

Phi Theta Kappa
2008 International Convention
“Planning and Hosting a Regional Meeting”
Eta Nu Chapter
St. Petersburg College; St. Petersburg, Florida



Budgeting (registration fee)

- Meals, dance, gifts
- Welcome bag (note pad, pen, portfolio, program)
- Supplies (receipt book, envelopes for mailings)
- Donations
- Sample budget attached

Planning

- Secure facility and meeting space well in advance
- Form a committee to discuss agenda and responsibilities
- Make contacts (for materials, speakers, dance, etc.)
- Establish deadlines (hotel reservations, registration payment)

Publicity

- Mailings
- Post online
- Advertise at other regional meetings

Hosting

- Putting together convention materials for welcome bag
- Assign duties
- Conducting each session

Programming

- Incorporating the Hallmarks; other chapters
- Establishing a theme
- Sample agendas attached