

Host Guild Responsibility Sheet

- A \$250 fee is given to the host guild the day of the hosted meeting to defray the cost of hosting a general meeting.
- A facility large enough for 100 people with tables and chairs. A head table is needed for 4 or 5.
- A simple breakfast and drinks is usual fare for the attendees.
- Lunch can be provided for or be a potluck. Host guild to supply beverage table service.
- Information on the type of lunch is to be given to the Vice President in advance with other needed information.
- A registration table is required for check in.
- Provide nametags – can be stick on style.
- Door prizes and raffle baskets are optional.
- A map for member shops in the general area is always welcome, but not required.
- The host guild may choose to hold a raffle or other money-making event. Proceeds will belong to the host guild.
- Other member guilds may choose to bring raffle quilts so some room for these should be available if a request is made in advance.
- The host guild is to obtain information about the speaker or program and lunch type and submit this to the Vice President 8 weeks prior to the general meeting.
- NEORQC will provide a sound system if one is needed. Please inform the Vice President ahead of time if one is needed.
- Host guild is responsible for distributing the voting cards at the registration table when needed. Voting cards will be supplied by the Membership chair.
- The Vice President contact information can be obtained from the website for any questions and intent to host at www.neorqconline.org.