

Your Guide to Meeting and Event Planning



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Things to Keep in Mind

- **Hotel prices continue to climb!**
 - + Plan ahead and be flexible -- 3 locations and 3 dates.
 - + Confirm available dates and possible locations with your council BEFORE contacting the Sections Department.
 - + Provide these well ahead of time -- 6+ months!
- **Spring is more expensive.**
 - + Consider switching it up -- big retreats in the fall, modest meetings in the spring.
- **Hybrid is not the friend you think it is.**
 - + Zoom OR in-person -- save money and get better attendance.

Hotel Pricing

- **Aim for \$250 per night, max out at \$300.**
- **Perception is important.**
 - + Opt for 3-star or 4-star hotels.
- **Keep an eye on those resort fees and tourism taxes.**
- **The later you are in planning, the fewer folks attend.**
 - + This gives us less negotiating power and everything get pricey!

Dinner Pricing

- **If you have 2 dinners, one is casual and one is upscale.**
- **All in at \$150 per person (including drinks & appetizers).**
- **Wine per bottle should be less than \$70.**
- **Cocktails need to be middle tier**
 - + Typically called “premium” -- not wells, but not top shelf.
- **When budgeting, don't forget the service fees.**
 - + Service fees are typically 20-25% (this usually does NOT include a tip).
 - + Definitely tip, but be aware of required or already included gratuities.

A/V Pricing

- **Projector & Screen Packages.**
 - + ~\$3k per day.
- **Pick a hotel with free meeting wi-fi.**
 - + The average charge for Wi-Fi is ~\$40/person.
- **Service fees, Set-up & Strike.**
 - + These typically make up ~30-40% of your total A/V bill.
- **You can opt to bring your own A/V equipment, but it is not typically worth the effort.**
 - + YOU are responsible for transportation, setup, breakdown, etc.

Travel Pricing

- **Encourage attendees to book flights early.**
 - + Direct flights are cheaper. Southwest typically has fewer fees.
 - + Reimbursing baggage & early check-in fees are ok -- never seating upgrades.
- **If you fly, take a taxi/rideshare -- no rental cars!**
 - + IF you do approve rental cars, get the discount code from SBOT, and don't get additional insurance.
- **Know your reimbursement policy... don't have one, write one!**

Tips & Take Aways

- **Having a pricier meeting?**
 - + Balance it out with a free Zoom meeting next time.
- **Trying to spend down?**
 - + Don't go wild -- Set a max rate and/or adopt a spend down policy.
- **Communicate with your council and your SBOT Rep(s) well in advance!**
- **Don't be afraid to ask for help!**