AMERICAN mensa LTD.

1229 Corporate Drive West
Arlington, Texas 76006
tel (817) 607-0060
fax (817) 649-5232
AmericanMensa@mensa.org
www.us.mensa.org

Annual Gathering Historical Records 1995- Present

The Following represents a comulative reports on some of the overall AG statistics. Since these statistics have not been kept with any consistancy, they may be estiamtes based on the based information available.

meals/covers	Phoenix	Dallas 2001	Philly 2000	Long Beach 1999	Cinncinnati 1998	Birmingham 1997	Houston 1996	St Louis 1995
lunch	260	202		200		329	174	147
dinner	465	285		350		405	302	365
brunch	260	209				351	173	221
other	#s are approx.			200			265	179
hotel exp								
AV	$ 2,770	$ 7,992	$ 4,058		$ 2,451			
room rental		$ 1,260						
Meals	$ 29,705	$ 17,662	$ 16,784	$ 24,002	$ 12,270			
Misc	$ 8,834	$ 100						
AMC misc*	$ 3,800	$ 3,500	$ 2,200	$ 2,500				
room nights	3093	2200 + overflow		1800 + overflow	2747	2473		
Room rate		103	90	99				

2002 Misc appears to be surcharge for beer/wine
AMC Misc includes special F & B (lunches, breaks, receptions) ordered for AMC and MERF

Pam Donahoo

From: Pam Donahoo
Sent: Wednesday, September 18, 2002 3:12 PM
To: Cookie Bakke (E-mail); 'jill@baskow.com'
Subject: new letter



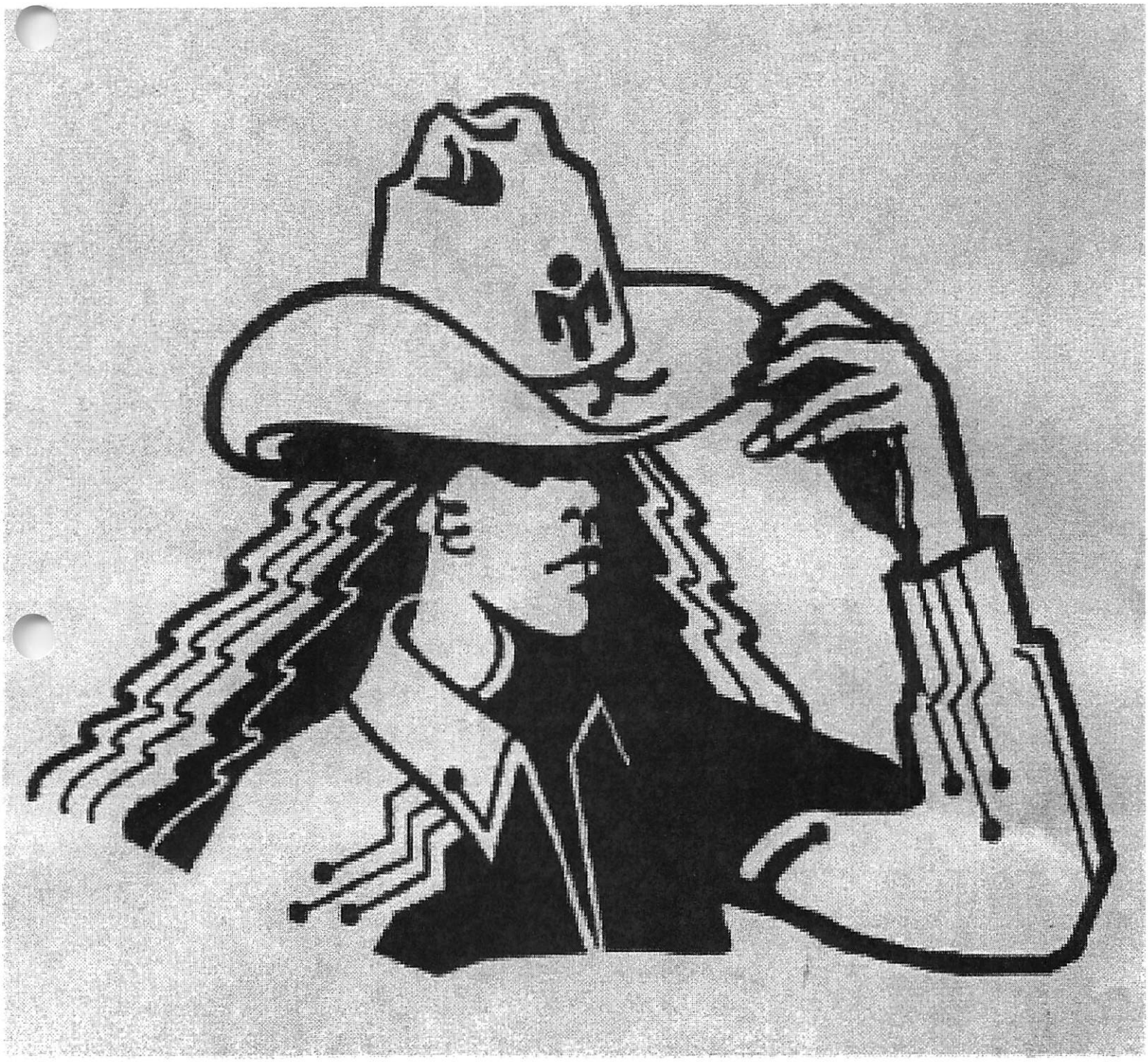
2004 AG authorization.doc

block pick up first line is Princess, second is Resort suites, third is total

Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	
30-Jun	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	
15	60	76	193	219	220	208	68			
36	64	156	386	417	426	418	91	33	7	
51	124	232	579	636	646	626	159	33	7	3093

Pamela Donahoo, CAE
executive director
American Mensa Ltd
817/607-0060
pamd@americanmensa.org
www.us.mensa.org

2001 ANNUAL GATHERING FINAL REPORT



THAT'S ALL FOLKS !!!!!

PRELIMINARY

As of 03/11/02

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General Information

Written by Carol Hilson

The following is general information that I felt future committees might be interested in having.

Committee Roster

I got everyone's address, email address, and phone number(s) and created a list so I wouldn't have to look up this information every time I needed to contact one or more committee members. It was updated and added to often as members were added or information changed. I did it original in Excel but not everybody had access to that format. So I converted the information to a Word document and maintained that as well.

This document was sent to all the members on it in the beginning. When the Secured Area was put up on the website, I put it up there and told members how to access it.

Keeping in Contact during the AG

The National Office had walkie talkies from past AGs and we decided to use those for our Security. They were handed off to George Cooper, the head of our Security Group, shortly after he got here and he took care of who had them and where they were throughout the AG. He also saw that they were returned to the NO at the end of the AG. We did need to buy some batteries for them, something no one had thought about ahead of time. They were purchased under the Hospitality budget at the last minute.

The rest of the committee also needed a way to keep in contact with each other throughout the event. There was a lot of discussion as to whether our cell phones would work at the hotel. I talked to our hotel liaison and she assured me that several other conventions had used this method of communication inside the hotel. Also, some of the committee members tried out their cell phones inside the hotel. It was finally decided they would be an effective means of keeping in contact.

Doug Fraizer had a couple of extra phones and allowed members to use them, if they didn't have their own. The rest of us used our personal cell phones. These proved to be a great way to communicate with each other.

Finding each other during the AG

Doug gathered a list of all the cell phone numbers for me and I created a small card that would fit in the badge holders we bought. On one side was a list of most of the committee members, their titles, and their cell phone numbers. On the other side I listed our hotel contacts, their titles, and their extension numbers. After printing them on yellow stock, I laminated them and cut them to size. I gave several to our hotel liaison for distribution to key hotel personnel and made sure all committee members had one as well. We gave the extras to the NO staff and some AMC members. They worked great.

Certificates

We decided it would be nice to have certificates to hand out to all the presenters and those running games, etc, at the AG. I got a list together and Becky Hill created a form that included our logo, the Cowgirl. We imported both Roger and my signatures and then she printed all of these for us on yellow stock paper. A few people didn't seem to care about getting one but a lot seemed to appreciate the effort and were happy to receive them.

Meeting Minutes/Agendas

I created Agendas for each meeting and had them put on the Secured Area of our website, along with the minutes from the last meeting. I usually emailed the committee to let them know when these were available each month.

Keeping minutes was a big help, actually. It made it easier to refer back to what we had actually decided on different issues. Sometimes there was so much discussion on a topic that a couple of months later it was hard to remember exactly what was decided. And anyone missing a meeting or living far away (such as George Cooper and our RVC, Rik Hess) could read what we were doing and keep up with everything.

AMC Reports

Our Host Agreement required we give reports to the AMC. Starting in August, 1998, I wrote and submitted reports to the NO for distribution to the AMC. The minutes I talked about above were a great help in this respect.

From August, 1998, through February, 2001, these reports were submitted every 3 months (for the upcoming AMC meetings). After that, they were submitted monthly. They included our counts (registration, meals, tours), a financial update, any additions or changes to the committee, and the major decisions made.

****

Policies – Whole Committee

Written by Carol Hilson

(1) Recognized committee members will be allowed to pay the lowest price for registration ($45), no matter when they register. This does not include spouses, children, or friends, unless they are also recognized members of this committee.

(2) No free registrations will be given, except for the following:

A. International Officers will be given free registrations per NTM's Host Agreement, up to 12 registrations.
B. Candidates testing on Saturday will be extended a 1-day registration, for Saturday only.
C. Non-Mensan presenters/speakers will be allowed up to 2 free 1-day registrations on the day of their presentation.
D. Mensan presenters/speakers will receive no free registrations.

(3) Meals will not be refunded. Registration fees will be refunded if requested in writing and submitted prior to 6/30/01. The refund will reflect the amount paid, minus a $5 handling fee. No refunds will be made after 6/30/01 except for emergency situations, which will be determined by this committee.

(NOTE: We did end up refunding all meals that we got a request for, if we got the notice prior to 6/30/01.)

On reflection, the meals part of this should have reflected the same guidelines as the registration part. Also, we didn't list the $5 handling fee for cancellations on the first forms/PR and this caused some problems. If you're going to charge a fee, be sure it's stated on the registration form.

(4) Any checks returned will be assessed a $20 fee in addition to the amount of the check.

(5) This AG Committee will request the $1000 seed money from AML.

(6) This AG will use security (called the White Hats), made up of volunteers who will watch for and defuse any possible problems, ensure everyone is wearing a badge, and help when we need them.

(7) All external PR must go through Mark Witter (later, Jim Blackmore) at the National Office. He will also schedule and maintain all PR on site.

****

Procedures & Misc Decisions – Whole Committee

Written by Carol Hilson

Committee Issues

Each Committee Head may pick as many or as few assistants as they feel they need. However, all names need to be turned over to Roger and Carol for inclusion in the list of AG Committee members.

Everyone needs to provide Carol with their home address, email addresses (home & work) and phone numbers, so a complete list may be maintained.

Voting will be limited to 3 people: Roger, Carol, and the appointed Committee Head of whichever committee is involved in the discussion.

AG Issues

July 4, 2001, is a Wednesday and since Addison has it's big fireworks display on Tuesday, July 3rd, that year, we will be opening Registration and part of Hospitality on July 3, 2001, at approximately 3pm. The "full" opening will be on Wednesday, July 4, 2001, at 8am.

(NOTE: The time for opening got moved up to 1pm and we actually opened shortly after 12noon, due to the volume of people waiting to get in. Also, running an AG for almost 5 full days is too long. Committee members and volunteers were exhausted <more than usual> by Sunday. I wouldn't recommend it to future AGs.)

We decided to contract with Joe Zance to use the Boutique services for our AG. We will not comp him any registrations, how ever. We will also contract with the Boutique to provide badge holders for our AG.

The city of Addison has granted us up to $5000 to help pay for transportation between the Addison Hotels for our AG. We will check with Dart, which runs the trolleys in Addison, about the cost of running one for us full time during the AG.

(NOTE: We ended up contracting with the Tour Company instead.)

The prices for registration were set at:

$45 through 7/31/00
$55 through 1/31/01
$65 through 4/30/01
$75 through 6/30/01
$85 through 7/7/01 (walk-in rate)
Young Ms (13-20) will be $10 less than the current rate on the date it's received
Children (6 – 12) will be ½ the current rate on the date it's received
Little Kids (under 6) will be free
Day rates will be $30 for Wednesday, Thursday, Friday, or Saturday and 0 for Sunday

Most of the cut-off dates above are consistent with past AGs. By using 1/31/01 we will be able to send registration forms out with the Dues Renewals. 4/30/01 is the date for return of Dues Renewals and would make it easy for members to include the AG registration with the renewal amount

Our checking account will carry three signatures: Randy Brack, Roger Durham, and Carol Hilson, but will require only one signature to sign a check.

There are seven rooms for speakers in one area, 1 small room that will hold 30 people and 3 double rooms that will hold 60 on each side or 120, if opened up. We want to use the smaller room and 1/2 of a double room for the AMC track, bearing in mind that they have meetings on Saturday and shouldn't require space on that day. The 2nd small room has a permanent table in it and will work for the AMC Committee meetings and Meet & Greets. We'll try to make the Lalique Ballroom I and/or II available as required. The 3 rooms next to Hospitality will be available for speakers as well.

(NOTE: AMC ended up with 2 – 30person rooms for their use and the smaller room referred to in the 2nd sentence became the Birds of a Feather Room.)

We will try to do most of the speakers on Friday and Saturday, leaving Wednesday and Thursday for tours, although we may want a few on Tuesday as well.. The times will be in 1½ hour slots, at 9:00am, 10:30am, 12:00noon, 1:30pm, 3:00pm, and 4:30pm.

(NOTE: We ended up filling all of Thursday with speakers as well, and even some, who were Mensans, on Wednesday. The tours were mostly Monday and Tuesday. Since Wednesday was a holiday, most tour sites were not open that day.)

We decided to contact a company that organizes tours and let them arrange everything. The feeling is that they would know what attractions would generate the most interest in this area. We can advertise for them, collect the money, and forward it to them. If a particular tour doesn't generate enough interest, it could then be cancelled with no cost to the AG.

Testing will be in ½ of the Lalique on Saturday, with the other ½ left empty till testing is done.

The Annual business meeting will take place in Lalique on Thursday morning as well.

(NOTE: This was moved to Thursday afternoon, at the request of the AMC.)

Committee Meetings

Meetings will be held the 2nd Sunday of each month at 2:00PM. **(NOTE: This later was changed to 1pm)**

We will not meet in May or July of 2000, but will start meeting monthly in August, 2000. By mid-May, 2001, we will start meeting weekly.

Meetings will be rotated between homes each month. A list will be created and distributed to each Committee member.

A notice will be placed in the "M-Aura", stating the dates only. Mensans wishing to attend will need to call either Roger or Carol for the time and place.

Snacks will be provided by the host/hostess. They will be reimbursed up to $20 per meeting, after they submit receipts for that amount to the Treasurer. Attendees will bring their own drinks to each meeting.

(NOTE: This actually ended up with everyone providing snacks and drinks and no one submitted anything for reimbursement.)

Reports are due at each meeting from Committee Heads. A written report is preferable, but verbal is acceptable. Carol may also need reports at random times, for her report to the AMC.

Perks

Perks apply only to AG Committee members recognized by Roger and Carol (see above). Those recognized as official AG Committee members may pay the lowest registration price ($45), no matter when they actually register. If the Registrar is in doubt, they need to check with Roger or Carol.

Roger and Carol will have a complimentary suite each at the InterContinental, during the duration of the AG. This committee will receive 1 free room night for every 50 rooms we rent, per night. This should add up to 8 free rooms per night, on the main nights of the AG and a lesser number on the other nights. It is our intention to give all Committee Heads at least 2 free room nights during their stay at the AG. Assistants will probably receive 1 or 2 as well, depending on the number available.

Other

We were told to check with Pam Donahoo and Mark Witter (who was replaced by Jim Blackmore before the AG began) about possible speakers as they have contacts that might be helpful. As soon as a speaker is confirmed, we'll need a write-up and bio (and a picture, if possible) to put onto the Web Site.

We decided to rent A/V equipment instead of trying to bring in our own for this event.

Though we may use Mensans as speakers, for the most part, we wanted non-Ms as presenters, or Ms who have not been heard much before.

We decided to have two dances: Friday night, which will probably be a costume dance, and Saturday night, which will be formal.

(NOTE: This was later changed to Thursday night for the costume dance. We put a RAVE in on Friday night, mainly for the younger people attending.)

We had Kim Lovering at the National Office develop and maintain our web site. It was ready to go online shortly after the end of the 2000 AG. It actually went "live" on Monday July 10th.

****

Action Desk – Doug Frazier

Written by Doug Frazier

The Action Desk was established, as in prior AGs, to provide a central location for questions about the AG, the hosting city and its establishments and entertainments, and the world in general.

Being very busy with other aspects of the AG prior to the beginning of festivities, I depended heavily on offered materials for stocking the desk. When I arrived on site, it was ready to go, with a good selection of local maps, Chamber of Commerce pamphlets, restaurant menus and the like.

As I had hoped, a number of people offered to help and were generally valuable in their assistance.

Co-sited with the Action Desk was the Newsletter 'office.' This proved very convenient, as it kept the Action Desk manager occupied during the long stretches of time when no-one was asking why there wasn't a 7 a.m. bus on Saturday, or whether an additional bus was available to take them to visit great-uncle Charlie on Friday evening. It also was convenient because the editor had a photocopy machine on-site, and the photocopy machine saw a great deal of service. (See the newsletter report for details).

We probably can't get rid of the Action Desk, but I feel that it is an over-use of manpower. If it can be combined with other functions, it would probably be a better use of resources.

Lessons Learned:

- 90 % of the questions we were asked dealt with availability of, timing, costs and sign-up for the Airport Shuttle Bus Service.
- 5 % of the questions related to local restaurants and services.
- The remaining 5% dealt with Dilbertian issues.

****

AV Equipment/Logistics – Kevin Buchanan

Written by Carol Hilson

Kevin laid out several areas of the Hotel InterContinental to scale for us. These were very helpful in determining what setups we could use. He was also in charge of obtaining all the equipment we would need; ie, overhead projectors, screens, microphones, easels, etc. We contracted with a local firm to supply most of the electrical equipment, which was certainly easier than bringing in our own stuff and trying to keep track of it. He checked with several firms and picked the one that could best fill our needs at a reasonable cost.

The firm we hired also provided one (and sometimes two) of it's employees to help Kevin. They made sure all the setups were in place for all the speakers and events we had.

In my capacity as Hotel Liaison, Kevin was invaluable to me during the AG. He checked everything and made sure all the equipment was in place and working, which is no small job at an AG. He, Karen Brack (the Speakers Coordinator), and I were in constant contact via our cell phones, and we had great cooperation from the hotel staff as well. This made our jobs easier and everything ran smoothly.

We had decided to make signs for all the speakers and events, but the Hotel InterContinental couldn't accommodate these signs in some areas. So Kevin and Doug Frazier (and probably others that I'm unaware of) made signs for us and also constructed

inexpensive easels for each room or area we were using. Kevin made sure the right signs were sitting in front of the right rooms each morning.

****

Finances – Randy Brack

Written by Randy Brack

Part I – Budget

To the reader: this report is best understood if you also have a copy of the AG2001 Budget, which is on the Financial Report page of this AG report.

The duty of the treasurer, as I saw it, was to create an AG budget and keep it updated as events unfolded, to work with the Registrar and the National Office (NO), to handle all finances not processed by the NO, and to keep the bank account and books.

I created an initial budget on July 30, 2000, estimating about 1300 registrants at an average of $60 per person. I used Quicken 2000 for the books and Excel 97 for the budget spreadsheets because the budget capability of Quicken couldn't do what I wanted. The budget contained an estimated profit of $7000.

As the AG committee held meetings and things began to firm up, I updated the budget every two months until January 31, 2001, and monthly thereafter through May, 2001. The budget was updated twice in June, 2001 and finally on July 1. If you examine the budget spreadsheet, it is easy to see how some items came into existence, grew, and/or shrank.

Each date in the budget, starting from 3/31/01, had its own worksheet, containing several projected figures with full registrations for 1000, 1100, 1200, and 1300 persons being projected. Although some budgetary items are fixed, and not dependent on attendance, items such as Hospitality are very attendance-dependent. The chairs for Hospitality and Hospitality Beer and Wine (yes, we had a separate chair for alcohol), found the multiple projections useful.

I had been projecting 1200 full registrations and 100 day registrations. By early June, it became obvious that full registrations would be around 1100, and committee chairs were notified of such.

After the AG started on July 2, 2001, I kept updating the projections and budget. There are separate budgets for July 3, 4, 5, 6, and 7. As more people registered, I added more money to the Hospitality budget.

Part II - The Process

The NO decreed that all funds would be sent to the NO for processing. They handled the registration spreadsheets and deposited money in the AG2001 account by ACH transfer. I received a weekly report of funds deposited, broken down by number and type of receipts. For example, there might be 28 registrations @ $65, 12 registrations @ $55, 5 Friday meals @ $23, and so forth. The registration forms were sent to the Registrar for processing when the NO was finished with them.

Requests for refunds would be sent by the NO to the Registrar for approval. If a credit card was used, the NO would process the refund. Otherwise, I received an OK from the Registrar to send a refund check. We charged a $5.00 handling fee to the payee if one or more registrations were canceled. If the person was going to attend the AG and wanted a refund on a meal or tour, no handling fee was charged. Recommendation: Charge a $5.00 handling fee for each canceled registration, not a flat $5.00 fee. We had 64 cancellations ($320 handling fee), but over 100 registrations were cancelled.

At the suggestion of the AG2K treasurer, I had made two forms to be used by committee members- a cash advancement form and a reimbursement form. These forms are attached at the end of this report. I used the forms, but they were of marginal value to me because: 1) There were not that many committee members requesting cash or submitting receipts, and 2) Our committee members have worked together on several RGs and know how each other work.

All receipts are supposed to be attached to the forms, but in some cases, there are no receipts (examples are hotel tips and drink tickets for band members). I accepted a signed or unsigned statement/email from the committee chair that the expenses were paid. In many cases I had personal knowledge of the expense. In some cases, I signed the form for the committee chair because I knew

from email/personal conversation that the expenses were authorized. Maybe this isn't strictly in accordance with standard accounting practices, but the week of the AG is more than hectic.

Immediately prior to the AG, I advanced the registrar $440.00 in bills and quarters with which to make change.

During the AG, I picked up from registration every few hours the registrations forms that had been processed, along with all checks and an amount of cash approximately even to the amount of cash received with those registration forms. I had given the registrar Cash Pickup form, and whenever I removed cash from the registrar's area, I indicated on the form the date, time, and amount. I initialed each entry.

I had transferred the Quicken AG files to a borrowed laptop computer, which I had in my hotel room. As I processed each registration form, I credited the appropriate registration/meal/tour categories and debited one of three accounts: Cash on hand, Checks on hand, or Credit transactions not processed.

I made at least one trip daily to the bank to deposit cash and checks on hand. Each check was stamped "For Deposit Only AG2001" with the AG's bank account number.

After I processed each form, I initialed it. The forms were then returned to the registration desk. Some forms were processed more than once, because occasionally a person added on a meal or the Thursday night tour.

If there was a problem with the total on a cash or check form (usually an underpayment because of a math error), I notified the registration desk who obtained the extra funds from the attendee. In the case of credit card transactions, I corrected the total on the registration form so the proper amount would be processed.

Part III - Taxes

All purchases are supposed to be tax-free, because of American Mensa Ltd.'s not-for-profit status. All committee members were supplied with copies of the NO tax-free certification.

It took repeated reminders to all committee members to use the tax form when making purchases or orders. The tendency is either to forget to do so or ignore it for small purchases.

Some vendors, even after being given a copy of our tax form and reminded that no sales tax was to be charged, charged us tax. One overcharge of $490 was not discovered until a month after the AG. The money was finally recovered in early November.

Part IV - Post AG

After the AG, all registration forms were given to the NO for further processing. The NO was responsible for processing the credit card transactions and following up on the transactions that didn't go through because a number had been copied incorrectly or for some other reason. Of the $9834 in credit card charges, all but $30 was recovered. Who that $30 belongs to is a mystery and the funds have been charged to underpayment.

Of the checks we received, none bounced.

I had little trouble getting receipts from the committee chairs. In most cases, they had advanced some of their own money or charged their expenses. This was a great incentive to get receipts to me so they could be reimbursed. The AG Committee co-chairs were very helpful in stressing that receipts must be turned in quickly. Even the hotel bill, which usually is one of the last bills to be paid, was reviewed by AG co-chair Carol Hilson and sent to me in time for it to be paid by July 28, 2001.

I would like to say that throughout the entire AG process, everyone in the NO was a joy to work with.

Part V - Tours

It was intended by the AG committee from the start that tours would be a pass-through expense. Attendees would make arrangements directly with the tour company and we would never see the money. There were complaints, so the NO decided to take in tour registrations in addition to the attendance and meal registrations.

When insufficient people signed up for tours by the advanced deadline decreed by the tour company, the AG committee took on the task of conducting tours. Unpopular tours were canceled, and some other tours were modified in price.

Based on the original idea of tours being a pass-through, I had ordered 150 checks. When the tours were canceled/modified prior to the AG, I had to send out over 60 refund checks. I could see that I would run out of checks if I wrote them immediately, so I ordered an additional 150 checks. I processed approximately 50 refund checks, which were given to the attendees when they processed through registration. I reserved enough checks to pay vendors, etc. during the week of the AG. This left about 15 people who were due tour refunds.

I notified by email those who would not get an immediate refund check of the situation and told them that I would mail them refunds when I received the checks from the bank. Everyone seemed to be understanding. There were no complaints about late refund checks.

Part VI - AG Attendance Figures

There were 15 price categories for full AG registration based on when the registration occurred, and the registrants' ages. There were 3 price categories for a day registration. My figures show 1092 paid full registrations (including 11 free child registrations). There were 70 paid day registrations from 66 people.

Depending on whom I talked to, there were either 65 or 67 candidates who took the admission test on Saturday and were given day passes for that day.

Throw in approximately 80 non-Mensan speakers and total attendance was around 1300, not counting the media.

Part VII - Recommendations

1. When you open the bank account, be sure to get an ATM card, allowing you to make deposits after hours.
2. Order 250-300 checks initially.
3. Provide tax forms to all committee members and double check invoices to ensure sales tax was not charged.
4. Include profit as a budget line item. That way you are not likely to come up short.
5. Budget for several different attendance scenarios.
6. Charge a $5.00 handling fee for each canceled registration, not a flat $5.00 fee.
7. Useful supplies:
    a) Paper, envelopes, and stamps for mailing refund and payment checks.
    b) Printer toner cartridge or ink.
    c) Self-inking stamp for endorsing checks.
    d) Cash box with separate sections for different denomination bills.

****

Cash Advance Form
Instructions

1. Committee chair must sign to ensure that advance is approved.
2. All receipts must be attached to this form.
3. Any receipts that include personal items must have AG expenses clearly identified.
4. Receipts and cash returned must equal cash advance.
5. Committee chair is responsible for outstanding cash.

Name:	
Committee:	
Purpose:	

Signature of Committee Chair: _____

Check Number (if issued): _____

Date	Vendor (attach receipt)	Amount
Cash Returned:		
Total Cash Advanced:		

Reimbursement Form
Instructions

1. All receipts must be attached to this form.
2. Any receipts that include personal items must have AG expenses clearly identified.
3. Committee chair must sign to ensure that expenses are approved and do not exceed budget.

Name:	
Committee:	
Purpose:	

Date	Vendor	Amount
Total:		

Signature of Committee Chair: _____

Check Number: _____

Final Financial Report – Randy Brack

Written by Randy Brack

AG2001-All Accounts 11/11/01

Cash Flow Report
4/28/00 Through 11/11/01

Category Description	4/28/00-11/11/01		
INFLOWS			
Advertising Income			316.90
Airport Shuttle Income			675.00
Handling Fees			320.00
Interest Income			419.64
Marketplace Income			320.00
Meals Income:			
Friday Lunch Income - $23	4,117.00		
Meals Package Income - $74	1,702.00		
Saturday Banquet Income - $32.50	8,515.00		
Sunday Brunch Income - $18.50	3,441.00		
TOTAL Meals Income			17,775.00
Merchandise Sales			148.88
Boutique Sales			187.65
Miscellaneous Income:			
Overpayment	32.32		
Uncashed Checks	34.00		
Underpayment	-41.08		
TOTAL Miscellaneous Income			25.24
Registration Income:			
$0.00 Child Registration -11	0.00		
$15.00 Registration	60.00		
$20.00 Registration	20.00		
$22.50 Registration		225.00	
$27.50 Registration	27.50		
$30.00 Registration	1,950.00		
$32.50 Registration		130.00	
$35.00 Registration		280.00	
$37.50 Registration		337.50	
$42.50 Registration		170.00	
$45.00 New Member Registration	180.00		
$45.00 Registration	12,870.00		
$45.00 Speaker Registration	540.00		
$55.00 Registration	10,505.00		
$65.00 Registration	10,920.00		
$75.00 Registration	17,775.00		
$85.00 Registration	12,495.00		
TOTAL Registration Income			68,485.00
Seed Money			1,000.00
Tour Income:			
$11.00 Tour	187.00		
$13.00 Tour	0.00		

$18.00 Tour	72.00	
$22.50 Tour	990.00	
$24.00 Tour	0.00	
$25.50 Tour	765.00	
$28.00 Tour	448.00	
$36.00 Tour	1,044.00	
TOTAL Tour Income		3,506.00
Transportation Reimbursement		5,000.00
TOTAL INFLOWS		98,179.31
OUTFLOWS		
Administration:		
Action Desk Expenses	197.04	
ChairM Admin Expenses	340.86	
Publicity Expense	164.33	
Security	80.00	
TOTAL Administration		782.23
Entertainment:		
Cash Bar	450.00	
Decorations	161.58	
Music	3,560.00	
TOTAL Entertainment		4,171.58
Finance Expenses:		
Bank Fees	65.80	
Credit Card Processing Fees	1,068.04	
TOTAL Finance Expenses		1,133.84
Games & Special Events Expenses:		
Games and Movies	340.94	
Games Prizes	39.52	
TOTAL Games & Special Events Expenses		380.46
Hospitality:		
Hospitality Beer & Wine	5,226.02	
Hospitality Equipment	3,179.69	
Hospitality Food and Soft Drinks	23,984.31	
TOTAL Hospitality		32,390.02
Hotel Expenses:		
Audio Visual	6,792.00	
Hospitality Room Rental	1,260.00	
Meals Expense	17,562.00	
Past AG ChairM's Reception	100.34	
Piano Tuning	100.00	
TOTAL Hotel Expenses		25,814.34
Marketplace Expenses	70.49	
Profits:		
Profits to AML	8,454.82	
Profits to NTM	4,500.00	

TOTAL Profits		12,954.82
Refunds - Uncategorized		0.00
Registration Expenses:		
AML Mailing Expenses	300.00	
Badge Holders	3,075.00	
Program Printing	4,819.10	
Registrar Postage	26.00	
Registration Supplies	308.35	
Treasurer Expenses	119.77	
TOTAL Registration Expenses		8,648.22
Return of Seed Money		1,000.00
Session Expenses:		
Children's Program	211.50	
Speaker Administration	334.44	
Speaker Fees	1,616.76	
TOTAL Session Expenses		2,162.70
Tour Expenses:		
Van and Tour Bus Rental	1,379.90	
Tour Expenses-Other	1,827.73	
TOTAL Tour Expenses		3,207.63
Transportation Expenses		5,462.98
TOTAL OUTFLOWS		98,179.31
OVERALL TOTAL		0.00

(NOTE: As we approached the "opening day", we only had around 950 pre-registrations. During the previous 4 – 6 weeks, thanks to Randy's excellent record-keeping, we were worried about losing money on this AG. For that reason, <u>all</u> of us tightened up on our budgets ... just in case.

We expected some walk-ins, but had no idea how many we would get. If you check the TOTAL Profits above, you'll see it came out to $12,954.82, a lot more than we expected. But then, if you check the Registration Income for the $85.00 Registration (our walk-in rate), you'll see it's $12,495.00.

I think the whole committee wishes we had spent more of this profit. But during the AG, most of us had no idea we were doing that well. Randy did appraise us that we were getting more money than originally thought and could spent it. But till the final bills were settled, we didn't realize it would be so much. I'm not apologizing for this high profit. In fact, I'm very proud of our committee members for producing such a great AG and still sticking to their budgets. I only offer this so anyone reading this report will understand why we had a larger-than-expected profit. CH)

	07/30/00	09/30/00	11/30/00	01/31/01	02/28/01	03/31/01	04/30/01	05/31/01	06/10/01	06/24/01	07/01/01	Final
Income												
Advertising Income				250	200	200	300	300	200	89	89	317
Airport Shuttle Fees										450	900	675
Handling Fees				100	100	100	100	100	180	180	300	320
Interest Income		900	900	500	500	500	500	500	450	400	400	420
Marketplace Income			200	200	200	200	160	160	100	250	250	320
Meals Income		17,000	14,800	10,000	10,000	10,000	10,000	14,400	14,025	16,225	16,225	17,775
Merchandise Sales				100	100	100	100	100	100	100	100	149
Miscellaneous Income												213
Registration Income	80,000	80,000	80,000	75,100	75,100	76,340	76,340	78,186	70,175	70,930	70,744	68,485
Seed Money	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Tour Income		7,000	7,000	7,000			7,000	7,000	3,000	2,640	2,845	3,506
Transportation Reimbursement	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Income	86,000	110,900	108,900	99,250	92,200	93,440	100,500	106,746	94,230	97,264	97,853	98,180
Expenses												
Administration												
Action Desk Expenses			-250	-250	-250	-250	-250	-250	-250	-250	-250	-197
ChairM Admin Expenses			-400	-400	-400	-400	-400	-400	-400	-300	-300	-341
Newsletter							-800	-500	-500	-500	-75	0
Publicity Expense		-80	-200	-200	-200	-200	-200	-200	-150	-150	-150	-164
Security		-125	-125	-125	-125	-125	-125	-125	-125	-125	-125	-80
Signs							-125	-125	-125	-125	-125	0
Van Rental								-500	-500	-500	-650	moved
Entertainment												
Cash Bar	-300	-300	-300	-300	-300	-300	-300	-300	-300	-300	-300	-450
Decorations		-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-162
Music	-3,000	-3,000	-3,000	-3,000	-3,300	-3,300	-3,000	-3,000	-3,000	-3,000	-2,400	-3,560
Finance Expenses												
Bank Fees		-25	-25	-25	-25	-25	-25	-25	-30	-35	-60	-66
Credit Card Processing Fees	-2,400	-2,400	-2,400	-1,275	-1,275	-1,300	-1,300	-1,332	-1,190	-909	-909	-1,068
Games/Special Events Expenses												
Games and Movies		-150	-200	-200	-200	-200	-200	-200	-150	-100	-300	-341
Games Computers					-1,000	-1,000	-1,002	-1,002	-1,002	-800	-800	0
Games Prizes			-100	-100	-100	-100	-100	-100	-100	-100	-100	-40
Hospitality												
Hospitality Beer & Wine	-22,750	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000	-10,500	-9,500	-9,000	-5,226
Hospitality Equipment		-300	-300	-300	-300	-300	-300	-300	-300	-300	-1,300	-3,180
Hospitality Food and Soft Drinks	-16,250	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-26,000	-30,300	-32,000	-23,984
Hotel Expenses												
Audio/Visual	-2,000	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-5,200	-5,300	-5,300	-6,792
Hospitality Room Rental			-1,130	-1,130	-1,130	-1,130	-1,130	-1,130	-1,130	-1,130	-1,130	-1,260
Meals Expense		-17,000	-14,800	-10,000	-10,000	-10,000	-10,000	-14,976	-14,267	-16,225	-16,225	-17,562
Past AG ChairMs' Reception			-1,500	-1,500	-1,500	-1,500	-1,500	-1,500	-1,500	-800	-300	-100
Piano Tuning							-125	-125	-125	-100	-100	-100
Marketplace Expenses											-100	-70
Marketplace Decorations			-200	-200	-200	-200	-200	-200	-100	-100	0	0
Marketplace Prizes			-100	-100	-100	-100	-100	-100	0	0	0	0
Profits	-7,000											
Profits to AML		-3,500	-3,500	-3,500	-3,500	-3,500	-2,500	-3,300	-1,100	-1,400	-1,400	-8,455
Profits to NTM		-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500	-4,500
Registration Expenses												
AML Mailing Expenses	-400	-400	-400	-400	-400	-400	-400	-400	-400	-400	-400	-300
Badge Holders	-1,500	-3,500	-3,100	-3,100	-3,100	-3,100	-3,100	-3,100	-3,075	-3,075	-3,075	-3,075
Program Printing	-2,500	-3,000	-3,000	-3,000	-3,000	-3,000	-5,000	-5,021	-4,800	-4,580	-4,580	-4,580
Mini-program Printing								-238	-238	-238	-238	-239
Registrar Postage	-400	-400	-400	-400	-100	-100	-100	-100	-90	-50	-50	-26
Registration Supplies	-1,450	-500	-500	-500	-500	-500	-500	-300	-275	-275	-275	-308
Treasurer Expenses								-200	-175	-175	-175	-120
Return of Seed Money		-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000
Session Expenses												
Children's Program		-100	-200	-200	-200	-200	-200	-200	-200	-200	-200	-212
Speaker Administration		-500	-500	-500	-500	-500	-500	-500	-400	-400	-400	-334
Speaker Fees		-4,000	-4,000	-4,000	-2,000	-2,000	-2,000	-2,000	-2,000	-1,700	-1,700	-1,617
Speaker Meals		-150	-150	-150	-225	-225	-225	-225	-300	-150	-150	0
Tour Expenses		-7,000	-7,000	-7,000	-500	-500	-7,500	-7,500	-3,500	-1,500	-1,375	
Van/Tour Bus Rental												-1,380
Other Tour Expenses												-1,828
Transportation Expenses		-5,000	-5,000	-5,000	-5,500	-5,500	-5,000	-5,000	-5,000	-5,400	-5,800	-5,463
Total Expenses	-59,950	-103,640	-104,980	-99,055	-92,130	-92,155	-100,407	-106,674	-94,197	-96,192	-97,517	-98,180
Total Income	86,000	110,900	108,900	99,250	92,200	93,440	100,500	106,746	94,230	97,264	97,853	98,180
Total Expenses	-59,950	-103,640	-104,980	-99,055	-92,130	-92,155	-100,407	-106,674	-94,197	-96,192	-97,517	-98,180
Difference	26,050	7,260	3,920	195	70	1,285	93	72	33	1,072	336	0

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Games Room - Elaine Wedgwood

Written by Carol Hilson

One of our members volunteered to handle the Games Room as well as the Tournaments and Contests, but she had to drop off the committee a few months before the actual event. Elaine agreed to take over the Games Room.

Several games were shipped to us from last years' AG and Elaine labeled all of them, as well as games we already had from our RG. These included puzzles, board games, card games, etc.

Elaine took care of getting all of these to the hotel and set up in the Games Room for us. The room itself took very little monitoring during the event and Elaine packed up everything again at the end of the AG.

We had talked about having computers in the Games Room this year, for kids (young and old) to play games on as well. We worked with Howard Prince and Austin Tang at the National Office to see what we could do. But to be honest, the cost and logistics of it all became more than we could handle, so it was dropped.

Becky Hill then worked with me to see if we could come up with using TVs with Play Stations attached instead. We were able to buy three second-hand Play Stations, which would work for the length of the AG, as well as a variety of second-hand games at a reasonable price. But then we ran into problems; how do we keep the Play Stations and/or games from "walking away" from the Games Room during the AG; how do we assure that several people (not just a few) get the opportunity to use the setups; how do we hook up the three TVs needed in a large room with only one "permanent" wall?

While we were trying to come up with ways to handle all this, we went shopping for TVs. We finally found some fairly cheap ones (under $100 each) and had committee members willing to buy them from us after the AG. But when we actually went to buy them, we discovered they weren't equipped with the ports to plug in Play Stations. That's the point when I decided we better give up this idea.

Roger did try as well, for awhile, but the problems just got to be more than we all wanted to deal with. So this idea was scrapped too. Maybe, in the future, some committee can come up with a way to bring these "modern" games into the AG Games Room.

