



TM

NGAT

National Guard Association of Texas
3706 Crawford Ave
Austin, Texas 78731
512-454-7300

**NGAT ANNUAL
CONFERENCE
Standard Operating
Procedures (SOP)**

Approved by the NGAT Board of Directors
(Pending Approval)

National Guard Association of Texas

**NGAT CONFERENCE COMMITTEE
STANDARD OPERATING INSTRUCTIONS (SOP)**

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National Guard Association of Texas
NGAT CONFERENCE COMMITTEE
STANDARD OPERATING INSTRUCTIONS (SOP)

1. **PROPONENT.** This SOP is established by the National Guard Association of Texas (NGAT). Submit suggested changes to this SOP to NGAT, ATTN: Executive Director, 3706 Crawford Ave, Austin, Texas 78731. Suggested changes will then be forwarded to the NGAT Conference Committee for consideration.

2. **PURPOSE.** The purpose of this SOP is to layout the duties and responsibilities for the NGAT Annual Conference. This is a working SOP. It sets forth the mechanics of conferences and the responsibilities of each Conference Committee Chairperson. There are many elements involved in planning an annual conference, some of which take long-range planning and preparation, others, which must wait almost until the president bangs his gavel and calls the conference to order.

a. The contents of this SOP are general in nature, yet are basic, developed from the experience of persons who have been organizing our annual conference for many years. It is not intended as a rigid guide, but rather the responsibility of the user to expand or delete as the nature of the event requires.

b. This SOP standardizes and outlines the duties, policies, and procedures of both the NGAT Staff and Committee Chairs. The Conference Committee and NGAT Staff will strive to offer unique traditions, culture, geography, facilities, and resources depending upon the conference location. NGAT should almost always want to convey some of the flavor and special charm of the host city.

3. **PLANNING AND ORGANIZATION.** The NGAT Annual Conference historically has a registered attendance of over 500 participants however this have been known to change from year to year. To organize and execute this event takes the diligent work of the NGAT Staff, Committee Chairs, Support Staff and the NGAT Board of Director.

a. The Conference Chair is all-important. They must be a good organizer and should have a complete knowledge of the National Guard Association of Texas and the events conducted during the Annual Conference. They must understand the budget requirements and work closely with the NGAT Executive Director and the NGAT staff on all components of the Annual Conference.

b. Committee Chairs are also very important, their enthusiasm and interest in the National Guard and NGAT will directly reflect upon the success of the Conference. They can assist in improving the event and advise of changes needed to the committee chair guidelines outlines in this SOP.

c. At the earliest possible time, the Conference Chair should hold a meeting of the committee chairs to outline the duties of each chair, set up a tentative program, decide upon a theme for the conference, or conference slogan, optional events, breakout session, etc.

d. The NGAT Executive Director along with the NGAT President will ensure the conference committee is staffed with experienced and competent professionals. Members of the Conference Committee should have attended at least one or two prior NGAT Annual Conferences. This will ensure the committee leadership has the knowledge needed to coordinate this large financial event for NGAT. The final responsibility of the NGAT Conference rests with the NGAT Executive Committee, NGAT Executive Director and the NGAT Staff.

e. The NGAT Conference Chair has the overall responsibility for execution of the Annual Conference. The NGAT Conference Chair is responsible for all Conference activities and will work closely with the Committee Chairs and NGAT staff to provide detailed supervision for all Conference activities.

(1) The NGAT Conference Staff is comprised of the following positions:

- Conference Chair
- Operations Chair
- Registration Chair
- Corporate Programs Manager (Exhibit Hall Chair)
- Optional Event Chair

(2) The NGAT Conference Committee shall assign personnel to cover the following areas as required. Chair instructions for each of these areas are noted below. It is recommended that each area below be assigned a Co-Chair or Assistant Chair in the event one is deployed or otherwise cannot continue in this capacity.

