

APPENDIX B - REGION CONFERENCE HOST CHAPTER REPORT FORM
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1. **CONFERENCE CHAIR:**
(name, address and phone)

2. **REGISTRATION STATISTICS:**

Members _____
Non-Members _____
Spouses _____
Complimentary _____

3. **HOTEL STATISTICS:**

Room Nights Rented _____
Meals Served-
Friday noon _____
Friday evening _____
Saturday noon _____
Saturday evening _____

4. **ATTACHMENTS:**

Registration Form
Conference Booklet including schedule
1st Mailing
2nd Mailing
Example Name Tags

5. **DETAILS:**

Committee List with Members
Committee Meeting Minutes

APPENDIX B - REGION CONFERENCE HOST CHAPTER REPORT *Continued*
FORM

6. FINANCIAL REPORT

	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>
A. <u>INCOME</u>			
1. SW Region Seed Money	\$	\$	\$
2. Registration:			
Members (@ \$ ___)			
Spouses (@ \$ ___)			
Non-Members (@ \$ ___)			
Late Registration (@ \$ ___)			
Complimentary (@ \$ ___)			
3. Social Events/Spouses Activities:			
4. Meals (separate from registration):			
Breakfasts (@ \$ ___)			
Luncheons (@ \$ ___)			
Banquet (@ \$ ___)			
5. Exhibitors (@ \$ ___)			
6. Contributions (Sponsors)			
7. Other Income			
Total Income	\$	\$	\$
B. <u>EXPENSES</u>			
1. SW Region Seed Money	\$	\$	\$
2. Address Labels			
3. Postage			
	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>

APPENDIX B - REGION CONFERENCE HOST CHAPTER REPORT <i>Continued</i> FORM

4. Printing/Graphics

5. Speakers Expense/Honorarium

6. Hospitality:
 Suite Rental
 Supplies

7. Registration Packets

8. Photographs

9. Banquet Decorations

10. Gifts - Visitors/Speakers

11. Hotel Expenses:
 Welcome Party
 Breakfasts (@ \$)
 Luncheons (@ \$)
 Banquet (@ \$)
 Projectors, screens, etc.

12. Social Events/Spouses' Activities:

13. Transportation:
 Social Events
 Other

14. Miscellaneous/Contingency

Total Expenses \$ \$ \$

TOTAL PROFIT/LOSS \$