Except for this disappointment, the Games Room went very well and seemed to have people in it almost all the time.

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Hospitality – Pat Olver

Written by Pat Olver

I cannot emphasize enough the importance of confirming all arrangements, deliveries and rentals several times. We ran into numerous problems with people going on vacation during the holiday week, and not following through on promises and arrangements.

Room/Layout

Hospitality used a total of 13,000 square feet of the ballroom of the hotel. Of that amount, approximately 9,000 was the main room, which was semi-divided by walls coming one-third of the way into the room from each side, leaving a large middle opening. Each of the smaller rooms was about 2,000 square feet, one used for smokers and the another as the Grotto.

In the main area, we had 40 round tables, with chairs for eight at each. We never had anyone complain that they couldn't find a place to sit, but during lunchtime, it did fill in quite a bit. Our tables were spaced for easy walking between, and to keep conversations from flowing from one to another, if not desired.

Smoking hospitality had another dozen tables, with chairs, which was quite adequate for the number of people there. NTM owns several smoke-eater machines, which we ran continuously, but we also utilized an idea from Cincinnati – regular box fans with furnace filters duck-taped to the back so the smoke was pulled through the filter. We had two of these going in

opposite corners of the room, and judging by the general ickiness of the filters when they were changed, they were doing a good job. People next door in the Grotto said they got a whiff of smoke now and then, but it was not generally intrusive.

The Grotto was set up with comfy furniture, groupings of sofas with chairs around coffee tables. Because the hotel didn't have extra sofas, we scoured Dallas looking for rentals. Most of the furniture rental companies were far too expensive for our budget (approx. $300/week each), but the Salvation Army rented us the 25 couches for $1000 for a week, and threw in all the coffee tables as extras. The rental was done through the Adult Rehabilitation office here, and they cleaned every couch before it came out to us.

The food serving tables were laid out in a large U-shape that allowed us to serve from the inside, and not have to go past people with trays of food, especially HOT food. It also provided a staging area, and extra storage space. We tried to keep all paper products under the table where they were being used, so that no one had to hunt for them when needed.

This layout worked very well EXCEPT during the lunch rush, when people had a tendency to queue up even when there were duplicate serving areas. If I were doing it again (which will never happen), I would modify the U-shape somewhat to a more tiered shape – wide at the back, but perhaps only one-table-width apart for a long front section. That way you could easily serve duplicate items down the narrow section, and force two lines.

I laid out power drops around the entire serving table, and gave the hotel electrician a list of what would likely be plugged in to any spot, with amperage. That ensured that we didn't overload any circuits, and we never had any trouble tripping breakers.

We were fortunate to be allowed to use the banquet kitchen directly behind the ballroom for prep, and we also had full use of the walk-in refrigerator for cold storage. The hotel staff at first couldn't understand how we would need the WHOLE cooler, but we filled it. We also had some ice and the ice cream in the kitchen freezer.

We were extremely blessed to have a good working relationship with the banquet staff. The prep area and cooler/freezer use were listed in the original contract, but the staff often brought us time-saving tools when they saw we needed them (the lemon/orange whacker was a god-send), or showed us how to use their equipment (such as the slicer, and industrial microwave).

Storage for items that didn't need to be cold was either under the serving tables, or in the large "stage" area (behind a curtain) directly behind them. Stacking 6-foot tables two high provides a lot of tiered storage, and keeps everything visible.

Purchases

The day before the AG started we had under 1000 registrants, so we were concerned with overspending our available funds. We ordered very conservatively, and then supplemented our stocks from Sams during the week. Our primary food and paper supplies came from US Food Service, a large commercial distributor.

We chose US Foods because of a family connection in the Dallas membership, but I was very happy with their service. The sales rep came to my office several times to go over my menu, look at prior AG purchases, and help me create my order. He also stopped by every day to make sure we were doing OK on quantities.

As much as possible, I chose vendors who would deliver, because once the AG starts there is little time to go out shopping. I did make a Sams run daily to fill in holes, and to ensure that the milk was fresh every morning. Bagels, donuts and such were brought in every morning.

Meals/Feeding Frenzies

The AG committee had decided not to have any feeding-frenzy-type meals, but it seems that the expectations of the attendees defeated us. People have clearly come to expect both breakfast and lunch in hospitality.

I intended to leave the hot dogs and sandwich fixings out into the evening as Philadelphia did, but the very first day, when people started asking when dinner would be coming out, I realized that it wasn't practical. We would have had 500 people lined up, expecting to be fed.

We pulled back all meal-type foods at about 4pm each day, and even so, we went through almost identical quantities to Phillie serving just lunch. Besides budgetary constraints, serving meals puts an enormous strain on your volunteer staff. You need between 10-12 volunteers for a minimum of 4 hours to prep and serve.

I would suggest that future committees make it VERY clear in the registration packets and in the program exactly what will be available, and what will not.

Beverages

NTM separates the beer/wine function from general hospitality, which works well for us.

People are drinking less and less soda, and of that, over half is diet. We left the juices out all day, and milk, and they were very popular. We used 12 gallons of milk every day, and an equal amount of 3 different juices. We also went through an enormous quantity of spring water. Using the hot/cold coolers eliminated the need for separate hot water for tea (or the instant oatmeal in the morning).

I would recommend nailing down the beverage suppliers several months in advance. Even in that timeframe, we ran into a problem. In some parts of the country, beverages are purchased through distributors, which means you can buy everything in one place. Here in Dallas, we had to go through the individual bottling companies directly, and we had some problems getting them to commit to delivery during the holiday week.

Even though all three companies had promised us glass-door refrigerator units, only Pepsi came through and we were left on opening day of the AG scrambling to rent more refrigerators.

Clean-up

Our hotel staff was wonderful, but very surprised the first night when we told them that people were NOT leaving the room for them to clean. Since there was no overnight cleaning crew, the room did not get vacuumed the entire AG, except for the hand-held mini-vac that I brought for minor cleanups around the serving tables. I would suggest trying to pre-schedule a cleaning crew for 6am, since most folks don't show up for breakfast till around 7am. Our hotel's crews didn't come on till 7am, and it just wasn't workable to vacuum that late.

We solved some of the problem by having them leave us a full bin of clean linens, which we changed out as necessary. The serving tables get dirty faster than you can blink. Putting down plastic under the messiest items (such as wine) is a lifesaver. Trying to remove the drapes around the tables to change out the top cloth quickly became impossible. We simply put a clean cloth down and let it hang over the back of the table.

Also, be sure you have plenty of trash receptacles, and replacement bags for them, so that volunteers can remove trash as necessary. It takes longer to track down a hotel staff person than it does to just change it out.

Volunteers

We set up the volunteer schedule in 2-hour shifts, starting at 6am. On most shifts, we found that 4 volunteers and a crew chief was sufficient, but during the 10am to 2pm timeframe, 10-12 people just barely got us through.

Hells Ms usually takes the first full 24 hours, which is a tremendous help. But by the end of the AG, we had a lot of empty shifts, as people got tired. Even though the timing of the holiday led us to start a day early, in retrospect it was not a good idea. We simply exhausted ourselves and the volunteers.

Sanitation/Health Issues

Because of some issues, which arose at the Long Beach AG, we were especially diligent about maintaining a clean workplace, and keeping cold foods cold during serving. All dishes were washed thoroughly before being reused. We wiped down the counters with anti-bacterial cleaner before and after any prep operation.

Cold foods, such as sandwich fixings or salads, were served on ice using a double-tray system. Milk, yogurts, juices and such were placed directly in ice for the morning rush, and then moved to one of the drink coolers for the rest of the day.

Kid's Korral

The kid's play area in the corner of hospitality was very popular. I collected cheap toys and games throughout the year, as I saw them on sale, so the cost wasn't very high. Anything still in one piece at the end was donated to a shelter.

The area allowed parents to sit at a table and have an adult conversation, while still being able to keep an eye on their children. It also kept the kids entertained, so they were not running around hospitality annoying other people.

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Lists for Hospitality – Pat Olver

Written by Pat Olver

Expenditures

In round numbers, hospitality spent the following amounts:

Room rental/hotel charges	1560.00
Breakfast foods	2600.00
Lunch foods	6100.00
Beverages (excluding beer/wine)	4300.00
Snacks/Munchies	7100.00
Paper goods/serving items	1300.00
Kitchen/cleaning supplies	200.00
Equipment rental	3700.00
Misc. supplies/ expense	1500.00
Total	28,360.00

Purchases

Code	Time	Item	Unit	Unit Price	Quantity	Cost	Supplier	Comments
		Breakfast Items						
F	B	Bagels	doz	195.00	4	682.50	Bagelsteins	
F	B	Butter	4#pkg	9.93	2	19.86	Sams	
F	B	Cereal (Post triple pak)	big box	6.96	3	20.88	Sams	
F	B	Cereal, Cheerios	dbl box	5.99	3	17.97	Sams	
F	B	Cereal, GM (ind. Serv)	96ct	28.09	3	84.27	US Foods	
F	B	Cereal, Instant Oatmeal	40/box	7.29	3	21.87	Sams	
F	B	Cereal, Instant Oatmeal	64ct	16.95	1	16.95	US Foods	
F	B	Cereal, Kellog (ind. Serv)	96ct	28.20	3	84.60	US Foods	
F	B	Cereal, Raisin Bran Crunch	dbl box	6.99	4	27.96	Sams	
F	B	Cream cheese	10-3#block	61.60	3	184.80	US Foods	
F	B	Croissants	96ct	33.50	10	335.00	US Foods	not popular ; used for sandwiches one night
F	B	Donuts	doz	4.50	40	180.00	donut shop	
F	B	Eggs (hard-boiled)	doz	0.99	10	9.90	supermarket	only had one morning; gone in an hour
	B	Fruit, Bananas	40#	13.86	3	41.58	US Foods	

F	B	Fruit, Bananas	bunch	0.99	29	28.71	Sams	went through full case of bananas every morning
	B	Fruit, Blueberries	quart	5.98	7	41.86	Sams	
	B	Fruit, Strawberries	12pt case	13.08	3	39.24	US Foods	
F	B	Honey	jar	5.19	1	5.19	Sams	
F	B	Jelly --Fruit preserves (asst)		5.99	1	5.99	Sams	
F	B	Jelly, Grape	lg jar	2.45	2	4.90	Sams	
F	B	Jelly, Grape	jar	2.89	1	2.89	supermarket	
F	B	Jelly, Peach	42ozjar	3.78	2	7.56	Sams	
F	B	Jelly, Strawberry	42ozjar	3.68	3	11.04	Sams	
F	B	Jelly, Strawberry	jar	1.99	1	1.99	supermarket	
F	B	Margarine (ind servings)	900ct	14.28	2	28.56	US Foods	almost ignored; people wanted butter
F	B	Mini-Danish	96ct	27.20	10	272.00	US Foods	
F	B	Mini-muffins	144ct	28.50	7	199.50	US Foods	
F	B	Peanut butter	5lbjar	6.65	3	19.95	Sams	
F	B	Yogurt (asst flavors)	24ct	8.79	14	123.06	US Foods	
F	B	Yogurt (asst flavors)	32ct	11.73	9	105.57	US Foods	

Beverages

F	D	7UP	24-can case		10	65	Dr. Pepper	
F	D	A&W Cream	24-can case		5	32.5	Dr. Pepper	
F	D	A&W Diet Cream	24-can case		5	32.5	Dr. Pepper	
F	D	A&W Diet Root Beer	24-can case		20	150	Dr. Pepper	
F	D	A&W Root Beer	24-can case		10	65	Dr. Pepper	
F	D	Big Red	24-can case		5	20	Dr. Pepper	
	D	Caffeine Free Coke	24-can case		10	66	Coke	
F	D	Caffeine Free Pepsi	24-can case		5	29.95	Pepsi	
F	D	Canada Dry Cranberry	24-can case		5	20	Dr. Pepper	
F	D	Canada Dry Ginger Ale	24-can case		10	52.5	Dr. Pepper	
F	D	Coffee	24bags	89.96	2	179.92	US Foods	bag & a half made 90 cup pot
F	D	Coffee (decaf)	39oz can	6.29	6	37.74	Sams	
F	D	Coffee (reg)	34oz	5.69	6	34.14	Sams	
F	D	Coffee creamers (dairy)	box	4.88	7	34.16	Sams	
F	D	Coffee creamers (flavored)	box	4.88	4	19.52	Sams	
F	D	Coffee creamers (hazelnut)	box	5.69	2	11.38	Sams	
F	D	Coffee creamers (non-dairy)	1000ct	12.43	2	24.86	US Foods	
F	D	Coke	24-can case		40	318.75	Coke	
F	D	Diet 7UP	24-can case		10	65	Dr. Pepper	
F	D	Diet Caffeine Free Coke	24-can case		15	99	Coke	
F	D	Diet Caffeine Free Pepsi	24-can case		10	59.9	Pepsi	
F	D	Diet CF Mountain Dew	24-can case		5	29.95	Pepsi	
F	D	Diet Coke	24-can case		45	293.7	Coke	
F	D	Diet Dr. Pepper	24-can case		20	130	Dr. Pepper	
F	D	Diet Mountain Dew	24-can case		5	29.95	Pepsi	
F	D	Diet Pepsi	24-can case		30	179.7	Pepsi	
F	D	Diet Sprite	24-can case		5	33	Coke	
F	D	Dr. Pepper	24-can case		25	150	Dr. Pepper	
	D	Ice	20#	7.576	10	75.76	Emergency Ice Co	
F	D	Ice tea mix (sweetened)	35qt	4.58	6	27.48	Sams	

F	D	Ice tea mix (unsweetened)	can	3.29	2	6.58	supermarket	
F	D	Juice boxes (individual)	32ct	7.99	2	15.98	Sams	for kid's room
F	D	Juice, Apple	gal	3.99	12	47.88	Sams	
	D	Juice, Apple	gal	3.69	2	7.38	supermarket	
F	D	Juice, Cranberry (concentrate)	12cans	29.95	2	59.9	US Foods	
F	D	Juice, Grape	gal	4.99	8	39.92	Sams	
F	D	Juice, Grapefruit (Ruby Red)	gal	3.79	20	75.8	Sams	
F	D	Juice, Grapefruit (Ruby Red)	gal	5.79	2	11.58	supermarket	
F	D	Juice, Orange (frozen conc)	12cans	30.56	2	61.12	US Foods	
F	D	Juice, Orange (frozen conc)	6cans	6.48	9	58.32	Sams	
F	D	Lemons	115ct	26.12	1	26.12	US Foods	
F	D	Milk - 2%	gal	2.65	37	98.05	Sams	
F	D	Milk - 2%	gal	2.79	2	5.58	supermarket	
F	D	Milk - whole	gal	2.78	19	52.82	Sams	
F	D	Milk - whole	gal	3.49	1	3.49	supermarket	
F	D	Mountain Dew	case	4.99	8	39.92	Sams	
F	D	Mountain Dew	24-can case		5	62.2	Pepsi	
F	D	Pepsi	24-can case		20	119.8	Pepsi	
F	D	Pepsi One	24-can case		7	39.91	Pepsi	
F	D	Spring Water	5gal jug	7.5	90	675	Mountain Valley Water	
F	D	Sprite	case	6.45	8	51.6	Sams	
F	D	Sprite	24-can case		5	33	Coke	
F	D	Sunkist	24-can case		5	32.5	Dr. Pepper	
F	D	Sweetner, Equal	2000ct	27.75	2	55.5	US Foods	
	D	Sweetner, Sugar packets	2000ct	9.2	2	18.4	US Foods	
	D	Sweetner, Sweet N Low	2500ct	12.15	3	36.45	US Foods	
F	D	Tea bags	1000ct	5.24	2	10.48	US Foods	
F	D	Teas, herbal (assorted)	box	2.81438	16	45.03	supermarket	
F	D	Teas, herbal (assorted)	various			22.63		
F	D	Welchs Grape soda	24-can case		5	32.5	Dr. Pepper	
F	D	Wild Cherry Pepsi	24-can case		5	29.95	Pepsi	

Lunch Items

F	L	Brown n Serve sausages	box	1.49	3	4.47	supermarket	for kid's trek
F	L	Cheese, American (slices)	5lb	10.15	18	182.7	Sams	
F	L	Cheese, Cheddar, shredded	4-5#bags	46.33	5	231.65	US Foods	
F	L	Cheese, Swiss (sliced)	5lb	10.56	18	190.08	Sams	
F	L	Chili	4-5#tubs	31.22	3	93.66	US Foods	
F	L	Chili	5#tub	5.99	12	71.88	Sams	
F	L	Cold cuts - Roast beef (sliced)	approx 100#			377.85	Sams	
F	L	Cold cuts - Turkey (sliced)	approx 100#			304.42	Sams	
F	L	Cold cuts --Ham (sliced)	approx 100#			265.62	Sams	
F	L	Cup of Noodles	24ct	4.99	1	4.99	Sams	
F	L	Deli tray with rolls	for 12	27.5	1	27.5	Sams	for volunteers during set-up on Monday
F	L	Hot Dogs	10# box	22.27	30	668.1	US Foods	80 hot dogs to 10 pounds
F	L	Italian dressing	bottle	2.49	6	14.94	supermarket	for taco salads
	L	Jalapenos, sliced	4-1gal jars	21	1	21	US Foods	
F	L	Ketchup	20-20oz bot	27.82	2	55.64	US Foods	

F	L	Lettuce, shredded	20#box	10.95	2	21.9	US Foods	
F	L	Mayonnaise	4-1gal jars	23.56	1	23.56	US Foods	
F	L	Miracle whip	4-1gal jars	26.55	1	26.55	US Foods	
	L	Mustard	4-1gal jars	7.56	1	7.56	US Foods	this was a substitute for squeeze bottles, didn't use
F	L	Mustard, squeeze bot	24-8oz bot	19.95	3	59.85	US Foods	
F	L	Onions, diced	4-5#bags	16.18	2	32.36	US Foods	
F	L	Onions, sliced	5#box	5.286	5	26.43	US Foods	
F	L	Pickle spears	5gal	27.27	2	54.54	US Foods	
F	L	Relish	200ct	8.99	2	17.98	US Foods	
F	L	Relish	jar	4.49	1	4.49	Sams	
F	L	Rolls, hoagie	48ct	17.01	15	255.15	US Foods	
F	L	Rolls, hot dog	96ct	13.54	32	433.28	US Foods	
F	L	Salad trio	per person	6.73	250	1682.5	Café Max	Chicken salad, pasta salad, cuke/tomato salad
F	L	Salad, Macaroni	3-10#tubs	25	6	150	US Foods	
F	L	Salad, Potato	3-10#tubs	27.13	6	162.78	US Foods	
F	L	Salt/pepper	set	3.17333	3	9.52	supermarket	
F	L	Sauerkraut	4-1gal cans	24.42	1	24.42	US Foods	
F	L	Sauerkraut	can	1.09	4	4.36	supermarket	
F	L	Sausage links (specialty)		9.69	4	38.76	Sams	for volunteers during week
F	L	Sausage links, smoked	25#box	54.55	2	109.1	US Foods	
F	L	Sausage links, smoked	11#box	29.57	3	88.71	US Foods	
F	L	Taco filling	4-5#tubs	32	3	96	US Foods	
F	L	Tomatoes	20#case	17.75	3	53.25	US Foods	
F	L	Tomatoes	bag	1.99	6	11.94	Sams	

Snacks

F	S	Animal crackers	5#box	3.59	4	14.36	Sams	
F	S	Challah	each	20	2	40	Bagelsteins	for Friday evening service
F	S	Cheese, cubed (3types)	3-5#bags	39.95	15	599.25	US Foods	
F	S	Chex Party Mix	2#bag	4.99	9	44.91	Sams	
F	S	Cookies (chocChip/ Oatmeal)	each	1.25	700	875	Bagelsteins	
F	S	Crackers (asst)	6lb box	22.95	10	229.5	US Foods	
F	S	Dressing, Caesar	4-1gal jars	39.31	1	39.31	US Foods	very popular for dipping veggies
F	S	Dressing, Ranch	4-1gal jars	37.91	1	37.91	US Foods	
F	S	Dressing, Ranch (3cheese)	48oz	3.98	2	7.96	Sams	
F	S	Dressing, Ranch (lite)	4-1gal jars	36.5	1	36.5	US Foods	
F	S	Fritos corn chips	8#box	10.7	6	64.2	US Foods	
F	S	Fruit roll-ups	48ct	6.69	2	13.38	Sams	
F	S	Fruit, Apples	138ct	20.56	4	82.24	US Foods	overbought
F	S	Fruit, Cantaloupe	23ct	21.48	3	64.44	US Foods	
F	S	Fruit, Grapes, green	case	15.94	2	31.88	US Foods	
F	S	Fruit, Grapes, red	case	26.97	5	134.85	US Foods	
F	S	Fruit, Grapes, white	case	20.56	3	61.68	US Foods	
F	S	Fruit, Oranges	113ct	17.95	2	35.9	US Foods	Need to be cut, or not eaten
F	S	Fruit, Watermelon	each	8.89	10	88.9	US Foods	Need LARGE knife to cut
F	S	Fudge ingredients			10lbs	29.42	supermarket	
	S	Goldfish Crackers		5.99	6	35.94	Sams	
F	S	Guacamole	12-1#tubs	49.5	2	99	US Foods	

F	S	Guacamole	3#tubs	6.47	5	32.35	Sams	
F	S	Hershey Kisses	44oz	6.79	6	40.74	Sams	
F	S	Ice cream -- cups	24ct	5.19	4	20.76	supermarket	
	S	Ice cream -- cups	doz	3.72	47	174.84	Blue Bell	
F	S	Ice cream -- sherbet cups	24ct	4.49	4	17.96	supermarket	
F	S	IceCream - cones	doz	5.8	50	290	Blue Bell	
F	S	IceCream - cookies/cream	doz	3.35	66	221.1	Blue Bell	
F	S	IceCream - oatmeal cookie	doz	6.36	40	254.4	Blue Bell	
F	S	IceCream - Rainbow pops	doz	3.72	33	122.76	Blue Bell	
F	S	IceCream - sandwiches	doz	3.35	58	194.3	Blue Bell	
F	S	Jelly Bellies	3#bag	9.46	15	141.9	Sams	
F	S	Jolly Ranchers	4#bag	5.99	5	29.95	Sams	
F	S	M&M Peanut	52oz	6.29	19	119.51	Sams	
F	S	M&M Plain	52oz	6.29	27	169.83	Sams	
F	S	M&M Plain	1#bag	2.99	2	5.98	supermarket	
F	S	M&M Trail Mix	3# bag	5.99	45	269.55	Sams	
F	S	Mini Hershey bars	44oz	6.79	13	88.27	Sams	
F	S	Mini-Oreos	2#box	5.99	8	47.92	Sams	
F	S	Nutrigrain bars	24ct	6.89	10	68.9	Sams	
F	S	Onion Soup Mix	6/pkg	4.85	8	38.8	Sams	for dip
F	S	Peanuts - roasted	3.5#can	9.99	6	59.94	Sams	
F	S	Pepperoni, sliced	25#box	51.6	3	154.8	US Foods	
F	S	Picante sauce	4-1gal jars	37.5	2	75	US Foods	
F	S	Picante sauce	gal	7.59	4	30.36	Sams	
F	S	Pies, Apple	6ct	23.55	5	117.75	US Foods	
F	S	Pies, Cheesecake	6ct	36.99	5	184.95	US Foods	
	S	Pies, Cherry	6ct	29.95	5	149.75	US Foods	
F	S	Pies, Pecan	6ct	25.55	4	102.2	US Foods	
F	S	Potato chips (reg)	6lb box	9.46	9	85.14	US Foods	
F	S	Potato chips (Ruffles)	8#box	11.83	10	118.3	US Foods	
F	S	Pretzel sticks	40ozbox	3.99	5	19.95	Sams	
F	S	Pretzels	4#bag	2.19	6	13.14	Sams	
F	S	Ritz Bits	35ozbox	5.99	6	35.94	Sams	
F	S	Salsa fixings	various			71.47	supermarket	Glen Singleton made salsa daily
F	S	Snickers bars (mini)	44oz bag	6.99	11	76.89	Sams	
F	S	Sour cream	3#tub	3.79	24	90.96	Sams	
F	S	Tootsie Rolls (mini)	5#bag	4.99	3	14.97	Sams	
F	S	Tortilla chips	6#box	5.86	12	70.32	US Foods	
F	S	Tortilla chips	lg bag	3.99	4	15.96	Sams	
F	S	Tropical Mix (dried fruit)	3#bag	5.49	9	49.41	Sams	
F	S	Veggies, Broccoli florets	12#box	17.95	6	107.7	US Foods	
F	S	Veggies, Carrots, baby	5#bag	5.21	20	104.2	US Foods	
F	S	Veggies, Cauliflower florets	6#box	11.95	12	143.4	US Foods	
F	S	Veggies, Celery sticks	20#box	23	5	115	US Foods	
F	S	Veggies, Celery sticks	20#box	21.02	1	21.02	US Foods	poor quality; didn't use
F	S	Veggies, Radishes	30oz bag	6.25	3	18.75	US Foods	
F	S	Veggies,Green pepper, sliced	5#box	6.5	4	26	US Foods	
	S	Yogurt (plain)	Pint	2.39	2	4.78	supermarket	

Paper/Serving Items

P		Bowls (6oz)	1000ct	19.11	2	38.22	US Foods	
P		Bowls (small 4oz)	500ct	5.77	2	11.54	US Foods	
P		Bowls, cereal-size	300ct	6.15	6	36.9	Sams	
		Coffe cups (8oz)	1000ct	12.83	5	64.15	US Foods	box and a half left over
P		Coffee stirrers	1000ct	4.45	1	4.45	US Foods	
P		Cups, plastic (16oz)	1000ct	26.95	14	377.3	US Foods	
P		Cups, wine (5oz)	1000ct	6.43	2	12.86	US Foods	
P		Forks	2000ct	16.55	3	49.65	US Foods	
P		Knives	2000ct	16.55	2	33.1	US Foods	
P		Napkins	6000ct	54	3	162	US Foods	
P		Paper towels	30rolls	22.95	1	22.95	US Foods	
P		Paper towels	8rolls	5.37	1	5.37	Walmart	
P		Pie server	each	1.5	2	3	Walmart	
P		Pitchers	each	1.96	3	5.88	Walmart	
P		Plastic bowl sets	4bowls	2.5	3	7.5	Walmart	
P		Plastic bowl sets	various	7.22	1	7.22	Tuesday Morning	
P		Plastic spoons	each	0.97	2	1.94	Walmart	
P		Plates (6in)	1000ct	16.35	4	65.4	US Foods	
P		Plates (9in)	500ct	17.75	15	266.25	US Foods	
P		Spoons	2000ct	16.55	3	49.65	US Foods	
P		Steamer pans (1/2size)	20ct	6.95	3	20.85	Sams	
P		Tongs	each	1.44	2	2.88	Walmart	

Kitchen/Cleaning Stuff

K		Can openers	each	3.78	2	7.56	supermarket	
		Cutting boards	each	8.96	2	17.92	Walmart	
K		Garbage bags	250ct	36	1	36	US Foods	
K		Knives	set	7.96	2	15.92	Walmart	
K		Knives	4pk	0.97	1	0.97	Walmart	
K		Ziplock bags	250ct	32	1	32	US Foods	
C		Carpet cleaner	can	3.97	2	7.94	Walmart	
C		Clorox bleach	bottle	4.05	1	4.05	Walmart	
C		Dish detergent	bottle	4.47	1	4.47	Walmart	
C		Disinfecting Cleaner	bottle	3.97	1	3.97	Walmart	
C		Scouring brush	each	1.58	1	1.58	Walmart	
C		Shop towels		7.98	1	7.98	Sams	
C		Sink mat	each	3.47	1	3.47	Walmart	
C		Sponges	pkg	3.26	2	6.52	Walmart	
C		Terry cleaning towels	36ct	11.88	4	47.52	Sams	
C		Wiping cloths	pkg	1.82	1	1.82	Walmart	

Equipment

E		5-gal juice cooler	unit	24.49	1	24.49	Sams	
E		Box fans w/ filters			2	74.67	Home Depot	furnace filters taped to box fans
E		Drink coolers, glass-door		825	2	1650	Davey Refrigerator	weekly rental
E		Equip. Delivery/damage waiver	each	61.08	1	61.08	United Rent-All	
		Heavy-duty extension cord		17.98		0	Sams	
E		Hot dog machine	each	225	1	225	United Rent-	weekly rental

							All	
K		Knives	set	6.99	1	6.99	supermarket	
E		Perculator, coffee (100cup)	each	40	2	80	United Rent-All	weekly rental
E		Roaster - 18qt	each	60	1	60	United Rent-All	weekly rental
E		Roaster - 18qt	each	49.88	3	149.64	Service Merchandise	
E		Sofas	each	50	20	1000	Salvation Army	
E		Table, child-height	each	15.5	2	31	United Rent-All	weekly rental
E		Urns, coffee	each	90	2	180	United Rent-All	weekly rental
E		Water coolers (H/C)	each	25	2	50	Mountain Valley Water	weekly rental

Miscellaneous

M		Balloons			20	90.5		for kids area
M		Coloring books, etc				30.89		
M		Kid's toys	various			144.78	E-toys	
M		Acetominophen	bottle	2.07	1	2.07	supermarket	
M		Batteries AAA	doz	7.79	8	62.32	Sams	for cell phones & walkie talkies
M		Camera film	6pk	19.95	1	19.95	Sams	
M		Copies of floor layouts				16.89	CopyMax	
M		Duct tape	4pk	9.79	1	9.79	Sams	
M		First Aid kits				64.13	drug store	
M		Gas for van				24.29		
M		Hell's M t-shirts	each	17.5	10	175	Hells Ms	for volunteers
M		Lightsticks/ hats	various			124.3	Oriental Trading	for kids area
M		Masking tape	roll	1.58	1	1.58	Walmart	
M		Mini-stapler	each	1.97	1	1.97	Walmart	
M		Newspapers				2.5		
M		Sams Club card fee				15	Sams	
M		Scotch tape	roll	1.97	1	1.97	Walmart	
M		Sticky notes	pkg	2.97	1	2.97	Walmart	
M		Van rental				505.99		weekly rental
M		White cowboy hats		8	10	80	flea market	for security
M		Yellow safety tape - 3"	roll	32.99	2	65.98	mail order	mark kids area & highlight wires taped to floor

Purchases – Unsorted

Code	Time	Item	Unit	Unit Price	Qty	Cost	Supplier	Comments
F	L	Hot Dogs	10# box	22.27	30	668.10	US Foods	80 hot dogs to 10 pounds
F	B	Croissants	96ct	33.50	10	335.00	US Foods	not popular
F	B	Mini-muffins	144ct	28.50	7	199.50	US Foods	
F	B	Mini-Danish	96ct	27.20	10	272.00	US Foods	
F	L	Chili	4-5#tubs	31.22	3	93.66	US Foods	
	L	Taco filling	4-5#tubs	32.00	3	96.00	US Foods	
F	S	Guacamole	12-1#tubs	49.50	2	99.00	US Foods	

F	S	Apples	138ct	20.56	4	82.24	US Foods	overbought
F	B	Bananas	40#	13.86	3	41.58	US Foods	needed more
F	S	Broccoli florets	12#box	17.95	6	107.70	US Foods	
	S	Green pepper, sliced	5#box	6.50	4	26.00	US Foods	
F	S	Cauliflower florets	6#box	11.95	12	143.40	US Foods	
F	S	Canteloupe	23ct	21.48	3	64.44	US Foods	
F	S	Carrots, baby	5#bag	5.21	20	104.20	US Foods	
F	S	Celery sticks	20#box	23.00	5	115.00	US Foods	
F	S	Celery sticks	20#box	21.02	1	21.02	US Foods	poor quality; didn't use
F	S	Grapes, red	case	26.97	5	134.85	US Foods	
F	S	Grapes, white	case	20.56	3	61.68	US Foods	
F	S	Grapes, green	case	15.94	2	31.88	US Foods	
F	L	Lettuce, shredded	20#box	10.95	2	21.90	US Foods	
F	S	Oranges	113ct	17.95	2	35.90	US Foods	Need to be cut or not eaten
F	L	Onions, diced	4-5#bags	16.18	2	32.36	US Foods	
F	S	Radishes	30oz bag	6.25	3	18.75	US Foods	
F	B	Strawberries	12pt case	13.08	3	39.24	US Foods	
F	L	Tomatoes	20#case	17.75	3	53.25	US Foods	
F	S	Watermelon	each	8.89	10	88.90	US Foods	Need LARGE knife to cut
F	B	Cream cheese	10-3#block	61.60	3	184.80	US Foods	
F	L	Cheddar cheese, shredded	4-5#bags	46.33	5	231.65	US Foods	
F	S	Cheese, cubed (3types)	3-5#bags	39.95	15	599.25	US Foods	
F	B	Yogurt (asst flavors)	24ct	8.79	14	123.06	US Foods	
F	B	Yogurt (asst flavors)	32ct	11.73	9	105.57	US Foods	
F	L	Sausage links, smoked	25#box	54.55	2	109.10	US Foods	
	L	Sausage links, smoked	11#box	29.57	3	88.71	US Foods	
F	D	Lemons	115ct	26.12	1	26.12	US Foods	
F	L	Onions, sliced	5#box	5.29	5	26.43	US Foods	
F	L	Sauerkraut	4-1gal cans	24.42	1	24.42	US Foods	
F	L	Pickle spears	5gal	27.27	2	54.54	US Foods	
F	L	Potato salad	3-10#tubs	27.13	6	162.78	US Foods	
F	B	Margarine (ind servings)	900ct	14.28	2	28.56	US Foods	people wanted butter
F	L	Macaroni salad	3-10#tubs	25.00	6	150.00	US Foods	
P		Paper towels	30rolls	22.95	1	22.95	US Foods	
P		Forks	2000ct	16.55	3	49.65	US Foods	
P		Knives	2000ct	16.55	2	33.10	US Foods	
P		Spoons	2000ct	16.55	3	49.65	US Foods	
P		Garbage bags	250ct	36.00	1	36.00	US Foods	
P		Coffee stirrers	1000ct	4.45	1	4.45	US Foods	
P		Sugar packets	2000ct	9.20	2	18.40	US Foods	
P		Cups, wine (5oz)	1000ct	6.43	2	12.86	US Foods	
F	B	Orange juice (frozen)	12cans	30.56	2	61.12	US Foods	
F	S	Pepperoni, sliced	25#box	51.60	3	154.80	US Foods	
F	L	Rolls, hot dog	96ct	13.54	32	433.28	US Foods	
F	L	Rolls, hoagie	48ct	17.01	15	255.15	US Foods	
F	S	Pecan pie	6ct	25.55	4	102.20	US Foods	
F	S	Cheesecake	6ct	36.99	5	184.95	US Foods	
F	S	Apple pie	6ct	23.55	5	117.75	US Foods	
	S	Cherry pie	6ct	29.95	5	149.75	US Foods	
F	B	Cranberry juice (concentrate)	12cans	29.95	2	59.90	US Foods	

F	B	Coffee	24bags	89.96	2	179.92	US Foods	bag and a half made 90 cup pot
	B	Tea bags	1000ct	5.24	2	10.48	US Foods	
	S	Crackers (asst)	6lb box	22.95	10	229.50	US Foods	
F	S	Potato chips (reg)	6lb box	9.46	9	85.14	US Foods	
F	S	Fritos corn chips	8#box	10.70	6	64.20	US Foods	
F	S	Tortilla chips	6#box	5.86	12	70.32	US Foods	
F	S	Potato chips (Ruffles)	8#box	11.83	10	118.30	US Foods	
F	B	Oatmeal, instant	64ct	16.95	1	16.95	US Foods	
F	B	Cereal, GM (ind. Serv)	96ct	28.09	3	84.27	US Foods	
F	B	Cereal, Kellog (ind. Serv)	96ct	28.20	3	84.60	US Foods	
F	L	Ketchup	20-20oz bot	27.82	2	55.64	US Foods	
F	L	Mayonnaise	4-1gal jars	23.56	1	23.56	US Foods	
F	L	Relish	200ct	8.99	2	17.98	US Foods	
F	L	Mustard	4-1gal jars	7.56	1	7.56	US Foods	this was a substitute for squeeze bottles, didn't use
F	S	Picante sauce	4-1gal jars	37.50	2	75.00	US Foods	
F	S	Ranch dressing	4-1gal jars	37.91	1	37.91	US Foods	
F	L	Mustard, squeeze bot	24-8oz bot	19.95	3	59.85	US Foods	
F	S	Ranch dressing, lite	4-1gal jars	36.50	1	36.50	US Foods	
F	S	Caesar dressing	4-1gal jars	39.31	1	39.31	US Foods	very popular for dipping veggies
F	L	Miracle whip	4-1gal jars	26.55	1	26.55	US Foods	
F	B	Sweet N Low	2500ct	12.15	3	36.45	US Foods	
F	B	Equal	2000ct	27.75	2	55.50	US Foods	
	B	Creamer, non-dairy (plain)	1000ct	12.43	2	24.86	US Foods	
F	L	Jalapenos, sliced	4-1gal jars	21.00	1	21.00	US Foods	
P		Ziplock bags	250ct	32.00	1	32.00	US Foods	
P		Bowls (small 4oz)	500ct	5.77	2	11.54	US Foods	
P		Coffe cups (8oz)	1000ct	12.83	5	64.15	US Foods	box and a half left over
P		Cups, plastic (16oz)	1000ct	26.95	14	377.30	US Foods	
P		Napkins	6000ct	54.00	3	162.00	US Foods	
P		Plates (9in)	500ct	17.75	15	266.25	US Foods	
P		Plates (6in)	1000ct	16.35	4	65.40	US Foods	
P		Bowls (6oz)	1000ct	19.11	2	38.22	US Foods	
F	B	Bagels	doz	195.00	4	682.50	Bagelsteins	
F	S	Cookies (chocChip/ Oatmeal)	each	1.25	700	875.00	Bagelsteins	
F	S	Challah	each	20.00	2	40.00	Bagelsteins	
F	S	IceCream - cones	doz	5.80	50	290.00	Blue Bell	
F	S	IceCream - oatmeal cookie	doz	6.36	40	254.40	Blue Bell	
F	S	IceCream - cups	doz	3.72	47	174.84	Blue Bell	
F	S	IceCream - sandwiches	doz	3.35	58	194.30	Blue Bell	
F	S	IceCream - cookies/cream	doz	3.35	66	221.10	Blue Bell	
F	S	IceCream - Rainbow pops	doz	3.72	33	122.76	Blue Bell	
F	D	Spring Water	5gal jug	7.50	90	675.00	Mountain Valley Water	
E		Water coolers (H/C)	each	25.00	2	50.00	Mountain Valley Water	rental

