as possible, all presenters should be encouraged to use their own equipment. Any equipment that is “loaned” is done so on an individual basis between the borrower and the loaner....**the division is not responsible for any borrowed equipment.**)
- Checks with presenters ahead of time and assists presenters in getting equipment up and ready for presentations.
- Provides extra extension cords, etc. and anticipates needs that may arise. Is present at both general sessions to solve any Audio-Visual problems that may occur.
- Shadows the hotel Audio-Visual person to ensure ahead of time that the microphone, screen, TV hook-up, etc. are ready on time.
- The PNWD IT Manager for the convention will review all AV equipment needs and provide recommendations as needed. NOTE – With the ability to register ONLINE there are maintenance fees for this service (website, domain name, monthly Square subscription fee, etc.) the convention budget must plan for \$1500.00 IT maintenance fees in the COST report.

Golf Tournament:

- Reserves the facility and arranges for carts as necessary.
- Works to get donations of prizes for this event.
- Schedules players based on their Friday afternoon meeting commitments.
- Prepares a list of winners of various categories to be announced at either the Friday night Function or Saturday Luncheon. This event typically involves less than 20 people so set your manpower priorities accordingly.

Decorations:

- Prepares (usually) only table decorations for Saturday Awards Banquet using a skiing theme tied to convention theme. Decorations are a great way of setting the mood, generating interest in various events and conveying a welcoming feeling. These need not be expensive. Many patrols have posters on their walls, flags and signs that can be used. Other decorations are optional depending on cost and availability.

Vendors:

- Works with Program Committee to arrange for vendor displays, usually obtaining door prizes from them. If vendors are to be charged for space rental, this should be conveyed to them in writing.
- Checks ahead of time to make sure that vendors are not current competitors with any of the national NSP sponsors.

Tours:

- Provides information and maps to local attractions. This is done on an individual rather than a group sponsored basis so that all money changes hand directly; this is information only...the convention is not involved in collection of the money or delivery of the event. Types of tours include trips to shopping malls, museums, wineries and breweries as well as special local attractions.
- In past years there has been very little interest in tours or off premise excursions. Most of these tours or activities have been cancelled for lack of registration. Therefore, this committee is a low priority in terms of time planning and manpower assignments!

COMMITTEE THANK YOU PARTY

- If you schedule a “Thank You ” Party for your committee make sure you have some incentive that will motivate everyone to turn in all of their receipts and written reports on time. Setting a “final submission date” for reimbursement of receipts is a good incentive. If receipts are not received by the final submission date, receipts will not be processed for reimbursement.
- Enter the costs for the party as a separate line item as you would for all convention expenses.



| Preliminary Information Gathering – Possible Hotel Sites – Year 20XX 1 to 2 years Out | | |
|---|--|-----------------------------------|
| Numbers to be used for Negotiators | | |
| General Requirements | | Hotel Name-Address-Contact |
| Sleeping Rooms | | Comments |
| Sleeping Rooms Needed | Thursday 10 – Friday 30 – Saturday 35 | |
| Minimum Sleeping Rooms Required by Hotel | | |
| Cost per Room | Is this the lowest rate? Vs Government rate, company rate, etc. | |
| Food and Beverage Guarantee | | |
| Meal Numbers | Free meeting room for every meal function. | |
| Saturday Breakfast | 35, Lunch 40, Dinner 100, Sunday Breakfast 35 | |
| Minimum Food and Beverage Required | | |
| Meeting Room Requirements | | |
| Friday Meeting Room | 9:00 – 12:00 | 50 People |
| Friday Meeting Room <i>(can be same room as morning meeting)</i> | 1:00 – 5:00 | 50 People |
| General Session | 9:00 – 12:00 | 100 - 150 People |
| Lunch | 12:00 – 1:00 | 40 – 50 People |
| Break Out Rooms (4 Rooms) | 1:00 – 5:00 | 40 – 50 People |
| Additional Rooms & Comments | | |
| Hospitality Suite Open Daily Not Open around or at meal times Can food & beverage be brought in | Does Suite have a sink How many people can room hold Is suite open to the outside - Features | |
| Locking Room Awards / Storage | | |
| Miscellaneous | | |
| How is bar charged – Included in cost of drinks – Minimum | | |
| Is there a parking fee – None – Per Day – Per Entry – Per Exit | | |
| Are pets allowed – Fee per day or per stay | | |
| Vendors allowed in hallway – Extra charges for tables | | |
| Charge for coffee or water at meetings | | |

