

**MEETINGS COMMITTEE**  
**Of the**  
**WYOMING SECTION**  
**SOCIETY FOR RANGE MANAGEMENT**

**PURPOSE**

This committee is responsible for two meetings each year, an annual general session in the fall that includes a Council meeting and a Section business meeting, and a summer range tour in conjunction with a Council meeting. Additional tours and workshops for professional improvement will be arranged as directed by the Council.

**STRUCTURE**

The Chair of this committee is the president-elect. Other members on the committee include the Chair of the summer tour and fall meeting. The Chair may ask other members to serve on the committee.

The fall meeting shall have a central theme relating to range and related resource management. The fall meeting program can provide allotted times for invited and/or volunteer papers; have panel discussions and workshops; general business, Council and committee meetings; and a banquet with entertainment and/or a speaker.

The summer field tour shall be held at a different location each year. The Council should take advantage of particular member or agency enthusiasm for hosting the tour regardless of location, place and topic of the previous year's tour.

**FUNCTION**

The Chair of this committee will assist in planning and organizing the summer tour and the fall meeting with the appointed Chair of the respective meetings.

Duties of the Committee Members:

1. Plan and organize meetings that are conducted in a professional manner.
2. Keep the committee Chair informed of the progress being made in planning the meetings.
3. Each member will make a diligent effort to make each meeting at least "break even" financially.
4. When problems arise, please contact the Chair for assistance or advice in handling the problem.

5. The meeting Chair shall make recommendations to the Council regarding the location and theme for each of the two yearly Section meetings. They shall also keep the Council and the President fully informed of the progress in planning these meetings.

**MEETING CHECKLIST**  
**of the**  
**WYOMING SECTION**  
**SOCIETY FOR RANGE MANAGEMENT**

**THEME**

Location and Date.

Chair for Program and Arrangements Committee.

**PROGRAM COMMITTEE**

Speakers and Program Participants.

Format.

Initial Speaker Contacts (verbal/correspondence).

Confirmation in writing.

Visual Aids.

Accommodations/Complementary Tickets (if a guest, if other than an SRM member).

Letter of Appreciation Following Meeting.

**PROGRAM DONATIONS**

Raffle and Auction Merchandise Procurement

1. Personal Contact.
2. Letter of Appreciation (From Program Chair/Meetings Committee Chair).

Letters to Donors with Information on Receipts and Programs which they fund (Program Chair/Meetings Committee Chair).

**DISPLAYS**

Commercial (type and number) - designate contacts.

Professional/Nonprofit - designate contacts.

Coordinate with Arrangements Committee.

## **PUBLICITY**

Printer Program, Registration Forms, Promotional Material and Motel/Hotel Reservation Information (coordinate with Arrangements Committee and Section Secretary-Treasurer).  
Full promotional information in newsletter for summer and annual meeting.

Information on meeting content to interested organizations and individuals (includes no-host invitations).

Mailing of information and registration packets to members or include in newsletter, one month before meeting (coordinate with Section Secretary-Treasurer).

## **ARRANGEMENTS COMMITTEE**

### Meeting Facilities

Coordinate with Program Committee.

General Meeting Room with screen and PA system.

Room(s) for Council meeting.

Display Space.

Banquet and Luncheon facilities capacity needed based on Section experience.

Coffee Service coordinated with Program Committee and water for speakers.

No-Host bar proceeding banquet.

Registration:

- Advance (registration packets prepared)

- At-the-door

- Registration signs

- Personnel to assist at registration table

- Receipts

- Name tags

- Meal tickets - Raffle Tickets to coordinate with Program Committee

- Supplementary audio and visual aids equipment (includes back-up equipment) and pointer for speakers.

### Accommodations

Block of rooms reserved (number based on Section experience).

Airport transportation, if needed.

Arrange program to agree with checkout time at meeting facility. Perhaps a 30-minute breaks to provide time for checkout. Arrangements for checkout to be announced in printed program and emphasized at beginning of meeting.

### Publicity

Printed program, registration forms, promotional material and motel/hotel reservation information (coordinate with Arrangements Committee and Section Secretary-Treasurer).

ANNUAL MEETING CHECKLIST  
Of the  
WYOMING SECTION  
SOCIETY FOR RANGE MANAGEMENT

<u>Name</u>	<u>Completed</u>	
_____	_____	1. Invite Mayor to welcome group.
_____	_____	2. Contact Chamber of Commerce for planning help.
_____	_____	3. Complimentary Banquet Tickets: List of Award Recipients, Banquet Speaker, Spouses, (need to give them tickets at registration and keep a record). Obtain this information from the Awards Chair and make sure you know if there are any surprise awards the Chair doesn't want you to discuss.
_____	_____	4. Meeting Agenda: from Chair (usually President-elect). <ul style="list-style-type: none"> <li>a. Times for serving meals.</li> <li>b. Number and size of meeting rooms, any equipment- screens, podium, speakers, chairs, program changes needed in meeting room setups from one day to the next.</li> </ul>
_____	_____	5. Registration: <ul style="list-style-type: none"> <li>a. Name tags- (100)-Chamber of Commerce may provide.</li> <li>b. Typewriter.</li> <li>c. Registration Cards.</li> <li>d. Pens.</li> <li>e. Luncheon and Banquet Tickets.</li> </ul>
_____	_____	f. Money box and some cash to get started- Motel may provide a safety deposit box for overnight storage. SRM Treasurer can supply moneybox and initial cast. Make sure

the treasurer will arrive early. If not, ask the treasurer for help in initial cash for making change.