F	L	Salad trio	per person	6.73	250	1,682.50	Café Max	Chicken salad, pasta salad, cuke/tomato salad
		Sofas	each	50.00	20	1,000.00	Salvation Army	
K		Coloring books, etc				30.89		
E		First Aid kits				64.13	drug store	
E		Box fans w/ filters			2	74.67	Home Depot	furnace filters taped to box fans
F	S	M&M Trail Mix	3# bag	5.99	45	269.55	Sams	
F	D	Milk - whole	gal	2.78	19	52.82	Sams	
F	D	Milk - 2%	gal	2.65	37	98.05	Sams	
F	S	Sour cream	3#tub	3.79	24	90.96	Sams	
F	D	Mountain Dew	case	4.99	8	39.92	Sams	
F	S	Onion Soup Mix	6/pkg	4.85	8	38.80	Sams	for dip
F	D	Sprite	case	6.45	8	51.60	Sams	
F	S	Pretzels	4#bag	2.19	6	13.14	Sams	
F	S	Tropical Mix (dried fruit)	3#bag	5.49	9	49.41	Sams	
F	B	Raisin Bran Crunch	dbl box	6.99	4	27.96	Sams	
F	B	Cheerios	dbl box	5.99	3	17.97	Sams	
F	D	Grape Juice	gal	4.99	8	39.92	Sams	
F	D	Apple juice	gal	3.99	12	47.88	Sams	
F	B	Instant Oatmeal	40/box	7.29	3	21.87	Sams	
F	D	Coffee creamers (dairy)	box	4.88	7	34.16	Sams	
F	D	Grapefruit juice (Ruby Red)	gal	3.79	20	75.80	Sams	
F	B	Cereal (Post triple pak)	big box	6.96	3	20.88	Sams	
		Bowls, cereal-size	300ct	6.15	6	36.90	Sams	
P		Shop towels		7.98	1	7.98	Sams	
P		Terry cleaning towels	36ct	11.88	4	47.52	Sams	
F	S	Jolly Ranchers	4#bag	5.99	5	29.95	Sams	
F	S	Mini Hershey bars	44oz	6.79	13	88.27	Sams	
F	S	M&M Peanut	52oz	6.29	19	119.51	Sams	
P		Steamer pans (1/2size)	20ct	6.95	3	20.85	Sams	
P		Duct tape	4pk	9.79	1	9.79	Sams	
F	S	Animal crackers	5#box	3.59	4	14.36	Sams	
F	S	Hershey Kisses	44oz	6.79	6	40.74	Sams	
F	S	M&M Plain	52oz	6.29	27	169.83	Sams	
F	S	Goldfish Crackers		5.99	6	35.94	Sams	
F	S	Chex Party Mix	2#bag	4.99	9	44.91	Sams	
F	S	Ritz Bits	35ozbox	5.99	6	35.94	Sams	
P		Camera film	6pk	19.95	1	19.95	Sams	
F	S	Pretzel sticks	40ozbox	3.99	5	19.95	Sams	
F	S	Fruit roll-ups	48ct	6.69	2	13.38	Sams	
F	S	Tootsie Rolls (mini)	5#bag	4.99	3	14.97	Sams	
F	S	Mini-Oreos	2#box	5.99	8	47.92	Sams	
F	D	Juice boxes (individual)	32ct	7.99	2	15.98	Sams	for kid's room
F	S	Ranch dressing (3cheese)	48oz	3.98	2	7.96	Sams	
F	D	Instant Ice Tea mix	35qt	4.58	6	27.48	Sams	
F	B	Peanut butter	5lbjar	6.65	3	19.95	Sams	
	B	Grape jelly	lg jar	2.45	2	4.90	Sams	
F	B	Strawberry jelly	42ozjar	3.68	3	11.04	Sams	

F	B	Peach jelly	42ozjar	3.78	2	7.56	Sams	
F	B	Fruit preserves (asst)		5.99	1	5.99	Sams	
[illegible]	D	Coffee (decaf)	39oz can	6.29	6	37.74	Sams	
	S	Jelly Bellies	3#bag	9.46	15	141.90	Sams	
F	D	Coffee creamers (flavored)	box	4.88	4	19.52	Sams	
F	S	Nutrigrain bars	24ct	6.89	10	68.90	Sams	
F	S	Snickers bars (mini)	44oz bag	6.99	11	76.89	Sams	
F	B	Honey	jar	5.19	1	5.19	Sams	
E		5-gal juice cooler	unit	24.49	1	24.49	Sams	
F	L	Deli tray with rolls	for 12	27.50	1	27.50	Sams	for volunteers during set-up Monday
F	L	Roast beef (sliced)	approx 100#			377.85	Sams	
F	L	Turkey (sliced)	approx 100#			304.42	Sams	
F	L	Ham (sliced)	approx 100#			265.62	Sams	
F	B	Blueberries	quart	5.98	7	41.86	Sams	
F	L	Sausage links (specialty)		9.69	4	38.76	Sams	for volunteers during week
F	L	Swiss cheese	5lb	10.56	18	190.08	Sams	
F	L	American cheese	5lb	10.15	18	182.70	Sams	
F	D	Coffee creamers (hazelnut)	box	5.69	2	11.38	Sams	
F	B	Butter	4#pkg	9.93	2	19.86	Sams	
E		Heavy-duty extension cord		17.98		0.00	Sams	
F	L	Cup of Noodles	24ct	4.99	1	4.99	Sams	
F	S	Peanuts - roasted	3.5#can	9.99	6	59.94	Sams	
F	L	Chili	5#tub	5.99	12	71.88	Sams	
E		Batteries AAA	doz	7.79	8	62.32	Sams	for cell phones & walkie talkies
F	B	Orange juice (frozen)	6cans	6.48	9	58.32	Sams	
F	S	Guacamole	3#tubs	6.47	5	32.35	Sams	
F	L	Tomatoes	bag	1.99	6	11.94	Sams	
F	S	Picante sauce	gal	7.59	4	30.36	Sams	
F	S	Tortilla chips	lg bag	3.99	4	15.96	Sams	
F	L	Relish	jar	4.49	1	4.49	Sams	
F	B	Bananas	bunch	0.99	29	28.71	Sams	went thru full case of bananas each morning
F	B	Coffee (reg)	34oz	5.69	6	34.14	Sams	
P		Hell's M t-shirts	each	17.50	10	175.00	Hells Ms	for volunteers
K		Kid's toys	various			144.78	E-toys	
P		Newspapers				2.50		
F	L	Brown n Serve sausages	box	1.49	3	4.47	supermarket	for kid's trek
F	L	Sauerkraut	can	1.09	4	4.36	supermarket	
F	S	M&M Plain	1#bag	2.99	2	5.98	supermarket	
F	B	Donuts	doz	4.50	40	180.00	donut shop	
F	D	Herbal teas (assorted)	box	2.81	16	45.03	supermarket	
P		Acetominophen	bottle	2.07	1	2.07	supermarket	
E		Knives	set	6.99	1	6.99	supermarket	
F	B	Eggs (hard-boiled)	doz	0.99	10	9.90	supermarket	only had 1 morning; gone in an hr
F	S	Salsa fixings	various			71.47	supermarket	Glen Singleton made salsa daily
[illegible]	B	Strawberry jelly	jar	1.99	1	1.99	supermarket	

F	B	Grape jelly	jar	2.89	1	2.89	supermarket	
F	L	Italian dressing	bottle	2.49	6	14.94	supermarket	for taco salads
M		Copies of floor layouts				16.89	CopyMax	
	S	Fudge ingredients			10lbs	29.42	supermarket	
E		Lightsticks/ hats	various			124.30	Oriental Trading	for kids area
M		Sams Club card fee				15.00	Sams	
M		White cowboy hats		8.00	10	80.00	flea market	for security
P		Plastic bowl sets	4bowls	2.50	3	7.50	Walmart	
P		Pitchers	each	1.96	3	5.88	Walmart	
P		Knives	set	7.96	2	15.92	Walmart	
P		Sink mat	each	3.47	1	3.47	Walmart	
P		Wiping cloths	each	1.82	1	1.82	Walmart	
P		Cutting boards	each	8.96	2	17.92	Walmart	
P		Plastic spoons	each	0.97	2	1.94	Walmart	
P		Pie server	each	1.50	2	3.00	Walmart	
P		Knives	4pk	0.97	1	0.97	Walmart	
P		Tongs	each	1.44	2	2.88	Walmart	
P		Disinfecting Cleaner	bottle	3.97	1	3.97	Walmart	
P		Clorox bleach	bottle	4.05	1	4.05	Walmart	
P		Carpet cleaner	can	3.97	2	7.94	Walmart	
P		Sponges	pkg	3.26	2	6.52	Walmart	
P		Sticky notes	pkg	2.97	1	2.97	Walmart	
P		Dish detergent	bottle	4.47	1	4.47	Walmart	
P		Scotch tape	roll	1.97	1	1.97	Walmart	
P		Masking tape	roll	1.58	1	1.58	Walmart	
		Mini-stapler	each	1.97	1	1.97	Walmart	
P		Scouring brush	each	1.58	1	1.58	Walmart	
P		Paper towels	8rolls	5.37	1	5.37	Walmart	
P		Plastic bowl sets	various	7.22	1	7.22	Tuesday Morning	
P		Can openers	each	3.78	2	7.56	supermarket	
P		Yellow safety tape - 3"	roll	32.99	2	65.98	mail order	Mark kids area & highlight wires taped to floor
E		Roaster - 18qt	each	60.00	1	60.00	United Rent-All	weekly rental
E		Table, child-height	each	15.50	2	31.00	United Rent-All	weekly rental
E		Perculator, coffee (100cup)	each	40.00	2	80.00	United Rent-All	weekly rental
E		Urns, coffee	each	90.00	2	180.00	United Rent-All	weekly rental
E		Hot dog machine	each	225.00	1	225.00	United Rent-All	weekly rental
E		Equip. Delivery/damage waiver	each	61.08	1	61.08	United Rent-All	
M		Van rental				505.99		
K		Balloons			20	90.50		for kids area
M		Gas for van				24.29		
E		Drink coolers, glass-door		825.00	2	1,650.00	Davey Refrigerator	weekly rental
F	D	Ice	20#	7.58	10	75.76	Emergency Ice Co	
E		Roaster - 18qt	each	49.88	3	149.64	Srvc Merchandise	
	S	Ice cream -- sherbet cups	24ct	4.49	4	17.96	supermarket	
F	D	Milk - 2%	gal	2.79	2	5.58	supermarket	

F	D	Milk - whole	gal	3.49	1	3.49	supermarket	
F	S	Ice cream – cups	24ct	5.19	4	20.76	supermarket	
F	S	Yogurt (plain)	Pint	2.39	2	4.78	supermarket	
	L	Salt/pepper	set	3.17	3	9.52	supermarket	
F	D	Ice tea mix	can	3.29	2	6.58	supermarket	
F	D	Apple juice	gal	3.69	2	7.38	supermarket	
F	D	Grapefruit juice (Ruby Red)	gal	5.79	2	11.58	supermarket	
F	D	Herbal teas (assorted)	various			22.63		
F	D	Dr. Pepper	24-can case		25	150.00	Dr. Pepper	
F	D	Diet Dr. Pepper	24-can case		20	130.00	Dr. Pepper	
F	D	7UP	24-can case		10	65.00	Dr. Pepper	
F	D	Diet 7UP	24-can case		10	65.00	Dr. Pepper	
F	D	A&W Root Beer	24-can case		10	65.00	Dr. Pepper	
F	D	A&W Diet Root Beer	24-can case		20	150.00	Dr. Pepper	
F	D	A&W Cream	24-can case		5	32.50	Dr. Pepper	
F	D	A&W Diet Cream	24-can case		5	32.50	Dr. Pepper	
F	D	Canada Dry Ginger Ale	24-can case		10	52.50	Dr. Pepper	
F	D	Sunkist	24-can case		5	32.50	Dr. Pepper	
F	D	Welchs Grape	24-can case		5	32.50	Dr. Pepper	
F	D	Canada Dry Cranberry	24-can case		5	20.00	Dr. Pepper	
F	D	Big Red	24-can case		5	20.00	Dr. Pepper	
F	D	Pepsi	24-can case		20	119.80	Pepsi	
F	D	Diet Pepsi	24-can case		30	179.70	Pepsi	
F	D	Caffeine Free Pepsi	24-can case		5	29.95	Pepsi	
F	D	Diet Caffeine Free Pepsi	24-can case		10	59.90	Pepsi	
F	D	Mountain Dew	24-can case		5	62.20	Pepsi	
	D	Diet Mountain Dew	24-can case		5	29.95	Pepsi	
F	D	Diet CF Mountain Dew	24-can case		5	29.95	Pepsi	
F	D	Wild Cherry Pepsi	24-can case		5	29.95	Pepsi	
F	D	Pepsi One	24-can case		7	39.91	Pepsi	
F	D	Coke	24-can case		40	318.75	Coke	
F	D	Diet Coke	24-can case		45	293.70	Coke	
F	D	Caffeine Free Coke	24-can case		10	66.00	Coke	
F	D	Diet Caffeine Free Coke	24-can case		15	99.00	Coke	
F	D	Sprite	24-can case		5	33.00	Coke	
F	D	Diet Sprite	24-can case		5	33.00	Coke	

Invoices

Supplier	Date	Amount	Description	Paid by	Inv in Hand	
Sams	07/03/01	1,536.52	Cold cuts, etc	AML	X	4,203.86
Sams	07/02/01	1,318.75	Candy, misc	AML	X	
Sams	07/03/01	103.04	Batteries/Trail Mix	AML	X	
Sams	07/05/01	506.70	food	AML	X	
Sams	07/06/01	377.03	Food	AML	X	
Sams	07/04/01	361.82	Food	AML	X	
Bagelsteins	07/03/01	140.00	Bagels	NTM ck	X	1,597.50
Bagelsteins	07/04/01	140.00	Bagels	NTM ck	X	
Bagelsteins	07/05/01	140.00	Bagels	NTM ck	X	
Bagelsteins	07/06/01	87.50	Bagels	NTM ck	X	

Bagelsteins	07/07/01	87.50	Bagels	NTM ck	X	
Bagelsteins	07/08/01	87.50	Bagels	NTM ck	X	
Bagelsteins	07/05/01	250.00	Cookies	NTM ck	X	
Bagelsteins	07/06/01	625.00	Cookies	NTM ck	X	
Bagelsteins	07/06/01	40.00	Challah	NTM ck	X	
Blue Bell	07/03/01	505.68	Ice cream	NTM ck	X	1,187.80
Blue Bell	07/05/01	225.76	Ice cream	NTM ck	X	
Blue Bell	07/06/01	456.36	Ice cream	NTM ck	X	
Café Max	07/05/01	1,682.50	salads	NTM ck	X	
Coke	07/02/01	660.00	soda	NTM ck		can't find receipt
Dr Pepper	07/03/01	715.00	soda	NTM ck	X	
Mountain Valley Water	07/02/01	455.00	Water	NTM ck	X	1,053.40
Mountain Valley Water	07/06/01	598.40	Water	NTM ck	X	
Salvation Army	07/02/01	1,000.00	sofas	NTM ck	X	
US Foods	07/03/01	62.23	food	NTM ck	X	9,149.25
US Foods	07/03/01	6,976.12	Food	NTM ck	X	
US Foods	07/03/01	24.86	Food	NTM ck	X	
US Foods	07/05/01	232.16	food	NTM ck	X	
US Foods	07/05/01	1,691.40	Food	NTM ck	X	
US Foods	07/06/01	162.48	food	NTM ck	X	
Albertsons	07/06/01	9.90	Ralf's hard-boiled eggs	PLO	X	5,079.63
Blue Bell	07/07/01	69.60	Ice cream	PLO	X	
Cakes to Go	07/02/01	90.50	balloons	PLO	X	
Davey Refrigerator	07/03/01	1,650.00	Soda coolers	PLO	X	
Diamond Shamrock	07/09/01	24.29	gas for van	PLO	X	
Donut City	07/06/01	90.00	Donuts	PLO	X	
Donut City	07/07/01	90.00	Donuts	PLO	X	
Emergency Ice Co.	07/03/01	75.76	ice	PLO	X	
E-Toys	03/07/01	144.78	Kid's Korral toys	PLO	X	
G. Neil	06/07/01	77.61	yellow tape	PLO	X	
garage sale	May	20.00	microwave	PLO	cash	
Glen Singleton	07/07/01	71.47	salsa fixings	PLO	X	
Hells Ms	05/09/01	175.00	volunteer t-shirts	PLO	check	
Hotel InterContinental	07/08/01	200.00	tips to banquet staff	PLO	cash	
Kmart	07/04/01	9.06	knives	PLO	X	
Kroger	07/01/01	7.56	can openers	PLO	X	
National Car Rental	7/2-7/9	505.99	van rental	PLO	X	
OfficeMax	06/19/01	16.89	layout copies	PLO	X	
Oriental Trading	06/01/01	124.30	hats, glowsticks	PLO	X	
Pepsi	07/03/01	544.00	soda	PLO	X	
Sams	06/24/01	15.00	Membership card	PLO	X	
Tom Thumb	07/03/01	106.06	Food	PLO	X	
Tom Thumb	06/24/01	29.42	fudge makings	PLO	X	
Traders Village	06/23/01	80.00	white hats	PLO	X	
Tuesday Morning	05/05/01	7.22	bowls	PLO	X	
United Rent-All	07/02/01	637.08	Equipment Rental	PLO	X	
Walmart	06/30/01	112.24	supplies/serving items	PLO	X	
Winn Dixie	07/04/01	13.74	Milk	PLO	X	
Winn Dixie	07/05/01	45.03	Teas	PLO	X	
Winn Dixie	07/06/01	19.82	Food	PLO	X	
Winn Dixie	07/07/01	17.31	Food	PLO	X	

Sams	07/07/01	164.53	Estimate	Ray	X	
Service Merchandise	June	149.64	roasters	Ray	??	
Walmart	07/06/01	216.38	Ray's soda run	Ray	X	
Mara purchases		169.69	Kids stuff/fans/first aid kits	NTM ck	X	
Hotel InterContinental		1,000.00	Room rental	NTM ck		
Hotel InterContinental		360.00	Electrical drops	NTM ck		
Total		28,389.18				

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Beer and Wine Report – Roger Durham

Written by Roger Durham

Beer

We arranged for a local brew-pub to supply freshly-brewed draft beer. They agreed to have a blonde ale and a porter on tap at all times, as well as one or two other varieties which changed from time to time. A total of 35 kegs were consumed. Due to archaic local liquor laws, they were unable to serve their beer during the wee hours of the morning, so we also bought two kegs of Coors as a back-up.

Wine

We initially purchased 195 liters of red and 180 liters of white wine, 18 liters of blush, and 9 liters of domestic champagne. We later went back for another 27 liters of blush. All the blush and white wine was consumed, and we returned 18 liters of red. The champagne was primarily intended for the Past AG Chairs' reception, but we planned to put out the remaining bottles in Hospitality during the Saturday night dance. The hospitality volunteers forgot to put it out, however, so 9 bottles were brought up to the After-AG hospitality suite on Sunday afternoon, where it was well received.

Totals:

10 cases of 1.5L bottles of Ste. Genevieve chardonnay	$428.40
4 " " " " " " " sauvignon blanc	$149.36
6 " " " " " " " chardonnay fume	$224.04
6 " " " " " " " merlot	
10 each " " " " " " cabernet	$77.90
4 cases " " " " Santa Carolina merlot/cabernet blend	$153.76
5 " " " " " Sutter Home white zinfandel	$170.00
1 " " 750ml " " Cook's Brut champagne	$53.79
35 half-barrels Humperdink's ale	$3,500.00
2 " " Coors beer	$169.98
Sub-total:	$4,927.23
Plus TABC Permit for beer	$134.00
Less returns	($85.68)
Total expense:	$4,975.55

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Hospitality, GAY SIG – John Favretto

Written by Carol Hilson

For many years, the Gay SIG has had their own Hospitality Suite at every AG. Many attendees are aware of this but its been rarely (if ever) listed in the printed program. This year we had an ideal location for them so they wouldn't have to rent a suite. It was one floor up from the main AG area, which meant it was a little remote but close enough that members didn't have to go far to find it.

I contacted John Fravetto about this early on and he was happy to have a place. Pat Olver, as Hospitality ChairM, and I were in contact with John frequently after that. While they brought in some items themselves, we offered some snacks and drinks from hospitality for their use as well. John was in charge of the room key for that suite and made sure everything was secured or attended at all times. During the actual AG, we didn't do anything to help maintain that suite. As always, they handled everything and were great to work with.

This arrangement seemed to work out very well for all of us. On Sunday, after the main Hospitality Suites had to be vacated, we moved some items up to this 3rd floor suite and used it as an "After AG" area for members staying over until Monday.

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Hotel InterContinental – Carol Hilson

Written by Carol Hilson

Three years before our AG we needed to submit a bid. That required a commitment from a hotel. Although this may seem like it should be easy to get one, it isn't really. There were only five hotels in the Dallas area that had enough space (meeting rooms and sleeping rooms) to accommodate an event this large. Of those, one was still being built and was scheduled to open in late 2000. We decided we didn't want to take a chance on something that might be delayed in opening. And I wasn't thrilled with a hotel I couldn't tour until a few months before the AG.

So that one was eliminated. Two others had a real problem with us bringing in our own food and drink so they were eliminated as well. Of the two remaining, one was downtown and we'd have a problem with parking there. The other one, the Hotel InterContinental, seemed a logical choice. After touring it, I had no doubts about using it.

We worked back and forth with them to get an acceptable contract and our bid was set.

As it turned out, this was a fantastic choice of hotels. Not only was it a beautiful facility with lots of rooms and meeting space, but the staff was truly dedicated to helping us and making our event a success. We toured the hotel before we submitted our bid and again after we won the bid. Then a few of us went back to actually look at the layout and what would work best where.

At that tour, Pam Donahoo went with us. At my request, she videotaped a cross sampling of all of the rooms for me. This gave us the ability to check out locations and details whenever questions came up, without going back out to the hotel in person. It was very helpful throughout the planning stages.

At the beginning of 2001, I asked my Hotel InterContinental liaison to have copies of all the room pickups emailed to me monthly. This helped us to keep track of how many had registered and how many free rooms we would be getting (1 for every 50 rented). Those rooms went to the committee members, about the only comp they got for all their hard work.

When we made arrangements for the buses, we made sure to check with the Hotel InterContinental to see where they wanted us to pick up and leave off our members. The property we used for the giant "Brain" balloon belonged to the Hotel InterContinental as well, but our national PR coordinator, Jim Blackmore, handled all those arrangements.

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Meals – Carol Hilson, Roger Durham, Pat Olver

Written by Carol Hilson

Meals are one of the hardest things to arrange for an AG. All hotels have very high prices to begin with and most won't come down a lot on them. This hotel was a very upscale property and really didn't want to come down much at all.

I started the negotiations with them, while trying to keep the prices low. With a minimum amount of success, I asked Roger to take over after a few weeks. He got them to lower the prices a bit more.

Then Pat Olver worked with them. She got us a little lower price still and more food for the money. This was no easy task but we did the best we could.

The results weren't bad, but to be honest, I didn't think we'd sell many of them. We were pleasantly surprised to have 202 people at the Friday Awards Luncheon, 285 at the Saturday night banquet, and 209 at the Sunday brunch.

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Hotels, Overflow – Carol Hilson

Written by Carol Hilson

Hotel InterContinental had 400 sleeping room available for us plus 50 on the concierge floor, as well as 2 suites. We were not sure if this would be enough for our needs, so we started checking into overflow hotels. As it turned out, about six weeks out the main hotel was full and we needed the extra rooms.

We narrowed our search down to three hotels in the area and then decided to go ahead and use all of them. The Marriott Quorum was the hotel we had used for RGs and felt it would be a good choice, even though it was about two blocks south of the InterContinental. As long as we had transportation, we didn't see the distance as being a problem.

The second hotel, the Courtyard by Marriott, was built almost directly behind the InterContinental. Although it was facing the opposite direction of the main hotel, it was almost back to back with it and allowed members to just walk across a side street to get to it. We still had the buses pick up and drop off at it anyway.

The third overflow hotel, the Wingate Inn, was actually about one block north and one block west of the InterContinental. It too was on the bus route, so the bus just made a large loop and stopped at each of these hotels as well as the Hotel InterContinental.

To be honest, I never did get final figures from these hotels to see how many members used them. Unless a member said they were with Mensa, they wouldn't have been counted as "one of ours" anyway, so I'm not sure we would have gotten accurate counts anyway.

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Kids Trek – Martha Feld

Written by Carol Hilson

We were told that Martha was interested in running this program for us, even though she lived out-of-state. She had handled the one at the 2000 AG and it got good reviews, so we contacted her. She was willing and we wanted her. And she was great!

Martha got information on what she was planning to me almost immediately. It was material about Texas and she had a well-balanced program planned. After that, the AG just did the advertising for her.

During the AG, this program was located on the 3rd floor of the hotel (most of the events were on the 2nd floor). This made the kids a little removed from the rest of the activities but not so far that it was difficult to find them. It seemed to be a very good setup.

To be honest, this is one area of the AG that I know very little about. Except for dropping in a couple of times, I didn't have to do anything for it. Martha was a real asset and, as long as she's willing to do it, I'd recommend that future AGs use her.

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MENSA Boutique – Joe Zanca

Written by Carol Hilson

The Boutique is at every AG and this year was no exception. Joe contacted us early to work out a contract. We were to provide a place for him to sit up his tables and in return, we would receive a small percentage of his "take" during the event.

Originally, we set aside a room on the 2nd floor mezzanine, a little ways from the registration area. The room could be locked each night and we thought this would provide them with some security. However, before the AG opened, Joe checked over the setup and asked if they could be moved to a spot outside the Hospitality area.

Since the mezzanine was a very large area, we decided this would be OK and had the hotel bring in large tables and arrange them to Joe's satisfaction. The setup didn't interfere with the flow and seemed to be a good location for Joe as well.

Running the AG for 5 days gave the Boutique a long time to have their products displayed for the members, which was good for both the Boutique and the membership. The AG ended up with an extra $187.65 this year

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Newsletter – Doug Frazier

Written by Doug Frazier

The newsletter was originally conceived as a two page (front and back) update and chronicle of the events of the gathering, to be printed daily from July 4th through July 8th. It was to be prepared on the evening prior to publication, e-mailed to a contractor for printing and delivery to the hotel, and distributed via guest-pick-up at various locations in the registration and hospitality area.

A typical issue was to contain a list of changes and additions to the daily schedule, background information relative to those changes and additions, and news in the form of articles about the gathering.

As time for the AG approached, and an attempt was being made to reduce costs, a decision was made to print the newsletter on site. A member had available a photocopier which he was willing to bring to the AG. The newsletter would be assembled, printed via inkjet printer, and photocopied for distribution. As it happened, this approach had two significant serendipitous outcomes:

- First, it allowed for timely updates to the newsletter during the day. Rather than preparing one run of 1200 copies, it was possible to run off 100 – 200 copies and to monitor the supplies as consumed. When it was time to replenish, the same edition could be re-run, or changes could be made to copy to make it more timely.
- Second, it made available on-site a photocopier for use as needed. Members took advantage of this for a number of (mostly legitimate) purposes, from printing hand-outs for the speakers to copying receipts for submission to the AG Treasurer. AG staff used the copier for preparing signage (It was capable of printing to 11 x 17), for copying sign-up sheets, and for copying maps and diagrams for dissemination.

The newsletter was well received, and appeared to fulfill its function at the AG. With the use of the donated copier (Toner was available under the owner's service contract) the cost was minimal: Approximately $25 worth of paper was consumed.

Lessons:

- Prior to the AG, assemble a small staff of photographers and reporters. The editor, in this case, was too busy with AG duties to do any realistic job of reporting. This would greatly improve the quality of the output.
- If the reporting staff is available, consider doing two issues each day. This would allow more reportage without the bother of collating and stapling issues.
- Prepare ahead of time for photographic input and publicize available formats. Several photos were submitted which were not used because of incompatibility.

As a side-note: The newsletter was very useful in promoting sales of the NTM Scholarship Foundation Raffle Tickets.

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Programs – Sandy Blaydes

Written by Sandy Blaydes

The design and production of the printed program book, mini-programs and late additions/errata sheet spanned several months. As expected, there were lots of changes and additions during that period, but very few obstacles.

Printing bids

I obtained printing bids for the full-program book from three local printers. Two were conventional printing presses and one was an electronic press for the cover with conventional printing for the inside pages. Because we did not know the exact number of pages or copies, I asked each to present bids for 1800, 2000, and 2500 copies of 48 pages plus cover and 52 pages plus cover. I asked them to bid on using their "house" glossy stock in 80# cover and 70# text which would be a normal paperweight for a book of this size. Normally by using house stock rather than specifying a particular stock, the printer can give a better price because he has purchased the paper in bulk quantities. The bids for one of the conventional printers and the electronic press were about the same. I selected the other printer because the bid was lower and I knew the quality of that shop's work. I worked with the rep to lower the cost. I determined that for a one-time use a lighter paperweight for both the cover and text would work well. After I had received most of the program write-ups, I later determined that only 44 pages inside were needed. Then based on the number of paid registrations in late June, we lowered the quantity to 1400. The final print run was, therefore, 1400 copies of 44 pages plus cover on 60# gloss enamel cover and 60# offset.

I did not get bids for the mini-programs, but for budgeting I asked for the standard price-sheet quote from one copy vendor. I did not know that I would need to do the errata sheet until June, so I did not get advance quotes. At that time, I based a rough estimate of the cost on the price for the mini-programs.

Program Book Production

Before starting on the inside pages of the program, I designed and completed the production of the front cover. This allowed me time later to concentrate on the inside of the book.

Beginning in early- to mid-March, the program chair, Karen Brack, started e-mailing program and speaker write-ups and Carol Hilson sent the general information section. By starting this early, I was able to work out details such as font styles and page layout before getting the bulk of the information. As I received more information or changes, I inserted it and applied the appropriate text style. Carol regularly e-mailed her compiled schedules in a Word document and an Excel spreadsheet. This helped me keep up-to-date on room assignments and program changes that I had not already received from Karen. I think this process saved me from a last-minute crunch to get all the information entered. A couple of times when comparing Karen's information with Carol's, I found some discrepancies, but by itemizing my questions and e-mailing them to both Karen and Carol, they were easily resolved. I did not have all the final copy by the deadline, but because I had already done much of the work, I could be flexible. I was able to accept several new entries after proofing, because I knew which days had space to work with.

The ad for the back cover was to be supplied by the 2002 AG committee. Carol put me in touch with the chair in April and I had the artwork by early May. It was set up for black and white, but full color would be allowed since color would be used on the front cover. To save time, the committee allowed me to add the color. I sent them a PDF file of the cover art for their approval.

The other ads included two full-page, two half-page, and two quarter-page ads. I had given the ad chair measurements for a two-column format before the ads were being sold and before I had determined that I would be using a three-column format; therefore, the measurements for half- and quarter-page ads were not correct. In addition, one of the full-page ads sent artwork for a 2/3 page and the half-page ad sent art for a 1/3 page. As a result, some ads had white space to either side that should not have been there if the ads had been sized correctly. One of the hotel ads was created in PowerPoint so it had to be recreated. Two of the other ads were sent in TIF format from a professional print shop, but even though the inserted graphics were 300 dpi they were fuzzy. The print shop had to resend the files in Illustrator format.

Mini-program and additions/errata sheet production

After the program book was released to the printer, I extracted times, program titles, speakers and rooms from the file and created the mini-programs. As I received program changes from Carol and Karen, I updated the mini-programs and created the additions/errata sheet. The size of the mini-program was dependent on the badge holders. I made them 3 1/2 x 8 1/2" so they could be folded in half and inserted into the badge holder pocket. By doing this, I was able to get each day on a separate mini-program without making the text too small. For reproduction I used a copy service that could provide one-day service, so I was able to include changes until just before packet stuffing. Based on the comments I heard during the AG, the mini-programs were well received; however, there was some confusion because they did not exactly match the full printed program. Perhaps, we needed better communication explaining that the mini-programs included schedule changes up until such-and-such date.

Other details —

Descriptions:

Program book
8 1/2 x 11" page size, saddle stitched, 44-page text plus cover, no bleeds
Cover: 60# gloss coated cover, 4-color process outside, black ink inside
Text: 60# gloss offset, black ink
1400 quantity
Cost: $4579.25 ($3.27 each)

Mini-programs
3 1/2 x 8 1/2" copies, bond paper
One day per piece
Thursday, Friday, Saturday grouped on one 8 1/2 x 11 page, printed on 2 sides, trimmed to finished size, 1400 quantity
Wednesday grouped 3 up on one 8 1/2 x 11 page, printed one side, trimmed to finished size, 467 quantity (1400 quantity after trimming)

Additions/errata program sheet
8 1/2 x 11" copies, bond paper, 2-sided
1400 quantity
Cost mini-programs and errata sheets: $239.85

Production Schedule:

May 15 All copy for program book due
May 29 Proofing of program book
June 1 All program book files to printer
June 27 All changes to editor for mini-programs and errata sheet
June 28 Delivery of program book
June 29 Mini-programs and errata sheet to copy service
June 29 Delivery of mini-programs and errata sheet

Software and style sheet details
PageMaker 6.5 for layout. Photoshop for cover art. Illustrator for room layout and misc. graphics.

Program text styles for calendar pages
Page title: Russell Square, 16/16
Time: Russell Square, 12/14, space after .04, space before .016
Program title: Leawood Bold, 11/14, space after .08
Speaker: Leawood Medium, 9/14
Room: Leawood Medium Italic, 9/14
Adults only notice: Leawood Medium Italic, 9/14
Body text: Leawood Medium, 9/14, first indent .125, space after .08

Notes: Styles for other pages were adjusted from this basic set.
The font and extra amount of leading were selected for legibility.

Mini-Programs
Day: Leawood Black, 12/14, centered justify, 1 pt rule below and width of column
Time: Leawood Black, 8/10, space before .08"
Event title, speaker, room: Leawood Medium, 7/10.5, tab stop on right margin with dot leader

Additions/errata program sheet
Day: Russell Square, 16/20, space before .1"
Time: Russell Square, 12/10.5, space before .06", space after .02"
Program title: Leawood Bold, 11/12, space before .02"
Speaker: Leawood Medium, 9/10.5
Room: Leawood Medium Italic, 9/10.5
Body text: Leawood Medium, 9/10.5, first indent .125, space after .08

Additional comment about graphics:

I designed our AG cowgirl logo for the 2000 AG program. At that time I created versions for black and white and for color. I saved them in several formats and sizes. These files were given to the Mensa Boutique and the National Office. They were then posted on the AG committee web site. Since they were readily available there, I was not bothered every time someone realized at the last minute that a logo was needed.

Recommendations:

- Design and complete the cover early or get someone else to do it.
- Start as early as possible in designing the program fonts and layout. Then make adjustments as needed after all copy has been received.
- Get rough estimates from several printers, select one and then work with him to refine the cost. If possible, use one you have worked with before.
- Find out the last day the printer can receive files to meet your deadline, then set your schedule allowing time for last minute changes. Also allow time for any unforeseen obstacles. Make sure ahead of time that the printer can use your software and fonts.
- Start receiving copy as early as possible and keep up with changes and additions as you receive them.
- Work on the mini-schedules after the full booklet has been given to the printer. Include a statement that the mini-program includes changes to the program as of a certain day and is more up-to-date than the full program book. Have the mini-programs reproduced by a service that can give you a one-day turn around.
- Set up an account with that reproduction service and location you will use in advance and make sure they have no problems accepting the U.S. Mensa tax-exemption. Setting up an account at one service for everyone on the committee to use might be a better solution than having committee members set up accounts in several different locations.

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Program Ads – Chuck Adkins

Written by Chuck Adkins

The AG Committee decided that program ads would possibly help to defray some of the printing costs of the program and as such should be solicited. The first task required was to set the cost rates for ads of different sizes and to specify actual copy sizes. There was a caveat to the effect that if any ads increased the size of the program, the costs of the ads must be capable of offsetting the printing cost of one sheet or four full pages. This caveat had a restriction attached that was unknown at the time. This problem was the fact that you needed good pricing from your printer before costs could be set and thus ad solicitation begun in a timely manner.

Potential ad sources were identified. These consisted of mainly restaurants nearby, bookstores, liquor stores and boutiques in the neighborhood. Over fifty of these businesses were contacted in person. This contact consisted of an interview with the business manager and a later follow up. The initial contact consisted of a description of an AG, showing previous programs and leaving an information sheet with costs, contacts, deadlines, ad formats and art requirements per the program editor. The results of these initial contacts were as follows: About 20% were positive, they thought an ad would be a good idea and

would recommend publication to their owners. Only three said no because they would be closed during the period of the AG.

The follow up to each non-negative contact occurred during the week prior to deadline. During this period, the back-up hotels were contacted and all were interested. At deadline we had art for only two-quarter page ads. The back-up hotels were contacted and two of the three sent artwork. Also the main hotel sent artwork. (Comment: All artwork received was not in the format requested and had to be reworked by the editor, save one quarter page which she generated.)

CONCLUSION:
For this AG Program ads filled white space and as such did defer some cost.

WHAT WAS LEARNED:
1. If you desire ads in the program you need to do all preliminary work such as pricing and formatting prior to obtaining printing estimates. (use history not printing estimates.)

2. If you wish to solicit small businesses close to the hotel this must be done before the first of January of the year of the AG. The reason for this is that most of these businesses are corporate owned and thus have little or no discretionary ad budgets. (corporate ad budgets are normally fixed in the first quarter.)

3. One of the best sources for ads are people who are participating in a Marketplace if the AG is scheduling one.

4. Another good source to generate ads are businesses that cater to travelers such as bed-and-breakfast establishments. (each state has a brochure listing all members of their associations)

5. Corporate clients must have formal invoices in order for you to receive payment.

We did not take advantage of these suggestions, however, each of the people who placed ads in our program have indicated to me that they were happy with their investment and felt that it was worthwhile.

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Publicity, External – Jim Blackmore

Written by Jim Blackmore

AG Publicity Reaches Over 20 Million Homes

On July 4, Mensans at the Annual Gathering in Dallas helped inflate the world's largest brain - a 155,000 cubic foot hot air balloon in the shape of an anatomically correct brain. News outlets across the globe took notice of the event and we are still receiving press clippings. At least three national news outlets broadcast stories about Mensa during the first week of July. On July 3, Mensa was mentioned during "Good Morning America's World News This Morning". Both Fox News Channel and CNN Headline News ran stories and pictures of the brain balloon throughout the day on July 5.

All in all, we are aware of over 120 TV hits across the country. News programs in at least 15 of the nation's 20 largest markets covered the AG. There are no numbers available for the national coverage, but with local coverage alone, Mensa found its way into at least 12 million households.

Mensa was well-represented on radio stations as well. A July 4 interview with Associated Press radio put the story of the brain balloon in the hands of over 1,200 stations nationwide. The next day, Don Pendley's interview on ABC radio reached another 135 stations. We were also lucky enough to have Mensan Dan Gilmore broadcast his radio show live from the AG. Other interviews were conducted with stations in Columbus, OH; Salt Lake City, UT; Dallas, TX; New York, NY; Monterey, CA; Detroit, MI; and Toronto, Canada.

From Las Vegas to Cape Cod, pictures of the brain balloon and stories about the AG found their way into the print media. The first round of clippings alone brought a combined circulation of over five million. Four different stories and photos from the AG ran on the Associated Press wire. Two stories from the Dallas Morning News, one of them placed above the fold on page one, generated stories in other publications.

The "balloon guys" forwarded a clip to us that was written completely in Spanish. It turns out that a representative from BrainLab, the balloon's sponsor, found a picture of the balloon on the front page of a paper in Venezuela. That person forwarded the story to a person in Germany, who in turn forwarded it to The Balloon Inc. in Missouri.

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Publicity, Internal – Wayne Pierce

Written by Wayne Pierce

What to do:

Get about 300-500 copies of the Registration form, preferably in an eye-catching color.

Check the *BULLETIN* for other gatherings between organizations time and a week or so before the AG.

Approximately five days prior to their gathering, send 20-30 copies of the Registration form and a cover letter to each gathering inviting them.

Check each month's *BULLETIN* to catch any gatherings that are added.

Take copies of the Registration form to all functions that you attend prior to the AG.

Ask folks attending other functions to carry copies of the Registration forms with them.

Sample of letter:

Dear ……,

On behalf of our AG Planning Committee, I would like to wish you the best of luck with your RG and ask that you place copies of the enclosed AG Registration Form in a prominent location at your get-together. We are hoping for a record turnout this year and would appreciate your making these available to your attendees.

For a preview of what we are planning, you can check us out at www.ag.us.mensa.org. While many people are unfamiliar with the AG's location in the city of Addison, it's located just about two miles further north on the Dallas Tollway from North Texas Mensa's 1999RG, and a few blocks north of our 2000 RG.

The city of Addison has less than five square miles but contains over 135 quality restaurants. Upscale shopping is just minutes away at the Galleria. Trolley-style buses can take you anywhere in the Addison area and the DART (Dallas Area Rapid Transit) system goes almost everywhere in the DFW area, including DFW Airport, Love Field, Six Flags Over Texas, The Ballpark in Arlington, and many other areas of interest.

In addition, Addison hosts a firework extravaganza that takes place during our AG called **Kaboom Town!** which was rated as one of the top 25 displays in the country by the *Wall Street Journal*. And one of the prime viewing areas for **Kaboom Town!** is the rooftop tennis center at the Hotel InterContinental.

One of the many improvements is that registrations are now handled through the National Office. This allows you to use a credit card for your registration fee. Should you have any questions, please feel free to contact our Registrar, Debbie Kittenbacher, at 972-669-8436.

Your assistance is deeply appreciated.