<u>CHAIR TITLE</u>	<u>Annex</u>
• Conference Committee Chair	A
• Operations Chair	B
• Exhibit Hall Chair	C
• Registrations Chair	D
• Annual Meeting/General Session Chair	E
• Defense Symposium Chair	F
• Welcome Party Chair	G
• Awards Dinner Chair	H
• Spouses Luncheon Chair	I
• Retirees Luncheon Chair	J
• Hospitality Room Chair	K
• Silent Auction Chair	L
• President’s Reception Chair	M
• Prayer Breakfast Chair	N
• Golf Tournament Chair	O
• Fun Run Chair	P
• Wine and/or Sprints Tasting Chair	Q
• Transportation Chair (As Required)	R
• Skeet/Trap Shoot Chair (As Required)	S
• Fishing Tournament Chair (As Required)	T
• Bowling Tournament Chair (As Required)	U

4. **BUDGET AND FINANCE.** The NGAT Executive Director with support from their staff and the conference committee will for the most part create the budget for the NGAT Annual Conference with approval of the NGAT Board of Directors. The staff possesses the experience and knowledge needed to conduct our Annual Conference that places a financial responsibility on NGAT once the contracts are signed. It is the responsibility of the NGAT Executive Director to notify the NGAT Board of Director if they run into financial issues that will go beyond the projected budget.

a. Budgeting should cover the required Food & Beverage contracted with the convention center and/or hotel for each conference event. Budgeting should include meals and/or drinks for the following events utilizing the NGAT Conference historically data for each event.

- (1) BOD Meeting – Light food and refreshments
- (2) Defense Symposium – Beer, Wine, Soda, light food depending on the cost
- (3) Welcome Party – Various food stations with drinks and cash bar
- (4) Coffee Break – Coffee, water and breakfast pastries
- (5) Lunch with the Exhibitors – Box lunches or buffet depending on cost.
Include tea and water.
- (6) Spouses Luncheon – Plated meal or box lunch depending on cost.
Include tea and water.
- (7) Retirees Luncheon – Box lunch with water and tea.
- (8) President’s Reception - Beer, Wine, Soda,
- (9) Awards Dinner – Plated meal with salad, entrée, dessert, water & tea, cash bar
- (10) Prayer Breakfast – Plated or buffet depending on cost with coffee, orange juice, tea and water

b. When budgeting for conference events prior conference numbers for each event should be used in determining the current year’s budget for projected meals and/or events. Conference attendance numbers can be found on Attachment #10-12.

c. Budgeting will include the full conference registration cost for all member of the NGAT Board of Directors and the support staff. NGAT will cover basic registration cost for all speakers and/or the meal for the event and should budget accordingly.

d. Budgeting will include hotel cost for all members of the NGAT Board of Directors for Thursday night only. Budgeting will also include hotel cost for all conference days for the NGAT President if it is not comped per the hotel contract. Budgeting will include hotel cost for NGAT Support Staff as well as meals for support staff. Comp hotel nights per the hotel contract will be applied to NGAT support staff.

e. Budgeting will include cost for exhibit hall and awards banquet door prizes and cost for registration materials and equipment. Budget should include cost for event decorations and signage.

f. Budgeting will include the cost of entertainment and/or speaker for the Welcome Party, Awards Banquet and/or any other conference event that include a speaker or entertainment with a fee.

g. Budgeting must ensure the cost of hotel gratuity tax per the convention center/hotel contracts are included in projected budgets along with the cost of stages, bartenders, or dance floors. The NGAT staff will ensure the Texas State Tax Exempt Form is presented to the hotel and/or convention center prior to the event to have the tax eliminated from the billing.

h. The Annual Conference budget will include the expense for a van to transport all the office equipment needed to conduct the annual conference from the NGAT headquarters in Austin, Texas to the location site of the scheduled conference. Budget will include the cost of insurance and gas. The budget will also include any commercial transportation requirements needed to transport personnel to or from the convention center and/or host hotel to event locations that are off site. The NGAT Staff will sign all contracts concerning these expenses.

5. **HOUSING.** The NGAT Executive Director will contract rooms in area Hotels well in advance of the Conference to ensure that sufficient rooms are available for delegates, members, and guests. They will work with their staff to prepare and distribute information on hotel accommodations and reservation procedures, with necessary reservation forms at least 180 days before Conference.

a. The NGAT Staff will book all rooms for the NGAT Board of Directors, Guest Speakers, and Support Staff. NGAT will cover the cost of the NGAT Board of Directors hotel room for Thursday night only. All other nights will be the responsibility of the board member.

b. NGAT will cover all nights for the NGAT President and designated support staff working the conference. NGAT will also cover one night for guest speakers attending the NGAT Conference. These rooms will be budgeted in the NGAT annual budget.

c. If multiple hotels are used, the primary hotel will be filled before offering rooms in any overflow hotel. This will ensure that NGAT meets the contract room requirements.

d. A link to the conference hotel will be placed on the NGAT website for attendees to book their individual hotel rooms. It will also be advertised on the NGAT Facebook page and in the NGAT News Magazine.

e. The NGAT Staff will book all suites for the hospitality rooms. Units booking hospitality room suites will be required to pay a \$100 deposit to secure their hospitality room. The deposit will show as a credit on their room upon check-in. Cost of suites is the responsible of the unit except in the cases where NGAT is covering the cost of hospitality suites winner from the previous year.

