

Section IX – Appendix

A. Seminar Committee Chairman Report

Complete this form and submit 2 copies to the seminar chairman postmarked on or before _____ (within 60 days after the close of seminar). Enclose a copy of any printed matter that was used as part of your job including a copy of your job description, dated and initialed as each job was completed. Add any suggestions for future seminars, as well as what your job entailed and how you handled it. The seminar chairman will compile these reports and forward one to the region seminar coordinator.

Seminar Committee Assignment:

Chairman's Name:

Job Description: Outline responsibilities if different from those contained in the RMR Seminar Guidelines.

Expenses:

Procedure followed: (Include timeline and man hours involved)

Recommendations to improve or make the job easier:

B. Seminar Chairman Report

Prepare an overview report of the seminar based on your view of every activity or committee duty, plus your responsibilities. Include your job description, outlining your responsibilities if different from that contained in RMR Seminar Guidelines. This report, including complete financial report and check are due to the appropriate people (RMR Polices, Section I, -M & -N) within 120 days of the close of seminar.

Expenses:

Procedure followed:

Recommendations:

C. Seminar Summary Report

This is to be filled out by the seminar chairman as the final seminar report is being written. A copy is to be sent to the region director and the region seminar coordinator.

1. Dates of Seminar: _____ to _____ City and State: _____
2. Name of Seminar: _____
3. Host Chapter(s)/Unit(s): _____
4. Name of Chairman: _____
5. Name of Site (i.e. hotel, college): _____
6. Name of Site Contact Person: _____
7. Registration Fee Charged: _____ Did this include meals? _____ How many? _____
8. Hotel/Venue Room Rate per Night: _____ Double occupancy? _____
9. Number of Pre-registrants: _____
10. Number of Attendees: _____ Number of Hotel Rooms Used: _____
11. No. of Functions Guaranteed (i.e. banquets, lectures): _____ Attendance at Ea.: _____

12. Arrival and Departure Patterns (i.e. air, car, early, etc.): _____

13. List Exhibits (not including Prospectors): _____

14. Teacher Fee paid (flat amount per teacher): _____

15. Number of Classes Offered: _____

List Teachers, Class Title, Technique, & the number of students in class **OR** if it was cancelled:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Seminar Summary Report (page 2)

List Teachers, Class Title, Technique & the number of students in class **OR** if it was cancelled
(continued):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. Number of volunteer hours (estimate) put in by everyone: _____

17. Amount and types of items donated and from whom (i.e. goods for door prizes, favors, etc.):

D. Glossary of Terms

Please go to EGA's national website and download the glossary from the *National Seminar Guidelines, Section VIII*. This will assure you of having the most current document.

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E. RMR Electric Suitcase Inventory

(as of May 2009)

- 1) Suitcase (purchased for Region by Colorado Chapter)
- 2) 17 Power Strips (all 3-prong)
- 3) Extension Cords:
 - 17 – 9' cords
 - 4 – 20' cords
 - 6 – 3-prong adapters

This suitcase and its contents are the responsibility of the Region Seminar Coordinator.

The Angel Chairman is the recipient of and responsible party for the suitcase during a Region Seminar. The suitcase is to be returned to the Region Seminar Coordinator (or their representative) at the end of the seminar.

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F. EGA Chapter/Region Financial Guidelines

Please go to EGA's national Website and download the current *Financial Guidelines*. This will assure you of getting the most up-to-date version of the document.

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