

Presidents and Principals Dinner – Committee Report

2010/ 2011

Venues:

- Bethesda Marriott Convention Center - sit down dinner
- Holiday Inn Gaithersburg- buffet dinner
- Silver Spring Civic Center – new
- Smokey Glen Farms – informal picnic

August – Look at options and discuss with executive committee, suggest a budget line item amount

September – Delegate approved

October – send first wave of donor letters out – Request NLT Dec. 1 return
Contact ITV, and downcounty schools for entertainment

November – Send request to MC (Leon Harris?), Guest speaker (Dr. Weast?) and MD PTA pres. For installation (Kay Romero)

December – Call some of the donors who didn't respond, and discuss cost of dinner based on sponsorship amount received.

January – Send out second wave of donor letters and prepare invitation.

February - Program donor? Set up schedule

March – Send out invitations, and request for MD and National PTA awardee

April – Work on program

May – Order awards, finalize dinner, and work with Office staff and treasurer on reports for dinner.

June – ensure payments were carried out.

NEEDS:

- 1) Volunteers to help with sponsorship letter and calls – October – February (time commitment approx. 10 hours)
- 2) Volunteers to help with the event – 8 registration, 2 for schools

Budget:

\$30K expense

\$28K income (I believe there was a + from last year's dinner

Presented by Dale Ryan (Draft 8/25/2010)

Recommendation:

- 1) Many people liked the Marriott and would like to stay with the venue
Pro: Food and atmosphere (Good), can support 400+ sit down dinner, centrally located
Con: Cost (Would be the same cost as last year. \$40 per plate, 22% grat. 6% tax, \$1600 parking package, \$1200 ITV, Veg/cheese - \$9 per person, and 3 bartenders \$150 each)
- 2) New venue – Gaithersburg Holiday
Pro: Cost can do a buffet for \$40 plus 22% grat and 6% tax. No charge for parking and we would not have to do the Veg/cheese.
If we went with the dinner, and Veg/cheese, we would save on the parking package, and we would need to investigate the ITV cost.
Con: Can only support 325 sitdown, but if we go with buffet 400. May be difficult to get to during rush hour for some.
- 3) Silver Spring Civic center
Con: Parking is an issue, and hard to get to in rush hour traffic
Pro: New venue.
- 4) Smokey Glen Farm
Pro: Cost
Con: Very informal, and location.