

Facility and Community Application
For hosting the Annual Fall Conference
of the Oklahoma Museums Association

Name of Community and Museum(s) Issuing Invitation to Host the Conference:

Primary Contact Person:

Museum Address:

City/Zip Code:

Telephone:

Fax:

E-mail:

1. In which year are you interested in hosting the conference?
2. List other local cultural and tourism-related organizations, including the chamber of commerce or friends' and volunteer groups that have indicated an interest in being local hosts.

3. At this time, the conference typically attracts 150-200 people (we hope this number continues to increase in coming years). OMA prefers to have meeting rooms in the same facility as sleeping rooms for participants' convenience as well as to save OMA the expense of meeting room rental fees. However we can work with local hosts on this. Basic accommodations needed for the two and one-half day meeting include:

A. Block of approximately 80 sleeping rooms in one hotel (can include a park lodge and surrounding cabins);

B. On Wednesday of the conference we need a room for the 23-member Board to meet plus two (2) rooms for pre-conference workshops (35-50 people, classroom style). On

Thursday, we need three (3) rooms for concurrent sessions (75 people each, classroom style preferred; one of the three rooms can be theatre style). We also need space for various standing professional committees to meet for lunch. On Friday morning, we need three rooms for concurrent sessions (75 people each) plus a banquet room large enough for our Awards and Keynote Luncheon (approx. 140 people). This is the day when we typically run into the biggest scheduling problem because set-up for the luncheon has to start in the morning and therefore we cannot use the concurrent session rooms for the luncheon. Throughout the conference we need a room or area for 20-25 exhibitor tables. We like for the space to be large enough to accommodate, in addition to the exhibitor tables, our refreshment breaks and tables for handout materials.

Is there at least one facility in your community that can accommodate the above preferences? Please provide the facility name and details about its accommodations.

If you do not have a facility that offers both meeting and sleeping rooms, what are your plans for lodging and meeting rooms?

Is there a rental charge for the meeting rooms? If yes, what is the fee?

Are meeting rooms Internet-ready? Does the facility have audio-visual equipment including microphones? Please attach a list of a-v rental fees.

Does the meeting facility have table coverings and skirts? If yes, please attach a list of quantities, colors and rental fees.

What is the facility's policy on serving alcohol?

4. In your community, approximately how many restaurants and caterers are there from which to choose for lunch and evening event meals?

5. What are the available options for bus, motor coach or trolley transportation for evening events (local school district, bus companies, etc.)?

6. List museums, historic sites, private homes, and other sites of interest in a 40-mile maximum area that could be possible locations for evening events or tours:

7. Who are you proposing to be Chair of the Local Arrangements Committee (include name, address, phone and e-mail)?

8. List at least one person from your area who is familiar with the OMA conference and who is willing to serve as a member of the Program Committee (include name, address, phone and e-mail).

9. Is the Local Arrangements Chairperson, working in conjunction with local museums and other groups, committed to raising at least \$6,000 in local funding and/or in-kind services for the conference (not including hotel meeting rooms or other amenities given in exchange for sleeping room reservations) and helping with details such as registration bags/fillers, centerpieces, local PR, obtaining a wide assortment of photographs for use in conference materials, etc.? Are the boards of directors of the museums involved supportive of funds being raised locally for OMA?

10. Are museum boards of directors (or supervisors for state or federal sites) committed to allowing staff and volunteers the time necessary to carry out this project? To local fundraising? To the possibility of a cash donation from the museum for some conference costs?

11. Are any of the proposed museum hosts planning a building expansion project or capital campaign during the two years prior to the proposed conference year? The year following the proposed conference year?

Questions? Contact Brenda Granger at 405.424.7757 or bgranger@okmuseums.org.

Return completed form to the Oklahoma Museums Association, 2100 NE 52 Street, Oklahoma City 73111. Proposals will be considered on an individual basis by staff and the OMA Board of Directors at its regularly scheduled meetings.

Thank you!