**2023 Offsite Event Proposal Form**

So much of the success of a NEMA Conference depends on the local experience! We are grateful to you for your interest in hosting an event during our upcoming conference this November 8-10, 2023. Please use this proposal form to help you plan your suggested event, and submit it to us by June 9, 2023 for consideration as part of the conference program.

**As the conference organizer, NEMA will:**

* Handle registration of your attendees, and update you periodically on your numbers and final registration list.
* Collect the ticket cost as part of registration. $11 of each ticket goes to defray the cost of transportation rental, the rest goes to you as a reimbursement check after the conference concludes.
* Market the event in conference messaging, social media and the program book.
* Solicit sponsors for the conference, some of whom may be given recognition at your event.
* Coordinate the transportation details with the bus company and with the onsite organizer.
* Collect event evaluations and compile and share the results post-conference.

**As the event host, you/your organization will:**

* Determine the event format, preferred timing, minimum and maximum attendees,
* Set your event budget and ticket price.
* Write the marketing description due to NEMA by June 9, 2023
* Inform NEMA of your current health and safety policies (requesting/requiring masking, proof of covid vaccination status or negative test, etc.).
* Provide NEMA with marketing images of your site and people engaging at your site
* Coordinate with a local caterer, and any other vendors (AV, entertainment, etc.).\*
* Organize in-kind donations of food & beverage if applicable. Any recognition for these donations/partnerships is part of your agreement with the companies involved, and not an official NEMA conference sponsorship.\*
* Welcome and orient attendees at your site.
* Provide space for sponsor recognition as necessary.
* Coordinate with NEMA staff on any transportation requirements (parking, directions, etc.)

\*NEMA is aiming to work with more Queer, Trans, Disabled, Black, Indigenous, People of Color, Women-Owned vendors for all aspects of the conference. When planning your off-site please consider working with local companies that support a more inclusive and diverse workforce.

**How to set your ticket prices:**

* Initial ticket price should cover anticipated museum costs, i.e. food and any included beverages (to create an affordable evening for colleagues, host sites generally do not include any rental or staffing costs). Sometimes supplementary money from the host organization is needed to produce a compelling event.
* Total ticket price should include $11 which NEMA will apply towards bus transportation

*FYI: In recent years the ticket prices for evening events serving dinner have been $50-$65. Receptions with heavy hors d’oeuvres have been $35-$40. You are welcome to set a higher price for your event, but we would ask you and your caterer to recognize that this will likely result in a smaller gathering. Evaluations have also shown that if an event does not include a complete meal, participants prefer an earlier return time to allow them ample time to have a meal after the event.*

 **How does the ticketing and payment work?**

1. The museum determines the per person price.
2. NEMA lists the event and the price on the registration form in the program book.
3. Colleagues register for the event and pay the ticket price to NEMA.
4. NEMA cuts a check to the host institution for the ticket price less the $11 towards transportation. We pay you, not your caterer, unless previously arranged.
	1. For example: 40 colleagues register for a $40 event. NEMA cuts your institution a reimbursement check for 40 x $29 = $1160
	2. If you have any museum staff or board members who will attend the event without purchasing a ticket through NEMA, do not include them in this count.

**What is the difference between an evening event and daytime event?**Your site can decide if the event you are interested in hosting is either an evening event taking place after conference sessions or during the days of conference or pre-conference. Evening events usually provide food, daytime activities frequently don’t. Please take into account local traffic patterns when calculating travel time from the hotel to your location, as well.

Please keep a copy of your proposal for your own records! NEMA uses this document as the foundation for all event marketing and registration.

**NEMA Conference Event Proposal**

**Host Organization:**

**Program/Event Facilitator:** Name, Title

**Facilitator Contact Information:** Email, Phone

**Alternate on-site contact:** Name, title, email, phone

If you are organizing this session as an outside presenter (not an employee of this organization), please include your contact info here :
**Your Name :**
**Contact Information:** Email, phone

Please check off and complete the relevant boxes for your proposed event. Not all options listed are required! Delete or ignore whatever details you do not need.

