

*UFDC 68<sup>th</sup> Annual Convention*  
*Wednesday, August 2 – Saturday, August 5, 2017*

*Ticketed Meal Event Host Sponsorship Application*

Ticketed Meal Events are an integral part of UFDC conventions. Please read Host/Hostess Chair and Club responsibilities carefully before applying. Clubs may work together on an event.

Ticketed Meal Event Hosts will work under the direction of the Director of Convention Services (DCS), **Barbara Stone** and the appointed Event Coordinator, **Peg Farwell**.

All centerpieces, favors, etc. ideas proposed by the event host must be approved by the DCS.

Program speakers or other entertainment for Ticketed Meal Events are arranged by cooperation between the DCS and the event host.

Ticketed Meal Event Hosts/Hostess Chair responsibilities may extend to:

- Creating the centerpieces with the help of a club.
- Supervising placement of centerpieces.
- Reserving a table for speaker, producer of favor, and attending officers or VIPs.
- Selecting table host/hostesses prior to or at the event.
- Introducing the speaker.
- Insuring the event moves on schedule: meal, program, favor distribution and clearing of the room by the event end time listed on the convention schedule.
- Supervising the distribution of favors.
- Returning all signed meal tickets, event print out, and unclaimed favors to the designated person.

**The Host Club is responsible for the cost of purchasing or manufacturing of:**

1. Centerpieces for tables (unless UFDC makes other arrangements for the event centerpieces)
2. Place favors
3. Printed programs, door prizes (optional)

**Host Clubs are asked to make a donation to UFDC to help cover the AV required for the event.**

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**2017 UFDC 68<sup>th</sup> Annual Convention Ticketed Meal Event Application**

**Send completed form to:**

**Barbara Stone, Director of Convention Services**  
363 Broadview Lane, Annapolis, Maryland 21401  
Email: [Barbara@ufdc.org](mailto:Barbara@ufdc.org)

**Deadline: February 15, 2017**

*Please print clearly:*

**Name of Host Club/Clubs:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Chair or Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_