Attendance Comparative Statistics

| | 2023 | 2022 | 2021 | Covid Virtual 2020 | 2019 | 2018 | 2017 | 2016 |
|---------------------------|---------------|----------|-------------------|-----------------------|--------|------------------|----------|-------------------|
| Rotation | Inland Empire | Wy'east | Southern Idaho | Northwest | Oregon | Inland Empire | Wy'east | Southern Idaho |
| <i>* out of sequence</i> | Spokane | Portland | Boise | SeaTac | Eugene | Spokane | Portland | Pendleton |
| Total Registration | 136 | 88 | 128 | 104 | 106 | 135 | 130 | 107 |
| Early Regis's | | | | | | | | |
| Middle Regis's | | | | | | | | |
| Late Regis's | | | | | | | | |
| Emailed | | | | | | | | |
| No Show / Cancel | | | | | | | | |
| Mailed in Form | | | | | | | | |
| In Person | | | | | | | | |
| VIPs / Not Pd | | | | | | | | |
| Fri Only @ \$5 | | | | | | | | |
| 1st Time Patroller | | | | | | | | |
| Guests | | | | | | | | |
| Friday BBQ | | | | | | | | |
| Friday Lunch | | | | | | | | |
| Guests | | | | | | | | |
| Registrants /Guests | | | | | | | | |
| Sat Breakfast | | | | | | | | |
| Sat Lunch | | | | | | | | |
| Sat Banquet | | | | | | | | |
| Sat Guests | | | | | | | | |
| Sun Breakfast | | | | | | | | |
| Sun Guests | | | | | | | | |
| Special Dietary | | | | | | | | |
| Golf | | | | | | | | |
| Biking | | | | | | | | |
| Tours | | | | | | | | |
| Raft | | | | | | | | |
| Comp Meals | | | | | | | | |
| Comp Room Nights | | | | | | | | |
| Comp Total \$ | | | | | | | | |
| Vendors | | | | | | | | |
| Guests | | | | | | | | |
| California | | | | | | | | |
| Canada | | | | | | | | |
| Inland Empire | | | | | | | | |
| Northwest | | | | | | | | |
| Oregon | | | | | | | | |
| Southern Idaho | | | | | | | | |
| Wy'East | | | | | | | | |
| Alumni | | | | | | | | |
| Admin | | | | | | | | |
| Other / No Patrol | | | | | | | | |
| TOTAL | | | | | | | | |

Cost Comparative Statistics

| 2017 | 2023 | 2022 | 2021 | 2020 - Covid | 2019 | 2018 | 2017 |
|-------------------------|---------------|-------------------|-----------------|-----------------|------------------|---------------------------|-------------------|
| Region | Inland Empire | Wy'east | Southern Idaho | Northwest | Oregon | Inland Empire | Wy'east |
| | Spokane | Portland | Boise | SeaTac | Eugene | Spokane | Portland |
| | Ruby Inn | Portland Sheraton | The Grove Hotel | NA Due to Covid | Valley River Inn | Hotel Red Lion of Spokane | Portland Sheraton |
| Early Registration | | | | | | | |
| Registration Fee | | | | | | | |
| Late Registration | | | | | | | |
| ViPs/ Not Paid | | | | | | | |
| 1st Time Patroller | | | | | | | |
| Friday BBQ | | | | | | | |
| Sat Breakfast | | | | | | | |
| Sat Lunch | | | | | | | |
| Sat Banquet | | | | | | | |
| Sun Breakfast | | | | | | | |
| Golf | | | | | | | |
| Mtn Biking | | | | | | | |
| Rafting | | | | | | | |
| Tours | | | | | | | |
| Other | | | | | | | |
| Momento Cost | | | | | | | |
| Comp Meals | | | | | | | |
| Comp Rooms | | | | | | | |
| Comp Total | | | | | | | |
| Rooms Required | | | | | | | |
| Room Cost | | | | | | | |
| Thur Night Actual | | | | | | | |
| Fri Night Actual | | | | | | | |
| Sat Night Actual | | | | | | | |
| Sun Night Actual | | | | | | | |
| Total Actual Rooms Used | | | | | | | |

