**Standard operating procedure for Technical meetings**

**Technical committee responsibilities** Plan the technical sessions of the district association. Begin contacting leads for the intended topics as soon as possible. Ask them if they are willing to speak on the topic for our MBAA meeting held on ????? date at ???? location. MBAA will provide one night’s stay at a local hotel. Identify what the block of time will be for the talk, type of format, panel or individual, and what services will be provided for them at the event. For instance, lap top computer, microphone, tables, Dongle, screen. Let them know we are not looking for a sales pitch for a product but more of a tool to assist those in the brewing industry to make better beer, improve processes, be more sustainable, save money, increase training, showcase current research and development. Acquire, a short biography of the speaker as well as a short paragraph describing their talk. Will the pricing for the event be the same? Post/advertise 6 months in advance? MBAA, BA forum, Brewer’s Guilds/UC Davis, California small craft brewers?

*Use this format to contact the speakers when we get about ~60 days away “We are a little bit away from next Friday but I wanted to get some things straightened out. Again, I thank you very much for volunteering to share your knowledge with the organization. We are anticipating a great turn-out”.*

*1. Hotel: MBAA District Northern California will be paying for one night of lodging at the Marriott Residence Inn or Oxford Suites for the speakers. If you would like the district to pay for lodging please let me know ASAP. If you have not made your hotel reservation please do so soon. I have been told the Residence Inn is filled up. The Oxford Suites is close by and apparently has rooms available. If you stay there, please ask for the ???Sierra Nevada??? rate.*

*2. Speaker Biography: Please provide a short biography that we can include in the program material. Also, please check the attached flyer to verify your speaking times, company name, etc. I would like to put your e-mail addresses in the program ??? Please let me know if that is an issue.* ***I would appreciate getting this by next provide the date here.***

*3. Audio / Visual Requests: Please send me a copy of your PowerPoint (we can preload it on the laptop here which will save time) or bring a copy of your presentation on a memory stick. We will have someone from our IT staff to provide full support. If you require any other AV equipment let us know in advance.*

*4. Presentation: I would be happy to review/edit your presentation as needed. (Do we want to mention somewhere that we do not want a sales presentation and will we allow their logo included? This year MBAA headquarters is allowing this on the PowerPoint presentations.)*

*If there are any questions you have do not hesitate to ask them. We again appreciate your support of our technical presentation. In addition to providing the brewing community with education, this also raises money for our scholarship fund.*

**Secretary responsibilities:** write the program for the technical. Construct the program itinerary, acknowledging sponsors; identify moderators, breaks, lunch, and any other timing for the event such as sponsor moments, or raffles, and tours. Compose the program by writing up the speakers bio’s and abstracts allowing room between each for attendees to take notes on the program.

Create the registration form. Accept all RSVP’s for the meeting. Create an excel sheet. (Add template) to track name, brewery, member status, tour request? And anything else needed for tracking purposes. Keep track of pricing for members vs. nonmembers. Early or late registration pricing. Can we disclose their information to vendors/suppliers at the meeting? Add this to the registration form. (Some want to connect with breweries for business purposes). Or should we let them know that a list of attendees will be provided to those who request it???

Create the name tag labels for the event using stickers with the MBAA logo embedded using a water mark. (Add template) and identify which label is used (Avery and #). Bring extra blank labels, as well as pens and sharpies for people to use at the event.

**Executive committee (EC) tasks** : Includes President, BOG representative, Technical committee members, scholarship chair, membership chair, etc. Determine the date as soon as possible for the event. Find out if there are any major conflicts with other events in the area such as the Wildflower Bike Race in Chico, San Francisco or Sacramento Beer Week, Raley Field Brewfest, Booneville Beer Festival, Craft Brewers Conference. Determine what the food will be and negotiate costs if necessary.

Identify what type of session will occur. Full day, half day, panel sessions, Q&A. What amount of time will be allowed for each speaker, how long for questions?

EC representative to work closely with Big Room staff or other event hosting in regards to timing of breaks etc. and needed items. Make sure bill is paid by Treasurer before they leave the event or provide the credit card number including security code to the appropriate person.

Evaluate the proposed speakers and topics, do they represent what the attendees will pay $$ for. Will it draw in attendance?

**Treasurer responsibilities:** Contact hotel and book a block of rooms; Oxford, and Marriott in Chico. Ruth has contact info for both. I will include this later. Provide the MBAA Credit card number to them for the speakers. (Oxford suites called me about a week ahead of the meeting to confirm who MBAA was paying rooms for) Offer and provide receipts to attendees at the event. Separate funds for raffle from registration fees at the event. Tally amount received for scholarships from the raffle in order to announce at the beginning or end of raffle.

Write check or provide Credit card number to host (SNBC or other venue) for food, room, etc. before leaving event.

Begin soliciting the membership for topics the week after the meeting is over.

Conduct a survey monkey survey at that time with a few standard questions such as: (fill in with what we decide upon)

**President responsibilities:** Contact the Big room supervisor regarding date, food requests (they do have other food options it may increase or decrease the price just ask them for recommendations for the amount of people expected to attend), tables required, or requested for mezzanine area, ( include “new” sponsor tables). We at SNBC usually try and confirm the date a year in advance now that the big room is so busy. The sooner the better to book the room. Request a bucket to put the raffle tickets in. The Big Room also has paper holders to hold the raffle ticket announcement with prices to put around the mezzanine area. Will need recycle or trash bin available at the check in table. I usually get there at 7am and people begin showing up between 7 and 7:30AM. I would not let the security staff at SNBC let them open the door to the gift shop area until you are prepared to take registrations and money and provide receipts.