

**Committee Assignments
For
NYS MOAA CoC Convention 2013**

Registration and Finance – Russ

- Construct budget for event
- Set Convention Package Fee(s) on a breakeven basis
- Track and receive funds from registrants
- Provide names of registrants to Inn on the Lake (IOL) by deadline date
- Disburse funds to pay bills

Publicity – Joe

- Prepare Convention hype emails to CoC Officers and Chapter Presidents
- Prepare Convention Ad package for 2013 Mid Year Meeting
- Prepare Convention Registration Form(s) and forwarding letters
- Prepare Convention Agenda
- Prepare Press Release for Convention
- Prepare Convention Memorial Service Program
- Prepare Convention Dinner Program

Activities – Kathy, Eileen and Dave

- Provide 4 activity packages
 - 10/14 Afternoon for Spouses
 - 10/14 Dinner Cruise with transportation (?)
 - 10/15 Morning for Spouses with transportation (?)
 - 10/15 Tour Glen Curtis Museum and Lake venues
- After Convention side trips
- Numerous activities are available in the Area: Wine Tours, Arts and Crafts Shops, Gambling, Golf, Historic Sites, etc.
- Note: Sources of Information include the Canandaigua Chamber of Commerce and the Finger Lakes Visitors Connection Center

Meals – Joe and Barb

- Select meal and snack menus for Convention at Inn on the Lake
- Provide number of registrants for meals to Inn on the Lake (IOL) by deadline date
- Select meal for dinner on 10/14 on Canandaigua Lady
- Select lunch menu for Museum

Hospitality – Phil and Ken

- Operate Hospitality Room
- Provide for Convention Check-In with name tags and goodie bag
- Provide transportation to and from Rochester International Airport