



Guidelines for Sponsoring State OHC Meetings (Revised: 2-17-2020)

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Guidelines for Sponsorship of State OHC Meetings (refer to 'State Meeting Checklist for Hosting Regions' for detailed list of requirements)

1. Select meal from preset menu
2. Handle meal reservations
3. Put information about the meeting, meal reservations, along with the contact person in the Corral, on the Website and Facebook.
4. Notify Eagles of meal count one week prior to meeting
 - Contact: Mike Williams @ 614-554-4053
5. Handle registration on the day of meeting and collect cost of meal while registering on day of meeting
6. Give registration forms to State Secretary at meeting
7. Pay Eagles for meals on day of meeting

Hosting Chapters may:

1. Add \$1.00 to cost of meal
2. Conduct silent auctions
3. 50-50 drawings
4. Drawings for door prizes
5. Sell raffle tickets for special chapter programs

Note :

1. Other Chapters may set up information tables
2. Cost of meeting room paid for by the State

- March 2020 - SE Region
- November 2020 - Central Region
- March 2021 - NE Region
- November 2021 - NW Region
- March 2022 - SW Region
- November 2022 - SE Region