Regards,

Wayne Pierce

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Raffle (for NTM Scholarship Fund) – NTM Scholarship Committee

Written by Doug Frazier

The Raffle went well, but there were a number of snags:

1. Ticket sales were largely handled by the Registration Staff. While this worked well, overall, there were problems:
a. Registration was very busy with their own duties, and at times, ticket buyers were turned away or deterred by the level of activity
b. Tickets should have been printed (by the NTMSC committee) in sufficient quantity to allow for much-larger-than-expected sales volume. As it was, we almost ran out (within about 20 tickets) and would have done so if ticket sales had been pursued more aggressively.
c. Some ticket sales were not made because adequate change was not available. (I saw three incidents in which a $5 sale was lost for change for a twenty.)
2. Ticket sales should have been supplemented by the use of organized (and perhaps costumed or otherwise identified) ticket sellers at various times during the AG.
3. We had planned on a significant push for last-minute sales by going table-to-table at the dance during the hour before the drawing. An unexpected and overlong presentation at the dance precluded that, and – I would guess – cost us several hundred dollars in potential sales.

On a positive note, we collected some really nice prizes, which netted the NTM Scholarship Fund an additional $1775. They included

- 9' sailboat
- Registrations to Phoenix's 2002 AG and Minneapolis' 2003 AG
- Registrations to Austin's 2001 RG and Dallas' 2002 RG
- $100 gift certificate from Marriott
- Gift certificate from On the Border
- Stained-glass Mensa logo
- Hand-knitted afghan
- Hand-strung necklace
- Camera
- Two Rangers baseball tickets
- Two videos
- Several sets of books
- Mensa-logo coffee mug

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Registration – Debbie Kittenbacher, Assisted by Linda Boroughs

Written by Debbie Kittenbacher

Registrar Debbie Kittenbacher and Assistant Registrar Linda Boroughs did their best to make the registration process fast and painless. Our goal was to make as small an impression as possible on attendees! We think we succeeded.

This was achieved despite some advance difficulties, which had two main causes. Debbie's computer was dying, then dead, until late November. As a result, some initial questions by potential attendees were not answered promptly. We have no way of knowing whether this caused anyone to cancel their plans, but believe the impact was minimal, since answers could be obtained both from the web site and from the National Office directly. The web site was an invaluable tool, since it covered nearly all the issues that were asked directly of the registrar in the "bad old days" before the internet. We really appreciate the effort Kim Lovering at the NO put into this project. A comprehensive website, including a registration form, data on all hotels, meals, tours, transportation (shuttle bus, etc.) info, and an up-to-the-week program schedule, is an absolute necessity for all future AGs. The only change we should have made was to allow people to register online with a credit card directly from the website. Many people got around this by sending an email with an attached registration form either to the registrar or to the NO, or by faxing in the form to the NO. Others were frustrated by the inability to "shop online", and sent emails to complain about it. This is recommended for future AGs.

The other set of difficulties stemmed from incomplete transmission of information from the NO to the registrar. Debbie was generally aware of the problems detailed in the final AG2000 report (not available prior to AG2001), and could not afford to purchase a commercial database program such as MS Access, so decided not to create ANY personal database and rely solely on info provided by the NO. She met with NO staff in late August, and NO agreed to provide info to her on a flow basis in an Excel spreadsheet including all required information. This did not occur. Instead, NO provided precisely the same info as that eventually provided to AG2000 (which AG2000 reformulated but this registrar did not), assuming that everything was fine when there was no protest. She kept all records on paper only. Since the info could not be accessed by the registrar until February (there were password problems after the new computer was installed), everyone else assumed that things were running smoothly until March. Most of the info provided was in read-only Acrobat files that could not be manipulated. The two separate Excel spreadsheets provided had name (shown as "first name surname" in one field) and address info in one spreadsheet, and items purchased in a separate spreadsheet. They could not be combined. The two primary problems were inability to sort records (except by first name, unusable for badges), and inability to recognize additional purchases such as meals and tours from the disparate sources (the agreement was to annotate records that had been changed with some type of flag, but no discernable flags were ever located after download from the committee website). These problems apparently stem from the limitations caused by tying the registration info to the NO database. Possibly due to problems the previous year, the NO was not responsive to registrar complaints until she laid out the extent of her frustrations to the AG Co-Chairs at the Committee meeting in May and professed an inability to continue. Another Excel spreadsheet was then created including both two name fields and meal/tour info, but there was no way except paper copies to determine when additions had been made to previous registrants. All Excel function keys were also disabled by transmission. This made it possible to create badges, but meant that the only available totals were on paper worksheets created by the registrar, and the primary database in the NO. Since the NO failed to send any paper copies on their own registrants, however, their own meal purchases were not included in onsite totals. Due to the severe limitations caused by relying solely on the NO database, future AGs might wish to reconsider using it (see last year's report).

Despite these advance problems, most registrants experienced no problems with onsite registration, and we received many compliments regarding the lack of lines (no more than four were in line at ANY time!). This smoothness had three major components. First, the Tuesday opening resulted in an extended period of arrival times. Registrants arrived at a steady rate from Tuesday noon to Thursday, so there was never an opening crush. Second, we made the best possible use of the limited space (five max) behind the registration desk. We had three lines for pre-registrants (staffed by volunteers), one for walk-ins (most often Linda or an experienced volunteer), and a back room data entry person/Registrar in charge (usually Debbie). Separate tables were on each side some distance out front, one with blank registration forms to ensure that forms for walk-ins and additional meal/tour purchases were filled out BEFORE coming to the registration desk, and the other with hug dots and pens for badge decoration. Non-Mensan speakers checked in and were given their day badges and packets at the speaker table on the other side of the foyer (thanks, Karen). Linda did a great job stuffing 1200 packets (including the program, daily mini-programs, and the badge holder giveaway) in advance and storing them in shopping bags in a back room. These were brought out as needed, so volunteer assistants needed only to find the alphabetized registration envelope (with peel and stick name label at the top) and hand it to the pre-registrant with a packet. We split the envelopes for the pre-registered into 3 boxes for the 3 lines, so most pre-registrants were gone as soon as they checked their envelopes, usually within one minute. Besides a pre-printed badge, the envelopes contained any pre-paid meal tickets, plus (if necessary) a slip of paper saying "See Registrar" and briefly giving the reason.

These slips were part of the third key to our success. Although volunteers were handed a detailed sheet of instructions and a little training, they were not expected to do anything other than hand out envelopes and packets. Any registrant with any problem was immediately referred to the onsite Registrar in charge. Either Debbie or Linda, usually both, was present during ALL hours registration was open. The "See Registrar" slips indicated additional action needed (for example, a tour refund or the choice of Saturday meal). Anyone presenting a slip, or with any other issue such as a requested badge change, was referred to them. They were always on hand to resolve any problem immediately. Since copies of all registration forms and database downloads were onsite, dispute resolution was a breeze. It just takes committed committee members.

After a walk-in registrant completed payment (handled at only one station, with very frequent cash pick-ups and cross checks by the Treasurer), he/she was given a small coral colored TEMP badge with an expiration time to place in the badge holder. These were good for 3 hours or overnight. Debbie then used the registration forms to create a limited onsite database containing ONLY the registrant number and info necessary to create the badge. She used Microsoft Works, which was also used to extract info from NO's Excel database for the pre-registered badges and name labels. Although a little cumbersome, this is perfectly sufficient for our purposes (contrary to AG2000 report). We used three different colors of badge stock—white for adult full registrants, bright orange for under 21 full or partial registrants, and beige colored for day badges

(including non-Mensan speaker badges) with the appropriate day in big letters. This generally worked very well. By Friday, however, this often meant a bit of a wait until we had six badges to print a full page, so we started combining full and day badges using the beige stock and a little creative titling. We also issued day badges to the testees—a list of participants was handed in as soon as the test had begun, and they were given their badges and packets on completion of the test.

The TEMP badges were then exchanged for the new permanent badges. These TEMP badges exposed the only loophole in the system, however. They were also given out by Security after the Registration desk had closed for the night. Security requested that a stock of these be left in an inconspicuous place in Registration so they could be given out as needed. No such place exists. On Tuesday, they could not be found, and Security improvised. On Wednesday the entire stack disappeared to persons unknown. We are certain that some attendees slipped through the cracks. In addition, some paid registrants came by up to a day later to pick up the permanent badge. We recommend that all TEMP badges be signed by the person giving them out, that the expiration time be noted in LARGE printing, and that night stock be entrusted ONLY to the head of security. This should eliminate most problems.

(NOTE: The attendance figures are available in Part VI of the Finances Section of this AG report. The meal counts are available in the last paragraph of the Meals Sections of this AG report. CH)

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Security (White Hats) – George Cooper

Written by George Cooper

Main areas of responsibility

- Control access to the meeting areas
  - Name tag enforcement
  - Signs posted
  - Team awareness and discipline
  - Escorts for press?
    - Committee to decide
    - Get advice from National.
- Ensure compliance with hotel agreement
  - Off-limits areas
    - State in program list of rules
  - Limits to food/drink areas
    - Signs will help
  - Get hotel to agree to put all gathering attendees on same floor(s)
    - Get it in writing or it's no good
    - Exclude other guests (they'll complain about 2 AM noise)
- Behavior (alcohol?)
  - Member rowdiness best handled internally
- Compliance with state laws
  - Hours alcohol can be served?
  - Different color nametags for minors - IMPORTANT

Enabling arrangements

- Compile and publish a list of rules in the program.
- Phone number lists
  - Gathering Security staff hotel room & phone numbers/home numbers
  - Hotel security
  - Medical POC
  - Local police/ambulance
  - Provide copies to all security team, Gathering committee, hotel security.
- Communications (cell phones or radios)
  - Spare batteries handed out?
- Guidelines provided to team

    - Call for assistance from team, then hotel, then police
        - Escalate slowly (there are exceptions to this)
    - Hotel security staff coordination
        - They won't overreact if they stay informed
        - Pass along all info passed to security team
    - Call for medical aid immediately if need is suspected
- Security presence known
    - Something that identifies the person as security is needed
        - Houston and Dallas AGs used white cowboy hats
        - Philadelphia AG issued "Security" baseball caps (ugly...)
        - Recommend white Mensa ball cap, name tag "Security" ribbon
            - from Joe Zanca's Mensa Boutique?
    - Describe how to identify security in the program (i.e. "white hats")
- Arrangements with hotel security
    - Committee should provide list of security volunteers to hotel
    - Hotel should provide Room #s of guests to security upon request
        - (normal hotel procedures preclude this)
- Number of security people needed
    - Judgment call
    - Depends on number of rooms to be covered
    - Best not to assign formal duties/areas/shifts

Miscellaneous items:

- Campers

  These are people who think they can attend a convention and not have to pay for a place to stay. You usually see one or two at AGs, and it's a difficult situation. They usually hide a suitcase of knapsack under a table somewhere, and sleep on a couch in a common area. Ask the hotel security staff about this. Some actions you can take: remove all bags found in the common areas, and turn it in to hotel security. Find out about local vagrancy laws. Put rules in the program that say all attendees must state where they are staying (another hotel or local address, etc.), then follow it up for suspected violators.
- Lack of parental control

  This is always a problem. Parents let their kids run free throughout the conference area, and the kids think they can get away with anything. You'll need to put something in the program about revoking hotel access for uncontrolled children after a first warning (and on the first offense for underage alcohol consumption). The intent is not to keep the kids on a leash, it's to get their parents to accept responsibility for disciplining their children. Get guidance from the hotel security on this. If the hotel bans the kids, the parents are in effect forced to move out, which has the effect of imposing a substantial financial penalty.
- Stalkers

  You may be approached by members stating that "So-and-so won't leave me alone." Decide what you're going to do before the conference, and talk it over with your team. One possible course of action: Confront the person immediately but provide information only. Let him know that the other person feels uncomfortable. Tell him it doesn't matter if her perception is real or imagined, but that to protect the group you can't ignore the notification. Let him know that you consider your job finished, and next time you'll advise the complainer that she should contact hotel security or the local police.

Other thoughts

The biggest problem we had during the 2001 AG was security burnout. The security volunteers pay to attend just like anyone else, and shouldn't have to be policemen while everyone else is having fun. The job of keeping food from being brought out of the hospitality area got to be a full-time chore, and we had to post security at the escalators etc to keep folks from violating our agreement with the hotel. Some of it was just absentmindedness, some of it was trying to get away with something, some of it was deliberate. You'll have to decide on your own what to put in the rules in the program, how to handle offenders, how strict you want to be, etc. The approach we were forced to take last July will result in a lot fewer security volunteers next year, I'm afraid. I, for one, won't be a volunteer.

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orms for Security (White Hats) – George Cooper

Written by George Cooper

General Information and Guidelines

1. Using your **common sense** is the most important duty.
   - We're not cops, we're supposed to help all the attendees have a good time and protect the organization.
2. Name badges are required for all persons in the AG area.
   - This area includes the entire second floor and all other areas with events listed in the program.
   - Requirements for offsite tours are the responsibility of the tour organizer. Our area is only within the Intercontinental Hotel. Approach anyone without a name badge and ask them to get the badge and wear it, or leave the AG premises.
   - This applies particularly to news personnel, who must be escorted by AG committee members if they do not have a name badge issued by the AG.
   - Temporary Badges can be issued after registration closes. Contact George for details.
3. **Food and drink** provided by Hospitality must remain in the hospitality area.
   - Signs marking the limits of the hospitality area will be positioned just short of the escalators on the ballroom floor.
   - Food/drink (especially alcohol) cannot be brought into meeting rooms nor in the Crystal Ballroom group.
   - Restrictions for the dance events will be determined.
   - As of now, we have no responsibility for restricting beer/wine after 2:00 AM since the hospitality area is "private".
4. **Consumption of alcohol by minors** must be prevented.
   - Minors must wear name tags of a distinctive color. Keep an eye out for minors consuming/carrying beer or wine.
   - If you encounter resistance, call for assistance. Hotel security should be called if a confrontation appears likely.
5. **Emergency Response Cards** – Keep them with you at all times.
6. **Swimming pool:**
   - Hours have NOT been extended. The outside pool and hot tub close at dusk, inside pool and hot tub close at 10:00 PM.
   - Nudity is prohibited as well as illegal. No exceptions. Intervene, but call hotel security promptly if compliance is not forthcoming.
   - Having glass containers in the pool area is just dumb. Inform violators that a retest is appropriate.
7. **Hotel Security** has been briefed on our duties.
   - Don't hesitate to ask for assistance if you need it.
   - Identify yourself as Mensa Security, particularly on the phone.
   - Hotel has assured us that they will try to get us to solve any problems, even before they take any action. Their last resort will be to call law enforcement.

Security Personnel Roster

Name	Room No.	Duty	Remarks
Cooper, George	1246	Full	
Ellington, Bruce	1145	Full	
Glassford, Bruce	605	Full	

Hansbury, Bill	436	Full	
Hess, Rik	1133	Full	
Mataitis, Frank	436	Full	
Porter, Yvonne	614	Full	
Thorstenburg, Russ	1534	Full	
Toth, Monica	1005	Full	
Freshwater, De	302	Full	
Banko, Sallie	410	Full	
Kemper, Mary Lee	1145	Semi	
Mazzi, Bob		Semi	
McHugh, Megan	605	Semi	
Tyson, Tom	1010	Semi	
Porter, Skinner	614	Stdby	
Heller, Nancy		Stdby	

Task Assignments

Tuesday

Fireworks viewing on Tennis Court

Tuesday, 8:30 pm, July 03, 2001

- Open door to 5th floor tennis courts at 8:30. Door cannot be permanently unlocked.
- Ensure no glass, food, or beverages are taken onto deck.
- Waste container for food/drink containers to be prepositioned by hotel. Check it's there sufficiently early to remind Hotel.
- Lock door following viewing.

Volunteers: 1. _____
(open door)

2. _____

WEDNESDAY

Fireworks viewing on Tennis Court

Wednesday, 8:30 pm, July 04, 2001

- Open door to 5th floor tennis courts at 8:30. Door cannot be permanently unlocked.
- Ensure no glass, food, or beverages are taken onto deck.
- Waste container for food/drink containers to be prepositioned by hotel. Check it's there sufficiently early to remind Hotel.
- Lock door following viewing.
- Turn in key to hotel (Christie Baron) after event

Volunteers: 1. _____
(open door, turn in key afterwards)

2. _____

FRIDAY

Attend Presentation, "Hate Crimes and Hate Groups..."

Friday, 9:00 AM, July 6, 2000

- Location: Crystal VI & VII
- Speaker, Mark Briskman
- Topic is controversial, AG committee requested coverage.

Volunteer: 1. _____

Attend Presentation, "Does God Exist..."

Friday, 10:30 AM, July 6, 2000

- Location: Crystal VI & VII
- Speaker, Ole Anthony, has medical problems (medical background helpful)
- Topic is controversial, AG committee requested coverage.

Volunteer: 1. _____

Entry Control, Friday Awards Lunch

Friday, 11:15 AM, July 6, 2000

- Lalique I & II
- Control admission to room by collecting tickets.
- Further instructions will be provided onsite.

Volunteers: 1. _____

2. _____

Attend Presentation, "Religious Broadcasting..."

Friday, 1:00 PM July 6, 2000

- Location: Crystal VI & VII
- Speaker, Ole Anthony, has medical problems (medical background helpful)
- Topic is controversial, AG committee requested coverage.

Volunteer: 1. _____

Saturday

Attend Presentation, "Queer Conversations with God..."

Saturday, 10:30 AM, July 7, 2000

- Location: Crystal VII
- Speaker, Dr. Mona West
- Topic is controversial, AG committee requested coverage.

Volunteer: 1. _____

Attend Presentation, "Berserk Medicine..."

Saturday, 1:00 PM, July 7, 2000

- Location: Crystal VII
- Speaker, Dr. Buton Einspruch
- Topic is controversial, AG committee requested coverage.

Volunteer: 1. _____

Entry Control, Saturday Banquet

Saturday, 7:45 PM, July 7, 2000

- Malachite Banquet Room
- Control admission to room from cocktail reception in Foyer by collecting tickets.
- Further instructions will be provided onsite.

Volunteers: 1. _____

2. _____

3. _____

Sunday

Collect radios and turn in to AG Committee.

Sunday morning, July 8, 2001

- Determine who will receive radios. (National office? Pam Donahoo)
- Mark names off list as radios are turned in.
- Remove batteries from radios before turn-in.
- Turn in radios and obtain receipt.

Volunteer: 1. _____

Assume cell phone duties from G. Cooper

Sunday, approx 9:00 AM, July 8, 2001

- Determine who will receive phone after AG (Doug Frazier, local LocSec?)
- Collect cell phone from G. Cooper on Sunday, approx 9:00 AM
- Receive briefing on duties
- Before departure, turn in cell phone.

Volunteer: 1. _____

Entry Control, Sunday Brunch

Sunday, 10:00 AM, July 8, 2000

- Lalique I & II
- Control admission. Method TBD
- Further instructions will be provided onsite.
- Period may by divided among volunteers.

Volunteers: 1. _____ Time: _____

2. _____ Time: _____

3. _____ Time: _____

4. _____ Time: _____

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Scheduling Rooms – Carol Hilson

Written by Carol Hilson

On one of our hotel tours, Pam Donahoo went with us. She videotaped a cross sampling of all of the rooms for me. This gave me the ability to check out locations and details whenever questions came up, without going back to the hotel in person. It was very helpful throughout the planning stages.

Also, Kevin Buchanan laid out several of the areas (to scale). Our Hospitality ChairM, Pat Olver, used this layout a lot in determining what setups she could use in the hospitality area.

The main banquet room was, of course, set aside for Hospitality., Pat and I decided what to have in the rooms adjacent to the main hospitality area. One became the Games Room, for on-going games throughout the AG. One became the Grotto, where Pat put several sofas and a few tables and chairs. This was a "quiet room", where people could relax, talk quietly, read, or just hang out for awhile. Another room became the Smoking Hospitality Room.

(NOTE: A problem arose with the Grotto room in that a couple of members wanted to spend the nights sleeping on the sofas. This was against hotel police so we couldn't allow it. Our Security/White Hats made sure this didn't happen.)

On the opposite side of the main hospitality area we had a Tournaments/Music Room, which served as a place for tournaments and contests during the day and was open for music at night. The only drawback to this was that we had to re-set the room a couple of times. But because we left plenty of time for this to happen, it never really caused any problems.

The other two rooms on that side we left open for Speakers, the ones Karen Brack felt would be really BIG draws and needed more space than the other Speaker Rooms.

The second banquet area at the Hotel InterContinental was used mostly for meals. It was also used for the AML Annual Business Meeting as well as for testing on Saturday morning. It served as a dance room for the RAVE and we had a couple of speakers in there as well.

The actual space for speakers varied. We allowed two rooms for the AMC Leadership Track on Thursday and Friday but used them for speakers the rest of the time. One room, which had a permanent table in it, was set aside for Meet and Greets as well as the AMC Committee meetings. Next to it, Karen had a room she called the Birds of a Feather Room. It served a couple of purposes.

If a speaker was extremely popular and the audience wanted to keep talking, they were able to go to this room (after arranging it with Karen) and continue, thus opening the regular Speaker Room for the next speaker. This helped to keep all speakers on schedule. The room was also available for last minute events that weren't arranged before the AG. If a group wanted to use it, they had to talk to Karen and arrange a time. Sometime during the AG, when the teens decided they wanted a "space" of their own, this room was used (with Karen's permission).

In the future, I know the teens would like their own room. I think it's a great idea; we just didn't have space to set aside for a full-time Teen Room. Future AGs may want to consider this though.

All these rooms were on the main hospitality floor, the 2nd floor of the hotel. On the 3rd floor was a much smaller suite, which I gave to the Gay SIG for their Hospitality Suite. Down the hall from it was two other meeting rooms. One was used for the Kids Room, where Martha Feld had things for the younger attendees to do throughout most of the AG. The second room was the SIGs Room and in the evenings, we used it for contests (when the regular Tournament Room was being used as a Music Room).

We also used the 4th floor tennis court (which was in our contract) on Tuesday and Wednesday night to watch fireworks.

On Saturday night, we used the beautiful Malachite Showroom for our Saturday night banquet. It was an elegant room with an entrance hallway that worked great for a cash bar.

We did have one event at the indoor pool on the 1st floor. We used the large Garden Court (also on the 1st floor) for the Mensa Marketplace on Friday and the dance on Saturday night.

If you haven't done this before, you'll be amazed at how much space you really need to have all of these events.

When it became time to actually start scheduling speakers and events, there was a 3-person team that worked on most of it: Karen Brack, who arranged for all the speakers as well as their days and time preferences; Kevin Buchanan, who arranged for all the equipment (screens, projectors, etc); and myself, who arranged the rooms and all the events that didn't fall under Karen (ie; SIGs, Meets and Greets, MERF and AMC meetings, etc). Becky Hill also arranged the days and times for the tournaments and contests and worked with Kevin and I on this.

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Forms for Scheduling Rooms, Committee – Carol Hilson

Written by Carol Hilson

I'm using only the Saturday schedule here, but the real form had all five days listed when I sent it. This is what was sent to the Karen Brack, Speakers Coordinator and Kevin Buchanan, AV & Logistics Coordinator

RED indicates changes since program was printed
BLUE indicates changes since last copy
GREEN indicates *NOTES* or changes
PROGRAM INFORMATION
(as of 06-22-01)

Saturday, July 7th
9:00am-5:00pm – *East Bar* - Registration
8:00am-10:00pm – *Cloak Room & Foyer* - Mensa Boutique
24 hours – *Crystal I* - Games Room
24 hours – *Crystal II – V* - Hospitality
24 hours – *Addison Suite* – GAY SIG Hospitality
8:00am-9:30am – *Steuben* - Dr. Abbie Salny and Marla Whipple – "So You Want to Be a Proctor?"
8:00am-9:00am – *Cosmopolitan* - KIDS: Sunrise on the Prairie
8:30am-9:30am – *Lalique II* - Testing Registration
9:00am-10:30am – *Crystal VI* - Stephen Michaud – "Left for Dead"
9:00am-10:30am – *Crystal VII* - Wendlyn Alter – "Space is Not the Final Frontier"
9:00am-10:30am – *Waterford A* - Susan Battarbee – "Sex in the City and Wildlife in the Garden"
9:00am-10:30am – *Waterford B* - Susan Fine – "The National Cowgirl Museum … the Legacy of Legends !"
9:00am-10:30am – *Colonnade A & B* - Dr. Sam Hamra – "Recent Innovations in Plastic Surgery"
9:00am-?? – *Spectrum A & B* - AMC Meeting
9:00am-10:00am – *Cosmopolitan* - KIDS: Amarillo
9:00am-10:30am – *Metroplex* - Friends of Bill W, Lois, Rozanne, Jim G, Betsy, et al
9:30am-12:30pm – *Lalique I* - Culture Fair Testing,
9:30am-12:30pm – *Lalique II* – Admissions Testing
10:00am-11:00am – *Cosmopolitan* - KIDS: Armadillos
10:30am-12:00pm – *Crystal VI* - Stephen Michaud – "Criminal Intelligence"
10:30am-12:00pm – *Crystal VII* - Rev. Dr. Mona West – "Queer Conversations with God: Spirituality in the Lives of Gay, Lesbian, Bisexual, and Transgendered People"
10:30am-12:00pm – *Waterford A* - Tom Clark – "The Future of Social Security"
10:30am-12:00pm – *Waterford B* - Ross Goeres – "The History of 'AHA!'; Self-Organized Innovation"
10:30am-12:00pm – *Colonnade A & B* - KidProv – "Comedy Improv Playshop"
10:30am-12:00pm – *Steuben* - MEET & GREET: Gifted Children Coordinators
10:30am-12:00pm – *Metroplex* - Skinner & Yvonne Porter - Stretching Exercises

11:00am-12:00pm – *Cosmopolitan* - KIDS: Story of the Bluebonnet
1:00pm-2:30pm – *Crystal VI* – Tom Nehrer – "The Essence of Reality: Part I, A Clear Awareness of How Life Works"
1:00pm-2:30pm – *Crystal VII* - Dr. Burton Einspruch – "Berserk Medicine: Nazi Physicians and the Holocaust"
1:00pm-2:30pm – *Crystal VIII* - CONTEST: Vince Bonzagni – "Musical Madness" (Move to Thursday @ 10:30am)
1:00pm-2:30pm – *Crystal VIII* – CONTEST: Geri & John Needmidge – "Name That Movie" (Move from Thursday @ 10:30am)
1:00pm-2:30pm – *Waterford A* - Carole Haynes – "Financial Planning for Women – And for the Men Who Love Them"
1:00pm-2:30pm – *Waterford B* - Karen Bauernschmidt – "Sickness for Dummies"
1:00pm-2:30pm – *Colonnade A & B* - Chuck Pommer – "Charismatic Connections"
1:00pm-2:30pm – *Steuben* - MEET & GREET: SIGHT
1:00pm-2:00pm – *Cosmopolitan* - KIDS: Famous Texans
1:00pm-6:00pm – *Indoors Pool* - Stephanie Atenm – "Try Scuba"
2:00pm-3:00pm – *Cosmopolitan* - KIDS: Abilene/the Chisholm Trail
2:30pm-3:00pm – *Crystal VI* – Tom Nehrer – "The Essence of Reality: Part II, The Great Masters – What They Meant and Where They Fell Short"
2:30pm-4:00pm – *Waterford A* - Dan & Julia Gibson – "Back When I Was Your Age – Getting Grampa and Gramma to Tell Their Stories"
2:30pm-4:00pm – *Colonnade A & B* - Beasey Hendrix III – "The Pendulum & Ideo Motor Response"
2:30am-4:00pm – *Steuben* - MEET & GREET: Webmasters
2:30pm-4:00pm – *Lalique I & II* - David Gerrold – "The Involuntary Human Gets Dragged Kicking and Screaming Into Consciousness by the Cosmic Badger"
3:00pm-4:00pm – *Cosmopolitan* - KIDS: Rope Tricks
4:00pm-5:30pm – *Crystal VI* - Dallas Slam Team 2001 - "Poetry Slam"
4:00pm-5:30pm – *Crystal VII* - Suzanne Wills – "How We Got Into This Mess and the Special Interests That Keep Us Here":
4:00pm-5:30pm – *Waterford A* - Marilyn O'Hara – "Self Hypnosis"
4:00pm-5:30pm – *Waterford B* - Bill Melms – "Psychology and The Stock Market: How to Make Money Off the Less Bright"
4:00pm-5:30pm – *Colonnade A & B* - Skinner "Fidelity: What Is It and What Part Does It Play In Our Relationships?" (Adults Only – 21 up)
4:00pm-5:30pm – *Steuben* - MEET & GREET: MERF
4:00pm-5:00pm – *Cosmopolitan* - KIDS: Rodeo
4:00pm-5:30pm – *Metroplex* - Friends of Bill W, Lois, Rozanne, Jim G, Betsy, et al
5:30pm-7:00pm – *Crystal VIII* - CONTEST: Doug Frazier – "Ten-Paces Treasure Hunt"
6:00pm-7:00pm – *Cosmopolitan* - KIDS: Back in Dallas
7:00pm - ?? – *Crystal VIII* - Music Room Opens
7:00pm-8:00pm – *Cosmopolitan* - KIDS: Trail Songs and Souvenirs
7:00pm-1:00am – *Malachite Foyer* - Cash Bar with dinner and dance
8:00pm-9:00pm – *Malachite Showroom* - MEAL: Saturday Night Banquet
9:00pm-10:30pm – *Crystal VI* - Dan & Julia Gibson – "The Truth is in the Telling: A Story Telling Concert"
9:00pm-1:00am – *Garden Court* - Formal Dance Featuring the Doc Gibbs Band
10:00pm-?? – *Garden Court* - "The Steinhice Capades"
11:00pm-?? – *Garden Court* - Scholarship Benefit Raffle Drawing

7/7/01	(2nd)	(2nd)	(2nd)	(2nd)	(200-2nd)	(200-2nd)	(200-2nd)	(770-2nd)		7/7/01
Saturday	East Bar	Foyer	Conv. Ofc.	Pantry	Crystal 1	Crystal 2	Crystal 3	Crystal 4	Crystal 5	Saturday
7:00AM		SET UP		HOSP WR	GAMES	GROTTO	SMKG HP	HOSP		7:00AM
7:30AM		SET UP		|	|	|	|	|	|	7:30AM
8:00AM	SET UP	BOUTIQUE		|	|	|	|	|	|	8:00AM
8:30AM	SET UP	|	|	|	|	|	|	|	|	8:30AM
9:00AM	REG	|	|	|	|	|	|	|	|	9:00AM
9:30AM	|	|	|	|	|	|	|	|	|	9:30AM
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12:30PM				|	|	|	|	|	|	|	12:30PM

7/7/01	(250-2nd)	(250-2nd)	(200-2nd)	(60-2nd)	(60-2nd)	(60-2nd)	(60-2nd)	(60-2nd)	(20+-2nd)	(250-2nd)	(250-2nd)	7/7/01
Saturday	Crystal 6	Crystal 7	Crystal 8	W'Ford A	W'Ford B	Clnade A	Clnade B	Baccarat	Steuben	Lalique 1	Lalique 2	Saturday
7:00AM			TOURMTS	SPKR RM	SPKR RM	SPKR RM	SPKR RM	BRDS FEA	MTG RM			7:00AM
7:30AM			|					|	|	SET UP	SET UP	7:30AM
8:00AM			|					|	SALNY	|	|	8:00AM
8:30AM			|					|	|	REGISTRATION		8:30AM
9:00AM	MICHAUD	ALTER	|	BATTARBEE	FINE	DR. SAM HAMRA		|	|	|	|	9:00AM
9:30AM	|	|	|	|	|	|	|	|	|	TESTING	TESTING	9:30AM
10:00AM	|	|	|	|	|	|	|	|	|	|	|	10:00AM
10:30AM	MICHAUD	WEST	|	CLARK	GOERES	KIDPROV		|	M/G -	|	|	10:30AM
11:00AM	|	|	|	|	|	|	|	|	GFTD CLDRN	|	|	11:00AM
11:30AM	|	|	|	|	|	|	|	|	COORDS	|	|	11:30AM
12:00PM			|					|	|	|	|	12:00PM
12:30PM			|					|	|	|	|	12:30PM
1:00PM	TOM NEHRER	EINSPRUCH	NEEMIDGE	HAYNES	BAUERN-	CHUCK POMMER		|	M/G -			1:00PM
1:30PM	|	|	NAME THAT	|	SCHMIDT	|	|	|	SIGHT	SET UP		1:30PM
2:00PM	|	|	MOVIE	|	|	|	|	|	|	SET UP		2:00PM
2:30PM	TOM NEHRER	|	|	GIBSONs	Spkr	BEASEY HENDRIX		|	M/G -	DAVID GERROLD		2:30PM
3:00PM	|	|	|	|	|	|	|	|	WEB-	|	|	3:00PM
3:30PM	|	|	|	|	|	|	|	|	MASTERS	|	|	3:30PM
4:00PM	POETRY SLAM	WILLS	|	O'HARA	MELMS	SKINNER (SS&I)		|	M/G -			4:00PM
4:30PM	|	|	|	|	|	|	|	|	MERF			4:30PM

5:00PM	|	|	|	|	|	|	|	|	|	|		5:00PM
5:30PM	|	|	FRAZIER					|	|	Available	Available	5:30PM
6:00PM	|	|	TREASURE HUNT					|	|	|	|	6:00PM
6:30PM	|	|	|					|	|	|	|	6:30PM
7:00PM	|	|	MUSIC RM					|	|	|	|	7:00PM
7:30PM	|	|	|					|	|	|	|	7:30PM
8:00PM	|	|	|	Spkr	Spkr	Spkr	Spkr	|	|	|	|	8:00PM
8:30PM	|	|	|	?	?	?	?	|	|	|	|	8:30PM
9:00PM	GIBSONs	|	|	?	?	?	?	|	|	|	|	9:00PM
9:30PM	|	|	|					|	|	|	|	9:30PM
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7/7/01	(60-2nd)	(60-2nd)								7/7/01
Saturday	Spec. A	Spec. B	Cosmp.	Metroplex	Addison H.	Pool-Indoor	Mala. Fyr.	Mala. Srm.	Garden Ct.	Saturday
7:00AM	AMC TRK	AMC TRK	KID TRK	SIGS RM	GAY SIG					7:00AM
7:30AM					|					7:30AM
8:00AM	SET UP		SUNRISE		|				8:00AM
8:30AM	SET UP		|		|				8:30AM
9:00AM	AMC MTG		AMARILLO	BILL W	|					9:00AM
9:30AM	|	|	|	|	|					9:30AM
10:00AM	|	|	ARMADILLOS	|	|					10:00AM
10:30AM	|	|	|	SKINNER/	|					10:30AM
11:00AM	|	|	BLUEBONNET	PORTER	|					11:00AM
11:30AM	|	|	|	(Exercise)	|					11:30AM
12:00PM	|	|	LUNCH		|					12:00PM
12:30PM	|	|	|		|					12:30PM
1:00PM	|	|	FM TEXANS	Sig	|	SCUBA SIG				1:00PM
1:30PM	|	|	|	|	|	|				1:30PM
2:00PM	STRATEGIC PLNG		ABILENE	|	|	|				2:00PM
2:30PM	SESSION		|	Sig	|	|				2:30PM
3:00PM	|	|	ROPE TRICKS	|	|	|				3:00PM
3:30PM	|	|	|	|	|	|				3:30PM
4:00PM	|	|	RODEO	BILL W	|	|				4:00PM
4:30PM	|	|	|	|	|	|				4:30PM
5:00PM	|	|	DINNER	|	|	|				5:00PM
5:30PM	|	|	|		|	|				5:30PM
6:00PM			BACK DALLAS		|					6:00PM
6:30PM			|		|					6:30PM
7:00PM			TRAIL SONGS		|		CASH BAR			7:00PM
7:30PM			|		|		|		SET UP	7:30PM
8:00PM	Spkr	Spkr	CLOSING	Sig	|		|	BANQUET	SET UP	8:00PM
8:30PM	?	?		?	|		|	|	SET UP	8:30PM
9:00PM	?	?		?	|				DANCE	9:00PM
9:30PM				Sig	|				|	9:30PM

10:00PM				?	|				STEINHICE CAPADES	10:00PM
10:30PM				?	|				|	10:30PM
11:00PM					|				RAFFLE DWG	11:00PM
11:30PM					|				|	11:30PM
12:00PM					|				|	12:00PM
12:30PM					|				1:00AM	12:30PM

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Forms for Scheduling Rooms, Hotel – Carol Hilson

Written by Carol Hilson

I'm using forms for Saturday only. I had one for each day (Tuesday through Sunday). This is what was sent to the Hotel for their use.

Able to sign to Master Account – Carol Hilson, Roger Durham, Kevin Buchanan, Pat Olver (NO ONE ELSE IS AUTHORIZED)

NOTE: All theater-style seating should include an aisle on each side and one down the middle, with chair legs not touching (leave a little space between chairs). All speaker rooms need a water station added.

> Indicates changes since pre-con meeting

SATURDAY, JULY 7th

EAST BAR
24 hours
9:00am-9:00pm – REGISTRATION
Same as Tuesday, July 3rd

CLOAK ROOM & FOYER
24 hours
8:00am-10:00pm – MENSA BOUTIQUE
Same as Tuesday, July 3rd

CRYSTAL BALLROOM FOYER
24 hours
Same as Tuesday, July 3rd

CRYSTAL I BALLROOM
24 hours – GAMES ROOM
Same as Tuesday, July 3rd

CRYSTAL II BALLROOM
24 hours – GROTTO
Same as Tuesday, July 3rd

CRYSTAL III BALLROOM
24 hours – SMOKING HOSPITALITY
Same as Monday, July 3rd

CRYSTAL IV & V BALLROOM
24 hours – NON-SMOKING HOSPITALITY ROOM
Same as Monday, July 2nd

COOLER & SOUTHWEST CORNER OF KITCHEN
24 hours – STORAGE AND PREP AREA
Same as Monday, July 2nd

DRESSING ROOM I
24 hours – KITCHEN STORAGE
Same as Monday, July 2nd

DRESSING ROOM II
24 hours – EQUIPMENT STORAGE
Same as Monday, July 2nd

> LA GALA
> 24 hours – PRESS ROOM/NEWSLETTER OFFICE
> Needs: same as Tuesday, July 3rd

STEUBEN
7:00am – Set up
Needs: extra chairs stacked along south wall
Equipment: None
8:00am-9:30am – Dr. Abbie Salny and Marla Whipple – So You Want to Be a Proctor?

COSMOPOLITAN (3rd floor)
7:00am – Set up
Needs: 5 – 6' table, not skirted; 40 chairs (8 to a table w/ 4 on each side); 3 keys to Carol Hilson
Equipment: None
8:00am-9:00am – KIDS TREK: Sunrise on the Prairie

LALIQUE I
7:00am – Set-up
Needs: 1 – 6' table, skirted with burgundy w/ 2 chairs; class-room style seating (maximum)
8:30am-9:30am – Testing Registration
9:30am-12:30pm – Admissions Testing

LALIQUE II
7:00am – Set-up
Needs: 1 – 6' table, skirted with burgundy w/ 2 chairs; class-room style seating (maximum)
8:30am-9:30am – Testing Registration
9:30am-12:30pm – Culture Fair Testing,

CRYSTAL VI BALLROOM
8:00am – Set up
Needs: 1 – 6' table, skirted, & 1 podium on east wall; theater-style seating (maximum)
Equipment: None
9:00am-10:30am – Stephen Michaud – Left for Dead

CRYSTAL VII BALLROOM
8:00am – Set up
Needs: 1 – 6' table, skirted, & 1 podium on east wall; theater-style seating (maximum)
Equipment: None
9:00am-10:30am – Wendlyn Alter – Space is Not the Final Frontier

WATERFORD A
8:00am - Set up
Needs: 1 – 6' table, skirted, & 1 podium on north wall; theater-style seating (maximum)
Equipment: None
9:00am-10:30am – Susan Battarbee – Sex in the City and Wildlife in the Garden

WATERFORD B
8:00am - Set up
Needs: 1 – 6' table, skirted, & 1 podium on north wall; theater-style seating (maximum)
Equipment: None
9:00am-10:30am – Susan Fine – The National Cowgirl Museum ... the Legacy of Legends !

