



RLINE – Site Planning points and considerations

Coordination - If very important that the Site Chair and the RVC (Regional Vice Chair) work together to assure proper planning and setup for the sites; recognizing that the RVC has multiple sites to coordinate, and therefore, has experience good experience in site planning, and is the primary resource to the Site Chair through out the process.

Facility

- **Access** – Available the evening prior to the event to assure setup of room and equipment, and locate signage, as necessary.
- **Classrooms** – Large enough to handle 20 participants. To be set up in a “U” configuration.
- **Convening & Meal area** – To be used for breakfast, lunch and closing session. Set up in round tables to facilitate cross conversations during meals.
- **AV equipment** - Each class room to contain; overhead projector and screen, AV cart/table, and a flip chart with markers
 - RLINE has overhead projectors and flip charts; however, they must be arranged for in advance through the RVC (2 to 3 weeks notice is typical), who will arrange for the equipment through the equipment & materials chair. This is a cost savings over renting equipment on site.
- **Registration tables** – at entrance or in convening area -
 - **Preregistered** attendees check in and **materials distribution** – 2 to 3 tables set up end to end
 - **Walk-in registration, fee payment, etc.** - 1 table away from the “preregistered” tables so that orderly flow of registration is not impeded.
- **Directions** – Clear directions to the facility are to be available to attendees and faculty, if necessary. This can be very important if a campus with multiple building is used.

Meals & Breaks – Need not be large meals but adequate. Too large meals tend to make for sleepy attendees. Some low cost and adequate suggestions are:

- **Breakfast** – Since we start early, assume the attendees need a sufficient breakfast to get them started for the day.
- **Lunch** – Salad, fruit, sandwich/rollups and drinks are sufficient. Large meals tend to make for long and sleepy afternoon sessions.
- **Breaks** – two (2) - mid morning and mid afternoon – Coffee, tea, water. Soda if budget permits.

Contract / Letter of Understanding - A contract or letter of understanding is required, which is specific to: date, all costs, room agreements and set-up. This must be reviewed by the RVC (Regional Vice Chair) and initialed by both the Site Chair and the RVC, prior to sending on the RLINE Exec Director for approval and signature.

Timing – March 31st of the previous spring is the target date to have; dates, locations and costs button down for each site. This permits adequate time to prepare and print the tri-fold PR piece, which made available at the International Convention. This also, typically makes the information available for spring PETS & Assemblies.

