

## ACTIVITIES COMMITTEE

This committee is optional and depends on the venue, the number of attendees, and preference of the organizing committee.

If activities are announced in the *Mart & Highlights* advertisement, state all pertinent information or provide a contact who can supply information to prospective attendees. A Regional Meeting website is a good place to post this information. Often Convention and Visitors Bureaus are accustomed to handling these kinds of arrangements. It is a good idea to rely on them to handle the logistics for such activities, or you may work with an independent event/tour planner.

If attendees can sign up for activities during the pre-registration process, activity tickets may be placed in the Registration Package. It may also be practical to have the Convention and Visitors Bureau or independent event/tour planner handle ticketing and other arrangements on-site, perhaps adjacent to the Registration area.

If the activity is not held at the hotel or convention facility, shuttle transportation may be required. This cost should be considered in establishing the activity fee. Publish in the program details of the departure location and time and the anticipated return time.

Coordinate the attraction to be toured and capacity limitations with the Convention and Visitors Bureau or independent event/tour planner and the transportation company to the attraction. Limit the tour number accordingly. Maintain a waiting list at the Registration desk to reassign tickets in the event of cancellations.

A member of the Activities Committee should accompany each group to see that all persons are accounted for and that the activity operates on schedule.