



PO Box 95468 / Albuquerque, NM 87199 / www.nmasc.org / Executive Director: Mary Hahn

Process to Bid as NMASC State Conference Host School

Note: The school student council advisor must have attended the two state conferences prior to submitting a bid to host. In addition, the school student council advisor's attendance at all district meetings, and a minimum of two summer workshops is preferred, prior to submitting a bid to host state conference.

Please submit the following items, on appropriate letterhead and signed, to the NMASC Executive Director by February 1st two years prior to the year your school wishes to host the NMASC State Conference. Please submit as a package, in one mailing envelope:

1. Letter from the host school signed by:
 - The School Student Council Advisor and the School Principal
 - A written commitment that NMASC will have sole access to your school's gym (8:00am Wednesday – Saturday afternoon (through 3:00pm). No practices, no games, no school assemblies, no PE classes, the gym will not be used as a student thoroughfare, etc.
2. Letter from the host School District Board of Education or Superintendent of Schools
3. Letter from the host school's city/Mayor/town official
4. Letter from the host school's Chamber of Commerce president/director

In addition, please provide:

1. A list of restaurants/eateries in the community within a reasonable mile radius of the host school site. Please include the approximate number of patrons the establishment seats; and the general price range of meals; address, phone number, website if they have one.
2. A list of hotel/motel accommodations within reasonable driving distance to the host school. Please include the name, address, phone number, website. Number of rooms on the hotel/motel property. If breakfast is included. And approximate driving miles to the school.
3. A map of your community, or school community; and, an electronic map of your school.

Initial Presentation to the NMASC Executive Board:

A team of 2 – 3 students and the school advisor will make a presentation to the NMASC Executive Board at the State Conference **two years prior** (preferred) to the requested NMASC State Conference year. This presentation should include: a fun video that indicates the conference theme; showcasing your school and your community. Entertaining yet informative is a good combination!

One year out presentation:

At the NMASC State Conference, the upcoming host school will:

- ★ The State Conference Co-Chairs, selected by the school, will:
- ★ Talk with Advisors at the Friday Advisor's meeting about the upcoming state conference.
- ★ Provide each school advisor with a folder of information to include: The Conference Theme; a logo of the conference theme; a list of "who's who" at your school; school information – school address, phone number, website address; information about your community and fun facts about your school.
- ★ Present a video presentation to the State Conference Delegation on Saturday morning of the conference.
- ★ Remember you are promoting attendance and enthusiasm for your school's State Conference!
- ★ The Student Conference Co-Chairs and the School Advisor will be sworn in at the closing session of the State Conference.

Hosting the NMASC State Conference is an opportunity to showcase your school and community!



Thank you for your interest in hosting an NMASC State Conference at your school!

Responsibilities for the conference are shared between NMASC and the host school. We will have several opportunities to meet prior to the conference, including a site visit by the NMASC Board. The following will serve as a general guide.

Basically – **NMASC** is responsible for registration and the content of the conference – materials, supplies, speakers; the finances. NMASC does carry insurance, and will provide a Certificate of Liability.

The host school provides school facilities (and building costs associated with them (lights, heat) – including the Main Gym; about 35 - 40 classrooms, and other facilities needed to accommodate our conference program as determined in collaboration with the school advisor, and NMASC's facility walk-through; custodial and restroom supplies; staff participation as adult workshop presenters; social event chaperones, host school administration and law enforcement presence; assistance to the school Student Council advisor – tasks as assigned; gym floor covering, staging, chairs, tables and a podium.

The **host School District** agrees and schedules the Friday of the state conference as an in-service/non-student school day. And, agrees to not host any other activities – games, matches, plays, concerts, etc. at the host school the days of the state conference – beginning Wednesday until after 3:00pm on the Saturday.

NMASC's Constitution designates the week in February with the 2nd Thursday of the month as the state conference "week"- In general, Wednesday – NMASC Board meeting/conference prep on the host school campus beginning at 8:00am – 6:pm, and gym set-up by ADI; Thursday – gym set-up at 8:00am; begin conference registration about 30 minutes following school dismissal; Friday – all day; Saturday morning – conference ends about 12:30pm/gym tear down by 3:00pm. (NMASC has considered a Constitutional change of conference dates with the conclusion that these dates, this time-frame have worked for 70 years so the conference dates are established.)