EXPENSE Comparative Statistics

| | Southern Idaho | Wy'east | Southern Idaho | 2020 Covid | Oregon | Inland Empire | Wy'east |
|------------------------------|----------------|--------------|----------------|--------------------|------------------|---------------------|-------------------|
| | 2023 | 2022 | 2021 | Northwest | 2019 | 2018 | 2017 |
| | Spokane | Portland | Boise | SeaTac | Eugene | Spokane | Portland |
| | Ruby Inn | The Sheraton | Grove Hotel | Double Tree Hilton | Valley River Inn | Red Lion of Spokane | Portland Sheraton |
| Minimum Room Guarantee | | | | | | | |
| Actual Rooms Booked (Nights) | | | | | | | |
| Minimum Food/Beverage | | | | | | | |
| Actual Food/Beverage | | | | | | | |
| Regular Room Rate | | | | | | | |
| Rate After Deadline | | | | | | | |
| Meal gratuity Fee % | | | | | | | |
| Tax % | | | | | | | |
| # Sleeping Rooms Booked | | | | | | | |
| Set up Fee | | | | | | | |
| Number of Meals Subsidized | | | | | | | |
| Amount of Meals Subsidized | | | | | | | |
| Hotel Costs | | | | | | | |
| General Session (2) | | | | | | | |
| Secure Storage | | | | | | | |
| Breakout Rooms (4) | | | | | | | |
| Vendor Rooms(2) / Tables | | | | | | | |
| Guest Room Fees | | | | | | | |
| Bar Set-up | | | | | | | |
| Table / Skirts | | | | | | | |
| Hospitality Room | | | | | | | |
| Audio Visual Expenses | | | | | | | |
| Meals Catering | | | | | | | |
| Bartender Fee | | | | | | | |
| Tax/Gratuity if not included | | | | | | | |
| Subsidized Parking Lot | | | | | | | |
| Service Charge on Meals | | | | | | | |
| Tax | | | | | | | |
| Hotel Subtotal | | | | | | | |
| Fri Night Function | | | | | | | |
| Fri BBQ Food & Beverage | | | | | | | |
| Bartender Fee | | | | | | | |
| Fri BBQ Rental /AV | | | | | | | |
| Friday Sub Total | | | | | | | |

EXPENSE Comparative Statistics (Continued)

| | Inland Empire | Wy'east | Southern Idaho | 2020 / Covid Virtual | Oregon | Inland Empire | Wy'east | Southern Idaho |
|--------------------------------|----------------------|-----------------|-----------------------|-----------------------------|---------------|----------------------|-----------------|-----------------------|
| | 2023 | 2022 | 2021 | Northwest | 2019 | 2018 | 2017 | 2016 |
| | Spokane | Portland | Boise | SeaTac | Eugene | Spokane | Portland | Pendleton |
| Miscellaneous | | | | | | | | |
| Admin/Copies | | | | | | | | |
| Auction/Raffle Expense | | | | | | | | |
| Celebration Dinner | | | | | | | | |
| Credit Card Processing | | | | | | | | |
| URL Site | | | | | | | | |
| Website- Weebly | | | | | | | | |
| Square Fee | | | | | | | | |
| Decorations | | | | | | | | |
| Deposit BBQ | | | | | | | | |
| Golf | | | | | | | | |
| Guest fees | | | | | | | | |
| Future Year Registrations | | | | | | | | |
| Hospitality Room Food | | | | | | | | |
| Hospitality Room Alcohol | | | | | | | | |
| Hospitality- Paper Supplies | | | | | | | | |
| Momentos/Stuff Sacks | | | | | | | | |
| Mileage | | | | | | | | |
| PD 101 Copies | | | | | | | | |
| Postage | | | | | | | | |
| Refunds | | | | | | | | |
| Tours/Other Activities | | | | | | | | |
| Other | | | | | | | | |
| Speaker Gifts | | | | | | | | |
| Comped Room & Meal | | | | | | | | |
| Cups | | | | | | | | |
| Return Seed Money | | | | | | | | |
| Thank You Party/Gifts | | | | | | | | |
| Web Page | | | | | | | | |
| Miscellaneous Sub Total | | | | | | | | |
| Return of Seed Money | | | | | | | | |
| TOTAL EXPENSES | | | | | | | | |
| TOTAL INCOME | | | | | | | | |
| NET | | | | | | | | |

