

SDSA Convention Host Club Report

To capture a historical record and to assist other host clubs planning the convention, please take a moment to complete this report to the best of your ability. SDSA will forward auction proceeds to the host club upon receipt of the report. Thank you for all your efforts!

Date: Host Club(s):
Convention Property: City:
Report Submitted by: Contact Number/Email:

-----ATTENDANCE INFORMATION-----

Registration Prices (not including late registration fees)

Full Adult:

Full Couple:

Full Child:

of Full Registrations

Adults:

Before Deadline

After Deadline/Onsite

Children:

Before Deadline

After Deadline/Onsite

Meal Counts: Please include meals sold and tickets collected (meals served) for each meal.

Beer & Bull:

Saturday Breakfast:

Saturday Lunch:

Banquet:

-----LODGING INFORMATION-----

of Rooms in Convention Block:

Room Rates:

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Sleeping Room:

Hospitality Room:

Actual Room Nights Booked:

Thursday:

Friday:

Saturday:

Hotel Room Comp Rate: Did your hotel provide you any complimentary rooms based on the Room Nights booked? Yes/No

If Yes, what was the rate? (example: 1 comped room per 50 room nights)

of Hospitality Rooms:

-----**TRADE SHOW/ENTERTAINMENT**-----

of Vendors/Sponsors:

Vendor Fee Schedule including booth sizes and other perks included in vendor package (attach if needed):

Entertainment Activities (Please describe activity, estimate attendance, and any fees collected)

Education Sessions:

OffSite:

Banquet Entertainment:

Other:

-----**FINANCIAL INFORMATION**-----

Host Club Income Sources (beyond auction income share). Please circle/highlight all that apply.

Registration Fees

Club Raffle

Sponsorships/Vendors

Other (please list)

Promotional Items/Clothing Sales

Expenses Categories. Please circle/highlight all that apply.

Food

Decorations

Entertainment/Speakers

Advertising

Printing/Postage/Supplies

Prizes/Gifts

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Insurance

Other (please list)

Payment Processing Fees

Estimated Total Convention Cost: _____

Was Club contacted by SD Department of Revenue: yes/no

Were Sales Tax Paid: yes/no

Please attach an agenda for event.

Please attach a financial report (optional)

List any suggestions for future conventions/organizers:

=====SDSA TO COMPLETE=====

(Attach Convention Recap Report from Treasurer)

Fundraising Auction

Live Auction # of items: \$ Collected

Silent Auction # of items: \$ Collected

YETIS Auction # of items: \$ Collected

50/50 Raffle Tickets Sold (attached ticket)

Other Raffle/Fundraiser (attached info)

of Clubs in attendance at Annual Meeting: