



SLC Host Institution Responsibilities Checklist

8 weeks before council meeting

- Hotel location near campus
 - Reserve about 8 rooms for SLC at discounted State rate (or lower) and we want the hotel to include a continental breakfast
 - Hotel may also want to make discount rate available through the weekend in case some members want to stay over (recommend requesting rates for Thurs-Fri-Sat)
 - Obtain group rate code (if necessary), address, and telephone number, noting any special requirements made by the hotel (note: SLC will not commit to any contracts without written approval from the Treasurer)

- Recommend a restaurant for Thursday night dinner (approx 10-15 people)
 - Send recommendation to President and Treasurer, and make reservations if necessary and/or recommended by the restaurant

- Conference room for Council meeting
 - Seating for 20-25 members
 - Arrange for tele/video conferencing
 - Arrange for lunch catering – estimate 20 lunches; firm numbers will be provided by the Treasurer after the registration deadline passes
 - Identify parking requirements, if any

- In collaboration with SLC Vice President, arrange for guest speaker(s) and provide formal invitations to relevant interested parties for formal interactions with the council.

- Send all this info to Treasurer no less than 6 weeks before the meeting

Thanks for hosting! It's a great opportunity to show off your institution.