| Income Comparative Statistics | | | | | | | | |
|---------------------------------------|---------------|-------------------|--------------------------|----------------------|------------------|---------------------|-------------------|------------------|
| | 2023 | 2022 | 2021 | 2020 / Covid | 2019 | 2018 | 2017 | 2016 |
| | Inland Empire | Wy'east | Southern Idaho | Northwest | Oregon | Inland Empire | Wy'east | Southern Idaho |
| | Spokane | Portland | Boise | SeaTac | Eugene | Spokane | Portland | Pendleton |
| | Ruby Inn | Portland Sheraton | COVID In Person & Remote | COVID Virtual-Remote | Valley River Inn | Hotel RL of Spokane | Portland Sheraton | Wildhorse Resort |
| PNWD Seed Money | | | | | | | | |
| Prior Early Registrations | | | | | | | | |
| Registrations | | | | | | | | |
| Late Registrations | | | | | | | | |
| Late Fees | | | | | | | | |
| Donations | | | | | | | | |
| Silent Auction | | | | | | | | |
| Raffles | | | | | | | | |
| Fri BBQ | | | | | | | | |
| Meals | | | | | | | | |
| Golf | | | | | | | | |
| Vendors | | | | | | | | |
| Tours/Activities | | | | | | | | |
| Other Sales | | | | | | | | |
| Hotel Meals Collected | | | | | | | | |
| Interest | | | | | | | | |
| Other | | | | | | | | |
| Next Year's Pre-registration | | | | | | | | |
| TOTAL INCOME | | | | | | | | |
| Total Expenses (including seed money) | | | | | | | | |
| NET Profit Loss | | | | | | | | |

| Miscellaneous Comparative Statistics | | | | | | | | |
|--------------------------------------|---------------|----------|----------------|-----------|--------|---------------|----------|----------------|
| | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 |
| Host Region | Inland Empire | Wy'East | Southern Idaho | Northwest | Oregon | Inland Empire | Wy'East | Southern Idaho |
| | Spokane | Portland | Boise | Seattle | Eugene | Spokane | Portland | Pendleton |
| Rooms Required | No minimum | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Total Rooms | | | | | | | | |
| Region Registrations | | | | | | | | |
| Alumni/Vendor/Guest/Admin | | | | | | | | |
| California | | | | | | | | |
| Canada | | | | | | | | |
| Inland Empire | | | | | | | | |
| Northwest | | | | | | | | |
| Oregon | | | | | | | | |
| Southern Idaho | | | | | | | | |
| Wy'East | | | | | | | | |
| Other | | | | | | | | |
| Total Registrations | | | | | | | | |
| <i>Momentos if Given</i> | | | | | | | | |
| T-Shirts | | | | | | | | |
| Size Small | | | | | | | | |
| Size Medium | | | | | | | | |
| Size Large | | | | | | | | |
| Size XL | | | | | | | | |
| Size XXL | | | | | | | | |
| Number NOT Sold | | | | | | | | |
| Extras Sold | | | | | | | | |
| Profit - Extras Sold | | | | | | | | |
| Etched Glass | | | | | | | | |
| Water Bottle | | | | | | | | |
| Banquet Meals | | | | | | | | |
| Beef | | | | | | | | |
| Chicken | | | | | | | | |
| Fish | | | | | | | | |
| Lasagna | | | | | | | | |
| Vegan | | | | | | | | |
| Vegetarian | | | | | | | | |
| Total | | | | | | | | |



Convention Name Tag Sample

Name of Patroller
National Appointment Number or NSP Number

Name of Patrol
Name of Region
Position

Logo





Pacific Northwest Ski Patrol *(Donation Letter)*

Name of Your REGION
PACIFIC NORTHWEST DIVISION
Tax ID # 91-6158845

Date

Greetings,

I sincerely hope this letter finds you well and enjoying the ski season. Winter has returned to the Cascades Mountains this year and the Pacific Northwest Patrol is working hard to promote safety for thousands of skiing and snowboarding guests each weekend. In addition to enhancing public safety on the hill, the patrol maintains a high level of outdoor emergency standards dictated by the National Ski Patrol (NSP). In any given season, the patrol responds to up to a thousand incidents on the mountain. Throughout the season, patrollers provide urgent and, sometimes, life-saving care to injured guests.

In August of **YEAR** the Pacific Northwest Ski Patrol will host the annual fundraiser to raise money which allows the patrol to continue to provide excellent care for people throughout the region. Your donations will be auctioned as part of the Ski Patrol's annual banquet. This is your opportunity to support the continuing education of patrollers, as well as support the patrol in acquiring necessary equipment and supplies for pre-hospital emergency care. Your products and donations will be on display throughout the event and will be recognized by patrollers and by their guests.

Your donation is tax deductible. For your records our tax identification number is 91-6158845. For more information on our organization, please contact me or review the division and national website:

nsp-pnwd.org
nsp.org

Pacific Northwest Division
National Ski Patrol

Thank you again for considering our organization; we will greatly appreciate your support.