COLONNADE A & B
8:00am - Set up
Needs: 1 – 6' table, skirted, & 1 podium on north wall; theater-style seating (maximum)
Equipment: None
9:00am-10:30am – Dr. Sam Hamra – Recent Innovations in Plastic Surgery

SPECTRUM A& B
8:00am – Set up
> Needs: 11 –6' tables, skirted, in a U-shape (4 together on each side & 3 together at the top – see attached layout) w/ 22 chairs (8 > along each side table and 6 along the top table – at least 30' apart); 1 – 4' table in center of U with extension cord; 1 – 4' table in > southeast corner for water and refreshments; chairs along east wall at least 4' away from tables (maximum number you can fit)
Equipment: None
9:00am-?? – AMC Track – AMC Meeting

METROPLEX (3rd floor)
8:00am – Set up
Needs: 40 – 50 chairs, stacked against walls
Equipment: None
9:00am-10:30am – Friends of Bill W, Lois, Rozanne, Jim G, Betsy, et al

COSMOPOLITAN (3rd floor)
Needs: same at 9:00am
Equipment: None
9:00am-10:00am –KIDS TREK: Amarillo

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
10:00am-11:00am –KIDS TREK: Armadillos

CRYSTAL VI BALLROOM
Needs: same as 9:00am
Equipment: None
10:30am-12:00pm – Stephen Michaud – Criminal Intelligence

CRYSTAL VII BALLROOM
Needs: same as 9:00am
Equipment: None
10:30am-12:00pm – Rev. Dr. Mona West – Queer Conversations with God: Spirituality in the Lives of Gay, Lesbian, Bisexual, and Transgendered People

CRYSTAL VIII BALLROOM
24 hours – 8:00am-7:00pm – TOURNAMENT ROOM
Needs: same as Tuesday, July 3rd

WATERFORD A
9:30am - Set up
Needs: 1 – 6' table, skirted, & 1 podium on north wall; theater-style seating (maximum)
Equipment: None
10:30am-12:00pm Tom Clark – The Future of Social Security

WATERFORD B
Needs: same as 9:00am
Equipment: None
10:30am-12:00pm – Ross Goeres – The History of 'AHA!'; Self-Organized Innovation

COLONNADE A & B
Needs: same as 9:00am
Equipment: None
10:30am-12:00pm – KidProv – Comedy Improv Playshop

STEUBEN
9:30am – Set up
Needs: extra chairs stacked along south wall
Equipment: None
10:30am-12:00pm – MEET & GREET: Gifted Children Coordinators

METROPLEX (3rd floor)
Needs: same as 9:00am
Equipment: None
10:30am-12:00pm – Skinner & Yvonne Porter – Stretching Exercises

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
11:00am-12:00pm –KIDS TREK: Story of the Bluebonnet

CRYSTAL VI BALLROOM
Needs: same as 9:00am
Equipment: None
1:00pm-2:30pm – Tom Nehrer – The Essence of Reality: Part I, A Clear Awareness of How Life Works

CRYSTAL VII BALLROOM
Needs: same as 9:00am
Equipment: None
1:00pm-2:30pm – Dr. Burton Einspruch – Berserk Medicine: Nazi Physicians and the Holocaust

CRYSTAL VIII BALLROOM
24 hours – 8:00am-7:00pm – TOURNAMENT ROOM
Needs: same as Tuesday, July 3rd
1:00pm-2:30pm – CONTEST: Geri & John Needmidge – Name That Movie

WATERFORD A
Needs: same as 10:30am
Equipment: None

1:00pm-2:30pm – Carole Haynes – Financial Planning for Women – And for the Men Who Love Them

WATERFORD B
Needs: same as 9:00am
Equipment: None
1:00pm-2:30pm – Karen Bauernschmidt – Sickness for Dummies

COLONNADE A & B
Needs: same as 9:00am
Equipment: None
1:00pm-2:30pm – Chuck Pommer – Charismatic Connections

STEUBEN
9:30am – Set up
Needs: extra chairs stacked along south wall
Equipment: None
1:00pm-2:30pm – MEET & GREET: SIGHT

> METROPLEX
> Needs: same as 9:00am
> Equipment: None
> 1:00pm-2:30pm – MEET & GREET: SIGs

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
1:00pm-2:00pm –KIDS TREK: Famous Texans

INDOOR POOL (1st floor)
Needs: None
1:00pm-6:00pm – Stephanie Atenm – Try Scuba

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
2:00pm-3:00pm –KIDS TREK: Abilene/the Chisholm Trail

CRYSTAL VI BALLROOM
Needs: same as 9:00am
Equipment: None
2:30pm-4:00pm – Tom Nehrer – The Essence of Reality: Part II, The Great Masters – What They Meant and Where They Fell Short

WATERFORD B
Needs: same as 9:00am
Equipment: None
2:30pm-4:00pm – Dan & Julia Gibson – Back When I Was Your Age – Getting Grampa and Gramma to Tell Their Stories

COLONNADE A & B
Needs: same as 9:00am
Equipment: None
2:30pm-4:00pm – Beasey Hendrix III – The Pendulum & Ideo Motor Response

STEUBEN
Needs: same as 10:30am
Equipment: None
2:30pm-4:00pm – MEET & GREET: Webmasters

LALIQUE I & II
1:00pm – Set up
Needs: stage with podium along north wall; theater-style seating (maximum), facing north
Equipment: None
2:30pm-4:00pm – David Gerrold – The Involuntary Human Gets Dragged Kicking and Screaming Into Consciousness by the Cosmic Badger

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
3:00pm-4:00pm –KIDS TREK: Rope Tricks

CRYSTAL VI BALLROOM
Needs: same as 9:00am
Equipment: None
4:00pm-5:30pm – Dallas Slam Team 2001 - Poetry Slam

CRYSTAL VII BALLROOM
Needs: same as 9:00am
Equipment: None
4:00pm-5:30pm – Suzanne Wills – How We Got Into This Mess and the Special Interests That Keep Us Here

WATERFORD A
Needs: same as 10:30am
Equipment: None
4:00pm-5:30pm – Marilyn O'Hara – Self Hypnosis

WATERFORD B
Needs: same as 9:00am
Equipment: None
4:00pm-5:30pm – Psychology and The Stock Market: How to Make Money Off the Less Bright

COLONNADE A & B
Needs: same as 9:00am
Equipment: None
4:00pm-5:30pm – Skinner Fidelity: What Is It and What Part Does It Play In Our Relationships? (Adults Only – 21 up)

STEUBEN
Needs: same as 10:30am
Equipment: None
4:00pm-5:30pm – MEET & GREET: MERF

METROPLEX (3rd floor)
Needs: same as 9:00am
Equipment: None
4:00pm-5:30pm – Friends of Bill W, Lois, Rozanne, Jim G, Betsy, et al

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am

Equipment: None
4:00pm-5:00pm –KIDS TREK: Rodeo

CRYSTAL VIII BALLROOM
24 hours – 8:00am-7:00pm – TOURNAMENT ROOM
Needs: same as Tuesday, July 3rd
5:30pm-7:00pm – CONTEST: Doug Frazier – Ten-Paces Treasure Hunt

> METROPLEX
> Needs: same as 9:00am
> Equipment: None
> 5:30pm-7:00pm – SIG – Cat Sterrett – How to Start and Run a SIG

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
6:00pm-7:00pm –KIDS TREK: Back in Dallas

CRYSTAL VIII BALLROOM
Needs: same as 9:00am
Equipment: None
7:00pm-8:00am – Music Room Open

COSMOPOLITAN (3rd FLOOR)
Needs: same at 9:00am
Equipment: None
7:00pm-8:00pm –KIDS TREK: Trail Songs and Souvenirs

MALACHITE FOYER
4:00pm – Set up
Needs: 1 Cash Bar
(NOTE: Move to Garden Court before 9pm)
7:00pm-9:00pm – Cash Bar with dinner

MALACHITE SHOWROOM
4:00pm – Set up
Needs: 18 large rounds w/ 8 chairs
8:00pm-9:00pm – MEAL: Saturday Night Banquet

GARDEN COURT
3:00pm – Set up
Needs: 18'x24'riser, w/ stairs, on south wall w/ 2 – 4' tables on each side of stage for sound equipment; 20 large rounds w/ 8 chairs; 10 small rounds w/ 4 chairs, hurricane lamps
Equipment: 1 cash bar from 9pm – 1am (check on amps Doc will need)
(NOTE: Move from Malachite Foyer before 9pm)
9:00pm-1:00am – Formal Dance Featuring the Doc Gibbs Band
10:00pm (1st break) The Steinhice Capades
11:00pm (2nd break) Scholarship Benefit Raffle Drawing

CRYSTAL VI BALLROOM
Needs: same as 9:00am
Equipment: None
9:00pm-10:30pm – Dan & Julia Gibson – The Truth is in the Telling: A Story Telling Concert

LALIQUE BALLROOM FOYER
24 hours
Same as Tuesday, July 3rd

ADDISON SUITE
24 hours – GAY SIG HOSPITALITY
Same as Tuesday, July 3rd

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Forms for Scheduling Rooms, Web Site – Carol Hilson

Written by Carol Hilson

I'm using only the Saturday schedule here, but the real form had all five days listed when I sent it. This is what was sent to the Kim Lovering for the Web Site

RED indicates changes since program was printed
BLUE indicates changes since last copy
GREEN indicates *NOTES* or changes
PROGRAM INFORMATION
(as of 06-22-01)

Saturday, July 7th
9:00am-5:00pm – *East Bar* - Registration
8:00am-10:00pm – *Cloak Room & Foyer* - Mensa Boutique
24 hours – *Crystal I* - Games Room
24 hours – *Crystal II – V* - Hospitality
24 hours – *Addison Suite* – GAY SIG Hospitality
8:00am-9:30am – *Steuben* - Dr. Abbie Salny and Marla Whipple – "So You Want to Be a Proctor?"
8:00am-9:00am – *Cosmopolitan* - KIDS: Sunrise on the Prairie
8:30am-9:30am – *Lalique II* - Testing Registration
9:00am-10:30am – *Crystal VI* - Stephen Michaud – "Left for Dead"
9:00am-10:30am – *Crystal VII* - Wendlyn Alter – "Space is Not the Final Frontier"
9:00am-10:30am – *Waterford A* - Susan Battarbee – "Sex in the City and Wildlife in the Garden"
9:00am-10:30am – *Waterford B* - Susan Fine – "The National Cowgirl Museum … the Legacy of Legends !"
9:00am-10:30am – *Colonnade A & B* - Dr. Sam Hamra – "Recent Innovations in Plastic Surgery"
9:00am-?? – *Spectrum A & B* - AMC Meeting
9:00am-10:00am – *Cosmopolitan* - KIDS: Amarillo
9:00am-10:30am – *Metroplex* - Friends of Bill W, Lois, Rozanne, Jim G, Betsy, et al
9:30am-12:30pm – *Lalique I* - Culture Fair Testing,
9:30am-12:30pm – *Lalique II* – Admissions Testing
10:00am-11:00am – *Cosmopolitan* - KIDS: Armadillos
10:30am-12:00pm – *Crystal VI* - Stephen Michaud – "Criminal Intelligence"
10:30am-12:00pm – *Crystal VII* - Rev. Dr. Mona West – "Queer Conversations with God: Spirituality in the Lives of Gay, Lesbian, Bisexual, and Transgendered People"
10:30am-12:00pm – *Waterford A* - Tom Clark – "The Future of Social Security"
10:30am-12:00pm – *Waterford B* - Ross Goeres – "The History of 'AHA!'; Self-Organized Innovation"
10:30am-12:00pm – *Colonnade A & B* - KidProv – "Comedy Improv Playshop"
10:30am-12:00pm – *Steuben* - MEET & GREET: Gifted Children Coordinators
10:30am-12:00pm – *Metroplex* - Skinner & Yvonne Porter - Stretching Exercises
11:00am-12:00pm – *Cosmopolitan* - KIDS: Story of the Bluebonnet
1:00pm-2:30pm – *Crystal VI* – Tom Nehrer – "The Essence of Reality: Part I, A Clear Awareness of How Life Works"
1:00pm-2:30pm – *Crystal VII* - Dr. Burton Einspruch – "Berserk Medicine: Nazi Physicians and the Holocaust"
1:00pm-2:30pm – *Crystal VIII* - CONTEST: Vince Bonzagni – "Musical Madness" (Move to Thursday @ 10:30am)

1:00pm-2:30pm – *Crystal VIII* – CONTEST: Geri & John Needmidge – "Name That Movie" (Move from Thursday @ 10:30am)
1:00pm-2:30pm – *Waterford A* - Carole Haynes – "Financial Planning for Women – And for the Men Who Love Them"
1:00pm-2:30pm – *Waterford B* - Karen Bauernschmidt – "Sickness for Dummies"
1:00pm-2:30pm – *Colonnade A & B* - Chuck Pommer – "Charismatic Connections"
1:00pm-2:30pm – *Steuben* - MEET & GREET: SIGHT
1:00pm-2:00pm – *Cosmopolitan* - KIDS: Famous Texans
1:00pm-6:00pm – *Indoors Pool* - Stephanie Atenm – "Try Scuba"
2:00pm-3:00pm – *Cosmopolitan* - KIDS: Abilene/the Chisholm Trail
2:30pm-3:00pm – *Crystal VI* – Tom Nehrer – "The Essence of Reality: Part II, The Great Masters – What They Meant and Where They Fell Short"
2:30pm-4:00pm – *Waterford A* - Dan & Julia Gibson – "Back When I Was Your Age – Getting Grampa and Gramma to Tell Their Stories"
2:30pm-4:00pm – *Colonnade A & B* - Beasey Hendrix III – "The Pendulum & Ideo Motor Response"
2:30am-4:00pm – *Steuben* - MEET & GREET: Webmasters
2:30pm-4:00pm – *Lalique I & II* - David Gerrold – "The Involuntary Human Gets Dragged Kicking and Screaming Into Consciousness by the Cosmic Badger"
3:00pm-4:00pm – *Cosmopolitan* - KIDS: Rope Tricks
4:00pm-5:30pm – *Crystal VI* - Dallas Slam Team 2001 - "Poetry Slam"
4:00pm-5:30pm – *Crystal VII* - Suzanne Wills – "How We Got Into This Mess and the Special Interests That Keep Us Here":
4:00pm-5:30pm – *Waterford A* - Marilyn O'Hara – "Self Hypnosis"
4:00pm-5:30pm – *Waterford B* - Bill Melms – "Psychology and The Stock Market: How to Make Money Off the Less Bright"
4:00pm-5:30pm – *Colonnade A & B* - Skinner "Fidelity: What Is It and What Part Does It Play In Our Relationships?" (Adults Only – 21 up)
4:00pm-5:30pm – *Steuben* - MEET & GREET: MERF
4:00pm-5:00pm – *Cosmopolitan* - KIDS: Rodeo
4:00pm-5:30pm – *Metroplex* - Friends of Bill W, Lois, Rozanne, Jim G, Betsy, et al
5:30pm-7:00pm – *Crystal VIII* - CONTEST: Doug Frazier – "Ten-Paces Treasure Hunt"
6:00pm-7:00pm – *Cosmopolitan* - KIDS: Back in Dallas
7:00pm - ?? – *Crystal VIII* - Music Room Opens
7:00pm-8:00pm – *Cosmopolitan* - KIDS: Trail Songs and Souvenirs
7:00pm-1:00am – *Malachite Foyer* - Cash Bar with dinner and dance
8:00pm-9:00pm – *Malachite Showroom* - MEAL: Saturday Night Banquet
9:00pm-10:30pm – *Crystal VI* - Dan & Julia Gibson – "The Truth is in the Telling: A Story Telling Concert"
9:00pm-1:00am – *Garden Court* - Formal Dance Featuring the Doc Gibbs Band
10:00pm-?? – *Garden Court* - "The Steinhice Capades"
11:00pm-?? – *Garden Court* - Scholarship Benefit Raffle Drawing

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Speakers – Karen Brack

Written by Karen Brack

Priorities

I found it very helpful to set a few priorities at the very beginning of the planning process. Chief among these was placing an emphasis on new speakers and topics for the program. I didn't want to have a lot of speakers who had been on the "Mensa Circuit" for years. I aimed to have more speakers that Mensans probably hadn't heard before and weren't likely to have the chance to hear again. This meant turning down a number of offers to speak, but I feel it paid off. Having the Birds of a Feather Room gave an option to the most persistent Mensans, but I saved room space for more new programs and new

speakers.

I asked all Mensans who volunteered to speak to tell me if they had given their proposed talk(s) at other Mensa events and, if so, how recently, how often, when and where. I also asked what background, education and/or experience they would be bringing to the presentation. To be honest, a few Ms were insulted to be questioned at all. This actually helped me with my other main priority.

Knowing how stressful this job would be, I decided from the outset to avoid - there's no way to put this delicately - high maintenance, self-promoting, prima donna speakers and those who otherwise would not be worth the aggravation. Some I knew from previous experiences serving as RG Program Chair; others are known by reputation. Past speaker chairs and members of the National Office staff were very helpful when it came to providing information about potential Mensan speakers that I didn't already know, both the good and bad prospects. While this may sound harsh, speaker space was short and I wanted to do everything I could to maximize the overall quality of the speaker program while minimizing my own aggravation and stress.

The Program

I did not set out with an agenda to get a certain number of speakers on a set list of topics. As anyone who has been around Mensans for any length of time knows, our interests are quite eclectic. You need hard sciences as well as pseudo-sciences, relationship topics, humanities, math, humor, and just about anything else you can think of. I did keep a mental tally of general areas being covered and tried to keep the distribution fairly even.

Trying to figure out what size room to put each speaker in was a real crap shoot. Our speaker rooms ranged in size from 60 seats to 500 seats. One of the biggest surprises at the Dallas AG was how popular a speaker on aerospace technology was. This man gave two rather technical talks. He said he expected 10 to 15 people. I thought he might get 20. Accordingly, I put him in one of our smaller rooms. Over 100 people attended both of his presentations. Go figure.

The Printed Program

All speakers were told that they had a maximum of 1.25 hours for their presentations, although the program listed speakers at 1.5 hour intervals. Some folks still used 1.5 hours because the program said 1.5 hours. All printed schedules should have reflected the actual times presentations were to begin and end.

The Fourth of July

Our AG began two days earlier than usual, on July 3rd, in order to take advantage of the local fireworks display that was held that night. We didn't know how many people to anticipate, so we had a very small program on the 4th, and the speakers were put in small rooms. We had several hundred people looking for stuff to do on the fourth, far more than we expected. The speaker programs were all overflowing into the halls. If you schedule it, they will come, so plan appropriately.

Finding Speakers

This is the fun part! As early as possible, start paying attention to local newspapers, including alternative publications, looking for articles on local people of potential interest to the audience, as well as book reviews on works by local authors, community calendars listing people speaking for other organizations, etc. Reporters can often put you in touch with their subjects, and sometimes I just got people's phone numbers from the phone book.

Speaking of which, the phone book is a great source of speakers. The "Blue Pages" (listing government agencies) and the Business White Pages were both very helpful to me. In the White Pages, I looked up headings like "Association of...," "Foundation for...,"Society of...," etc. I did the same for regional titles (North Texas Foundation..., "Dallas Association...," etc.). When I found an interesting sounding group, I called up, explained who I was and asked if they had any program for providing speakers to community groups. This method put me in touch with, among others, the Special Agent in Charge of the Regional Office of the FBI, and the speakers bureau of the Dallas Trial Lawyers Association.

Local colleges and universities are also a great source for speakers but finding the right speakers can be tricky. By far, the biggest waste of time and energy and money was sending flyers to academic departments of local schools calling for

speakers for Mensa. About 200 flyers yielded maybe three responses. Far better was to take the time to call the secretaries of the departments and ask them who their departmental hotshots are. And don't overlook continuing education programs.

Fees and Other Compensations

Some Speaker Chairs get all their speakers for free. I paid a few speakers, but never anything near what they were getting for other speaking engagements. The Mensa name helps. So does the fact that this is the national convention of the group. In fact, several speakers who had turned me down repeatedly for RGs said yes to speaking at the AG.

All non-M speakers got a day pass to the AG for the day they were speaking plus one for a guest, if they chose to bring one. Very few speakers brought guests, and most did not stay for the day, so for a few speakers who asked to bring extra guests, I had some play. Be sure to get guests' names from the speaker directly.

Mensan speakers got to register for the AG at the lowest rate regardless of when they registered. This rate applied to the speaker only; others in the speakers' parties had to pay the going registration rate at the time. All scheduled speakers were also invited to sell books, videos, CDs, etc. at the Authors Table, set up in the mezzanine concourse of the hotel (where registration and the Speakers Check-in Desk were).

Speaking of books, I asked each speaker to donate a copy of their book, CD, or whatever else they were going to sell. These were used for PR before the AG (we displayed them at General Meetings, parties and other events), and we then used them as prizes in our scholarship raffle.

AV Equipment

This is the budget breaker. It's important to keep track of all equipment needs and schedule speakers to avoid equipment bottlenecks. One way we economized was to schedule all speakers who needed computer projectors (for Powerpoint or other such programs) for the same day, one after the other. These projectors cost a fortune. This way we only had to rent one projector for one day. Speakers had to provide their own computers in order to avoid problems with incompatible software. We also had two people who did nothing but move, set up and fix AV equipment during the program. One was a committee member, the other worked for the company that provided the equipment. Two people were really necessary.

All members of the committee were on cell phones for the AG, and this was particularly important when it came to the AV equipment. All volunteers who helped with the speakers (Speaker Shepherds) had instructions to contact the Speaker Check-in Desk if there were equipment problems. I checked the AV schedule to see if I had actually received an equipment request from the speaker and then called the AV people with the pertinent information. This kept everyone from getting in the way of the work that they needed to do and made sure that a speaker who suddenly wanted to show slides wasn't given a projector that had been reserved for someone else's use three months earlier.

Communicating

After a certain point, I tried to conduct all communication by email, mainly to create a written record of what information had been shared at what point. I also maintained a speaker information sheet for each presentation. In addition to recording what had transpired between myself and the speaker, it also showed when information had been sent to the web site, to the program publisher, the AV coordinator, etc. This was invaluable.

I sent all speakers a very detailed confirmation letter that included directions to the hotel, how to get time in the Birds of a Feather Room, where to meet their Shepherds, etc. The letter also asked the speakers to check that I had the correct title of their talk and the spelling of their names and if we were in agreement over the day and time they are scheduled to speak, as well if they were bringing any guests and what AV equipment they needed. Four speakers still got their scheduled time/day wrong, including one who flew in to speak on his own dime, and showed up on the wrong day! If you can figure out how to get people to actually read their email, please let me in on the secret.

Volunteers

I tried to have a "Speaker Shepherd" for each speaker, particularly for the non-Ms. The Shepherds were responsible for meeting the speakers at the Speaker Check-in Desk, escorting them to their rooms, introducing the speakers, keeping track of the time so the speakers ended on schedule and giving the speakers their thank you letters and certificates. In addition, they

were to alert me to any AV problems and to be available to assist the speaker if any audience members became unruly.

Most speakers were very surprised to have a Shepherd, and were appreciative of having the extra assistance. Others didn't really need anyone, or didn't think they needed anyone, until their AV equipment started going out. I would recommend using the Shepherd system again, but if volunteers are short, priority should be given to non-M speakers, speakers using AV equipment and/or those bringing in a lot of material, and VIPs.

Paperwork

At the end of this report, I have included speaker information forms that I used to keep track of my own progress with each speaker. I know other speaker chairs who kept all their records on Excel spreadsheets. I'm not an Excel wizard, so these worked for me. Your mileage may vary. I have also included the information sheets I made up for Speaker Shepherds, Speaker Check-In Desk volunteers and the Birds of a Feather Room.

A Strong Recommendation

At the 2000 AG, a member pulled together an impromptu service to mark the beginning of the Jewish Sabbath on Friday night. It was very well attended. At AG2001, I found someone in advance to lead a full service. The response was remarkable. About 60 people attended the service, more than we had expected. But the degree of the response went way beyond what we thought it would be. Several people told the woman who led the service that they hadn't attended services in years, and it was tremendously valuable to them to have had the opportunity to worship with their fellow Ms.

Although it might not be easy, I would strongly urge future AG committees to find someone to conduct a Jewish Sabbath service. You can look within the Mensa community (we had a "Help Wanted" section on our web site, which got some responses), or turn to your local community. Local congregations, youth groups, college groups are also possible sources.

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Forms for Speakers – Karen Brack

Written by Karen Brack

How to Be a Speaker Shepherd

First, let me thank you for volunteering to be a Speaker Shepherd. While this may look like a long list of responsibilities, your job really boils down to one simple task: **Be a gracious host.** Everything else (mostly) is commentary.

The To-Dos

Wear a watch. Plan to be at the Speaker's Check-In Desk about 15 minutes before your assigned speaker is scheduled to speak. This is where all speakers and shepherds will meet, unless you have made other arrangements with the speaker.

Get your speaker's badge, badge holder, thank you letter, a program, and any other materials from the people manning the Speaker's Desk. Have the badge assembled and ready.

When the speaker arrives, introduce yourself. If the speaker parked in the covered parking lot, make sure they get a token from the person at the desk so they don't have to pay to get out of the garage. Give the speaker his/her badge.

Take the speaker to the assigned room. Make sure any required equipment is there, working and ready. If there are any problems, report them to the Speaker's Desk immediately.

See if the speaker wants any specific information mentioned when you make the introduction. At the appointed time, call the audience's attention and introduce the speaker. Ask everyone to turn off their pagers and cell phones, or to make sure they are
on "Vibrate" mode. Enjoy the program.

Keep an eye on the time. **Speakers are allotted a total of one and a quarter hours to make their presentations.** At the appropriate times, quietly give the speaker a "15 minute warning" and a "5 minute warning," alerting them to the pending end of their program.

When the presentation is scheduled to end, pick an appropriate moment, stand and thank the speaker. [Applause, applause, applause.] If necessary, remind people to return the room to its original condition.

Give the speaker the thank you letter, the AG program, the certificate and anything else you may have been given for him/her. Invite the speaker to hospitality for refreshments, or to enjoy attending another program. You may escort the speaker yourself, or an audience member may step forward to play host. Just go with the flow.

If you got any equipment or materials from the Speaker's Desk, please return it as necessary.

The Ifs

Of course, everything will go perfectly for the presentation, but just in case ...

If anyone in the audience becomes rude or abusive to the speaker, or tries to turn the presentation into a private conversation with the speaker, use your judgement. If you decide it is necessary to ask someone to leave the room, please do so quickly and discreetly.

If the speaker and audience appear to want to continue the discussion beyond the allotted time, there are several options: If there is no program scheduled to immediately follow this one in the same room, let people stay and talk. If there is a program coming in after this one, go to the Speaker's Desk and see if the Bird's of a Feather Room is open. If it is available, ask that your speaker be able to move his/her discussion there. Go back to the original room and herd everyone over to the B.O.A.F. room.

If the B.O.A.F. room is not available, go back and suggest that people move to hospitality and continue the discussion there. Just please clear the room for the next program.

Welcome to the Speaker Check-in Desk!

Thanks so much for volunteering to work at the Speaker Check-In Desk. As a speaker volunteer, your main jobs will be to help keep the speaker program running smoothly and to greet speakers. You will probably be the first point of contact for our non-Mensan speakers, so your job here is very important for more reasons than one! What follows are the basics. I plan to be around the desk quite a bit, so I will be available if you have any other questions. Again, thanks so much for volunteering!

Karen

Stuff You Need to Know of Do at the Speaker Check-in Desk:

Smile! This is fun!

If there are still openings for Speaker Shepherds or people to work at the Desk, please try to recruit people to fill those slots. *Note: You are personally responsible for any bribes you offer prospective volunteers!*

Familiarize yourself with the hotel facilities and layout, and the program so you can help direct the lost, the confused, the wanderers. And while you're talking to them, see if they want to volunteer!

Some speakers may come early. All non-M speakers are our guests for the day. Give them their badges and a program, point out the main features (hospitality, restrooms, etc.) and invite them to enjoy themselves. Remind them that they should be back at the Desk about 15 minutes before their talk is to begin in order to meet their Shepherds.

Have the speakers' materials ready for distribution before each session. This includes their badges and badge holders, "Presenter" ribbons, any guest badges, thank you letters and a program. There is also a supply of parking tokens for speakers who had to park in the garage. Ms attending the AG do not get tokens.

No matter how many times I asked, some speakers are going to show up with guests that they did not tell me about in advance. Find me, or Debbie Kittenbacher (our Registrar) to get another day pass.

A few speakers may need special materials or equipment that will be stored at the Desk until needed. A list of these is at the Desk. The shepherd is supposed to pick up and return the equipment in such cases. There aren't many.

Although programs are scheduled at one and a half hour intervals, speakers have a maximum of *one and a quarter* hours for their presentations. Speaker Shepherds are supposed to keep an eye on the time during the sessions, but speakers sometimes need an extra reminder of their time limits. There are signs at the desk that say "15 Minutes Left" and "5 Minutes Left." As long as there is someone else to stay at the desk, one volunteer should make the rounds of the speaker rooms at the appropriate times, stand in the back of the rooms, and hold up the appropriate sign for the speaker to see. Go around once 15 minutes before the session is scheduled to end, and then 5 minutes before it is scheduled to end.

The Birds of a Feather Room (B.O.A.F.)

If someone wants to schedule a program in the BOAF, they must complete a request form. These forms are available at the Desk. Give out forms and collect completed ones. I am the only person who can approve a request. The one exception to this is for scheduled presentations that run long and have to move to allow the next presenter into the room. In such cases, the Shepherd, or another volunteer, is supposed to come to the Desk to see if the BOAF is available. If it is, you may let the speaker and audience move to the room. Be sure to mark on the schedule that the room is now in use! If more than one speaker wants to use the room, it's first-come, first-served. AV equipment may not be moved into the BOAF.

The Authors Table

The authors table is available for scheduled speakers to use to sell books, CDs tapes, etc. The speaker is solely responsible for any sales. You don't have to get involved. Non-speakers, or people giving presentations in the BOAF room are not eligible to use the table. Sharing is fine.

When Bad Things Happen to Good Programs

AG Committee members are all on cell phones. The numbers are posted at the Desk. Call Kevin Buchanan for AV equipment problems. Call George Cooper, or get the nearest available "White Hat" for security problems, then call me. When in doubt, call me.

Speaker Contact Record

Title _____

Speaker _____ Mensan? _____

Date _____ Time _____ Room _____ Seats _____

Name on Name Tag _____

E-mail _____ Day Phone _____ Eve. Phone _____

Street Address _____
City, St., ZIP
_____

Date/Time Preferences _____

Equipment _____ Set-Up _____

Guests _____

Contact History

Confirmed day and time _____ Requested Name tags _____
Requested Write-up _____ Received Write-up _____ Submitted to web page _____
Sent speaker details _____ Sent equip. needs _____ Submitted to program _____

Comments

The Birds of a Feather Room

The Baccarat Room on the second floor of the hotel has been designated the Birds of a Feather Room (B.O.A.F.) This room is available for several purposes. These include providing space for scheduled speakers and audience members to continue discussions beyond the allotted program time, AG attendees who wish to give presentations that are not on the official schedule, and groups wishing to hold impromptu get-togethers (i.e., "Meet and Greets").

To schedule an event in the B.O.A.F., get a request form from the Speaker's Check-In Desk. Submit the completed form to Karen Brack. Events will be scheduled on a first-come, first-served basis. The program can then be posted on the bulletin board by the Speaker Check-In Desk. Requests received and approved by 9:00pm will also be listed in the next day's newsletter. We cannot provide AV equipment or guarantee that this room will be available for your requested time slot.

The Rules

The person requesting use of the B.O.A.F. (the presenter) must be a registered attendee of the AG.

The person requesting use of the B.O.A.F. agrees to abide by these rules.

The request form must be completed in full. To prevent room and scheduling conflicts, only Karen Brack is authorized to approve requests.

Karen reserves the right to refuse requests for inappropriate subjects.

The approved request forms will be posted on the bulletin board by the Speaker's Check-In Desk. This is the ONLY place signs announcing B.O.A.F. programs may be posted.

The B.O.A.F. must be left neat, clean and in its original condition (or better!) at the end of the program.

The program must be confined to the time allotted.

NOTE: If you wish these forms in their original format, please contact Karen at brax@airmail.net

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Special Events – Becky Hill, Jackie Saunders, Kate Buchanan

Written by Carol Hilson

We had several events that didn't fall into other categories, so we called them Special Events. The Tournaments and Contests were handled by Becky Hill, who took them over after a committee member had to quit.
Jackie Saunders agreed to handle the dances for us. Pat Olver later took on the RAVE dance, because it was her son who agreed to be a DJ for it.

Kate Buchanan handled the Mensa Marketplace for this AG.

And Debbie Kittenbacher handled the arrangements for the Blood Drive.

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Dances – Jackie Saunders

Written by Carol Hilson

We decided we wanted one Costume Dance and one Formal Dance at the AG. They were going to be on Friday and Saturday nights originally. When we decided to have the Mensa Marketplace on Friday, we moved the Costume Dance to Thursday night instead.

I contracted with Doc Gibbs to do the Saturday dance because he was an old friend and had done dances at NTM RGs for many years, as well as the formal dance at the 1987 AG here.

It was while we were discussing the costume dance that Jackie's name came up. She had done the one at our last RG and did a great job. So we contacted her and asked her to handle the AG dances. She agreed and ended up getting Bill Cody as a DJ. The dance became the Literary Costume Ball and she handled all the details. Bill was a great DJ and the dance went well.

The Formal Dance was well attended also. During the break, we had The Steinhice Capades preform. They ran a little longer than we'd originally planned, but it was mostly because they were taping this session. Still, the dance was a success.

We ended up slipping a RAVE in on Friday night, mostly for the young attendees. Pat Olver's son ran it and so Pat took care of all the details on that one.

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Marketplace – Cate Buchanan

Written by Cate Buchanan

The Marketplace provided an opportunity for entrepreneurs, craftsmen and artists to show their services and products to an audience of their peers. Most of the participants had done shows before; some were new to the concept. The Marketplace was open to anyone who wanted to participate with only a few limitations. Dangerous or illegal items were prohibited, of course. Originally, the participants were limited to registered conference attendees. All vendors were made aware that American Mensa and the host group were not responsible for any monies other than the table fee, and that no guarantees were made as to sales or attendance.

Organization for the Marketplace started late for an AG, with the planning starting in January. The only drawback was perhaps the missed opportunities to advertise for vendors. Placing blurbs and ads in the Mensa Bulletin proved to be a valuable tool in bringing in out of town vendors. Ads were also placed in the local newsletter. The requirement for being a registered attendee was reconsidered about a month out due to lack of timely response from people who had inquired about the event. The event was opened to locals who were non-Mensans, with a positive effect on the event. This was done at the last minute, so to speak, and could have enabled a wider variety of vendors if this had been decided earlier in the process. One thing to keep in mind is the tendency for procrastination. E-mails for prompting and reminders on deadline proved to have the most effect on getting responses.

The end count of vendors was 25, with 5 being non-Mensans, 1 being a speaker from the conference and 2 that registered the day of the event. There were two no shows – one had found a better avenue in the games room to gauge response to the products, and one just decided not to use the table for unknown reasons. There were extra tables allowed for late comers, and as it turned out, one vendor who needed two tables instead of the one reserved.

The following recommendations from the vendors would help to make another event even better. The table fee of $10 per six-foot table for conference attendees and $20 for non-Mensans could be raised to cover the addition of some of these suggestions.

There were people available to spell vendors who were alone, but an idea was to also have runners who could get drinks, snacks, etc. for vendors.

The location is important for traffic flow as well as comfort. Ensure that the climate controls are adequate, and that lighting is sufficient. Electricity was not provided in Dallas due to safety considerations in the space, as well as expense, but this was the biggest drawback for most vendors. This would allow those who have it to use their own lighting.

It was also suggested that phone line access would be beneficial for credit card acceptance. This was not available because of the expense of running a line.

One last idea involves people who may wander into the event who are not part of the conference. There could be someone on hand who could field questions, and to provide information about Mensa, membership and the testing procedures.

It is something to be considered that the Marketplace was a five-hour event and such additional expenses as a phone line may not prove to be worth the effort or expense. Overall, the Marketplace was a fun addition to the AG. All the vendors had at least one sale or contact, and most did fairly well for the time allowed.

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Tournaments & Contests – Becky Hill

Written by Carol Hilson

One of our members volunteered to handle the Tournaments and Contests as well as the Games Room, but she had to drop off the committee a few months before the actual event. Becky agreed to take over this part of the AG.

People who had volunteered to run something on their registration form had already been contacted. Becky contacted them again, to let them know she'd be handling the details for them. She worked with us on the days and times for each event. We'd have liked to had more of these types of events but it was just too late to try to find people to run them by the time Becky took over.

She bought items (such as cards for poker and bridge) and ended up creating certificates for the winners of each tournament/contest.

During the AG, she checked each room and made sure the setups were right for each event. She also helped me check other rooms for setups during the AG.

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Special Programs – Carol Hilson

Written by Carol Hilson

Special programs are all of those other events that didn't fit into any other category and I handled some of them myself. They included AMC programs, Meet & Greets, MERF, SIGs, Testing, etc.

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AMC Programs – Don Pendley, Pam Donahoo

Written by Carol Hilson

The AMC Track is one of the most difficult to coordinate. Don was in charge of the 2-day programs that were planned for this AG. However, there were also AMC Committee meetings, the Awards Luncheon, and the Annual Business Meeting to take into consideration.

For instance, I scheduled the Business Meeting on Sunday morning, which is where it was for many years. I was told that it's now on Thursdays. OK, I moved it to Thursday morning. It wasn't till Don took on the AMC Track that I found out they prefer Thursday afternoon.

The problem is that many of the members of the AMC are expected to be at several of these things, if not all of them. It makes scheduling very difficult. And even though I know the AMC well and know their requirements, it was almost impossible for me to juggle everything they needed.

Finally, Pam Donahoo came to my rescue. She got all of this information together and worked with Chairman Jean Becker to get it all arranged. She has my eternal gratitude for that. And Don worked with the whole AMC to get the actual AMC presentations together, also juggling schedules to try and accommodate everyone. This isn't an easy job.

No matter how hard you try to get the information, the AMC "stuff" is usually the last to come in. Often it's because they're not sure who's going to be doing certain jobs on the AMC for the upcoming year and that makes it difficult to determine what each person can do during the AG. And let's face it, the AMC already has a lot of things on their agenda. Although it's important, the AG is just one of those things.

So be patient with them. We pretty much determined days and times ahead of time and then filled in the details later.

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Meet & Greets – Carol Hilson

Written by Carol Hilson

I handled most of these, since there really wasn't a committee to put them under and I was doing all the room assignments anyway. We had a room with a permanent table in it, which wasn't suitable for much besides AMC Committee meetings. But it did allow us an extra room to use for the Meet and Greets.

As people contacted me, I worked out days and times with them and it was a First Come, First Serve event. Several groups wanted to get together. If they were an actual SIG, I put them in the SIGs Room. If they were just a group with a common interest (such as LocSecs or Editors), I used the M&G Room.

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MERF – Various

Written by Carol Hilson

The only thing I had to do for MERF was provide a room for the MERF Reception. I worked with different people on this, but finally Pam Donahoo took over and helped me get all the details worked out.

This is something you'll need a room for at each AG, but Pam (or someone on the office staff) will probably take care of the food and drinks, etc, which the hotel bills to them and does not add onto the AG bill.

You just need to remember to contact MERF about what they'll be doing at the AG, so you know to provide room(s) for it.

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SIGs – Kat Sterrett, Carol Hilson

Written by Carol Hilson

I got the name and email address of the SIG coordinator out of the BULLETIN and contacted her several months before the AG. I wanted her to let all the SIG coordinators know that we had a room available for them to use, if they wanted to. She had some problems and never got back to me till the beginning of 2001.

When Cat Sterrett was about to become the new Coordinator, she contacted me and did her best to work on this. I had a few SIGs already committed to programs and she was able to bring in a few more. But a lot of these were added just before the AG began.

Because of the low response in the beginning, I did use the room in the evenings for tournaments.

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Testing – Sid Bellamy

Written by Carol Hilson

An AG is a great place to hold a local Testing Session. At the request of Mark Witter, who was the PR Manager for American Mensa at the time, we scheduled one for Saturday morning during the AG.

After discussion with the AG Committee, we decided to offer a free 1-day registration for all those who came to test that morning.