**Daytime Offsite Event - Max 3 hours onsite, standard ticket price $15**

* Single location - Building Name, Street Address \_\_\_\_
	+ Average travel time from conference hotel to site? \_\_\_\_
	+ ADA compliant/wheelchair accessible? Yes No Special information: \_\_\_\_
* Multi location - Location 1 Name, Street Address - Location 2 Name, Street Address \_\_\_\_
	+ Average travel time from conference hotel to site 1? \_\_\_\_
	+ Average travel time between sites? \_\_\_\_
	+ Average travel time from site 2 to conference hotel? \_\_\_\_
* Morning
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
* Afternoon
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
* Pre-Conference event (Tuesday)
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
* Wednesday (PM only)
* Thursday
* Friday (AM only)
* Attendance Numbers
	+ Maximum # participants space allows: \_\_\_\_
	+ Minimum # to run the program: \_\_\_\_

**Evening Offsite Event**

* Opening Reception (Wednesday evening, max 2 hours onsite)
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
	+ Light hors d’oeuvres/snacks only
	+ Heavy hors d’oeuvres
	+ Dinner
	+ Open bar ⃞ free drink (ticketed) ⃞ Cash bar
	+ Non-alcoholic drinks only
	+ Music/Entertainment, please describe:
	+ Speaking program/tour, please describe:
	+ Activities, please describe:
	+ Attendance Numbers
		- Maximum # participants space allows: \_\_\_\_
		- Minimum # to run the program: \_\_\_\_
	+ Proposed ticket price per person: \_\_\_\_
* Directors & Trustees Event (Thursday evening max 2 hours onsite)
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
	+ Light hors d’oeuvres/snacks only
	+ Heavy hors d’oeuvres
	+ Dinner
	+ Open bar ⃞ free drink (ticketed) ⃞ Cash bar
	+ Non-alcoholic drinks only
	+ Music/Entertainment, please describe:
	+ Speaking program/tour, please describe:
	+ Activities, please describe:
	+ Attendance Numbers
		- Maximum # participants space allows: \_\_\_\_
		- Minimum # to run the program: \_\_\_\_
	+ Proposed ticket price per person: \_\_\_\_
* Reception (max 1.5 hours onsite)
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
	+ Light hors d’oeuvres
	+ Heavy hors d’oeuvres

**⃞** Open bar ⃞ free drink (ticketed) ⃞ Cash bar

* + Non-alcoholic drinks only
	+ Music/Entertainment, please describe:
	+ Speaking program/tour, please describe:
	+ Activities, please describe:
	+ Attendance Numbers
		- Maximum # participants space allows: \_\_\_\_
		- Minimum # to run the program: \_\_\_\_
	+ Proposed ticket price per person: \_\_\_\_
* Dinner (max 1.5 hours onsite)
	+ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_\_\_ (not including travel time)
	+ Plated
		- Any menu details?
	+ Buffet
		- Any menu details?
	+ Open bar ⃞ free drink (ticketed) ⃞ Cash bar
	+ Non-alcoholic drinks only
	+ Music/Entertainment, please describe:
	+ Speaking program/tour, please describe:
	+ Activities, please describe:
	+ Attendance Numbers
		- Maximum # participants space allows: \_\_\_\_
		- Minimum # to run the program: \_\_\_\_
	+ Proposed ticket price per person: \_\_\_\_
* Tour (walking/trolley/bus max 1.5 hours total)
	+ Continuous
	+ Stops/disembarkations, please list:
	+ Attendance Numbers
		- Maximum # participants space allows: \_\_\_\_
		- Minimum # to run the program: \_\_\_\_
	+ Refreshments offered? \_\_\_\_\_
	+ Proposed ticket price per person: \_\_\_\_
* Other: Pitch us your out-of-the-box idea here: \_\_\_\_\_
	+ Attendance Numbers
		- Maximum # participants space allows: \_\_\_\_
		- Minimum # to run the program: \_\_\_\_
	+ Proposed ticket price per person: \_\_\_\_

In an effort to build a more inclusive and just community NEMA is making an effort to work with vendors and companies who identify as Queer, Trans, Disabled, Black, Indigenous, People of Color led. We hope your site will help us with this commitment.

*Event title:*

*Marketing copy for your session***:** 120 words or fewer for inclusion in the preliminary conference program & other marketing.

*Additional speakers or program leaders known at this time:* Name, title

*Photos:* please attach relevant images for marketing purposes. Best options include: action shots with adults enjoying your space, relevant exhibit/object photos, and building/campus images.

If you have any questions, please contact Heather A. Riggs and Scarlett Hoey at conference@nemanet.org. Please return the completed form to conference@nemanet.org.