

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

CRC HISTORICAL PROFILE FOR 20_____

Total Participating _____ **Dates** _____
Host Chapter _____ **Size of Chapter** _____
Chairperson _____ **Location** _____

Hotel _____	Room Rate _____		
Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)

This information will be supplied by the hotel at the conclusion of the meeting. When negotiating the hotel contract you should include the following clause: No later than (30) days after the last official meeting day, the Hotel will complete a post convention report and send it to ASHRAE. Post convention report will include actual room pick-up, summary of catering revenues, outlet revenue, percent of single vs. double and smoking vs. non-smoking rooms used, total room revenue, number of no-shows by date, wash/slippage by day. In the event that there is a master bill at Hotel, ASHRAE will consider the Hotel's invoices to be incomplete-- and will withhold payment without incurring interest or penalty charges until such time as the post convention report is provided.

Package Registration Price _____ **Number Sold** _____
Audiovisual Cost _____ **Meeting Room Rental** _____
Number of CRC Sponsors _____ **Sponsors Total Dollars** _____
CRC Regional Seed Money _____ **Returned** _____
CRC Surplus (Deficit) _____ **Total CRC Budget** _____
Actual _____

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Session			
Officers			
MP			
SA			
RP			
CTTC			
GAC			
YEA			
Historical			
Caucus Meeting			
Technical Session			
CATERING	Guarantee	Actual	
Welcome Party			
Luncheon			
Banquet			

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