



FCSA Delegates Meeting Packet

FCSA will provide:

- List of member associations for seat labeling (2 seats per association)
- General body Sign in Sheet template (provided in this document)
- Delegate sign in sheet
- Financing for refreshments

Host requirements:

Media Equipment Requirements:

- 1 microphone for the head table can be situated on a podium next to table.
Alternate setup - Microphone situated on head table.
- 2 cordless microphones for audience/delegates to address table.
- 1 projector and screen.
- Audio setup.

Room requirements:

- Room reserved for minimum of 4hrs with capacity for 50 persons
- A single head table to seat 7 persons at the front of the room facing delegation.
- Front rows reserved for delegates labeled alphabetically from left to right. (List provided)
- District directors seating follows delegates.
- 1 empty row for distinction follows district directors
- All seating after open to audience.
- 1 table at for sign in documents

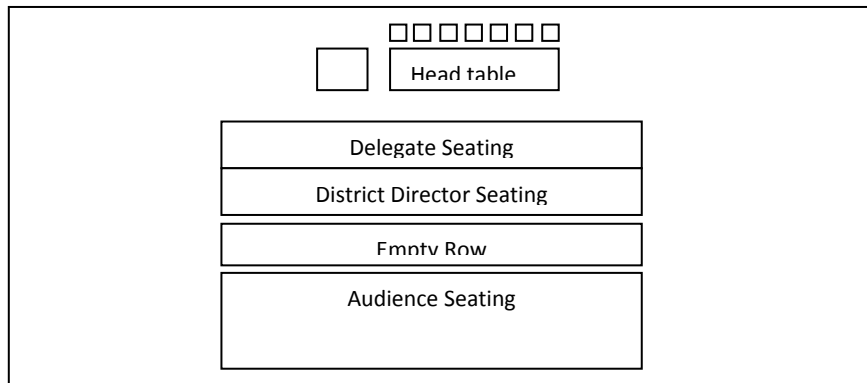


FIG 1. Seating diagram

Refreshments:

- A budget for refreshments must be provided to FCSA for approval and financing 1 week prior to meeting date.