- The first question is – **how much will it cost our school** to host an NMASC state conference? The basic answer is that NMASC collects a registration from each delegate – student and adult – attending the conference. This creates our budget. NMASC will stay within the state conference budget, which averages about \$45,000.00.
- If the **host school insists on providing something fun, as opposed to necessary**, the host student council will assume the cost(s).
- The host school selects the **conference theme**, which is approved by NMASC. (At nmasc.org * ABOUT NMASC Tab, you will find a list of state conference themes since 2000 - Scroll down!)
- The host student council provides **2 students (not more than 3 students) to serve as Student Conference Co-Coordinator**s. They are your best representatives. They will work with the NMASC Board, state officers, and be present on stage. The **Advisor Coordinator** is the school student council advisor(s).
- The host student council provides **theme decorations** for the stage, main gym, and throughout the school as you choose. It is suggested that Homecoming the previous fall have a similar theme so that the decorations for Homecoming may be reused for state conference.
- **NMASC and the host school will work together on the conference program cover design** depicting the conference theme; keynote speakers; conference "swag" – conference bag and refillable water bottle at the minimum.
- **Banquet/Social Activities** on campus if facilities are feasible to serve/seat 1,100 people, and two dances – Mid-Level and High school; or at the Mid-School; or at a community banquet facility.
- The host school is encouraged to garner community support and involvement - NMASC will bring at least 1,000 students and adults to your community! (hotels, restaurants, shops, points of interest, etc.) Visit with industries, business – large or small – seeking donations of note pads, pens, candy, sponsorship of water bottles or swag bags, etc. And, agree to place a *Welcome NMASC* message on a window sign or on a marquee.
- Our NMASC crew includes several professional companies who have been our corporate sponsors for decades. **ADI – Audio Dimensions, INC** - in charge of lighting and sound; **Albuquerque Productions** – DJ; **Dynamx Digital** – website, AV, program layout; **Campus Specialties/ Herff Jones** – Advisor of the Year Awards, financial sponsor; **NMAA** – partial council awards. →

The host school works with restaurants in the community for food for the following meals:

Thursday Welcome Mixer: dinner – generally pizza, can be something else. Budget - \$5.00/person (adult and student)

Friday Student Lunch: there are a variety of options. Budget - \$5.00/person

Friday Advisor Lunch: this is a meal for advisors; nice to showcase the school Culinary Arts program or order from a non-fast food local restaurant. Budget – about \$8.00/advisor/registered adult.

Friday sit down dinner: this meal is best served buffet style with food options for a variety of dietary needs. Budget – as close to \$20.00/person (including fees, tax and gratuity) as possible.

(Advisors should select hotels with breakfast included; or make plans for breakfast for their delegation. The host school does not provide breakfast.)

Meal counts are dependent on registration – Best guess to being with: about 900 student lunches; about 150 adult meals.

A few things to be mindful of:

- Make sure that gluten, vegetarian, vegan options are available for special orders, if need be.
 - Make sure the “main dish” does not include red or green chili (served on the side is fine).
 - If the Friday of state conference falls during Lent, be sure the meals are either meatless, or that the food vendor offers a meatless option.
- **Beverages:** The host school will design an inexpensive water bottle (and conference bag) (Best company – Discount Mugs). These water bottles are to be filled/refilled on campus. No other beverages are provided. (If there are not designated fill stations, water fountains should be indicated with a big sign.)
 - **Snacks:** the host school shops for, set’s up/cleans up 3 snacks: **Thursday evening** – located in gym lobby on the way out to buses; **Friday afternoon** – between the two workshop sessions; located conveniently in the area of workshop sessions; Saturday morning – gym lobby between the two morning sessions.
 - **Advisor Hospitality:** The advisor hospitality room should be open on Friday, all day. There should be snacks available (always some type of chocolate); coffee (sweeteners, creamers, hot water, tea bags, bottled water, sodas.)
 - The **advisors** have an **activity time** immediately prior to the advisor lunch – both in the same facility. Lunch set-up should be ready at the time stipulated in the Conference Program – and not interfere with the advisor’s activity time.
 - **Door prizes for advisors:** The host school is encouraged to have nice items donated (or made by local artists and donated) for advisor door prizes. 10-12 items would be nice.
 - NMASC hopes that the host school will showcase a variety of performance programs from their school and ask student performers to participate as follows:
 - Thursday Evening:**
Performance prior to the 1st General Session
Color guard to present the Colors
Singing of the Star Spangled Banner
 - Friday morning:**
Performance prior to the 2nd General Session
Banquet musical entertainment
 - Saturday morning:**
Performance prior to the 3rd General Session