

FCMA General Meeting Host Site Agreement

I, (contact person) for(member company name here) has agreed to host the FCMA general meeting to be held on (date to be filled in). I have read and understand the following information:

FCMA General meetings are *usually* held on the last Monday of each month.

The meetings begin at 4:00 with registration, refreshments with networking allowed, and proceed as follows:

- 4:30 – FCMA Meeting
- 4:50 – Speaker or special topic
- 5:10 – Host presentation
- 5:25 – Host facility tour or demonstration

Attendance is usually about 100 to 125 people, so we need an area for them to assemble, but we only need seating for about 75 as long as there is room to stand (a lot of people don't sit down).

Parking: for up to 125 cars. Please let us know if this is a problem.

FCMA can provide sound equipment if needed.

The Host can provide refreshments, or can check with their vendors (*must be an FCMA member*) or we can get a refreshment sponsor.

Refreshments: (cost usually average around \$ 350.00)

Food - should be planned for around **75** people. (People like to munch on finger foods.) Trays from Publix are fine.

Drink: should be planned for around **125**. If it's hot weather...may need more beverages. (Note: We like to serve member products...with that keep in mind that Coca-cola, *Anheuser-Busch and Bacardi* are members.) **Most hosts will serve soft drinks and water.**

Please provide the tables needed for the refreshments.

Member to Member Business: We would like to know who or how many FCMA companies you are doing business with. You may do this by either having a sign with the names of the companies or by saying the number of companies you are doing business with.

Walk-through for the meeting: An FCMA staff member and possibly the committee member from Community Relations (General Meeting planner) will come and do what we call a walk-through.

FCMA needs: Please invite anyone in your company who will be helping to plan the meeting. FCMA will need (2) 8 foot tables for the members' name tags and (1) smaller table for the non-member (guest) table.

Date:

Signature