I contacted Sid Bellamy, our local Testing Coordinator, and he agreed to make the necessary arrangements. He found a proctor who could be present and conduct the tests during the AG and then contacted the National Office to coordinate with them. This is an area where you really need someone working with the NO to be sure enough tests are send or brought to the AG, and all arrangements are in place before the testing starts.

We set aside a large meeting space, removed from the Hospitality area, so it would be relatively quiet during the actual testing session. At the request of Abbie Salny, we also arranged for a second large room right next to the first one, for Cultural Fair Testing. We had no inquiries for this one, however, so it was never used.

The NO took care of releasing notices to the media about the testing session and we had 67 people show up that morning.

We had a couple of local members present prior to the start of testing to meet the people who showed up. They directed them to the correct room and invited them to stay after the session was done. These two returned after the testing and escorted people to the Hospitality area so they didn't feel overwhelmed by the large crowd.

At this time, we don't know how many of the people who tested actually qualified.

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Tours – Colin Wedgewood, Roger Durham

Written by Carol Hilson

One of our committee members, who began the search for a company to handle our tours, had personal time-constraints and we had to replace him. Colin agreed to take this over, just 6 or 7 months before the AG.

We discussed several tours at our meetings, but it soon became apparent that we couldn't do everything that everyone thought of. One company had already been picked to handle our tours and it was decided to have Colin check with them and see what they recommended. Once he got that information, he met with Roger and I, and we made the final decision.

But then Colin ran into trouble with the Tour Company. They were worried they'd do a lot of work and see no profit for it, so they increased almost all their prices from their original quote. Roger and Colin did a lot of negotiating with this company. It was decided we would hire this firm to run the buses we needed for transportation between hotels during the AG, as well as make runs to the airport on Sunday morning. This part of it worked out very well.

We also agreed to handle all the reservations for the tours and if there weren't enough signed up for a particular tour by June, we'd cancel that tour.

Because we were so late "getting the word out", not many people did sign up. Again, Roger and Colin had to figure out what ones to keep and what ones to cancel. We had already decided to rent a van for VIP transportation and errands during the AG. We were able to get a 2nd van as well and we decided that some of the tours could be handled with the vans. So we did that as well.

If there was one area that we didn't handle at skillfully as I think we could have, this was it. Although it was certainly not Colin's or Roger's fault; they did their best to pull this off after we got off to a bad start with it. I would advise future AGs that if you want to do tours, plan them EARLY.

Looking back, I'm not sure we really needed tours, since our AG ran five days anyway. But that's my personal opinion.

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Transportation – Roger Durham

Written by Roger Durham

Since there were several overflow hotels, and July weather in Dallas is rarely conducive to long walks, a shuttle bus service was arranged with a company that North Texas Mensa had previously used for transportation to off-site events at RGs. Service was requested from Tuesday, July 3, through Sunday, July 8, with a round-trip approximately every 20 minutes from 1 pm to 1:30am on Tuesday, 7:30am to 1:30am Wednesday through Saturday, and 7:30am to noon on Sunday.

The total cost of this service was $4,956.00. In addition, three trips from the headquarters hotel to D/FW Airport were provided, at noon, 2pm, and 4pm Sunday, at a total cost of $480.00, with additional capacity provided by two vans which we had rented for the week at a cost of $628.00 for both, although this cost was not attributed to transportation, since the vans had been rented mainly for the off-site tours, which covered the bulk of this expense. (See Tours Report.)

Our total transportation cost was $5,436.00, of which $5,000.00 was covered by a grant from the Town of Addison, Texas, which we obtained through the headquarters hotel. In addition, we charged $5.00 per person for the airport trips, which produced a total of $675.00 in revenue. We therefore had a net profit of $239.00 on our transportation activities.

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Volunteers – Ray O'Connor

Written by Ray O'Connor

It was very important to get preliminary copies of the program to potential volunteers. The work of creating and maintaining the program was well rewarded in the number of volunteers who made commitments to specific time slots before the opening of the AG.

The use of e-mail made communications to large numbers of members very easy and efficient. I strongly believe that e-mail resulted not only in more volunteers but also more registrations.

A total of 267 attendees volunteered before the beginning of the AG. A number of people volunteered throughout the AG, as needs became apparent. A very few time slots in the late evening (during the dances) and early AM lacked volunteers, but there was always someone who would step up to the task.

Hospitality by Gay SIG, the National Office, the Philadelphia 2000 AG committee and the Phoenix 2002 AG committee was very well received. The Hospitality day covered by Hell's Ms was vital to giving the hospitality staff a much needed respite.

Getting local groups to adopt a hospitality time slot did not work as well as hoped. However, Greater New York presided over hospitality for a two hour shift and Gulf Coast Mensa members covered 15 hours of hospitality.

Having an abundance of help to get registration set up and opened early succeeded beyond expectations. We had more volunteers Tuesday morning than we could utilize.

The Speaker Check-In Desk was very popular and the volunteers enjoyed the experience.

Following this page is a copy of the volunteer MS Excel spreadsheets as of Tuesday morning July 2. Having these on display helped volunteers to identify open slots and remember what they had volunteered to cover.

What do I think we could have done differently? The decision to provide more than light snacks during the noon and evening meal periods required additional volunteers to serve. I would recommend four additional volunteers for the lunch and dinner slots, if additional items will be served. Care must be taken to use older version of software like MS Excel, so that more people can read the files.

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Forms for Volunteers – Ray O'Connor

Written by Ray O'Connor

SPEAKER HELP DESK	
Time	**Volunteers**
Wednesday July 4	
8:40 - 10:45	Hazel Walker
8:40 - 10:45	Gloria Burton
10:45 - 12:40	Andrew Chong
10:45 - 12:40	Dawn Alsvary
12:40 - 2:30	Cheryl Davis
12:40 - 2:30	Linda Edelstein
2:30 - 4:10	Heather Ferguson
Thursday July 5	
8:40 - 10:45	Hazel Walker
8:40 - 10:45	Gloria Burton
10:45 - 12:40	Christina Colias
12:40 - 2:30	Paul Nickols
12:40 - 2:30	Linda Edelstein
2:30 - 4:10	John R. Michael, PhD
Friday July 6	
8:40 - 10:45	Lynda Del Sasso
8:40 - 10:45	Eva Neylon
10:45 - 12:40	Andrew Chong
12:40 - 2:30	Linda Edelstein
12:40 - 2:30	Joe M . Bohannon

2:30 - 4:10	Pattye Roberts
Saturday July 7	
8:40 - 10:45	David W Neylon
8:40 - 10:45	Eva Neylon
10:45 - 12:40	Alison Tessmer
12:40 - 2:30	Alison Tessmer
12:40 - 2:30	Linda Edelstein
2:30 - 4:10	Joe M . Bohannon

REGISTRATION		
Time	**Helpers**	**Volunteers**
Tuesday	**3-Jul**	
Set-up	11-1 PM	We need all the help we can get. Come on down to hospitality and pitch in.
11-1 PM	1	Bill H
11-1 PM	2	Merrell Fortner
11-1 PM	3	John Q. Atchley
11-1 PM	4	Lynda Del Sasso
11-1 PM	5	
11-1 PM	6	
1-3 PM	1	Bill H
1-3 PM	2	Andy Essary
1-3 PM	3	
1-3 PM	4	
3-5 PM	1	Bill H
3-5 PM	2	Andy Essary
3-5 PM	3	
3-5 PM	4	
5-7 PM	1	Marcia Lannan
5-7 PM	2	
7-9 PM	1	Bill H
7-9 PM	2	
Wednesday	**4-Jul**	
9-11 AM	1	Lee Hansen
9-11 AM	2	John Q. Atchley
11-1 PM	1	Sarina De Feijter
11-1 PM	2	Andy Essary
1-3 PM	1	Michael Collier Bradley
1-3 PM	2	Carolyn Bradley
3-5 PM	1	Michael Collier Bradley
3-5 PM	2	Carolyn Bradley
5-7 PM	1	Scott Cummins

5-7 PM	2	
7-9 PM	1	
7-9 PM	2	
Thursday	**5-Jul**	
9-11 AM	1	Diane Johnston
9-11 AM	2	Lee Hansen
11-1 PM	1	Vel Turner
11-1 PM	2	
1-3 PM	1	Andy Essary
1-3 PM	2	Christine Anderson
3-5 PM	1	
3-5 PM	2	
5-7 PM	1	Vel Turner
5-7 PM	2	
7-9 PM	1	
7-9 PM	2	
Friday	**6-Jul**	
9-11 AM	1	Sandy Meyers
9-11 AM	2	John Q. Atchley
9-11 AM	3	Cassandra Meyers
11-1 PM	1	
1-3 PM	1	Andy Essary
3-5 PM	1	Diane Johnston
5-7 PM	1	
7-9 PM	1	
Saturday	**7-Jul**	
9-11 AM	1	John Q. Atchley
9-11 AM	2	
11-1 PM	1	Scott Cummins
1-3 PM	1	Andy Essary
3-5 PM	1	
5-7 PM	1	

HOSPITALITY		
Time	**Helpers**	**Volunteers**
Tuesday	**3-Jul**	
Set up 10 AM to 1 PM		We need all the help we can get. Come on down to hospitality and pitch in.
1-4 PM	4	Gulf Coast Mensa
4-6PM	4	Jim Robertson, Kate Jakobsson, Lee Berkovits, Sheila Phillips
6-8PM	4	Andrea Perryman, Jean Babcock
-10 PM	4	
10-12PM	4	Susan Erichsrud

Wednesday	**4-Jul**	
Midnight to 2 AM	4	Hell's Mensans
2 -6 AM	2	Hell's Mensans
6-8 AM	4	Hell's Mensans
8-10AM	4	Hell's Mensans
10-12 AM	4	Hell's Mensans
Noon -2 PM	4	Hell's Mensans
2-4 PM	4	Hell's Mensans
4-6 PM	4	Hell's Mensans
6-8 PM	4	Hell's Mensans
8-10 PM	4	Hell's Mensans
10-12PM	4	Hell's Mensans
Thursday	**5-Jul**	
Midnight to 2 AM	4	Linda A. Kapiloff, Ray O'Connor
2 -6 AM	2	
6-8 AM	4	Elaine W., Linda B., Jim B.
8-10AM	4	DVM and AG2K Committee
10-12 AM	4	DVM and AG2K Committee
Noon -2 PM	4	Jim Robertson, Kate Jakobsson
2-4 PM	4	Eve Nelson
4-6 PM	4	Brian Saper, Marcia Brandes, Steve Mills, Nora Davis
6-8 PM	4	Jim Parrott
8-10 PM	4	
10-12PM	4	
Friday	**6-Jul**	
Midnight to 2 AM	4	
2 -6 AM	2	
6-8 AM	4	Judy Ford, Gail Kowalski, Swami Gopayananda
8-10AM	4	Judy Ford, Lilian Brown
10-12 AM	4	Micheál Kendall
Noon -2 PM	4	
2-4 PM	4	National Office Staff
4-6 PM	4	Eve Nelson, National Office Staff
6-8 PM	4	Gay SIG
8-10 PM	4	Gay SIG
10-12PM	4	Greater New York Mensa, Bill and Ellen Rock
Saturday	**7-Jul**	
Midnight to 2 AM	4	
2 -6 AM	2	
6-8 AM	4	Judy Ford, Betty Wright
8-10AM	4	Judy Ford

10-12 AM	4	2002 AG Committee
Noon -2 PM	4	2002 AG Committee
-4 PM	4	Ray O'Connor, Micki Moore, Shirley Stafford, Eve Nelson
4-6 PM	4	Ray O'Connor, Micki Moore, Shirley Stafford, Eve Nelson
6-8 PM	4	Jim Parrott
8-10 PM	4	
10-12PM	4	
Sunday	**8-Jul**	
Midnight to 2 AM	4	
2 -6 AM	2	
6-8 AM	4	
8-10AM	4	Betty Wright
10-12 AM	4	Betty Wright
Clean-up	10	Austin RG Committee, Gay SIG, Diane Johnston We need all the help we can get. Come on down to hospitality and pitch in (or out).

HOT AIR BALLOON GROUND HELPERS	
Tuesday AM	**Volunteer**
5:30 to 8:00 AM	
1	Ray O'Connor
2	Linda Boroughs
3	Cat
4	Wayne Pierce
5	Kevin Buchanan
6	Art Nonon
7	Doug Frazer
8	Jeffry Portell
9	Chris Hill
10	
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Tuesday PM	**Volunteer**
5:50 to 8:00 PM	

1	Ray O'Connor
2	Cate Buchanan
3	Chris Hill
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Web Site – Kim Lovering

Written by Carol Hilson

Shortly after receiving the bid for the 2001 AG, we decided we wanted to utilize the Web to publicize our event and provide information to the membership. Though it has been used in the past, the time had come to use it more effectively to "get the word out".

A fairly new employee at the NO, Kim Lovering, was "volunteered" to help us. After a few minutes with her, she caught on to what I was wanting and became invaluable to me in this endeavor.

The first decision was how we wanted our new web site to look. While Kim worked on some ideas for us, I contacted our RVC, Rik Hess, to ask permission to use this web site as a permanent link to American Mensa. The idea was to create a web site that future AGs could use as well. Permission was granted and we ended up with ag.us.mensa.org, which should become very familiar to our members in years to come.

Roger Durham, Kim, and I finally made some decisions as to layout, look, and colors for the web site. The first items placed up there were the registration forms and the hotel information, with lots of links available for future information. This site went "live" within a week of the ending of the 2000 AG.

Shortly after that, we added the Contacts section. Other information was added, as it became available. I think the use of a few pictures added to the overall look of the site and would recommend it to future committees.

The most popular item was the program itself. Of course it took a long time to confirm and add all the information to that one and members occasionally became impatient. But we added, changed, and updated every few days. All data put up there was ran by Roger, myself, or both of us, for prior approval. Kim was great about making sure she had approval before making changes, etc. This allowed us to keep a close eye on what information was given to the members and to be sure it matched what we had decided at meetings.

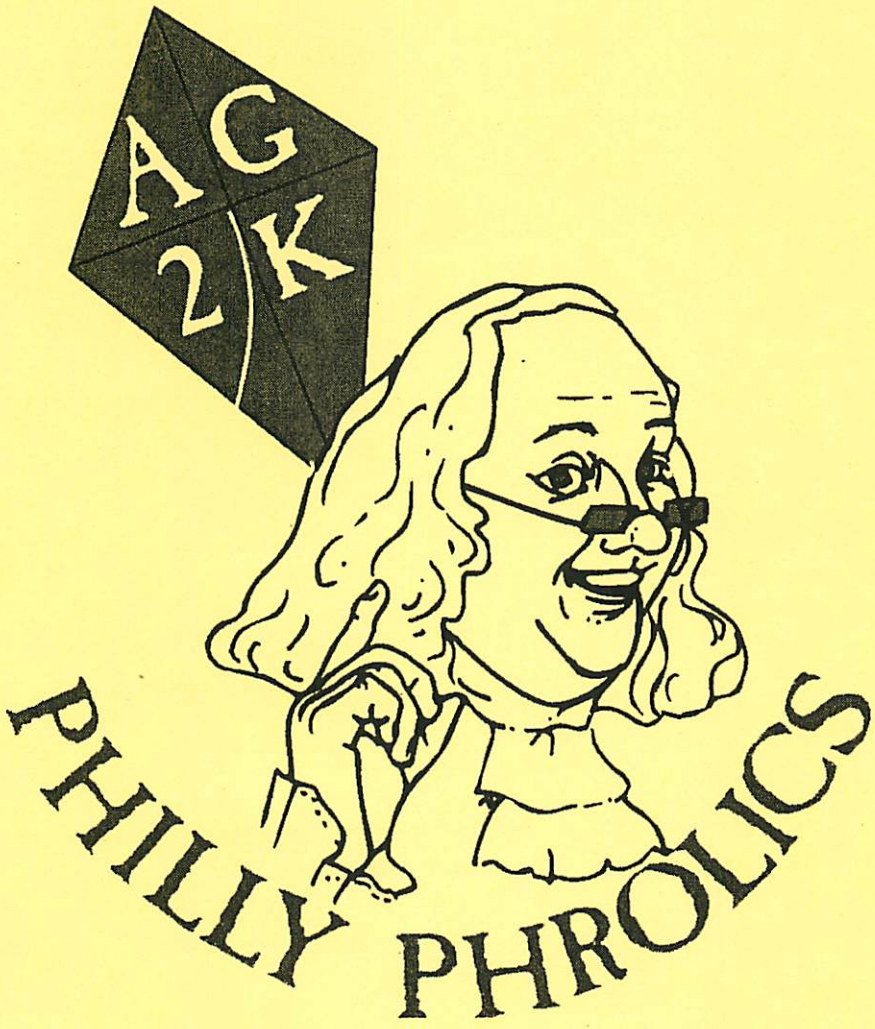
We also had a secured area for committee members, where such items as member information, minutes of meetings, agendas, logos, stationary, etc, were stored. The committee members were given the name and password for this area and were able to access this information without contacting the Chairmen for it. This site was maintained by Howard Prince for us, and all information on it was uploaded by him or his designated assistant.

A second secured area was created for the Chairmen, the Registrar, and the Treasurer only. It contained registration information but because it was linked to the Membership Database, we didn't want everyone to be able to access it. It was maintained by Howard as well, and he updated it approximately once a month.

Because this was the first time we had used the web in such an extensive manner, there were bugs to be worked out. But all in all, I think it was successful and something the membership will come to expect of all AGs. I look for future committees to find a lot of creative ways to use this site and make it an important part of the AG.

I don't know the exact figures, but I do know an awfully lot of our registrations came off the web site.

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Final Report of the AG2K Committee

Final Report of the AG2K–Philly Phrolics Committee

Well, it was a hell of a party. We got many kudos from our guests, and we believe that AG2K was a critical success and, as this report will show, a moderate financial success. This success, however, has taken its toll on the AG Committee. Speaking for the Chairs, there has been serious burnout, and some deeper, unresolved issues that still leave a very bitter taste.

As mentioned in our preliminary report, it was our unwillingness to address these issues that has caused the extreme lateness of this report. Addressing these issues even at this late date still resurrects the sour taste of strained relationships.

Our intention was to get good people as chairs of the subcommittees, and let them do their job with a minimum of interference. For the most, part this worked well. It also turns out that there were a number of M&M couples co-chairing. In addition to the co-chairs of the AG, Lesley and Steve Slepner, Gail Kowalski and Vic Mariani chaired hospitality, Art and Maralyn Gardner chaired the program committee, and, although not actually co-chairs, Joy Gómez-Farrow was registrar and Dan Farrow was our games master, but also played a significant role in registration. Howard and Alice Rosenthal handled the "Go Ask Alice" information desk. We believe that in all of these cases one spouse started, and then drew the other in; the AG sort of takes over your life, and it is unrealistic to think that one spouse could be involved without the other.

The first thing that you have to do when planning an AG is to get a good hotel contract. The hotel arrangement that accompanied the AG bid was criticized, and rightly so, because it involved two hotels that were about a quarter mile apart. This was negotiated by the then hotel liaison who wound up being co-chair. Philadelphia is short of hotel space, so rooms are fairly expensive, and the hotels do not feel that they have to give up too much. We had tried negotiating with the Adam's Mark, but they would not reduce their rates below $106, and were reluctant to give us a ballroom for hospitality; they would only give us the 23rd floor suites. Enter Rose Lee B. Crutcher. To paraphrase Rose Lee: "They wanted $106, I said $89. We compromised at $90." And, we got the ballroom for hospitality, including use of the kitchen prep areas and refrigeration. We still think they did not know what hit them, but suspect that there is a picture of Rose Lee somewhere in the Adam's Mark's executive offices.

Of course, she also handled all hotel matters during the AG, and continued after the event to reduce some charges that the hotel tried to add on. Eventually, she even won the admiration of the hotel staff, and succeeded in getting one exceedingly dour hotel manager to not only smile, but even laugh. We don't think that this AG could have succeeded without Rose Lee's help.

Once we had the hotel, we knew from the outset that the most important thing was good hospitality. We have been to enough gatherings to realize that the registrants will forgive (and forget) almost anything, as long as they are well fed. We enlisted Gail Kowalski for this most important task, and Gail quickly appointed her husband, Vic Mariani, as co-chair. Gail and Vic are two of the most organized people we know. They adopted the slogan "All food, all of the time." Rather than having "feeding frenzies," there was an assortment of food available at all hours, including hot dogs (regular, turkey and vegetarian), the usual munchies, vegetables, soup, popcorn, ice cream, and all sorts of beverages. Gail and Vic are vegetarians. They made sure that the carnivores were happy, but also had some much healthier food than is often seen at AGs on hand. This seemed to go over very well, and was much appreciated by many.

We originally budgeted $30 per person for hospitality. When it became clear that the AG would be profitable, we opened the coffers a bit and added some more food. In particular, Gail and Vic managed to find a local pizza shop who could deliver 100+ pizzas for lunch in fairly short order.

Making a large profit was never a motive for our committee. DVM has a fairly large cash cushion, thanks to several successful RGs and many frugal treasurers, including our current treasurer, Art Gardner, and Arlyn Bell, who became the AG treasurer. Arlyn did a great job of forecasting our income and expenses. She has had much experience doing this as treasurer of the aforementioned successful RGs. We came fairly close to our target, not an easy thing to do in project of this magnitude. As mentioned above, we made sure that we did not have an excessive profit by spending some extra on hospitality.

Art and Maralyn and their committee did a great job of wrangling speakers. We had a full line up of over 100 speakers, and none of them were paid more than expenses, with the exception of the keynote speaker, Ben Franklin (a.k.a. Ralph Archbold). Unfortunately, Art became ill just before the AG, and Maralyn also had another family emergency to deal with, so they were not able to attend most of the AG. Fortunately, Patty Newbold and Ed Short, who had helped enormously during the preparations, were able to step in and keep the program moving without a hiccup.

We contracted with Events Plus, the agency that represents Ralph Archbold to handle all of the entertainment, including DJs, Thomas Jefferson and Betsy Ross impersonators, the orchestra for the formal dance, and the surprise Mummers. They gave us a package price for the whole bunch, which we believe was cost effective and easy to deal with.

Centipede Tours handled all of the tours, including the shuttle buses. The biggest problem that we had with the tours was the buses. Some of the drivers were ornery, and they weren't always on schedule – some of that was due to Philadelphia traffic. Talking to Centipede, we found that the buses are the bane of their existence, as they have to subcontract with the bus company.

Just after we were awarded the AG at the Cincinnati AG, we were having dinner at the banquet with Don Pendley. He offered to help with PR, and we jumped at the offer. Don did a great job of both internal Mensa advertising and dealing with the external media. Of course, he would have done much of this anyway in his role as AMC Development Officer, but having him on the AG Committee was a big plus for us.

We were also fortunate that Bob Hofkin, former Interloc and Capital M editor, just moved into our area, and we were able to convince him to do the program book. He found a printer, in Illinois, that was able to meet our schedule and budget, and deliver a quality product. We think that all who saw the program book agree that Bob did a fantastic job.

The games room was effectively managed by Dan Farrow and his crew of gamesmen. Several tournaments were running simultaneously and there were board games aplenty. Card games were also readily available and figured in tournaments as well. The games room was open from 5 PM on Wednesday to Noon on Sunday. Tournaments included Settlers of Catan, Rio Grande, Boggle, Cosmic Wimp-Out, Bridge, Boggle and other games too numerous to mention. Tournaments were also developed spontaneously as well.

We were fortunate enough to have Martha Feld to run the Kid's Trek. She kept the 4 through 12 year olds busy learning about American history, Pennsylvania history, geology and other fascinating things. Handcraft projects and other activities (including a birthday party for the country) reinforced the material provided.

Security was handled by our own Bob Mazzi who recruited a number of people from outside the group who served in this role at former AGs. Fortunately, there were no great emergencies for them to deal with. We had several nurses on hand, including the co-chair, and had also enlisted the services of Dr. Nina Ward, LocSec of Eastern North Carolina Mensa, and an emergency room physician who had trained in Philadelphia. Dr. Ward carried a beeper during the AG. The biggest medical emergency, that of David Mann, occurred in his hotel room, and was handled by the hotel staff and the Philadelphia Police, without the knowledge of the AG committee.

This was the first time that the National Office (NO) was actively involved with registration. As is true with almost anything new with Mensa, as soon as it was announced that the NO office would be helping with registration, the nay-sayers started. There has been a group of people who have been handling registrations for many of our RGs who were convinced, and tried to convince any and all within earshot that this could not work. The co-chairs, in particular the one who was on the AMC that enabled the NO's participation, wanted to avoid the problems with registration that have occurred at several recent AGs.

Many things went well at the end of it all but there were bumps and twists along the way. Our first registrar, Stacy Rigney, resigned for personal reasons in August, 1999 and Joy Gomez-Farrow accepted the position. Joy has successfully functioned as registrar for numerous RGs in the past. She was also one of the prime nay-sayers; we hoped that by putting her in charge of registration, with the clear understanding of how we would interact with the National

Office, we would quiet her. We were wrong. There was much to be done to get up to speed at that time. We do not believe that the membership at large was aware of the change despite the significant amount of information, paper work and advertising that needed to be shifted.

It was the recommendation of the committee that the NO invest in a commercially available data base/ registration package, we even offered to buy it. There are a number of packages available that could handle almost all aspects of registration, including generating name tags and many reports, and most of these are under $1000. The NO instead decided to program this themselves using MS Access, and tying it to the national membership database. It would have been difficult to tie one of the commercial packages to this database, but in the end we realized that having this connection was causing many problems, and we disconnected them.

Some of the problems that occurred because of tying the two databases together came about because there was often a discrepancy between what was in the National database, and what was on the registration forms. Many members use different addresses, particularly e-mail addresses, and this led to much confusion. In addition, because the National database was included, the NO could not release the entire AG database, and had to separate out parts to send back to the registrar.

These problems were confounded because the communication between the NO and the registrar was not always so effective as it might have been. The Registrar has many of the qualities that make for an effective registrar, focus and meticulous attention to the tiny details. Unfortunately, she tends to be abrupt in her communication style and managed to alienate many people in the NO and put us in the middle by withholding information we could have used to better understand her frustrations. Joy has a habit of complaining frequently in a very general way and her legitimate concerns got lost in the "white noise" of her usual predictions of dire consequences if "this" or "that" isn't fixed, yesterday. By the time we became aware of the problems and increased our oversight of the situation, there was a serious breakdown in communication between the NO and our Registrar.

Dan Farrow, the registrar's husband and an MS Access professional took over the program when it was split off from the National database, and created something that was workable. This seemed to work for the registration committee, although the program was not able to give us a registration count during the AG. The chairs still recommend using a commercial registration software package.

Despite the registrar's objections, the chairs were unwilling to scrap the idea that the NO should be involved in helping with registration. This resulted in at least one shouting match and put a tremendous strain on the committee. The committee chair(s) need to practice a degree of detachment that I (Lesley) am not always able to attain. There needs to be some sort of mechanism to keep a group from self destructing over the stress of hosting an AG. The expected turnout to any AG at this time is 1200 or greater and requires skills not always in the possession of amateurs. It would be to the great benefit of the organization if a mechanism can be found to involve NO more closely with the registration process with fewer bumps and twists. It is ironic that we turn the primary annual meeting of American Mensa over to a new group of amateurs every year, even if they are Mensans (which means that they already know it all, and aren't about to learn from other's mistakes).

Finally, we reached the heights because we stood on the shoulders of those who have gone before.

Thank you for the opportunity to present AG2K in Philadelphia. We are now happy to be retired amateurs.

Lesley and Steve

Following are the unedited reports of a number of the AG subcommittees. Much greater detail is available, please contact us. We would be more than happy to share our experience.

Report of the AG2K Philly Phrolics Hospitality Co-Chairs

We found there were three keys to having a successful AG Hospitality Operation:

1. Planning, Planning, Planning
2. Have Rose Lee Crutcher on your team from the beginning – she obtained concessions and things we could not and saved us a bundle of money and a whole lot of headaches
3. Enough volunteers which we didn't have which ran the committee ragged as we tried to fill in all the holes during the 24-hour shifts.

Going into the AG we were very organized. We had previously discussed with our committee:

- Scripts for the Co-Chairs (a copy is attached) and for each of the Shift Supervisors, specific to their shift (a sample is attached), and job descriptions (attached).
- A Timeline so all activities were planned for and executed (attached).
- An Operational Schedule so people knew what had to be done each hour of the AG (attached).
- A List of Stuff of needed to be out All the Time, Breakfast Bar time, Soup-Salad-and Sandwich Bar Time and during special events (attached). The two letter codes in the left column are shown on the Operational Schedule right column.
- A Big Board floorplan so everyone in Hospitality knew what was to be out where – we had the pieces moveable so we could make last minute changes which were needed.

We had a basic plan of an assortment of foods and drinks out 24 hours a day, a Breakfast Bar from 7 am to 11 am and a Soup-Salad-Sandwich Bar from 11 am to 9 pm. We also had special events: Hoagies at the Opening Block Party, Dessert Night, Pizza on Saturday (which was added after we exceeded a certain attendance number). Many people were appreciative of the wide food selections – we took good care of our Diabetics, Vegans, Vegetarians and Omnivores. By having a good selection of fruits, vegetables, breads, drinks, and adding tofu pups, veggie cold cuts, hummus, babaganoush and lots of salads – everybody ate according to their diet.

We also took care of providing refreshments for the Pre-AG Fireworks Party, the Registration Committee, Kid's Trek, Jewish Sabbath Service, got the cake for the Dallas Pre-view and assisted with the Quebec Breakfast. The group that there was a disconnect with was the Gay SIG. Just before opening Hospitality they came looking for supplies for the Gay Hospitality Suite. It was a very busy and hectic time and they had not contacted us before the AG even though we had spoken to them in Long Beach and left messages saying we needed advance notice of their requirements.

We set up an inventory process for alcohol being delivered by the hotel as we were purchasing it from them and wanted to make sure we only paid for what we used.

We finished with a yard sale, allowing Mensans to take left over unopened foodstuff home at a very cheap price. The truckload of food left over was picked up by Philabundance, a not-for-profit organization.

PROBLEM AREAS

We had two.

1. Not enough Volunteers. We tried to make it fun – we had flamingo stickers for all volunteers, we had a prizewinner every shift and we had a Golden Gopher Award for the outstanding volunteer. We had four local groups sign up for shifts as well as the incredible Hell's M's helping for 24 hours. We also had our Committee and Shift Supervisors well enough trained that they knew how to keep volunteers busy and they knew that volunteers were a precious resource to be treated like gold. So we had a happy atmosphere in the Prep area and no volunteer standing around because they didn't know what to do. But we didn't have enough. This caused our committee members to have to work way too many hours, get more tired than necessary and not enjoy any of the AG activities. At one point on Saturday morning, the Hospitality Co-chair had to go into Hospitality and announce that if anyone wanted breakfast, some volunteers were going to have to appear in the prep area to help. Of the fifty or so sitting and waiting, four got off their butts and came back and helped.

2. The Hotel.
   - Storage area promised was not available when we arrived. The storage area given to us was quite far away from the prep area. We had to go through partying AGers with loaded dollies creating a safety hazard.
   - Hospitality Suite was not available when promised so we had to start setting up at midnight of the day before opening.
   - Problems with electricity so we had to move our floorplan around at the last minute. The hotel brought out a big electrical board to accommodate our needs but never mentioned a charge for it. At the end of the AG they included a $2,200 bill for electricity which Ms. Crutcher got reduced to $500.
   - The Refrigerators/freezers in the prep area were great – the extras were quite far away.
   - Slow deliveries of alcohol at times.
   - Hotel staff paraded through the prep area.
   - Sink overflowed and plugged up several times – they were slow to respond.
   - Poor airflow in Smoking Hospitality – we had to get our own fans and furnace filters to air it out.
   - Poor airflow and lighting in the prep area. Extra lighting was promised but not delivered.

Respectfully Submitted,

Gail Kowalski

Gail Kowalski, AG2K Hospitality Co-Chair

Victor Mariani

Vic Mariani, AG2K Hospitality Co-Chair

AG2K Financial Report

AG2K was both a critical and financial success. It provided bountiful hospitality and extensive programming for over 1400 Mensans and their guests and still made a profit of over $5,000. It also piloted a new method of receiving registrations. This report summarizes the various arrangements made to handle the finances and presents the AG's financial results.

Handling of Receipts

When Delaware Valley Mensa received the AG bit in 1998, it was decided that all registrations would be sent to the National Office. This would free the treasurer from multiple trips to the bank and allow the AG to accept credit card payments at a lower discount rate than we would be able to obtain as a stand alone event. We were charged 2.5% of all credit card transactions. When we processed a refund, we received the fee back, but were charged a .71% transaction fee.

All pre-AG registrant payments were sent to the National Office, which deposited the checks and proceeds from credit cards into a National Mensa account. Money was wired to our AG account on a periodic basis. This was followed by an e-mail that summarized the deposits by category (registration, meals, tours) and indicated the effective date of the transfer.

Banking Arrangements

Our first treasurer, Susan Mazzi, set up two bank accounts: a money market account at Telebank, a bank with relatively high interest rates that operates primarily by phone and mail, and a non-fee, non-interest bearing checking account at a local bank with multiple branches. The money market account allowed three checks per month each for a minimum of $250. Two hundred checks were ordered and all but twenty used. Funds to open the accounts and cover early deposits came from the local group.

Process Review

While there were no major problems in using the National Office to collect funds, there were a number of start up issues with the process. While we collected a significant number of registrations at the Long Beach AG at the beginning of July, we did not receive the funds until the beginning of August. Transfers of funds did not occur on a regular basis until May 2000. There also appeared to be considerable variation in how the calculations were performed to obtain the amount of money remitted, especially when a deposit had a refund netted against it.

As noted, the e-mail sent for each deposit gave the dollars by major categories. It would have been helpful if the e-mail for the credit card transactions had included the gross amount of receipts, as well as the net deposit.

The financial records for AG2K were kept using a detailed chart of accounts that tracked money received by type of registration, type of tour and meal ordered. This detail was obtained from the database extracts, as it was not included in the e-mail. Once the database was redesigned in February 2000, this was a relatively easy process. How this should be handled in the future depends on how registration data is handled and the detail desired by the AG Treasurer. At the very least, it should be agreed upon prior to receipt of the initial registrations.

Financial Results

The financial results are presented in a way that hopefully clearly shows where we received our income and how we spent it. The original budget is that which was presented with the AG bid, while the revised budget was our best estimate a year ahead of time.

A cash flow summary is also included to show the approximate timing of our receipts and expenditures. Most of the hospitality vendors required payment upon delivery or with the final delivery of the weekend. The major portion of the hotel bill was paid within a week after the AG. The majority of the expenses after July were reimbursements to committee members for expenses initially incurred by them.

One unknown at the start had been the volume of credit card usage and the impact on cash flow timing during the AG. 30% of total receipts prior to the AG were made on credit cards. However, 40% of payments collected at the AG were by credit cards. For a variety of reasons, this money was not deposited into our account until the end of July.

Other Financial Notes

Like most other AGs we had a number of areas that could be improved. There was clearly confusion on the hotel's part about what bills belonged to the AG and which to the National Office. Also, it was apparently unclear as to who could sign for what. We received the unpleasant surprise of a $1375 bill for electrical work performed in hospitality to reduce the likelihood of blowing fuses. There had been no mention by the hotel that we would be charged for this, nor was the work signed for by our hotel liaison, Rose Lee Crutcher. Fortunately, her negotiating skills reduced this charge and got us other concessions from the hotel as well. There was also a smaller charge to the account for a number of drink tickets during the banquet, that has no signed slip and that no one recollects signing for.

AG2K Philly Phrolics
Financial Results

12/02/02

	Original Budget Dollars	Revised Budget Dollars	Actual Dollars	Rev Budget Variance Fav / (Unf)	
Income					
Total Registration Income	70,555.00	66,740.00	72,701.50	5,961.50	
Interest Income	200.00	200.00	937.37	737.37	
Bus Receipts: Downtown	2,500.00	2,500.00	620.00	(1,880.00)	
Tour Receipts			8,247.00	8,247.00	
Meals	13,000.00	13,000.00	17,071.00	4,071.00	
Receipts for Polo Shirts			228.00	228.00	
Other Income / Adjustments			1,568.35	1,568.35	Suite Negotiation fee from Rose Lee; AG merchandise
Comped Rooms from Hotel			1,239.47	1,239.47	
Total Receipts	86,255.00	82,440.00	102,612.69	20,172.69	
Expenses					
Hospitality					
Food/Supplies	39,000.00	36,480.00	31,451.53	5,028.47	Categorization of expenses is rough. Hospitatlity chairs
Soft Drinks / Water			3,776.87	(3,776.87)	have notes in excruciating detail.
Alcohol			4,263.07	(4,263.07)	
Other Expenses: Equipment, etc.			1,087.65	(1,087.65)	
Gratuities			310.00	(310.00)	
Total	39,000.00	36,480.00	40,889.12	(4,409.12)	Saturday Pizza added when results looked good.
Events					
Entertainment Package	8,000.00	8,000.00	8,000.00	0.00	
Buses to Downtown	2,620.00	2,620.00	1,250.00	1,370.00	
uttle: Manyunk	350.00	350.00	0.00	350.00	
Total	10,970.00	10,970.00	9,250.00	1,720.00	
Programming					
Program Book	5,000.00	5,000.00	2,777.00	2,223.00	Had printed by Total Printing in Illinois to reduce cost
Speaker Expenses	1,200.00	1,113.00	505.00	608.00	
Speaker Meals	50.00	137.00	288.00	(151.00)	
Achievement Award Medal	150.00	150.00	72.76	77.24	
Other Programming Expense	0.00		145.37	(145.37)	
Equipment Rental	2,500.00	2,500.00	4,057.58	(1,557.58)	
Flip Charts for Speakers/Other	50.00	50.00	195.12	(145.12)	
Games Purchases	200.00	200.00	121.48	78.52	
Prizes	200.00	200.00	57.98	142.02	
Correspondence/Phone Calls	200.00	200.00	252.24	(52.24)	
Children's Program	300.00	300.00	69.50	230.50	
Total	9,850.00	9,850.00	8,542.03	1,307.97	
Total Programming/Entertainmen	20,820.00	20,820.00	17,792.03	3,027.97	
Publicity					
1999 AG Hospitality Evening	900.00	900.00	946.97	(46.97)	
Postage / Phone Calls			0.00	0.00	
Ad Preparation	290.00	290.00	0.00	290.00	
Poster Copying	300.00	300.00	0.00	300.00	
Polo Shirts: Die Charge; Gifts	100.00	100.00	153.00	(53.00)	
AG Sign	60.00	60.00	0.00	60.00	
Other			0.00	0.00	
tal	1,650.00	1,650.00	1,099.97	550.03	

AG2K Philly Phrolics
Financial Results

12/02/02

	Original Budget Dollars	Revised Budget Dollars	Actual Dollars	Rev Budget Variance Fav / (Unf)	
Registration					
Badges & Holders	1,200.00	1,200.00	751.27	448.73	Badges from PC Nametag; printed on Ink Jet
Confirmation Postage	855.00	795.00	684.83	110.17	Bulk mailings handled by Joe Zanca at cost
Confirmation Letters	259.00	241.00	533.22	(292.22)	
Speaker / Committee Ribbon	25.00	25.00	0.00	25.00	
Canvas Bags	4,000.00	4,000.00	3,950.00	50.00	Reduced cost by $200 donation
Phone Calls	100.00	100.00	85.77	14.23	
Other Supplies	75.00	75.00	219.76	(144.76)	
Total	6,514.00	6,436.00	6,224.85	211.15	
Administration					
Hotel Liaison Expenses	2,000.00	2,000.00	3,917.61	(1,917.61)	
Payments to Hotel	500.00	500.00	0.00	500.00	Negotiated away by Rose Lee
Phone Calls	200.00	200.00	802.53	(602.53)	Incl long distance calls incurred by N.O. Staff
Postage			0.00	0.00	
Bank Fees	120.00	120.00	17.50	102.50	Check printing
Credit Card Fees	645.00	617.00	775.02	(158.02)	2.5% of charges + .71% of refunds
Hotel room coverage			0.00	0.00	
AG Chair Discretionary	800.00	800.00	566.65	233.35	
Security	125.00	125.00	122.30	2.70	
Gratuities			0.00	0.00	
Other			737.50	(737.50)	Hotel charged for electrical work in hospitality.
Total	4,390.00	4,362.00	6,939.11	(2,577.11)	
Other					
Meal Plans	13,000.00	13,000.00	16,783.64	(3,783.64)	
T-Shirt Payments for Committee			256.00	(256.00)	
Tour Payments			7,518.00	(7,518.00)	
Total	13,000.00	13,000.00	24,557.64	(11,557.64)	
Total Disbursements	85,374.00	82,748.00	97,502.72	(14,754.72)	
Net Receipts - Disbursements	881.00	(308.00)	5,109.97	5,417.97	
Registration - AG Expenses	1,001.00	(188.00)	1,943.79	2,131.79	
Other Income	0.00	0.00	2,807.82	2,807.82	
Meals: Net	0.00	0.00	287.36	287.36	
Tours: Net	0.00	0.00	729.00	729.00	
Shuttle Bus: Net	(120.00)	(120.00)	(630.00)	(510.00)	
Polo Shirts: Net	0.00	0.00	(28.00)	(28.00)	
Net Income / (Loss)	881.00	(308.00)	5,109.97	5,417.97	

Income on Meals was due in part to purchases of individual meals, which were slightly higher than meal package priced at our cost.
Tours were paid based on a minimum number per bus plus additional charge for each extra individual. Some individuals who paid for the tours did not show up and we were not charged.