- \_\_\_\_\_      \_\_\_\_\_      g.      Get a list of all pre-registrants and prepare their name tags with agenda, lunch & banquet tickets, etc., before registration. (Chamber of Commerce may handle typing.)
- \_\_\_\_\_      \_\_\_\_\_      h.      People needed: (1) Typist-if Chamber of Commerce provided one; we will buy his/her lunch. (2) Two SRM members - one to write out receipts, one to handle the money.
- \_\_\_\_\_      \_\_\_\_\_      i.      Tables and Chairs.
- \_\_\_\_\_      \_\_\_\_\_      j.      Registration list with columns for name of registrant, registration paid or waived, luncheon paid or waived, banquet paid or waived & a blank column to record purchase of "cookbook" etc. and amount of money received.
- \_\_\_\_\_      \_\_\_\_\_      k.      Copies of agenda, etc, that each registrant needs .
- \_\_\_\_\_      \_\_\_\_\_      l.      Signs and/or marquees to direct people to Registration and direct people to SRM meeting room if there are other groups meeting in adjoining rooms.
- \_\_\_\_\_      \_\_\_\_\_      6.      Meeting Room Equipment:
  - a.      Local Arrangement Committee-arrange for screens, podiums, chairs, extension cords, projector stands.
  - b.      Paper Session Chairman-arrange for slide projectors, overheads.
  - c.      Set it up for about 80.
  - d.      Determine cost of meeting room and obtain written confirmation.

- \_\_\_\_\_ 7. Menu selections and prices-On consultation with Section President. Make sure you have full cost in writing; including cost of room, all gratuities, tax, and minimum number of people (if we have 69 will they charge for a minimum of 75?). If they do charge for 75, politely ask for the extra meals in doggie bags instead of letting them sell it again. They usually change their attitude.
- \_\_\_\_\_ Bar Set-Up: All costs - to Section need to be confirmed in writing. There may be a charge for set-up, salary and gratuity for the bartender, etc. that is not covered by the price paid per drink.
- \_\_\_\_\_ Banquet Set-Up:
- \_\_\_\_\_ a. Section President must tell you now many people will be at the head table so you can plan enough room.
- \_\_\_\_\_ b. If special seating arrangements are needed, make sure the Awards Chair is making place cards and not expecting you to have them.
- \_\_\_\_\_ c. Lunch and banquet head count-Most hotels don't people, they count plates, and some of them can't count very well (but they count in their favor, not ours).
- \_\_\_\_\_ 8. Cost of guest rooms, registration, lunch & banquet and registration cards will have to be mailed out with other meeting information to all members.
- \_\_\_\_\_ 9. Coffee break - All costs and the times the hotel should have it there. Need about 3 gallons and obtain written confirmation.
- \_\_\_\_\_ 10. Need two contact people in the hotel - one in the sales office in charge of arrangements. Also it is wise to know who is in charge of the kitchen and where you can find him/her. (If the coffee doesn't show up, you may need to camp on them until they do their job, or ask for the manager.)
- \_\_\_\_\_ 11. Two-tables at the meeting room for the following:



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- a. One table for SRM positions statements, pamphlets, Trail Boss prints, etc.
  - b. Other tables for display materials from student section, University of Wyoming, etc. Ask the Section President to include a place on the pre-registration forms for registrants to check if they are bringing displays. it will help your planning for number of tables.
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12. Ask Section President to invite businesses to set up display tables if they will sponsor a coffee break or a cash contribution. Seed dealers, fence suppliers, ranch suppliers etc.
13. Entertainment:
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- a. Band for a dance - I haven't done it. If you do, get a written contract.
  - b. If there is a band or something in the lounge and the hotel has a cover charge, arrange for courtesy cards so we don't have to pay for that too.
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14. Registration Fee:
- The way costs are going up, you'll probably need \$5.00 - \$15.00 to meet expenses. Set price meal tickets to just cover the meal.
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15. Arrange for separate meeting rooms and eating rooms. The hotel needs time to set up meals. We'll be rushed for our meeting if we have a time deadline for getting out so they can set up lunch, etc..
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16. Determine over-run parameters for the meeting rooms - If we're scheduled from 1 p.m. to 5 p.m., is there another group coming in at 5:30? 6:00? etc.
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17. Camera with flash for Awards Banquet.
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18. Extra tables may be needed at award banquet for crazy auction, etc.