



American Collegiate Horsemen's Association Convention Host Form for 2011

University/College: _____

Local Club Advisor Name: _____

Local Club Advisor E-mail: _____

Location of proposed Convention: _____

Dates of proposed Convention: _____

Return Convention Host Form along with Convention Proposal to Check in Table at National Convention when signing your school in.

Hosting National Convention

If your school is considering hosting the 2011 National Convention please consider the following when making your proposal:

- the start and end dates of each member school's semesters
- the dates of holidays for each member school
- the weather in your area during the proposed dates
- when deciding on dates for your proposed convention please plan them between January and April of 2011.
- please plan your budget for 75 people
- Remember the following when planning your budget
 - cost of hotel
 - cost of meeting rooms
 - cost of transportation to each planned event
 - cost of meals
 - cost of each event
 - cost of shirts for members
 - cost of gifts to speakers
 - cost of goody bags for members
- when planning activities try to think of something that will showcase your region as well as your school. Members especially like behind the scenes opportunities.

