

Musical Theatre NZ

Guidelines for Hosting Annual Conference

Venue

- ❖ Ideally the venue should be able to accommodate up to 250 people
- ❖ An area large enough to accommodate the trade displays of our corporate members.
- ❖ Smaller rooms for the AGM seminars – this may change from year to year depending on the seminar structure.
- ❖ Negotiate a good accommodation rate (ideally on a per room basis, including GST and possibly breakfast).
- ❖ Obtain costs for the conference/seminar rooms and trade display area.

Annual General Meeting Format

- ❖ A conference room to seat up for 220 classroom style with tables for the Saturday AGM meeting, with a “top table” which can seat up to four people comfortably. Equipment required for the AGM includes the following:
 - ❖ Lectern with microphone
 - ❖ Powerpoint screen, projector, lap-top for top table (to replicate what is showing on screen).
 - ❖ Two microphones for the top table.
 - ❖ Some smaller tables should be available for trophies and equipment
 - ❖ Two roving mics for the meeting attendees to be manned by member’s of the host society
 - ❖ Sound and lighting rig run by the host society possibly in conjunction with one of our corporates
 - ❖ Water jugs and glasses
 - ❖ Signs for all members attending (ie restaurant style signs)
 - ❖ Check on requirements of any of the conference attendees and societies who are making bids to host conferences in the future.

Seminars Within The AGM and Weekend Programme

Host society and Executive to liase on the seminar content and seminars. Format will be supplied by Administrator to host society.

Opening of the Conference

Host society to organise a suitable local people to open the conference at the AGM on the Saturday morning.

Executive Requirements

Administrator will organise this with hotel.

Accommodation

Administrator allocates the rooms and liases with the hotel.

Trade Displays

Host society to organise with the conference venue. Host society liaises with administrator to send out preliminary information in pre conference pack and then corporates to book their space and requirements through the host society.

Meals (included in registration fee)

The host society is to obtain menus and cost per head. The host Society picks the menu for both Friday and Saturday night within the budget agreed by the Executive. The reason for this is because the host society will have ideas regarding theming and often the meals are indicative of the theming (eg. Rotorua had a hangi on Friday night).

- ❖ Friday Night: informal meal, eg. Barbecue, picnic, buffet. People generally like to chat and catch up on the Friday night..
- ❖ Saturday Morning Tea: muffins, savoury, scones
- ❖ Saturday Lunch: light lunch
- ❖ Saturday Dinner: usually a three course sit down meal/buffet
- ❖ Breakfasts: all breakfasts are at the attendee's cost. A breakfast function on the Sunday morning - to be discussed with individual host societies on a case by case basis.

Entertainment (host society's cost)

- ❖ Friday Night: pianist for an after dinner singsong, perhaps some entertainment during dinner. Saturday Night: anything goes. Host society to decide on theming. Ideally some entertainment followed by a sing-song. Both nights are organised by the host society with liaison with the Administrator.

Registration

- ❖ Name Badges: Host society to organise. The Administrator will send the final name database to host society,
- ❖ Conference Folders containing AGM papers etc: Administrator to organise
- ❖ Host society to arrange personnel for registration – Friday afternoon and Saturday morning. Administrator will provide a conference folder with papers for attendees on registration.
- ❖ Due to the privacy act, the hotel will not provide a list of rooms and names.

Judges

- ❖ Host society organise to suitable judges for the three programme competitions and the showbill competition. Judges should be able to attend conference to announce winners and give comment. Origin Theatrical judge the poster competition and the administrator liases with them. Winning information needs to be scanned into the Powerpoint presentation. The Administrator will organise certificates for the programme winners, Origin Theatrical provide prizes for the poster competition and John Herber sponsor the showbill competition. The host society need to get the judge's biographies to the Administrator. The host society needs to organise thank you gifts for seminar presentators and judges.
- ❖ Host society to ensure all programmes and posters are on display from Friday night and the showbills are on display Saturday. The Administrator will send these to the host society.
- ❖ Showbills are brought to conference by societies and not sent to the Administrator's office.
- ❖ Website competition – if the host society can organise a judge, fantastic, if not, the Administrator will organise one.

Liaison

Communication is vital for a successful conference. There should be one appointed person from the host society conference committee to liase with the Administrator, who will then liase with the MTNZ President and Executive. It is recommended that the following year's conference organiser from the host society attend the previous year's conference. It would be most beneficial to them to have an understanding of how the conference format works.

Other (host society's cost)

- ❖ Welcoming gifts/gimmicks in rooms or at registration.
- ❖ Transporting delegates and observers from airport to hotel.

Summary

Requirement

Booking of the conference venue

Entertainment Friday and Saturday Night

Any theming

Name Badges

Database of Name Badges

Menu selection within budget

Conference registration fee and budget

Obtaining prices at conference venue

Trade Displays

Biographies of judges, seminar presenters, opening speaker

Happy Hour bar prices

Airport transfers

Saturday Night Invitation

Projection and sound/lighting for AGM

Conference Folders

Programme & Merit Award Certificates

Showbill results – if possible, once the showbill judge has made a decision, it would be great to get a digital camera and take a photo of the winner/s and put into the Powerpoint presentation

Merit Awards and certificates

AGM Powerpoint Presentation

Responsibility/cost

Host Society in consultation with MTNZ Administrator

Host Society

Host Society

Host Society

Administrator

Host Society

Executive

Host Society in consultation with MTNZ Administrator

Host Society & Administrator

Host Society to give to Administrator

Host Society to organise with venue

Host Society

Host Society

Host Society in consultation with MTNZ Administrator who may

be able to get MTNZ corporates to assist

Administrator

Administrator

Host society

Administrator

To be discussed on a case by case basis with the MTNZ

Administrator