

TSWB Director of Hotel

Listing of duties for the TSWB Hotel Director:

Conduct research for possible location sites for each annual TSWB Conference

- Identify hotel sites for each TSWB Conference with a contract projection of two (2) years out
 - o -ie: negotiate contract for 2017 in 2015 after location city identified
- Work with hosting chapter's officers/members on location suggestions
- Work with Event Planner for site suggestions

Work with Event Planner to Create RFP's for hotel sites distributions for each annual TSWB Conference

- Solicit several possible date ranges from TSWB Directors and hosting chapter's officers for conference
- Work with hosting chapter's officers/members on organizing site visits
- Track responses and distribute to TSWB Directors for pricing & location analysis and review

Work with Event Planner to finalize negotiations of contract(s) for each annual TSWB Conference

This includes:

- Utilize input from TSWB Directors and hosting chapter's officers as to the standard needs/requirements for vendors, speakers, conference rooms, entertainment, etc.
- Solicit possible dates for "select" dates for conference
- Negotiate minimum on financial responsibilities for food/beverage and room blocks
 - o Outline conference pricing for hotel rooms
 - o Identify date for invoking attrition clause – at what percentage
- Solicit selection of complimentary amenities to be awarded by hotel
 - o Collect suggestions from TSWB Directors for distribution of amenities in order to notify hotel of recipients

Complete Direct Billing application

- o Distribute to TSWB Executive Director, TSWB Information & Registration Director, and the TSWB Treasurer for review & approval
- o Submit to hotel with signed contract or by required due date

Track hotel room reservations to ensure credited to TSWB Conference room block accurately

- Make any required hotel room reservations (as needed) for TSWB Conference Speakers or for the Director of Sponsors that are to be paid for by the TSWB.
 - o Distribute confirmation communication to speaker(s) and Director of Speakers
 - o Distribute confirmation communication to vendor(s) and Director of Sponsors
- Monitor all hotel reservations to ensure Vendors and participants are utilizing Group Code for correct conference pricing
- Invoke release of room block or attrition clause timely to ensure TSWB does not incur unnecessary additional costs

Generate TSWB Conference BEO's for audio/visual requirements, room layouts/ set-up, open-close sessions, break-out sessions, lunches, dinner, and breaks

- Food menus should be selected based on selected THEME
 - o Welcome reception, breakfasts, breaks (am-pm), lunches, and dinner
 - o Outline placement of service for food & beverages

- Solicit speaker audio/visual requirements from Director or Speakers
 - o Identify any specific needs for speakers –ie: flip chart, internet access, etc.
- Work with Director of Decorations and Director of Entertainment for any specific space or layout requirements –ie: dance floor, stage, decoration placement on tables and/or floor plan, etc.

Review & monitor hotel set-ups each day of conference to ensure conference needs are being met.

- ie: breakfasts, coffee stations, lunches, dinner (if applicable), breaks, refresh conference rooms, water stations refreshed in each breakout room,
- Work with hotel staff to ensure room temperatures are as comfortable as can obtain.
- Verify drinks billed 'on consumption' for food events are removed after event timeframe expires

Review and validate final billing when received from hotel

- Verify summary billing back to individual BEO's
- Verify master account charges are applicable
- Create summary sheet broke out into categories – send copy to Treasurer for budget tracking and copy all TSWB Directors, plus hosting chapter officers (if applicable)
- Forward to TSWB Director/Facilitator for payment approval

Be available to assist TSWB Directors and local chapter officers as necessary to maintain a smooth conference.

The Director of Hotel shall have one (1) vote in all TSWB matters.