

FAQ about Hosting an Indianhead Meeting

First of all, thank you for considering hosting an Indianhead Meeting. Also, please understand that it is not necessary to have an open house at your studio. That is an option that you can do if you wish to, but it is not required when you host a meeting.

Here are some Frequently Asked Questions about hosting a meeting:

How big of a room do we need for the meeting?

It should be able to accommodate 30-50 people

Is there a preferred seating arrangement?

Yes. Theatre style is preferred. Please see the diagram below for our suggested / preferred seating arrangement.

What if there are windows in the room?

As long as they can be covered or blocked for print judging, we are fine. We need subdued lighting for our print judging. That way we have better control of our lights when we have prints and the monitor when we are doing digital judging.

The restaurant or meeting facility wants an added fee for the room, is that ok?

Yes, but clear it with the President first. If your studio is large enough, we can meet in your camera room. It is something to consider in helping keep costs down.

What do I need to ask the restaurant when setting this up?

1. What time will they be open for our board meeting? (The Board normally meets at about 9 am)
2. What time will they close and / or when do we need to be finished and gone?
3. What will the total meal cost be with tax and tip? (Try to keep it between \$12-\$15)
4. Will beverages be included with the meal?
5. Will they provide water for our meeting at no additional charge?
6. Will they provide coffee for the board meeting? (Free or cost?)
7. Do they have a digital projector and screen? (Free or cost?)
8. When will they need the final meal count? (Wed. PM the week before the meeting works well for our members.)

Do I need to keep track of who is coming and do anything with their payments?

Yes, you will need to keep track of the RSVP's and collect their payments at the meeting. After they are collected, you will give the money and the list to the Treasurer. It is always a good idea to reply to emails to confirm that you did receive their reservation.

Do I get Fellowship points for hosting a meeting?

Yes, you will get 1 point for hosting a meeting and you can get an additional 1 point if you have an open house at your studio. *(It isn't necessary for you to have an open house when you host a meeting. That is your choice.)*