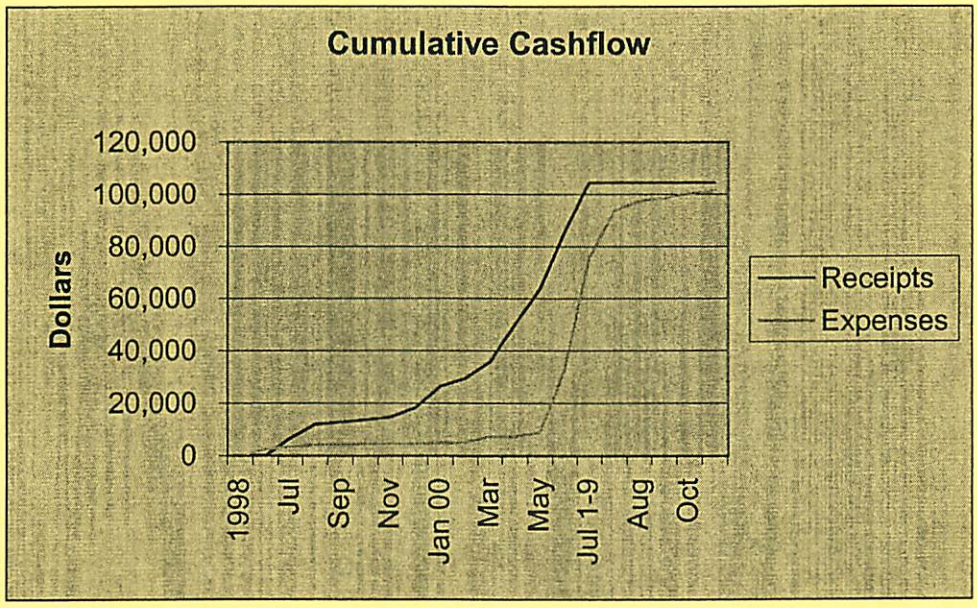
AG2K Philly Phrolics
Registration by Category

		Head Count	Total
Adults			
to 7/31/99	40.00	300	12,000.00
08/1/99 - 12/31/99	50.00	211	10,550.00
01/1/00 - 03/31/00	60.00	243	14,580.00
04/1/00 - 06/30/00	70.00	278	19,460.00
Full Walk In	75.00	137	10,275.00
One Day Walk In	25.00	83	2,075.00
Two Day Walk In	50.00	16	800.00
Young Adults (13-20)			
to 7/31/99	30.00	9	270.00
08/1/99 - 12/31/99	40.00	4	160.00
01/1/00 - 03/31/00	50.00	8	400.00
04/1/00 - 06/30/00	60.00	7	420.00
Full Walk In	65.00	7	455.00
One Day Walk In	22.00	2	44.00
Children (6-12)			
to 7/31/99	20.00	7	140.00
08/1/99 - 12/31/99	25.00	5	125.00
01/1/00 - 03/31/00	30.00	9	270.00
04/1/00 - 06/30/00	35.00	14	490.00
Full Walk In	37.50	4	150.00
One Day Walk In	12.50	3	37.50
Total Paid Registrants		1,347	72,701.50
Program Speakers		91	
Children under 6		19	
Total Registrants		1,457	

AG2K Philly Phrolics
Approximate Cash Flow

Period	Registration Receipts	Expenses	Cumulative Receipts	Cumulative Expenses	Percent of Receipts	Percent of Expenses %
1998		17.50	0.00	17.50	0.0%	0.0%
Jan-Jun 1999		2,500.00	0.00	2,517.50	0.0%	2.5%
July 1999	6,615.00	963.89	6,615.00	3,481.39	6.3%	1.0%
August 1999	5,195.00	682.09	11,810.00	4,163.48	5.0%	0.7%
September 1999	950.00	0.00	12,760.00	4,163.48	0.9%	0.0%
October 19999	795.00	409.00	13,555.00	4,572.48	0.8%	0.4%
November 1999	1,025.00	0.00	14,580.00	4,572.48	1.0%	0.0%
December 2000	3,605.00	30.83	18,185.00	4,603.31	3.4%	0.0%
Jan 2000	8,245.00	210.39	26,430.00	4,813.70	7.9%	0.2%
Feb 2000	3,042.00	347.72	29,472.00	5,161.42	2.9%	0.3%
Mar 2000	6,171.50	2,025.69	35,643.50	7,187.11	5.9%	2.0%
April 2000	14,468.50	20.00	50,112.00	7,207.11	13.8%	0.0%
May 2000	13,608.50	1,770.15	63,720.50	8,977.26	13.0%	1.7%
June 2000	22,023.50	23,870.95	85,744.00	32,848.21	21.1%	23.5%
July 1-July 9	18,816.50	42,659.02	104,560.50	75,507.23	18.0%	42.1%
July 10 - July 31		18,167.83	104,560.50	93,675.06	0.0%	17.9%
August 2000		3,733.65	104,560.50	97,408.71	0.0%	3.7%
September 2000		1,086.32	104,560.50	98,495.03	0.0%	1.1%
October 2000		1,779.86	104,560.50	100,274.89	0.0%	1.8%
November 2000		1,154.73	104,560.50	101,429.62	0.0%	1.1%

Note
These trends are approximate as no attempt has been made to tie them precisely to the income summary. Receipts exclude interest and other income associated with the AG, but have refunds from credit cards netted against them. Expenses include refunds made by check, which over the course of the AG exceeded $4,000. These included cancels well as refunds of overpayments.



Final Report of Program Chairs

This is a HOW-TO Statement for Programs

1. About 18 months before AG start combing local newspapers for articles about interesting people. Save the articles. I made a poster using the articles about the speakers we used.
2. Ask for suggestions from Mensa and Non-Mensa people as to what meetings they have attended that had provocative speakers.
3. Call the people on telephone. Remember to keep a record of their phone number, address, E-mail address and topic. Make and keep notes about them. Don't lose your notes. Send them a brochure about Mensa if they are in doubt as to what Mensa is or does. Brochures are available from National.
4. Once a person agrees to speak, ask for their bio, AV requirements and possible room arrangement. Ask them the day and time they wish to speak. Ask them for a catchy title for their presentation. As the information comes in, cut and paste it into your files. Snail mail will have to be typed.
5. Set up computer files to record all data as it arrives. Files should include demographics, time blocks, AV needs, room set-ups and other information listed above.
6. Confirm, in writing, that they have agreed to speak. Give them exact location and directions to the hotel. You may obtain this information from the hotel. This may be done with E-mail or snail mail. Date everything and keep copies for yourself.
7. Expect that your bank of speakers will change. Keep a file of extra speakers – far beyond what you really need. Emergencies do arise.
8. Meet with National (Jean Becker) to determine her needs for LDW.
9. You do not have to pay any speakers. They are very eager to speak to Mensa. (I made the mistake of agreeing to pay some speakers early on). If you have a minimum of meals guaranteed, you can pay them with a meal or two. You can also pay them with a reduced rate on registration – if they are members. Non members do not pay! We charged speaking members the committee rate.
10. As the AG draws close, people will call you begging to speak. Get some references about them and their speaking ability.
11. About four months before the AG, develop a possible schedule. Allow time for set-up and breakdown of rooms for meals and dances. Get time needed by hotel to do this chore. This is very important.
12. Send letters to speakers telling them of their time slot and directions to the hotel. Expect complaints even though you have complied with their requests.
13. Post the tentative program to the web site.
14. If you have a choice, discourage use of expensive AV equipment.
15. Be sure AV needs and costs are clearly stated by AG committee and hotel including phone lines and electricity (yes!).

Report from the AG2K Registration Committee

Registration Approach.

About 5:00 Saturday evening of AG2K, we put the last registrant into the database and printed the last badge – yes, some Mensans **do** decide to show up that late. Since the preceding Wednesday, numerous volunteers from all over the country had greeted and registered around 1400 attendees, including 236 who had not pre-registered. The volunteers had reprinted drowned badges (water and ink jet printing mix all too well) and created badges for a variety of stuffed animals and the recently arrived grandchild of a former AMC chair.

Registration is the first point of contact for most registrants. Our goal was to have their attendance at the AG start on a positive note. We felt that we had succeeded when the worst comment we heard was that people had not spent enough time in line to meet their neighbors! Unofficial observers stated that the longest wait before being greeted by a registrar was five minutes.

All's well that ends well--and we ended on a really high note, feeling good about what we accomplished and basking in positive feedback from others. However, the road to success was rocky, to say the least. A new system for handling registration was tried for this AG, using National Office staff to receive and process registrations and transmit information to the local AG Registrar. The system turned out to be fraught with difficulties, including problems in planning, communication and collaboration between national and host group personnel.

This document chronicles the events so we can learn from the experience for future new processes. No animus is intended. Mistakes were made, we overcame them, the final system worked, we had a great AG. Without everyone's fine work, the result could have been much different.

Chronology

In July 1998, Delaware Valley Mensa received the AG bid. At that time, the AG co-chairs and the National Office decided to try a new way of handling registrations, using the National Office's staff to receive and process all registrations.

There were the expected start up issues. One of the key issues became the design and testing of the database. Detailed design discussion of database requirements apparently began at a meeting at the Long Beach AG in July of 1999. The then Registrar had a previous engagement for the time that this design meeting was scheduled, and it was held without her. Therefore, the AG2K registration committee had no input into the new plan. Because the previous AG is traditionally when an AG receives its first registrations, the AG2K had already missed the opportunity to be at least minimally in place to accept these "early bird" registrants.

On August 1, 1999, when I assumed the duties of Registrar, there was no written plan addressing responsibilities and timing of pre-AG registration events.

Perhaps because of lack of Registration Committee input at the Long Beach Meeting and the lack of a written plan of action, it later became apparent that there was a significant miscommunication between the National Office and the AG registration staff in just what was required in an AG database. The AG registration staff, relying on the National Office's reputation of professionalism, expected an integrated database that would allow us to track the multiple, confusing transactions common to any RG or AG and generate letters and badges. According to Pam Donahoo, the

National Office expected to produce a database with the functionality of a "glorified Excel spreadsheet." Clearly, the expectations of the two groups did not match.

The first data transmissions, received the third week of August, revealed some design flaws. The problems included not being able to handle multiple payments by the same individual (for example: separate payments for registration, meals, and tours), and the ability to tracking over- or under-payments. Later we found that all dollar fields were integers, thus limiting all amounts to whole dollars. This was a problem as we were charging $14.50 for brunch. Each transmission consisted of an Excel spreadsheet extracting the latest registrants. We could not develop queries to either answer registrant questions or analyze the data. Under these conditions, accurate and prompt handling of registrations, always our goal, became increasingly difficult.

Access to the database also became an issue. The National Office did not intend to release the database to the hosting group prior to the AG, sending us only extracts of recent transactions. Their reason for preventing our access to the database was that it was linked to the membership database to determine if a registrant was an active member. Our question of how this linkage would work if a person registered for the AG and then did not renew their membership was never answered. In addition to these problems, the AG registration committee needed the database to develop procedures for walk-in registrations and to print badges.

Data entry mistakes by the National Office were a significant problem throughout the pre-AG period. The first three transmissions had about a 40% error rate. The National Office management was informed of the problem and kept promising to address it. We saw little evidence that they were successful. Our frustration with the database and with the limitations on access increased.

From the onset the Co-Chairs had taken responsibility for handling communications with the National Office. While they were appraised of the on-going problems, they were unable to resolve them and insisted on remaining the sole conduit of communications for database design issues with the National Office. Only when I threatened to become the second AG2K Registrar to resign in December 1999 was I permitted to speak to the National Office directly about the inherent database design problems. Pam Donahoo stated that she could not dedicate any more resources to the database, which required a major overhaul. The National Office finally sent us a copy of the entire database in February, only 4 months before the AG. Dan Farrow, a local Mensan and professional programmer with Access experience, volunteered several weeks of his spare time to redesign it to meet the needs of the AG. The redesigned database enabled us to run our own queries and reports as well as to make other design changes as needed without being dependent on the National Office's schedule. This redesign made the Registration Committee's job possible.

As a result of the massive database changes, the database was no longer tied to Mensa's membership list. At this point, there were two databases: the data entry "front end" at the National Office, and the one maintained by the Registration Committee. We agreed that the National Office would no longer need to update their database to correct every data entry error. However, registration information for speakers, who paid no registration, had to be e-mailed to the National Office for input into the database and then transmitted back to us, to prevent a registrant's record from being deleted. We continued to make database adjustments as required, and sent these to the National Office when necessary to insure the proper operation of the system.

Scheduling of data transmissions remained a problem even with this new database in place. The National Office did not keep to the schedule they themselves had set for data transmissions. When we'd been promised nightly transmissions during the latter part of June, there were instances where I had volunteers waiting on my end to do work, but the electronic transmission never arrived, although I had received faxes at work earlier that day. There was no follow-up on the National Office's end to ensure they met their transmission commitments. (As a side note: Howard Prince, director of MIS at the National Office, attended the AG, but never met with me to discuss how to improve the process for future AGs.)

Coordination, especially during final pre-AG days was difficult. Because the National Office was closed on July 3, data entry stopped on Friday, June 30. Special arrangements were made to have someone pick up the mail from the post office and fax late arriving registration forms so that we could enter the registrants into the database and prepare the necessary materials. This was particularly vexing as the Registrar received telephone calls from these last minute registrants checking to see if we had received their information, to request meals or to see if tours were still available.

The role of the Registrar versus that of the National Office was not adequately defined. Typically, at RGs, the Registrar has been the point of contact for all registrants, sending out information, responding to inquiries and receiving and tracking registration payments. The switch to the National Office doing part, but not all, of this job led to confusion. The registrant no longer had one point-of-contact for information regarding the AG. Communication was also hampered because, in the natural order of things, the volunteer registration staff works mostly on weekends and the National Office is open only during weekdays.

The Proof is in the Pudding

Once the database was redesigned, the Registration Committee was able to become familiar with data entry -- well before the AG. Our RG experience and information from previous AG committees enabled us to develop procedures that resulted in most registrants experiencing little or no wait to pick up registration material. Badges were printed directly from the registration database, so could be printed on-site at the AG as needed. Walk-ins received temporary badges good for 4 hours, then returned for an official computer generated, name badge in color. As mentioned previously, the most often heard complaint from the registrants was that they did not have sufficient time to meet their neighbors while waiting in line.

Other Key Learnings and Observations

Having been through this process, there are things that we feel we did well and areas that could have been better:

- Immediate data input at the AG gave us a good audit trail. Ideally this should be handled by the most proficient keyers to allow quicker printing of badges.
- The Registration Committee should **not** be involved in reselling meal/tour tickets once on-site. That should remain the individual's responsibility. Our customer service effort to handle this added significantly to the stress on the Registration volunteers.
- Good written procedures for registration staff, with practice sessions before the big event, made on-site registration go smoothly. These procedures included: splitting pre-registrants into three lines alphabetically by last name, with a separate line for speakers and another line handled by trained staff for walk-ins and/or additional purchases (tours, shuttles). This amounts

to five stations at the registration desk. Most of the registration positions were handled by pairs during the peak times. This appeared to work out well.

- We did not hide the computer and badge printing in a separate room as we wanted everyone to be included, not isolated, during the AG. It was handy to be able to call over to make quick corrections and kept the "back office" crew more connected to the process.
- Our RG tradition is that Hospitality feeds Registration and as usual they did a splendid job. Trays and platters appeared at regular intervals, thus enabling us to stay glued to the desk, while still partaking of Hospitality's special treats. Our registration runs on **CHOCOLATE**! (though the hoagies and pizza weren't refused.) Have we mentioned how wonderful Hospitality was?
- Direct access to the data and database and having someone knowledgeable in the workings of the database to generate queries on an ad-hoc basis proved invaluable. This allowed us to test the nuances of registration and have most of the printing—badges and reports—done before the AG.
- We chose to send the US mass mailings through Joe Zanca, who mailed them bulk rate, then charged us, to try to cut down postage expenses. The result was postage savings without sacrificing timeliness.
- There should be more training for out of town Registration volunteers, with a supervisor of the trainees. This should not be the Registrar, who is always pulled in too many directions during the actual AG.
- Some volunteers should be delegated the job of keeping the area neat, removing trash, stuffing bags, etc.
- Registration could use much LARGER, preferably overhead, signs indicating lines (A-G, walk-ins, and speakers.).
- The accessories--dots, badge holders, etc.--should be located across from the registration area to minimize traffic jams.
- The registrants' envelopes (with badges, meal, tour tickets) should not be sealed until the day prior to the AG, if at all. Many people made last-minute changes, such as canceling and asking us to resell their meals and tours.
- If possible, a separate high speed (laser) printer should be available at the AG to quickly print current registration lists. Large, multi-page reports are unthinkable on a color desk jet printer that has been optimized for printing name badges.

RECOMMENDATIONS

- National Office should collect and track payments and funds, as this allows an AG to accept credit card payments more easily.
- The National Office should send all forms to the Registrar for direct input into the database. During June, the forms should be faxed daily. Registration is the responsibility of the Registrar(s) and time is of the essence, particularly when the AG is looming near.
- The database established by the AG2K registration committee should be used as a starting point for future AGs' registration process. Refinements can and should be made to improve the process and to allow for special situations.
- Ownership of the database and procedures should be retained by the AMC or their representative(s) to ensure it isn't "broken" by less than adequate "programmers". But this should be done in a manner that allows each AG's registration committee to have adequate timely adjustments made as their special circumstances are discovered.
- If verification of membership is required, clear, simple, accurate and straightforward procedures should be established. According to a local programming expert, it is not exactly rocket science.

Advantages of shifting the job of registration data entry from the National Office to the Registrar(s):

- Registration will be done once, with review being primarily the Registrar's responsibility and thereby increased efficiency.
- Much decreased stress for the Registrar(s).
- Better management of the data.
- Speakers and other complementary/special registrants can be added whenever known and confirmed. They do not require checking against the National Office database of members, since they need not be Mensans.
- Allows the Registrar to know at all times the total counts for registration, meals and tours, which is extremely important for tours for which decisions are based on ticket sales.
- Unhooks the Registration Committee from the National Office. Registrars' volunteers typically work on evenings and weekends, when the National Office is closed.
- Local access to all of the most current data allows for improved customer service. Many times, registrants add specific requests on their forms, which can only be answered by the Registrar. These requests can be entered into the database, queried, reports/letters run and delivered via e-mail or mail.
- Registrants ask questions of the Registrar(s), not the National Office, and usually contact us nights and weekends, so the Registrar(s) must have the most up-to-date data available. It's not acceptable when the Registrar has to say "I'll get back to you Monday when the National Office is open," and, frankly, the Registrar is closer to the actual event and more concerned about the registrants' well being.

Pam Donahoo

From: "Rik Hess" [INTERNET:rikhess@usa.net]
Sent: Tuesday, April 11, 2000 9:30 AM
To: "Tom Herbertson"
Cc: "Cox, Bob"; "Hilson, Carol"
Subject: RE: 1999 AG report

Thank you for these numbers. I am forwarding them to Carol Hilson fro her planning for the 2001 AG.

Rik Hess

-----Original Message-----
From: Tom Herbertson [mailto:herbertsont@home.com]
Sent: Tuesday, April 11, 2000 2:46 AM
To: Rik Hess; Carol Hilson
Cc: Bob Cox
Subject: 1999 AG report

Bob Cox passed along your request for information. I have it in two pieces, which may not exactly conform to each other. The first is the registration count and breakdown as of August 4, 1999. The second is the financial report as of October 6, 1999. Both reports are reproduced below. On the subject of meals, we committed to way too many (200 for each of Friday dinner and Saturday lunch, and 350 for Saturday dinner) and took a big loss; see if you can get your contract to read your meal figures as an estimate, rather than a commitment. On rooms, we filled our block and there were still people wanting rooms. We ran from Thursday morning to Monday morning. The block was 200 for Wednesday night, and 400 for each of Thursday, Friday, Saturday, and Sunday nights, for a total of 1800 room nights. I believe we were below 200 on Wednesday, but were able to get a few more rooms on the other nights to make it up; the busiest, at least in pre-reservations, was Saturday night. I probably have more complete numbers on meals and rooms somewhere on paper, and if I find them, will pass them along.

On the registrations, please note that any member of Mensa (save the International guests designated per the host agreement) who attended the AG was expected to pay for registration, even if that member was a speaker. The comped speakers were outside speakers.

REGISTRATIONS:

1,272 net attendance
-83 comped registrations

1,189 paid registrations
=======

Comped registration breakdown:

44 Speakers
18 Speaker assistants
6 Undocumented reason (maybe paid cash, maybe speakers
5 Testees or speaker assistants, or maybe
4 International guests they just slipped past us)
2 Won free registrations
2 "Charge $59 to Program"
2 Special waiver

83
====

All listings include (are not corrected for) 6 cancellations, 4 @ $49 and
4 @ $59 and $80 in meals). All dollar amounts subject to treasurer's final
count of what we actually received.

$ 25.00 = $12.50 x 2
147.00 = 24.50 x 6
1,675.00 = 25.00 x 67
28.50 = 28.50 x 1
88.50 = 29.50 x 3
172.50 = 34.50 x 5
18,963.00 = 49.00 x 387
1,600.00 = 50.00 x 32
27,199.00 = 59.00 x 461
120.00 = 60.00 x 2
15,387.00 = 69.00 x 223
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$65,405.50 1,189
========== =======

Paid Registration build-up, possibly useful for future event planning:

	Count	%	$ Amount	%	
On Site	313	26.3	18,222.50	27.9	
Thru 06/99	876	73.7	47,183.00	72.1	
Thru 05/99	794	66.8	42,293.00	64.7	(T minus 1 month)
Thru 04/99	573	48.2	29,455.00	45.0	(T minus 2 months)
Thru 03/99	517	43.5	26,190.50	40.0	(T minus 3 months)
Thru 02/99	445	37.4	21,973.00	33.6	(T minus 4 months)
Thru 01/99	411	34.6	19,986.00	30.6	(T minus 5 months)
Thru 12/98	327	27.5	15,778.00	24.1	(T minus 6 months)
Thru 11/98	148	12.4	7,154.00	10.9	(T minus 7 months)
Thru 10/98	115	9.7	5,537.00	8.5	(T minus 8 months)
Thru 09/98	96	8.1	4,606.00	7.0	(T minus 9 months)
Thru 08/98	84	6.1	4,018.00	7.1	(T minus 10 months)
Thru 07/98	71	6.0	3,381.00	5.2	(T minus 11 months)

This is the financial report for 90 days after the close of the AG.
The total surplus was $9,484.84. In accordance with the Host Agreement, the first $5,000 of this has been paid to the Host Group,
Orange County Mensa, and $4,484.84 remains for American Mensa.

AG 99 - The Big One

Category Description Through 10/ 5/99

INCOME/EXPENSE		
INCOME		
Comm. - Zanca		158.80
Interest Rcvd		122.00
Meals		16,092.00
Misc - Donation		1.00
Net Seed Money		0.00
Registration:		
$24.50 REG	147.00	
$25.00 REG DT	25.00	
$29.50 REG	118.00	
$49.00 REG	19,796.00	
$59.00 REG	27,730.00	
$69.00 REG	828.00	
Registration - Other	19,318.50	
Total Registration		67,962.50
TOTAL INCOME		84,336.30
EXPENSES		
Bank Charge		72.28
Casino Night		2,548.00
Committee		2,638.04
Hospitality:		
Fixed Costs	5,382.46	
Variable	22,789.32	
Total Hospitality		28,171.78
Kids Program		222.98
Logo Caps		182.75
Meal Costs		24,001.90

MealRefund
120.00
Misc
5.40
NET TO OCM
)00.00
Program
10,292.55
Program Book:
Ad Income -300.00
Printing 2,070.86

Total Program Book
1,770.86
Registrar
2,374.38
RegRefund:
$49RegRef 1,029.00
$50RegRef 50.00
$59RegRef 767.00

Total RegRefund
1,846.00
Theme
482.54
Expenses - Other
122.00

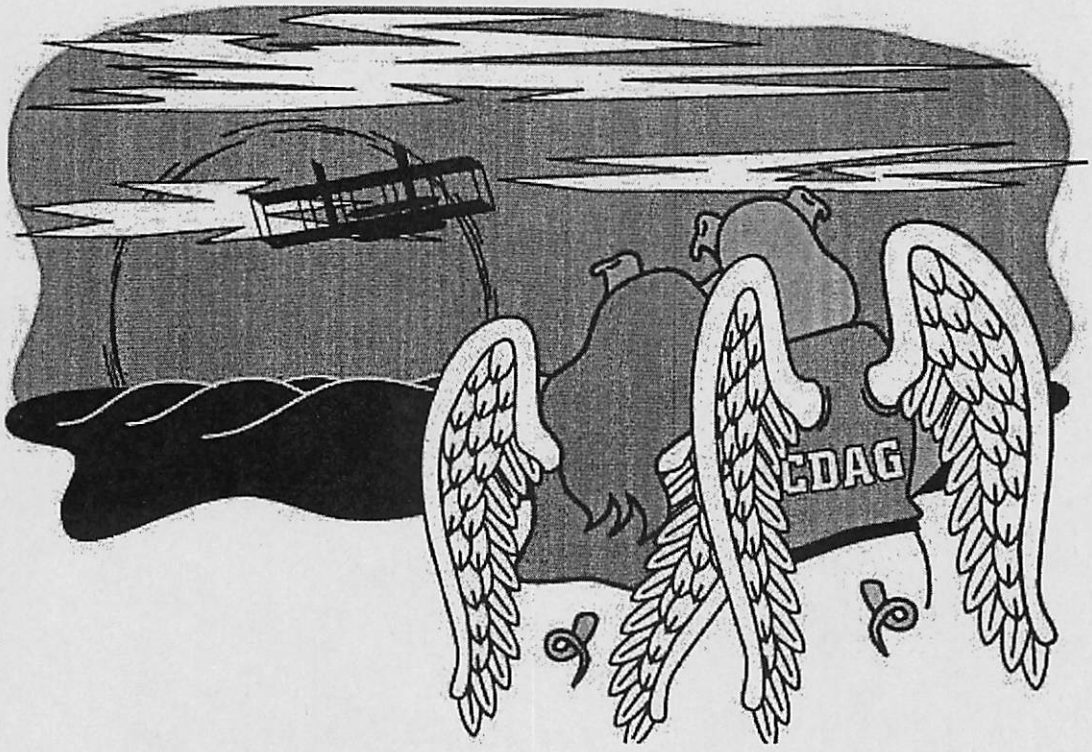
TOTAL EXPENSES
79,851.46

TOTAL INCOME/EXPENSE
4,484.84

OVERALL TOTAL
4,484.84

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Tom Herbertson Laguna Niguel CA USA Personal opinions
only
http://members.home.net/herbertsont/
mailto:herbertsont@home.com
or mailto:herbertsont@acm.org (long-term stable forwarding
address)

---------- Internet Header ----------
Sender: rikhess@usa.net
Received: from ogopogo.flash.net (ogopogo.flash.net [209.30.2.14])
by spdmgaac.compuserve.com (8.9.3/8.9.3/SUN-1.9) with ESMTP id KAA29957
for <PDonahoo@compuserve.com>; Tue, 11 Apr 2000 10:30:27 -0400 (EDT)
Received: from rikhess (216-215-68-226.flash.net [216.215.68.226])
by ogopogo.flash.net (8.9.3/Pro-8.9.3) with SMTP id JAA04267;
Tue, 11 Apr 2000 09:30:03 -0500 (CDT)



THE BUCKEYE BONANZA

A Flight of Fantasy

Final report from the

1998 CINCINNATI DAYTON ANNUAL GATHERING

of American Mensa, Ltd. Committee

July 1-5, 1998
Omni Netherland Plaza Hotel
Cincinnati, Ohio

THANK YOU! Dayton Area Mensa and Cincinnati Area Mensa were proud to host this year's gathering for American Mensa. Over two years in the making, the committee plotted and planned, argued and persuaded, quarreled and made up and certainly laughed together as we brought our vision of an annual gathering to reality. Our committee consisted of Mensans and their families from all over this great country who spent countless hours making our dream come true. The roster reads like a Who's Who of RG Committees, not only of Region 3, our home, but also of other regions, as people stepped forward to help with the knowledge that to have a great party, one should work to make it so. So, AMC, thank you for allowing us the opportunity to stage this great convention.

THE COMMITTEE was three tiered. The Executive Committee consisted of the ChairM, The Hospitality Chair and the Program Chair. The ribboned Managing Committee added the Advanced and On-Site registrars, Security Chief, Treasurer, Hotel Liaison, Volunteer Coordinator, (all reporting to the ChairM) and the Hospitality Colonel and Program Kernel as official backups for Hospitality and Programming. Our third layer - the ribboned "Officially Overworked Volunteers" included the Tour Coordinator, Publicist, Action Desk Manager, Teen Room Manager, Security Captain, Registration Majors and Movie Room Manager working directly for the ChairM or for those under the ChairMs wing. The Coffee House Manager, Games Master, Blood Drive Count, Editor and Property Manager worked directly for the Program Chair. The Hospitality Majors ran the shifts for the Hospitality Chair. The All Around Workers were designated before and after the event as those who chipped in above and beyond the call of duty and common sense. Some of these people had over two years of their lives in this event. Some of these people felt like they spent two years in 1 week (and believe me, they DID!)

The Big Picture included NO feeding frenzies with constant full spectrum food and time between programs for refreshment. These two points will be discussed further in the report.

Another part of the big picture was that each committee member had a backup person. It was recognized that over the life of the project personnel would change, so the under-study system was established early in the planning stages of the BUCKEYE BONANZA. Our management structure recognized that hospitality and programming were the two largest on site events. These were full time jobs for their respective chairs. All other non hospitality and non programming committee members reported directly to the ChairM. Thus the hierarchy of the committee was established so that the 30+ primary workers knew their reporting relationships. This kept everyone from calling the ChairM with questions when their "supervisor" already had the answer. Department heads were free to plan details provided they stayed within their budget and maintained sight of the overall "picture" that the Executive Committee had established. This separation of duties fitted the personalities and skill sets of the Executive Committee well. We defined what we wanted to accomplish in each area and let our committee members handle their jobs in their own way. Constant communication and periodic meetings kept everyone focused and sharing the same vision.

Management at the CDAG was facilitated by having a staff meeting room. We were able to secure personal computers and the borrowed photocopier (G. A. Porter Construction) which

saved us a tremendous amount of money and allowed us to post immediate program changes. At our daily morning meetings, besides departmental reports, we changed our radio batteries. The radios we used were absolutely necessary for communication in a hotel the size of the Omni. We could communicate from the basement to the top floor with only a few dead zones. They made it easier to respond to calls for help from the committee, the hospitality crew and CDAG security. National Office purchased the radios from the CDAG committee for use at future events. We strongly urge other groups to avail themselves of this tool.

THE HOTEL was negotiated and controlled by Rose Lee Crutcher of Kentuckiana Mensa. Because of potential problems with hotel management just before the CDAG, we instituted strict rules regarding who could talk to the hotel about what. Basically, the hotel was Rose Lee's responsibility and we worked through her, period. To remind ourselves and to curtail he said-she said problems, the committee sported buttons saying "I'll check with Rose Lee and get back to you." This proved so effective that the hotel's front desk personnel and a couple of managers were seen wearing them. The hotel general manager requested one as well. Rose Lee was honored on Sunday and congratulated on her promotion to Acting General Manager of the Omni Netherland Plaza Hotel. She did a great job!

The layout of the hotel was excellent for hosting an AG. The vast majority of programs were on one floor. We were able to provide the AMC with a space of its own for serious work while the rest of the attendees played, chatted, danced and ate. The Hall of Mirrors ballroom for the dances, morning exercises and two catered meals was an elegant space. The Pavilion (main hospitality) with its 3 tier design allowed ample space for food and beverage and plenty of seating where you could spot friends easily. The Games room and Smoking Hospitality, at almost 4000 square feet each, provided hours of relaxation (unless you take your gaming too seriously) for many. We enjoyed a large prep room with water supply and commercial coffee urns to act as our kitchen. Having befriended the hotel electrician, were able to work with sufficient elbow room to feed the 1301 registered attendees and 58 non Mensan speakers and troopers (plus band members). The total paid room nights was 2,597. We sold out the hotel three consecutive nights and had over 150 room nights at neighboring hotels.

Though there are some who find Rose Lee's style to be secretive, harrowing and exclusive, there is not doubt that she get she gets the job done. Every penny spent to cover her expenses was won back many fold in the cost of operation with the hotel.

HOSPITALITY was envisioned & provisioned, constructed & conducted and energized & finalized by Yvonne Porter of Dayton Mensa. Hospitality at the **BUCKEYE BONANZA** will be remembered for years to come. The Omni Food & Beverage personnel were astonished when they found that Yvonne did NOT do this for a living. They wanted to hire her.

The hospitality staff consisted of three shift managers and hundreds of volunteer hours. Gallon after gallon of homemade soup was served. Hot dogs were purchased and consumed by the caseload. 8000 buckeye confections, 600 pounds of cheese, 300 dozen homemade cookies and 300 pounds of chocolate covered bark complimented the fresh vegetables, meats and salads we provided. Careful costing allowed us to serve both Coke and Pepsi products and a variety of beers from Anheuser-Busch, Miller Brewing and local microbreweries.

Yvonne specifically planned NO feeding frenzies while having a constant supply of real health sustaining food. We specifically wanted NO lines. Plenty of varied foods were available so that there would be no panic eating. People soon realized that "there's more where that came from", a common utterance of the hospitality volunteers, was true! The afternoon/evening food bars allowed for theme meals, which are a mainstay of the Dayton DAMNations RG.

The hollow capital I table arrangement allowed volunteers to restock from the inside while attendees filled their plates from the outside. We maintained open table space as well for those who needed to set down their cups or plates while serving themselves. To maintain ease of cleanup and to protect the hotel's rugs, we laid linoleum flooring in areas where we were concerned about spillage. The hotel provided floor runners at the food tables for the same purpose. It would be most helpful for future committees if they either brought their own vacuums or had the hotel "loan" them full time. Because of excellent planning and a well organized volunteer crew, a soft opening of Hospitality greeted attendees on Wednesday afternoon.

Yvonne has produced an excellent report detailing her thoughts, plans and activities before, during and after the event. She shares her successes and failures, what she wished she had tried and that wonderful concept of hindsight vision. She will gladly send this information to anyone who asks. Yvonne's email address follows at the end of the report.

Smoking Hospitality was hosted by Bob Charlton of Cincinnati Area Mensa. At first, the hotel was adamant that smoking would not occur in this room. When we explained our simple air filtration system to them, they acquiesced. We borrowed a number of box fans and duct taped $ .99 air filters to them. The constant air flow through the fans captured the cigarette smoke and made the room habitable for many non smokers. We feel that our smoking hospitality room was far larger than necessary. Smoking is on a decline in Mensa. The room was not readily usable for other options, however.

PROGRAMS were the bailiwick of Skinner of Dayton Mensa. Skinner's vision included the 1.5 hour programming cycle and the Birds of a Feather meetings. His personal goal was to offer enough activities that registrants would have to make a conscious choice of what to do next. There were 230 scheduled events plus the Movie Room, Games Room, Massage, AMC Meetings and hotel purchased meals. De Freshwater, Denny Bender, and Bob Beatty

worked before hand as Speaker Seekers. I believe Skinner attained his goal - and then some!

Scheduling the programs on a 1.5 hour cycle was a plan that worked very well. Programs were scheduled for 60 minutes allowing a room to emptied, rearranged and refilled without people bumping in to each other. The time between programs also allowed people to refresh themselves, compare notes and decide which programs had to be missed in favor of another.

Birds of a Feather meetings (BOFs) were prepared for by maintaining a schedule of non events. That is, when a program was going well, but time ended, attendees and speaker could request an empty meeting room to continue their discussion. Also, impromptu sessions could be arranged if enough like minded individuals wanted. Eight groups took advantage of this feature, both rescheduled and impromptu.

The Coffee House was designed and run by Nancy Heller of Cleveland Area Mensa. An avid musician, she wanted to facilitate like minded Mensans. The evening Coffee House, as a supplement or alternative to the four dances, gave musicians and singers a place to harmonize.

The Four Dances ran over 24 hours total thanks to the efforts of our DJ, John Bellamy. When each of the three bands called it a night, John stepped up to the turntable to keep us dancing. John was also featured for one night of his own. John made one mistake. He said he'd play as long as we'd dance. We accepted his challenge.

Leadership Development Workshops were scheduled by AMC and provided with a space of their own for those who wanted to delve into the management and technical sides of Mensa.

The Games Room was hosted by Steve Herrick of Columbus Mensa. We told Steve that he had a big room for Games - a really big room. When he first saw the room he was stunned. It was kid in the candy shop time for Steve who hosts the games rooms of at least 3 different Ohio RGs. The CDAG ChairM badly wanted to bring a ping pong table to the BUCKEYE BONANZA and went begging (?) for space from various chairs. When Steve saw the amount of space he had for games, he graciously donated an alcove for the table. Near constant use was reported.

Tournaments were organized by Marcia Mariacher of Western Pennsylvania Mensa (Pittsburgh area). There were 25 organized events and a number of impromptu ones as well. The Spelling Bee was a darling of the media. DeAnna Freshwater of Cleveland Mensa did a fine job organizing this and a "thought full" picture of Mikey Wolstein of Chicago Mensa was featured in many newspapers. Marcia's tournaments included card games, quiz bowls, physical participation games and mental endurance games. Many tournaments were held in speaker rooms to allow time and space as well as sound control.

The Program Book was edited by Cyndi Kuyper of BlueGrass Mensa (Lexington, KY area) in record time. True to life, the second Editor (remember the concept of under-studies and backups) left the committee. Cyndi received a call one night from the CDAG ChairM asking her what she was doing lately. Less than an hour later she was learning a new word processing program and editing the book for the **BUCKEYE BONANZA**. Cyndi edited the entire book in only two weeks. We printed 1800 copies and including all monies charged to the program book budget, the final cost was $2.69 per book.

Skinner has produced an excellent report detailing his thoughts, plans and activities before, during and after the event. He shares his successes and failures, what he wished he had tried and that wonderful concept of hindsight vision. He will gladly send this information to anyone who asks. Skinner's email address follows at the end of the report.

VOLUNTEERS were our life blood. Each area of responsibility gave detailed help requirements to our Volunteer Coordinator, Nita Fields of Dayton Mensa. Nita contacted registrants and filled many of the time slots in the various areas before the CDAG opened. During peak registration hours, she stationed herself at registration and filled the holes in the schedule. We would like to thank all those who gave their time to assure the success of the CDAG.

The Boy Scouts provided large trash containers and picked up our soda pop cans to recycle them for us.

The Hoxworth Blood Center collected 53 pints of bloods from 62 potential donors.

