## boardmeeting.jpgWESTERN DISTRICT BOARD MEETING

### Date and Time

* Sunday
* Typically 9:00 am to 5:00 pm

### Function Attendance

* TYPICALLY ABOUT 30-40

### Room Set up

* U-shaped for 28 seated on outer sides of tables only (see diagram)
* End table if needed (shown dashed)
* Chairs each along two walls.
* One easel outside of room

### Food & Beverage

Selected in consultation with Western District President.

May include:

* Morning
	+ Pastries, fruit
	+ Coffee, decaf, tea
* Lunch
	+ Deli Buffet Lunch, or
	+ Boxed Lunches
* Afternoon
	+ Assorted Soft Drinks
	+ Cookies, brownies

Assumes 8 ft. tables, 3 per table, with seats set to not straddle table legs U-shaped for 28 seated on outer sides of tables only (end table if needed (shown dashed) Officer Seating Refreshment/Buffet Tables Easel Open end provides position for standing presentations (or screen for visual). Overhead Projector and table, if needed.

## trafficbowl.jpgTRAFFIC BOWL

### Date and Time

* Monday
* Typically Noon to 2:00 pm

### Function Attendance

See historical data for ranges

### Room Set up

* Spectators
	+ Rounds of 10
	+ Chairs for seating, or
	+ Combination of both
* Three tables on risers (each table to

seat 5)

* Freestanding podium for Emcee
* Table for the judges (three seats)
* Cash Bar
* Tables for food
* One easel outside of room

### Audio/Visual

* Emcee podium microphone
* Overhead projector package
	+ Projector
	+ Cart
	+ Screen
	+ All electrical cables and cords
* Speakers and amplifiers
* Traffic Bowl Equipment

### Food & Beverage:

Selected in consultation with LAC Chair President.

May include:

* Ice Cream Bar or Pizza Bar
* Beverages (optional)

## LEADERSHIP BREAKFAST



### Date and Time

* Tuesday
* Typically 7:00 am to 9:00 am

### Function Attendance

See historical data ranges

### Room Set up

* Rounds of 10
* No Head Table
* One easel outside of room.

### Audio/Visual

* Typically none

### Food & Beverage:

Selected in consultation with Western District President.

May include:

* Breakfast buffet or sit down hot entree
* Coffee, decaf, tea

## KICKOFF AND ANNUAL BUSINESS MEETING LUNCHEONS

### annualbusinessmtg.jpgDate and Time

* Tuesday
* Typically Noon to 2:00 pm

### Function Attendance

* See historical data ranges

### Room Set up

* Rounds of 10
* Head table on low risers to seat up to 24 (likely 10 on Monday, 15+ on Tuesday)
* Table top lectern w/microphone adjacent to President at head table
* One American Flag on left at riser
* One easel outside of room.

### Audio/Visual

* Presidential podium microphone
* Overhead projector package
	+ Projector
	+ Cart
	+ Screen
	+ All electrical cables and cords
* Speakers and amplifiers

### Food & Beverage

Selected in consultation with LAC Chair.

May include:

* Soup or Salad
* Entrée
* Dessert
* Coffee, decaf, tea

American Flag

## WESTERN STATES LUNCHEON

### Date and Time

* Wednesday
* Typically Noon to 2:00 pm

### Function Attendance

* See historical data ranges

### Room Set up

* Rounds of 10
* Head table on low risers to seat 24-36
* Table top lectern w/microphone adjacent to President at head table
* One American Flag on left at riser
* Large State flags on back wall
* Small flags on center of tables
* One easel outside of room.

### Audio/Visual

* Presidential podium microphone
* Overhead projector package
	+ Projector
	+ Cart
	+ Screen
	+ All electrical cables and cords
* Speakers and amplifiers

### Food & Beverage:

Selected in consultation with LAC Chair.

May include:

* Soup or Salad
* Entrée
* Dessert
* Coffee, decaf, tea

TO BE DEVELOPED

1. Banquet Layout
2. Student Competition
3. Vendor Layout Samples