



# NCCAA Conference Host Committee Guidelines

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## DECORATION COMMITTEE

The Decoration Chairperson and Co-Chairperson are responsible for the stage plants and table decorations. The suggested decorations below can be changed only after discussing the decorations in detail with the NCCAA Chairperson and the Local Conference Chairperson. All decorations will need to be set up on Friday at Noon.

The Decorations Chairperson should obtain two itemized written estimates of the cost of the potted plants for the stage area and floral sprays for the tables on the stage. The estimates will need to be presented at a Host Committee Meeting six weeks prior to the Conference for approval. Nothing should be purchased until the NCCAA Chairperson and Host Committee has approved the estimated cost of the flowers; The NCCAA budget is \$300.00 for decorations. If the cost exceeds the budget approval by the NCCAA chairperson in advance of purchases will need to be obtained. All receipts are given to the NCCAA Treasurer for reimbursement.

The Decoration Chairperson will plan for the following decorations:

The floral sprays on each of the two tables on the stage, as well as two floral sprays to be placed on each side of the NCCAA blue sign.

About six potted plants are used on the stage in front of the tables.

The decorations are awarded to the winners of the free drawing on Saturday night after the speaker meeting. They are to be picked up after the speaker meeting on Sunday morning.

The Chairperson and/or Co-Chair should be on hand throughout the conference to maintain decorations as needed.

The Chairperson and/or Co-Chair need to arrive at Noon on Friday to set up decorations and help with the Conference set up.

All volunteers should wear the Host Committee Ribbons and be appropriately dressed.

All volunteers for the Decoration Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.