Hell's M's, for years, has provided volunteers for a 24 hour period to any AG who requested help. This year was no different. Hell's M's members were a major help before, during and after the **BUCKEYE BONANZA**. Over 90% of the full committee were members of the SIG. This AG would not have happened in Southern Ohio without the commitment of Hell's M's members to plan it, manage it and make it the success it was. We acknowledge that non Hell's M's were also vital to the success of the CDAG but it was truly a marriage of the Cincinnati and DAMNations RGs which led to a worker's only chapter of the SIG: Cin and DAMNations -- the AG from Hell('s M's)

SECURITY was managed by Megan McHugh of Maryland Mensa. Megan served as backup security chief for the Houston AG and worked security for Birmingham as well. Our security team worked under the traditional 3 rules of security: 1. The keep the rest of the world from knowing that Mensans do stupid things. 2. To keep the rest of Mensa from knowing that Mensans do stupid things. 3. To summon professional help in case of an emergency and to keep the gawkers away. This year, a fourth concept was added because of prior publicity problems - to prevent Mensans from doing stupid things. This did not mean

that the security team played Big Brother. Rather, security watched to keep pitchers of beer and boxes of wine from disappearing from Hospitality. They went to the hot tub at our special midnight time and told people to keep their clothes on.

The most onerous duty for Security was acting as badge police. Mensans know that they have to wear their badges where they can be seen. Some Mensans believe that rules don't apply to themselves. In their minds, "everyone" knows who they are so they don't need their badge. Well, not everyone knows everyone and part of Security's job is to keep out the gate crashers. That can only be done with badges. Sadly, some of the biggest offenders were past gathering Chairs and AMC members. These people should know better! There is one situation where it is illegal to wear a badge and that is if you are in military uniform. We have not found a way to deal with this but future gatherings should try to plan for this.

In our experience, Security's function has not always been well planned in the past. We made it a point to tour the hotel in advance looking for potential problems. We also looked at the program to determine when we would need Security's help at specific events. This allowed for better scheduling on duty time for the team members.

We balanced our 24 "man" Security Team. Our experience showed that it's easier to deal with those members who over-imbibe or push the limits in other ways if you aren't confrontational. This led us to have approximately equal numbers of men and women on the team. We also had paramedics on the team and in other support functions. They came in very handy.

REGISTRATION is an event's first chance to make a good impression. We didn't do too well with that.

Advanced Registration was one of our biggest problem areas. Our first registrar changed jobs then moved. Our second registrar also moved. Our third registrar, Andy Badger of Cincinnati Area Mensa, did a fabulous job of catching up and working with the attendees. One thing Andy did which helped tremendously was to keep <u>every</u> piece of paper, including envelopes, that came to him. He was able to verify information easily as all was filed alphabetically. The outsides of the envelopes were coded. Other names registered were also noted (many Mensan couples have different last names and some even different mailing addresses).

Our Web site suffered the same problem as our initial advanced registration. Our Webmistress moved and suffered illness which didn't allow her to keep our web hits flowing to us.

A policy on refunds should be formulated early and it shoudl be announced, reannounced, printed, printed again and etched in visible places. Even then some will miss it or ignore it. Our policy was full refund if you told us before the event that you weren't coming (except for tours). Weeks after our AG was over, people are still asking for refunds.

We also learned a lot about working with the Post Office. The USPS wants a person's name on the account so they can contact someone in case of a problem. You must be very careful to not allow the post office to tie that individual name to the account in case of forwarding necessities. This caused a lot of problems when registrations addressed to the initial registrar (a friendly and familiar way to address envelopes) were not forwarded to the final registrar. A face to face meeting with the USPS branch finally solved the problem but a lot of frustrated Mensans suffered (as did our registration rate) because of it.

On Site Registration as chaired by Verona Bennetto of Cincinnati Area Mensa went well except for the sale of banquet tickets which is discussed below. Verona had read the manual from St. Louis which was helpful and had been registrar for several RG's.

Some "pre-registrants" were required to pay a second fee as their checks had not arrived in time. This was noted on their site registration form along with their request that the original or replacement check be returned to them. Checks with personal notes were sent to about thirty-five.

The registration table consisted of three parts: Pre-registrants, Walk-Ins, and Handouts. We gave a ticket to each registrant which was redeemable at the handout table for a badge holder, souvenir mug and program book. A soft opening was planned and realized which cut down on the Wednesday 3 PM rush.

Walk-Ins filled out a form, paid, and were given temporary name tags good for 4 hours (or overnight) and a ticket for handouts. Day-trippers, test candidates, and speakers had their own form and special badges.

Additional purchases were taken care of by the Walk-In desk at registration. An "additional purchase" form was filled out. These were filed separately after being entered in the computer. Receipts were given as a double check. There were several tour purchases on site, and many meal purchases because we hadn't met our hotel minimum. Because we were pressed for time when printing our meal tickets, we decided not to number them. Due to miscommunication and excited, poorly trained volunteers, the banquet was oversold. We recommend that <u>all</u> meal tickets be numbered at future gatherings, no matter what the size of the gathering. An understanding should be reached with the hotel beforehand as to their maximum capacity and that many tickets printed. The ticket number should be entered along with other registration data. To make amends with the 41 attendees who were not seated for dinner, we issued refunds with an additional $10 (except to 5 committee members who were only reimbursed for the actual meal).

The Back Room held our computer. Data from the various forms was entered and the forms were initialed with the time. All checks were photocopied and the signer's name was written on the deposit slip. Bank deposits were made daily. Any cash and checks not deposited that day were put into the hotel safety deposit box.

Verona provided the map of the USA and the "little yellow map pins". Verona has a detailed report available for those who wish her information.

Action Desk was chaired by John Schneder and managed by Tom Vonderahe. We had listings of restaurants, places of interest and local stores. Cynthia Collins and Rick Magnus spent a tremendous amount of their time helping the non locals feel local.

THE TREASURY was handled by Mary Horan of Cincinnati Area Mensa. We had a no fee, non interest bearing account at a large Cincinnati bank. We opted for this type of account as our research told us that fees would easily outcost any interest earned.

The final accounting is probably not in good "accounting" format. I think it makes sense, though. At least the income and outgo match. I showed the original budget areas and how the money was actually spent. Surprises included the number of bounced checks. According to our final advanced registrar, many Mensans were soooo sorry that checks had bounced and they made good on the charges.

TOURS were a major success. Tom Vonderahe of Cincinnati Area Mensa coordinated the tours and did a fabulous job. We had originally planned 7 tours and then we let the attendees vote with their registrations. Four tours: The Cincinnati Zoo & Botanical Garden (29 people), Wright Patterson Air Force Museum (42), C! Cincinnati (a guided historical and architectural tour) (67), and a Cincinnati Reds baseball game (55) were well attended. We were especially glad that the Red were playing the St. Louis Cardinals. When St. Louis hosted the AG a few years ago, their workers didn't get to attend the game they had as a tour. They were too busy. This was their opportunity!

THE TEEN ROOM was a great success. Marc, Mary and Robert Morlan of Western Pennsylvania Mensa brought computers, network equipment and software. Over 20 guests ranged from about ten years old to the early 20s. They played an assortment of interactive computer games provided by Virgin Interactive Entertainment and other games that were provided by some of the teens. A local area network of five computers was provided by Morlan Software. Marc and Mary chaperoned the room while son Robert provided the network administration and game master services for the teens.

Positive comments were received from the players and parents alike. There were no major problems with any of the visitors to the teen room and all were well behaved. The teen room was large enough for the computers and a sitting area where the teens were able to chat and play other games while they waited for turns on the gaming net.

BULLETIN COVERAGE was excellent. Marjorie Mandelblatt did a fabulous job. We didn't know Margie well but we worked hard FOR her. She drove us to get the information for the CDAG to her in a timely manner. She "suggested" appropriate material. She got the cover photo for the March issue from the Cincinnati Convention Bureau and created the back cover ad for us.

THE KIDS ROOM would have not happened if it weren't for Beth Schwartz of Nashua, New Hampshire and Valerie Spear of Tustin California. Our Kid's Room Chair left the committee only days before the BUCKEYE BONANZA. We put the word out for help starting Wednesday night at the Omni. Valerie and Beth, both with children under the age posted for the Kids Room came to our rescue. We lowered the age for the room and many parents

came by the three days we were open to help out. Decorations and learning materials were provided with the help of Rob McDonough of Alaska Mensa.

THE MEDIA was friendly. The Cincinnati Loc-Sec and the CDAG ChairM did a live radio show on WLW (a clear channel station) the Tuesday before the event. There were favorable (though seriously misattributed) quotations in articles about the event in many newspapers. Local TV had us on the evening news during the event and NPR aired an excellent interview with Alan Baltis of Chicago Area Mensa. Ed Trissel of Bustin was easy to work with.

We do not feel that we were properly represented by National Office's publicity group. We feel that the very poor turnout we had at the test was contributed to by the poor local publicity we suffered. The AG Committee was told to "do nothing". We were told it would be handled. It was not.

THE BUDGET was developed by comparing previous AG budgets. This was a good start. It would have been helpful to have more detailed information as to exactly where the money went so that those building (or rebuilding) future budgets can compare their vision with actual experience. I will be sending very detailed information to the 1999 AG ChairM at his request and will make this available to all who need it.

Surprises included the number of bounced checks. According to our final advanced registrar, many Mensans were soooo sorry that checks had bounced and they did not need to be prompted to make good on the charges.

Though I had concerns about having the Speaker Chair and the Hospitality Chair living in the same home, it was sometimes humorous to watch them vie for budget funds.

Another problem we suffered was long distance telephone charges. The executive committee and most of the sub committees lived in different area codes. If it hadn't been for e-mail, we would have spenbt considerably more for pre-event communication.

THE AFTERMATH has not been fun. People still have not cashed refund checks. The hotel was not swift in refunding monies due us. People were burned out badly. The real world demanded paybacks in the form of overtime. A committee member joined the surgery of the month club. It's been rough. We apologize for being late with this report.

BUT

THE AFTERMATH has been fun. The emails and newsletter columns and phone calls and hugs at subsequent gatherings have gone a long way to soothe sore bodies and exasperated minds.

RECOMMENDATIONS (shifting in to first person for a while) - Go for it. Bid on a future AG. The work is tremendous. You'll spend not enough time and too much of your personal funds (like a lot of other Mensans doing a lot of Mensan things) but the reward is tremendous. I remember standing in the middle of main hospitality on Wednesday night with hundreds of Mensans already there, hearing the laughter and seeing the smiles and feeling the happiness and love, and knowing that we had succeeded with 4 days yet to go before us. It was grand and with what I know now, again having an excellent crew, I'd consider it. But I'd rather just sit back now and offer advice. The committee has been promised a couch at the 1999 AG and we intent to sit on it!
I mentioned earlier that I had concerns about the Speaker Chair and the Hospitality Chair living in the same home. That concern was that if one became ill or unemployed or whatever, the other would be affected as well and work would be doubly not done. Well, one did become ill and employment was affected but the work was still done. I believe this is a testimony to those two people. I would NOT recommend allowing this to happen in the future, however.

ACKNOWLEDGMENTS

Special thanks to the 1997 **SOUTHERN COMFORTS ANNUAL GATHERING** Committee. At their AG, as busy as they were, they allowed us to shadow them for on the job training. But above and beyond the call of duty, in October 1997, they offered us the opportunity to pick their brains firsthand. A meeting was held midways between the two convention sites. The information they shared with us was invaluable. The BUCKEYE BONANZA committee offers this same sharing to future AG committees. Though we may not be able to meet as full committees because of geographical limitations, there are some Regional Gatherings that many attend. Our individual responsibility reports are available for the asking.

We wish to acknowledge the prior work done by Greg and Eden Krumrey of St. Louis Area Mensa. Their 1996 manual on AG registration was a great help for our team.

We wish to acknowledge the tremendous help provided by LeAnne and Steve Porter of Central Alabama Mensa. They came to Cincinnati the weekend before the BUCKEYE BONANZA and computered and painted and brewed coffee and stuffed envelopes and made sense! They give good hugs too!

We wish to thank Gay SIG for offering an alternative hospitality.
We wish to thank Kadon Enterprises for providing their mind candy on a 24 hour basis.

We wish to thank the Mensa Boutique for providing their services and souvenirs of the event.

We wish to thank Laura Hoyer and her crew of licensed massage therapists for keeping us all moving.

A maxim learned: When dealing with Mensans and their money, it is vital to document <u>everything.</u>

The BUCKEYE BONANZA was a critical success and we acknowledge that this is only one way of managing an AG. Like other committees, we really wanted to do this - to throw an AG. We had our vision and we made it happen. We wanted to prove that we could

feed and program for a reasonable fee. We know that different parts of the country have different constraints and different visions and different ideals. That diversity is what makes Mensa worth belonging to!

Again, thank you, American Mensa Committee, for allowing the 1998 Annual Gathering, the BUCKEYE BONANZA, A Flight of Fantasy, to be hosted by Cincinnati and Dayton and Hell's M's.

We done good.

Mary Lee Kemper
CDAG ChairM
11/21/98

financial report follows (in Excel 5.0)

Committee members: (further information may be obtained from those whose email addresses are listed below)

The Executive Committee

ChairM	Mary Lee Kemper	Queen_Mary_Lee@compuserve.com
Hospitality Chair	Yvonne Porter	75777.404@compuserve.com
Program Chair	Skinner	103043.1470@compuserve.com

The Managing Committee

Advanced Registrar	Andy Badger	Andybadger@aol.com
Hospitality Colonel	Niki Foor	twofun4s@aol.com
Hotel Liaison	Rose Lee Crutcher	71204.2256@compuserve.com
On Site Registrar	Verona Bennetto	pjjc03a@prodigy.com
Security Chief	Megan McHugh	mchug@mindspring.com
Treasurer	Mary Horan	
Volunteer Coordinator	Nita Fields	needtoread@aol.com

The Officially Overworked Volunteers

Movie Room	Bill Allendorf	
Property Manager	Robert Andrus	
Program Kernel	Denny Bender	
Registration Major	Cher Burnham	
Smoking Hospitality	Bob Charlton	charlton@fuse.net
All Around Worker	Esther Charlton	
All Around Worker	Cynthia Collins	
Hospitality Major & Beer Czar	Rob Foor	
Speaker Seeker	De Freshwater	
Hospitality Major	Alice Garber	
Hospitality Major	John Garber	
Coffee House	Nancy Heller	nancyandbob@compuserve.com
Games Master	Steve Herrick	105224.1650@compuserve.com
Editor	Cyndi Kuyper	

Tournaments	Marcia Mariacher	callmar@juno.com
Blood Drive	Dick Martin	
Teen Room Manager	Marc Morlan	morlanms@valunet.com
All Around Worker	Loretta Olson	
Registration Major	Jim Poltrone	
Security Captain	Tom Pyter	
Action Desk Manager	John Schneder	
Tour Coordinator	Tom Vonderahe	TomV11@aol.com
Property Manager Assistant	Gregg Wiggins	

1998 Buckeye Bonanza - 1301 Official Attendees

Income	**Income**	**Expense**
Total deposits per bank statement	93,837	
Registration (Total)	88,828	
Returns from vendors	5,009	

Expenditures

Buckeye Bonanza expenses		67,885
Meals (Breakeven)		12,270
Tours (breakeven)		2,036
Refunds paid (includes $360 dinner premium)		6,117
Outstanding checks (as of 11-15-98)		673
Unrecovered bad check (recovered 880 of 959)		79

Profit (split between Dayton and Cincinnati)		4,777
Total		93,837

Budget Performance	Budget	Actual	Over (under)
Programming			
Program Book and editing expenses	5,000	4,943	
Dances	2,000	4,112	
Audio Visual Equipment	2,500	2,451	
Phone, fax, mail, etc.		1,286	
Keynote Speaker		600	
Other Paid programs	150	460	
Games and Tournaments	500	112	
Publicity	250		
Kids	150	156	
Total	10,550	14,120	3,570
The Hotel: The Omni Netherland Plaza			
Hotel Liaison expenses		2,018	
Direct payments to the hotel	6,430	1,930	
Total	6,430	3,948	(2,482)
Bank Fees			
Bounced check fees		78	
Bank fees	100		
Total	100	78	(22)

Registration	Budget	Actual	Over (under)
Registrant mailings, phone, fax, postage		1,315	
Badges and badge holders		1,257	
Mugs we gave to attendees		1,225	
Total	2,962	3,797	835
Hospitality			
Food		29,300	
Pop, water, juice		4,309	
Beer & Wine		3,478	
Pre events ('97 AG, HalloweeM)		1,011	
Equipment rental		732	
Breads		659	
Ice Cream		441	

Gratuities		230	
Total	40,443	40,160	(283)

Committee

Phone, fax, postage, meetings	900	2,629	
Hotel room coverage	1,000	963	
AG Chair discretionary	500	952	
CDAG Security	100	132	
Total	2,500	4,676	2,176

Total cost (budget)	62,985	66,779	3,794

Note: refunds to the CDAG from vendors have been included to reduce the cost
paid out for each budget section

Total paid room nights at the Omni ***	2597
Total reported room nights from neighboring hotels	150

*** The Omni was sold out Thursday - Saturday at 602 rooms/night

Registration by Fee

	Fee	Head Count
7/1/97 - 7/31/97	$39	359
8/1/97 - 12/31/97	$54	168
1/1/98 - 6/28/98	$64	561
Full walk in rate	$79	100
Thursday only	$15	17
Friday only	$25	15
Thurs, Fri, Saturday	$69	10
Saturday only	$30	16
Saturday and Sunday - $3 underpaid	$40	9
donated extra dollars	$39	3
donated extra dollars (3 paid $100 each)	$61	
Juveniles at $3/year		41
Traded supplies for registration	more for us	4

- two double paid and donated		-2
Total registrants		1301
-1 who refused to make good on a bad check	Paid	1300

Guests:	
Program Speakers - not registered	38
Massage Therapists - not registered	2
Rocky Horror - not registered	10
Animal Shows - humans not registered	5
Klingons - aliens - additional	3
Plus uncounted band members	?
	58

Pam Donahoo

From: Bob Beatty [Bob_and_Kathy_Beatty]
Sent: Monday, September 20, 1999 8:17 AM
To: Bob Beatty; Jean Becker; Stephen Burnham; Darlene Criss; John Cumming; Pam Donahoo; Rik Hess; Mike Jacobson; Mary Lee Kemper; Ike Kullman; Marie Mayer; Don Pendley; Will Steinke; Cat Sterrett; Jim Werdell; Deb Stone
Subject: 1999 AG interim financial report

From: Tom Herbertson, INTERNET:herbertsont@home.com
To: Dan Burg, DBurg
Bob Beatty, INTERNET:Chairman@us.mensa.org

CC: Alan Baltis, INTERNET:AlanBaltis@aol.com
Carol Young, INTERNET:carolrants@been-there.com
Steve Slepner, INTERNET:slepner@home.com
Russ Bakke, RBakke
Dave Remine, DaveRemine
American Mensa Ltd, AmericanMensa
Bob Cox, INTERNET:mjcox@primenet.com

Date: 09/19/1999 5:27 AM

RE: 1999 AG interim financial report

ANNUAL GATHERING STATUS REPORT
for the 1999 AG hosted by Orange County Mensa,
July 1-5, 1999, in Long Beach, California

This is the interim financial report as of September 18, 1999.

SUMMARY REPORT
1/ 1/98 Through 9/18/99

Category Description	
INCOME/EXPENSE	
INCOME	
Interest Rcvd	122.00
Meals	16,092.00
Misc - Donation	1.00
Registration:	
$24.50 REG	147.00
$25.00 REG DT	25.00
$29.50 REG	118.00
$49.00 REG	19,796.00
$59.00 REG	27,730.00
$69.00 REG	828.00
Registration - Other	19,318.50
Total Registration	67,962.50
Seed Money	0.00
TOTAL INCOME	84,177.50
EXPENSES	
Bank Charge	72.28
Casino Night	2,548.00

Committee		2,638.04
Hospitality:		
Fixed Costs	5,138.90	
Variable	22,789.32	
Total Hospitality		27,928.22
Kids Program		222.98
Logo Caps		182.75
Meal Costs		24,001.90
MealRefund		120.00
Misc		5.40
Program		10,292.55
Program Book:		
Ad Income	-300.00	
Printing	2,070.86	
Total Program Book		1,770.86
Registrar		2,374.38
RegRefund:		
$49RegRef	1,029.00	
$50RegRef	50.00	
$59RegRef	767.00	
Total RegRefund		1,846.00
Theme		482.54
Expenses - Other		122.00
TOTAL EXPENSES		74,607.90
OVERALL TOTAL		9,569.60

--
Tom Herbertson Laguna Niguel CA USA



FINAL REPORT OF THE

SOUTHERN COMFORTS ANNUAL GATHERING

OF AMERICAN MENSA LTD. COMMITTEE

JULY 2 THROUGH 6, 1997 - BIRMINGHAM ALABAMA

submitted to the
AMERICAN MENSA COMMITTEE
for their September 6th, 1997 meeting
Fort Worth, Texas

This Annual Gathering was the best experience that Steve, LeAnne, and the local group have had in Mensa! All of us who worked on the gathering came away feeling that we had done good things for Mensa and good things for our local group. We believe this was largely due to the assistance we received in preparing for the gathering and the large number of volunteers who helped while the gathering was in process.

Central Alabama Mensa is considerably smaller than most local groups that have hosted AG's. Our July 1, 1997 membership printout showed a membership of 198. Our membership normally tops out around 250 on March 31. Understandably many local members were concerned about a group of our size placing an AG bid. However, without exception, their consensus at the conclusion of the AG was, "We're glad we did this"!

We wanted to make the Birmingham AG affordable for any member wishing to attend. Consequently we cut registration rates $4 per price break from both Houston's and St. Louis's price structures and commissioned Rose Lee Crutcher to negotiate flat room rates and affordable meal package prices. Our rate lowering necessitated fiscal frugality but after careful budget analysis we were convinced that it was possible to produce the AG based on these numbers.

Our philosophy behind producing the AG was simple: good value to the attendees for registration dollars and affordable hotel dollars. Our goal was to ensure that we made a modest profit yet have attendees leave saying, "We had fun and it was worth every penny". As a result our budgeting and spending emphasis was on areas that would benefit all attendees rather than spending lots of money in areas only of interest to a limited group. This premise dictated that the majority of our expenditures would be focused in the hospitality area. We did not want individuals volunteering to help with the AG in order to obtain a "free ride" for their AG attendance. Consequently we did not promise, budget or comp committee registrations up front. When the AG was over and we realized a profit we reimbursed committee registrations.

Our management style for the event centered around the logic that we put proven capable individuals in charge of each facet of the AG; let them know what we expected of them and that we were available to answer questions or deal with problems should they arise, and then left these people alone to do their jobs.

We conducted monthly planning meetings alternating between Birmingham and Huntsville, since these were the two local groups primarily involved in running the AG. During the AG we had daily committee meetings at 9:00 AM to address problems which had arisen and discuss strategies for dealing with the upcoming day's scheduled events. Key committee members all had cell phones during the course of the AG to facilitate communication. Thanks to her work connections, Kim Shadix obtained ten cell phones for our use from BellSouth Mobility at no charge.

Central Alabama Mensa is considerably smaller than most local groups who have hosted AG's. Our July 1, 1997 membership printout showed a membership of 198.

We were extremely fortunate to have three individuals with many years of AG experience giving us advice and input every step of the way: Rose Lee Crutcher from Kentucky, Oscar Zeiger from Georgia, and David Mann. We would strongly urge future AG committees to recruit more than one individual in their geographic area who has extensive AG experience to provide feedback. We specify "more than one" because different people have varying degrees of experience in different areas and it often helps to have more than one viewpoint before making a decision.

The abilities, strengths and interests of local members were carefully considered before making key committee appointments (and also ancillary appointments). Individuals function best if they are operating in an area of expertise with prior knowledge of what will be involved in their job. We also paid attention to the chemistry of individuals who would be working closely together in order to avoid conflicts. We had very little turnover in the AG committee and on the three occasions that we did move individuals from one area of responsibility to another, the transferred individuals continued to participate. This continuity of the AG committee helped maintain a consistent game plan and good communication. The proliferation of e-mail made it easy for us to involve members from across the country although it did mean that LeAnne spent a couple of hours every night producing and responding to messages since Steve doesn't "do" e-mail!

When establishing AG timelines two dates need to be developed for each deadline: the date that is given to the individuals providing information, supplies, material, etc. and the "drop dead" date for these same items. The date given should be one week prior to the "drop dead" date! Mensans are traditionally procrastinators and following this procedure prevents the AG committee from getting in a bind. If we had not followed this procedure, our program would not have gone to the printer on time nor could we have stuffed our registration packets on time. I don't think the individuals involved realized what we had done, but our date shuffling prevented potential problems.

VOLUNTEERS

Cathy Funston did an exceptional job as our volunteer coordinator. She made it a practice to immediately contact an interested volunteer via e-mail, phone or snail mail to recognize their offer. Cathy also kept detailed records of who on the AG Committee needed volunteers, when they were needed, and what they needed to do. She then matched volunteers' offers with committee needs.

HOTEL

Thanks to Rose Lee Crutcher, we had very few problems with the hotel. Rose Lee emphasized to us that the hotel was her responsibility from contract negotiation through the conclusion of the AG and that she would deal with it if we let her. We did and she did! The primary difficulty we had was in the reservation process. The Sheraton has a unique setup where they maintain a block of rooms for their national 800 number and a local block of rooms rather than a common room block from which both can draw. The 800 number would run out of rooms and inform folks that the hotel was sold out rather than communicating with the local number to see if more rooms were available. Each time this occurred Rose Lee intervened and got it handled. The eventual result of this was that the hotel did get an e-mail account and conduct registration online. The hotel director told Rose Lee that he appreciated her bringing the hotel into the twentieth century!

Rose Lee emphasized to us that the hotel was her responsibility and that she would deal with it if we let her. We did and she did!

We are convinced that the main reason we had no hotel problems was because of the excellent contract. Charges and responsibilities for both the hotel and Mensa were explicitly spelled out in addition to a cancellation clause that protected both parties. Since Rose Lee wrote the contract herself the normal verbiage which protects only the hotel with no protection for Mensa was excluded. Matters with no relevance to the AG were also excluded which resulted in a much more concise and easily understood

document. Key committee members were given copies of the hotel contract at the AG in the event they should have need of them. The need did not arise, but we would still recommend following this procedure.

INTERNAL PUBLICITY

Helen Lee Moore from Florida, Marie Mayer from Iowa, Eileen Steinhice from Tennessee, Marc Lederman from Pennsylvania, and Marjorie Mandelblatt from California were invaluable resources to us in publicizing the AG. We specified to our writers just what we wanted included in their articles, what ambiance we wanted to convey, and left them alone to write. They did a beautiful job. Marie not only did copy editing for us but worked with us on the inclusion of promotional material in *InterLoc*. Marjorie was extremely accommodating about inclusion of articles and ads in the *Bulletin*.

Since LeAnne works in printing and since both she and Steve enjoy graphic design the AG chairs created the advertising material. For the first time ever, the AG ran a four color ad in the *Bulletin*. Due to LeAnne's resources, ad production cost virtually nothing and we believe the ad helped create a good impression for both the AG and the *Bulletin*. Our first article and ad ran in the *Bulletin* in the January/February issue and we had information in each issue following until the AG. Marie ran several promotional pieces in *InterLoc* dealing with the Officer Training sessions and allowed us to insert a registration form which the AG paid to have produced in one *InterLoc* issue.

We provided registration forms and information to various individuals promoting the AG at RG's they attended across the country and even at the 50th anniversary celebration in England. Although we did not receive seed money for our promotional efforts as some AG's have done, we made major promotional efforts at the Houston AG and HalloweeM. These were funded through early registrations and T-shirt sales.

We photocopied AG ads in various sizes for use by newsletter editors. We shipped these to the National Office for distribution in monthly mailings. The only costs incurred by the AG were photocopying and shipping to the National Office. Numerous newsletters utilized these ads. We sent only one batch of ads to the National Office and should have sent at least one or two more.

PRINTED PROGRAM

For the first time, daily pocket guides were included in the printed program as a perforated page at the back of the program. We received positive feedback from attendees while avoiding scattered paper and excessive printing expense.

Sam Samsil originated the idea and volunteered to sell local ads in the program. We were late starting this but believe that we could have sold more ads if we had begun earlier. We had not considered or budgeted income from ad sales but this covered about one third of our printing expense for the program.

HOSPITALITY

There were three key hospitality coordinators and in hindsight we would recommend having four. All of our hospitality experts – Anne Bauer, Jinnie Lawson, and Kim Shadix had years of experience with RG Hospitality and also in catering and hospitality for other organizations. This was the most labor-intensive and draining aspect of the AG, but thanks to having three individuals involved, it was doable. If a fourth person had been in the loop it would have

Folks were enthusiastic about helping and seemed to feel the AG was "theirs".

made the total job easier and less time consuming. On a light note, the three of them referred to themselves as the "Hospitality Sofa", because one is a chair, two are a love-seat and three are a sofa.

Our hospitality team determined we would offer one meal-type event per day and one specialty snack-type event per day, in addition to continuous hospitality "staples". Also, we decided we didn't like the images and connotations of the term "Feeding Frenzy", so that term wasn't used in any internal or external program material. Upon analysis, we realized that the frenzied approach on the part of attendees occurred when prior AG's had short supplies in hospitality or it appeared supplies were short. In order to minimize the "Frenzy" atmosphere we tried to ensure that the meal and snack events started at least 10 minutes before the time scheduled in the printed program and that there wouldn't be a break in the specialty service which created the illusion that the supplies were endless. We were able to accomplish this and remain considerably under budget ($25 per person) for hospitality offerings thanks to much help from local groups around the country.

Thanks to much help from local groups around the country we were able to accomplish this and remain considerably under budget ($25 per person) for hospitality offerings.

We recommend the continued contact of local groups not only in the AG region but across the country for this assistance. Folks were enthusiastic about helping and because their involvement was solicited seemed to feel the AG was partly "theirs". The concept of asking a group to host a block of time in hospitality worked beautifully; in most cases four hours. Local group coordinators rounded up volunteers and in many cases made homemade goodies. Very little involvement was required by the AG committee in this process. Last, but absolutely not least – Hell's M's got hospitality off to a roaring start with their 24 hour shift. We would not have been in such good shape without their assistance! Every local group and Hell's M's SIG responded willingly when we requested their assistance. It is imperative that these resources be contacted well before the AG begins in order to ensure hospitality goes well. Cooperation like this doesn't "just happen" at the event. It requires active, involved effort many months prior to the AG. We kept volunteers informed what help we needed and it was provided.

Our logistics coordinator, David Cramer from California, was invaluable to hospitality, registration, programs, and the action desk. A competent person in this position greatly facilitates the workings of each AG area.

REGISTRATION

Our registrar, Mary Ambridge, did an exceptional job of handling the entire registration process. We obviously didn't burn her out because she's already volunteered to be registrar for the 1998 Owlabama Blast! Our basic premise regarding registration was that all inquiries and payments would be acknowledged promptly. We sent post cards or e-mail to early registrants within a week. We notified them that a complete confirmation package would be mailed in March and specified moneys received. The confirmation package was mailed in March. We used a newsletter- style format rather than a #10 envelope stuffed with multiple sheets. Many folks were

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most complimentary of the appearance and content of confirmations..

From the outset, we were aware that there was very little space in the registration area and we could not afford to have long lines. We established early on that opening for registration and hospitality would be listed as being at 3 PM but we would try for a "soft" opening of both areas at noon. Registration actually opened at 11:30 and the most in a line was six! The fact that registration was handled without a hitch put folks in a good mood rather than starting their AG visit frustrated and irritated. If folks are in a good frame of mind initially, it's much easier for them to overlook small "glitches".

We purchased our cloth registration bags, our "freebie", from Joe Zanca at a very reasonable price and we received many compliments on these. They were practical and a good memento of the AG.

MEAL PACKAGE

Our AG sold more meals than even the New England AG (our largest U.S. AG to date). Since we were not featuring nationally known speakers or entertainers, we believe our sales volume was based primarily on price and secondarily on the menu, contradicting the previously touted philosophy that name entertainers increase sales and attendance. This meal package was planned and negotiated by the hotel liaison. We sold 329 Friday awards luncheons, 405 Saturday banquets and 351 Sunday brunches in contrast to Houston's Friday BBQ 265, Saturday lunches 174, Saturday banquets 302, Sunday lunches 173 and New England's Friday lunches 147, Saturday lunches 179, Saturday banquets 365 and Monday brunches 221.

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Our committee had debated long and hard about the advisability of spending large bucks for after dinner entertainment on Saturday in the hopes of increasing AG and meal attendance. Our use of Mensa talent was well received as an alternative to several well known speakers. It appears we made the right decision. (Occasionally it's nice to be able to make that statement!)

LOCAL TRANSPORTATION

There were only six restaurants located in our hotel and within walking distance of the hotel. Because we were aware that many members fly to the AG and are without cars and due to the fact that Birmingham has extremely limited local transportation, we arranged for shuttle buses to run from the hotel to an area with 20 to 30 restaurants in a four block area. We ran these buses Thursday, Friday and Saturday from 11:00 AM to 3:00 PM and 5:00 PM to 9:00 PM. If later AG's have a similar situation, this solution worked well for us.

TOURS

Since Birmingham is not considered a tourist destination, there was not a wide variety of canned tours available. We investigated tour possibilities with the only company which provides local tours and they wanted an astronomical sum of money for a tour limited to three sites in Birmingham. In an effort to provide attendees value for their money we elected to organize our own tours.

We ended up providing three tours; a tour of six local Birmingham sites, a trip to a Shakespeare play at the Shakespeare Festival Theater located 1-1/2 hours south in Montgomery and a tour of NASA's Marshall Spaceflight Center lo-

cated about 2 hours north in Huntsville. For all of these tours we contracted with a local bus company for transportation and used local volunteers to act as coordinators and guides. We also had 150 complimentary tickets to the traveling Smithsonian exhibit.

One problem we encountered was lack of solid information and numbers about tours from previous AG's. Members of the Birmingham and Huntsville groups are not AG tour goers and we were amazed at the number of registrants for the tours: Shakespeare 35, NASA 50 and Birmingham 79. If we had arranged for additional buses, we could have sold more tours at the AG. However our overall plan was to avoid exposure to potential cost on which we could not expect a return. An additional consideration with NASA was the required security clearance so we could only sell tickets until June 1st.

If possible, we would definitely recommend circulating tour information earlier than we did (it went out in our March confirmation packet) and having optional space available for individuals who show up at the AG and want to take a tour. We do not know if we had a high, low or average number of attendees taking tours because we received no data regarding previous AG tour participation.

ACTION DESK

The action desk under the direction of Ric Rogers from Mississippi performed a vital role in answering attendees' questions and avoiding potential problems. Scheduling for the action desk should coincide with registration since registration was bombarded with action desk questions whenever the action desk was closed. Registration was not equipped to handle some of the questions. Scheduling could have been facilitated by having more volunteers for the action desk which was not as well staffed as registration. Action Desk volunteers need to either be local members or individuals with extensive knowledge of the local area since many questions deal with what is available locally.

SPEAKERS AND PROGRAMS

Marc Lederman, our program chair, is from Pennsylvania. Eileen Steinhice, our special events chair, is from Tennessee. The local individual who had initially committed to handling programs was not on e-mail and early in the process we all (her included) recognized that e-mail was absolutely essential in doing an efficient job. Marc had already offered to help us and on further discussion this seemed to be a natural fit. Marc took on the job with the intent of providing something that would appeal to everyone. He succeeded at this! Positive comments were made about the variety and diversity of programs and special events at the AG.

One thing we would have done differently in this area if we could, would be to lease audio visual materials. We procured AV equipment from a variety of members and their companies to reduce cost. Although this equipment was checked out before the AG began, some of it broke during the course of the AG and because it was not all the same brand and model parts such as slide trays, bulbs, etc. were not interchangeable. Getting it all returned at the conclusion of the AG was also somewhat problematic. Unless virtually all equipment can be obtained free from a single source, it would probably be better to rent the equipment.

Numerous comments have been made about the variety and diversity of programs and special events.

Also there should be an individual designated early in the planning stage as the program room setup and audio visual chairman. Thanks to Marc's excellent documentation, we had two individuals come in at the beginning of the AG to handle this, but it would be much better if a

member were working closely with the speaker chair from the outset.

OFFICER TRAINING SESSIONS

Didi Pancake from Virginia did her usual stellar job of coordinating these sessions with the AMC and AG Committee. Didi completed presenter scheduling around the first of the year which allowed ample time for publicity through national office mailings and *InterLoc* articles. We elected to designate two rooms with alternating time slots to these sessions which allowed additional time for attendees to stick around and ask questions of the presenters.

DANCES

Many attendees commented to us that our dances were the best ever at an AG. We especially appreciated this compliment since the first four years of the Birmingham RG were remembered for horrible dances. We had three dances. The first was contra line dancing, similar to square dancing but it can be learned easily by beginners at the event. The second dance was a DJ dance and the third on Saturday night had a live band. We wanted each dance to be different so we decided to utilize three different types of music although we specified to all the performers we wanted high energy dances. This approach seemed to work well. Although many of the same folks attended all three dances, we also got a variety of attendees who participated in one or the other of the dances.

Budget was a consideration in this area since dance bands and DJs are not cheap. We did not want to expend too much money since this is not an event everyone attends. Steve and LeAnne spent months auditioning bands and DJs and obtaining prices. We were fortunate to find a gentleman who could provide both DJ and band services so were able to reduce our costs while still providing variety. For the contra dance we were able to obtain a single price package for the caller and the band.

GAMES

Houston sold us their leftover games for $100. This gave us 19 games. A member from Louisiana who regularly visits yard sales offered to procure additional games for us at yard sales. This worked beautifully. We obtained 35 games for $35 using this method! Members from New England who are puzzle enthusiasts offered to give us puzzles for shipping costs which were minimal. Both these approaches worked very well at very little cost to the AG. We are donating our games to the Cincinnati-Dayton AG.

YOUNG M's

The AG had three initiatives targeted at young Mensans. Based on the level of participation in these we would not recommend that future AG's spend a lot of resources on this area.

A children's rate for general registration was calculated based on the child's age on July 2 times either $2.25, $3.25, $4.00, $4.75 or $5.50 dependent upon when the child was registered. This meant that a child under age 13 received a reduced registration rate. We had 18 attendees register at children's rates.

We had a hospitality suite for teenage attendees. This suite was open from 3:00 PM to 6:00 PM and 8:00 PM to midnight each day. There were approximately ten participants in this suite.

A first-class program for children ages 4 through 12 was planned up by Martha Field of Huntsville. The Kids' Trek program focused on the history of the region and the state featuring both educational and fun activities. Not all of the 18 child rate registrants participated in this program. We spent approximately $600 on

Kids' Trek and received only a total of $543.75 in child rate registrations.

We would like to thank the AMC, former AG chairs, local groups, all the attendees and individual members who helped us at the Southern Comforts AG. Each of you helped to make the AG a success. We are preparing detailed hospitality figures, AG figures and reports on each aspect of the AG for the use of future AG committees so the wheel will not have to be reinvented each year.

Each of you helped to make the AG a success.

The Cincinnati-Dayton AG Committee has requested a joint committee meeting with the Southern Comforts AG Committee to cover what went right and what went wrong at our AG. We will be having this meeting in October with representatives of both committees in attendance.

Final financial figures and the check for American Mensa Ltd. will be provided at the AMC Meeting on September 6, 1997.

1997 AG REGISTRATION NUMBERS

Total Registered			1,223
Total Attendance			1,093
Full Registrations:	$35 Registrations	369	
	$45 Registrations	264	
	$55 Registrations	132	
	$65 Registrations	169	
	$75 Registrations	127	on site
	TOTAL	1,061	
Day Registrations:	Wednesday	1	
	Thursday	12	
	Friday	25	
	Saturday	41	
	TOTAL	79	

13 countries were represented.

Meals Sold	
Friday	329
Saturday (including 25 vegetarian)	405
Sunday	351

Tours Sold	
Shakespeare Festival Theatre	35
NASA	50
Birmingham	79

Hotel Rooms Occupied

Tuesday, July 1, 1997	101	~400
Wednesday, July 2, 1997	474	
Thursday, July 3, 1997	565	
Friday, July 4, 1997	583	
Saturday, July 5, 1997	568	
Sunday, July 6, 1997	113	
Prior to July 1 or after July 6	69	
TOTAL	2,473	

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