Sincerely,

Patroller Name
Phone Number and/or Email

Confidential



(Donation - Thank You Letter)

Date

Name

Address

City, State

Dear

On behalf of the convention committee, we would like to extend our sincere appreciation for your company's contribution to the (year) Pacific Northwest Division National Ski Patrol annual Board of Directors convention. Your donation made this convention a huge success; all of our members on the convention committee greatly appreciate your support.

We would like to specifically like to acknowledge your tax deductible donation of

List the donation in this section

Enclosed please find a certificate of appreciation from the Pacific Northwest Division Ski Patrol in recognition and acknowledgement of your contribution.

We sincerely appreciate and thank you for your support!

Kindest regards,

Patroller Name



Better Together *(Enter your Theme)*

PNWD Convention

August 12 – 14, 2022 *(Enter correct dates)*

Portland, Oregon *(Enter correct city-state-zip)*

(All fields in RED will need to be tailored to this year's convention – if used)

Convention Registration Form
Checks Payable To: PNWD 2022 Convention

Sheraton Portland Airport
8235 NE Airport Way, Portland, Oregon 97220
Click this link to book your hotel reservation:

One Form Per Patroller
Send form and payment to:
PNWD Year Convention
% Name
14710 NW Oakhills Drive
Beaverton, Oregon 97006

PNWD 2022 Group Rate or contact:
Kimberely Lawson/Group Coordinator
503-335-2857: klawson@sheratonpdx.com
DO NOT call the 800 number to book your room
Room rate: \$139.00 for 8/28/22 – 8/17/22
Last day to book: August 4, 2022

Sheraton Portland Airport

Name _____
NSP# _____
National/LCA Appt. Number _____
Spouse/Guest _____
Address _____
Mt Hood Ski Patrol Number _____

Patrol _____
Region _____
Office/Title/Level _____
E-Mail _____
Phone _____
I am staying at the Sheraton Hotel () Yes () No

| | Number | Cost | Amount |
|--|--------|------------------|--------|
| Registration – until 7/22/22 | _____ | \$60 (Patroller) | _____ |
| Late Registration 7/23/22 and after | _____ | \$75 (Patroller) | _____ |
| Friday Dinner – Food Kart Stations | _____ | \$25 per person | _____ |
| Choose one for each person | | | |
| Soft Taco ___ Wings ___ Falafel ___ | | | |
| Saturday Breakfast | _____ | \$18 per person | _____ |
| Saturday Lunch | _____ | \$20 per person | _____ |
| Saturday Banquet | _____ | \$35 per person | _____ |
| Choose one for each person | | | |
| Alaskan Code ___ Chicken Marsala ___ Red Wine Braised Beef ___ Vegan ___ | | | |
| Sunday Breakfast | _____ | \$18 per person | _____ |
| Other: (No cost – please check to confirm attendance) | | | |
| Patrol Director Training (PD101) – Friday Morning | _____ | \$0 | |
| OEC Senior Module T/E Clinic – Friday Morning | _____ | \$0 | |
| | | TOTAL | _____ |

There will be morning meetings for Program Advisors on Saturday and Patrol Directors on Sunday during the breakfast period.
Grab your food and head to the assigned breakfast room.

Indicate your interest in any other local activities _____
For more information about the convention and potential extra activities: ww.pnwdcon.org

Payment: () Check # _____ () Credit Card (Credit card transactions by phone or US Post).

Type: _____ Card # _____ 3 digit Security Code # _____ Exp Date: _____

Card Holder Name: _____ Signature: _____

Questions:

Name - Phone Number - email address



Convention Evaluation Form



Name (optional): _____
Home Patrol : _____

1 The convention met my expectation.
 Strongly agree Agree Neutral Disagree Strongly disagree

2 The convention was well-organized.
 Strongly agree Agree Neutral Disagree Strongly disagree

3 The breakout session presenters were clear and well-prepared.
 Strongly agree Agree Neutral Disagree Strongly disagree

4 The information I learned in the breakout sessions is new and valuable.
 Strongly agree Agree Neutral Disagree Strongly disagree

5 The guest speakers were clear and well-prepared.
 Strongly agree Agree Neutral Disagree Strongly disagree

6 The guest speakers sent a positive message.
 Strongly agree Agree Neutral Disagree Strongly disagree

We welcome your comments and suggestions for improving future conventions. It is helpful if you are as specific as possible. Please use the back side of the paper if needed.

