

MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF  
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee:   Housing and Hotel Functions

Purpose of Sub-Committee: To be liaison for any hotel functions, i.e, meals, receptions, meetings, and housing accommodations.

Preliminary Duties:

1. Secure rates for various price lodging accommodations near Convention location.
2. Write articles for *Serving Spoon* to publicize these facilities and tell how rooms can be reserved.
3. Make detailed arrangements with one hotel for menu for any food/beverage events to be held there. Obtain firm prices for these. Arrange other hotel functions.
4. Work with Convention Committee to determine registration fees in line with costs of food/beverage events at hotels.
5. Make room reservations for speakers and guests.
6. Phone guarantee count to hotel contact for any meal/beverage functions. Determine how and when the guarantee can be increased, if needed.
7. Make sure ticket procedures for any hotel function are understood by hostesses, Registration chair, and hotel.

Duties at the convention:

1. Check that hotel has function rooms set up the way they were requested.
2. Check that any food/beverage functions are set up as requested.
3. Handle housing problems for members and guests.
4. Obtain billing for any hotel function and check for correctness.
5. Tell Treasurer the names of speakers and guests whose lodging will be billed to MSNA and the room arrangements (single, double, number of nights, etc.) to be paid for. Also advise of arrangement for any complimentary rooms.

Follow-up Duties:

1. Send bills to Treasurer for hotel functions and master billing lodging.
2. Coordinate report of food/beverage function attendees with Hostesses and Registration Chair.