7 What are the strengths of the convention?

8 What could be improved at the convention?

9 I'd like the breakout session presenters to do a better job of:

10 The breakout session presenters did an excellent job of:



PACIFIC NORTHWEST DIVISION NSP

Session and Speaker Evaluation Form

Please rate the following on a scale of 5-1, by circling the corresponding number
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

Session Title: _____

A. The content of this presentation: 5 4 3 2 1

B. The value of this presentation: 5 4 3 2 1

C. Would you like to see this topic repeated in the future? YES NO

Speaker: _____

A. Knowledge of the subject: 5 4 3 2 1

B. Delivery and organization: 5 4 3 2 1

1. What was most valuable in today's session? _____

2. What could we have spent more time on? _____

3. What could we have spent less time on? _____

List 2 or 3 topics you would like PNWD to address at future conventions.

Thank you for your participation and support of this year's convention.

| 2023 Division Convention Schedule | | | | | |
|-----------------------------------|-----------------|---|--------------------|----------------------------|-------------------------------|
| Thursday August 10, 2023 | | | | | |
| 3:30 PM | 6:00 PM | Early Check-In & Registration Hotel | | | |
| 6:00 PM | 9:00 PM | Hospitality Room | | | |
| Friday August 11, 2023 | | | | | |
| 7:00 AM | 8:00 AM | Check-In & Registration Hotel | | | |
| 8:00 AM | 8:00AM-12:00PM | Patrol Directors 101 (Private Dining room/Boardroom, main floor) ANDREW AND STEVE | | | |
| 10:00 AM | 10:00am-12:00pm | Training the Trainer, Senior Program updates and education / Clear water room or Shoreline A room | | | |
| 10:00 AM | 10:00AM-6:00PM | Bike Ride (starts along centennial trail, map attached) | | | |
| 1:00 PM | 1:00PM - 4:00PM | Excutive Board Meeting (Shoreline B) ALL RD'S, DIVISION ADVISORS AND DD | | | |
| 5:00PM | 5:00PM-7:00PM | Dinner (Shoreline A and Rose Garden) | | | |
| 1:00PM | 1:00PM-4:30PM | Hospitality Room | | | |
| 7:00PM | 7:00PM-9:00PM | Hospitality Room | | | |
| Saturday August 12, 2023 | | | | | |
| 7:15 AM | 7:15AM-8:00AM | Division Advisors & General Breakfast (Shoreline A) | | | |
| 8:10 AM | 8:00AM-8:50AM | General Session Keynote speaker, Kacy Carlson (Shoreline A) | | | |
| Room | | | | | |
| | | Shoreline A | Shoreline B | Clear Water | Private Dining Room/Boardroom |
| 9:00AM | 9:00AM-9:50AM | OEC | MTR | BIKE PATROL | MTN HOST |
| 10:00AM | 10:00AM-10:50AM | BEFORE AND AFTER (INJURIES AND HEALING) | PATROL RECRUIT | INSTRUCTOR DEVELOPMENT | CERTIFIED |
| 11:00AM | 11:00AM-11:50AM | VENDOR SET UP | WOMENS | HEAD INJURIES ON THE SLOPE | WEBSITE |
| 12:00PM | 12:00PM-12:50PM | Lunch (Shoreline A) SKI FLIGHT PRESENTATION | | | |
| 1:00PM | 1:00PM-1:50PM | VENDORS | OET | DEMO CPR | PFA SAFETY |
| 2:00PM | 2:00PM-2:50PM | SKI TUNING | AVI | AWARDS | YOUTH PATROL |
| 4:00PM | 3:00PM-3:50PM | BIKEOLOGY | NORDIC/BACKCOUNTRY | LEGAL/ORM | HISTORY /ALUMNI |
| 12:00PM | 12:00PM-5:00PM | Hospitality Room Open | | | |
| 5:00PM | 5:00PM - 5:45PM | Silent Auction and Vendors (Shoreline A and Shoreline B) | | | |
| 6:00PM | 6:00PM-9:00PM | Awards Banquet and Dinner (Shoreline A and Shoreline B) | | | |
| 9:00PM | 9:00PM-12:00AM | Hospitality Room Open | | | |
| Sunday August 13, 2023 | | | | | |
| 7:00 AM | 7:00AM-8:00AM | Patrol Directors & Region & Division Advisors Breakfast (Shoreline A) | | | |
| 8:15 AM | 8:30AM-12:00PM | Board Meeting (Shoreline A) RD's & Div Advisors and DD | | | |



At the end of the convention

Like the end of the day

We enjoy life with our fellow Ski Patrollers and Ski Families.

Confidential