6. **FACILITIES.** The NGAT Executive Director and their staff is responsible for establishing all facility set ups and scheduling as required. The facilities used may be a convention center or the conference host hotel or a combination of the two facilities based on availability to meet the required needs of the conference. The Corporate Programs Manager will work with committee chairs to verify room layouts and arrange for the requested Audio/Visual/IT equipment set-up per event. No Audio/Visual/IT equipment will be set-up without prior request and approval by the Corporate Programs Manager. The Executive Director and/or the Corporate Program Manager will be responsible for signing all contacts for the use of facilities and/or equipment as it relates to the NGAT Conference.

a. **Exhibit Hall/Convention Center.** The Exhibit Hall Chair will be the Corporate Programs Manager and will have one assistant to assist with issues related to the exhibitors and/or use of the convention center facilities during the NGAT Conference. They will assist vendors with questions concerning their booth assignments and other issues that may arise. The desired set up for the NGAT Exhibit Hall is in Attachment #1. This will need to be adjusted each year based on the facility size. Requirements of the Exhibit Hall Chair can be found in Annex C.

(1) **Exhibit Hall Hours.** The Exhibit Hall must be secured during non-exhibiting hours. The layout of the exhibit hall will change from year to year based on the facility. The NGAT Executive Director and/or Corporate Program Manager will work with the company designated to set up booth in advance of the conference to layout the design that works best for our conference. The exhibit hall will be available as listed below:

Thursday	0600 to 1700	Exhibit Setup & Move-in
Friday	0800 to 1230	Exhibit Hall Setup & Move-in
	1300 to 1700	Exhibit Hall, Ribbon Cutting
Saturday	0900 to 1500	Exhibit Hall
	1500 to 1900	Exhibitors Move Out

(2) **Booths.** Maximum of 80 booths that are 10 x 10. Booths will be draped and skirted with two chairs, sign, and trash bin. It is preferable to have a large enough area to set up 20 rounds with 10 chairs each for the lunch with the exhibitors. Numbers will be adjusted based on facility size, expected number of vendors and attendees. The NGAT Executive Director and/or Corporate Programs Manager will be the only ones permitted to sign contracts with any decorating company to set up the NGAT Conference Exhibit Hall. Number for prior exhibitor attendance can be found on Attachment #11.

(3) **Silent Auction.** It is preferred to have the NGAT Silent Auction be in the exhibit hall due to the foot traffic that it generates. The Silent Auction needs (40) 6-foot tables that are lined up in 4 rows of 10. Three additional 6-foot tables are needed for the auction check-in and check-out functions with 3 chairs and should be near an electrical outlet. Auction table do not need to be draped. If the Silent Auction cannot be fitted into the exhibit hall it should be very close to the exhibit hall and in a high traffic area. Table requirements remain the same. The desired layout for the NGAT Silent Auction is in Attachment #2. This will need to be adjusted each year based on the facility size.

(4) **Badge Checkers.** The NGAT staff will be responsible for coordinating members of the Texas State Guard to serve as badge checkers during the exhibit hall hours.

(5) **Exhibitors.** All exhibitors will go thru registration for their booth assignments and welcome packets at the main NGAT Conference Registration desk. The NGAT staff will handle all changes to vendors booth assignments or requests for equipment that could incur a fee from the convention center. The NGAT staff will also handle all payments from vendors for booths. Issues with booths assembly or size or to pick up shipped booth items will be handled by the convention center decorating company help desk located inside the exhibit hall area.

(6) **Annual Meeting/General Session.** The Annual Meeting will be held on Saturday morning followed by the General Session in the same area. This area needs to be set up by Friday afternoon to conduct a rehearsal prior to the event. It is preferred to have the Annual Meeting/General Session set up in the exhibit hall where attendees must walk thru the exhibit hall to get to the Annual Meeting/General Session. If it is not possible to arrange this set-up due to facility size the room used should have foot traffic that past the exhibit hall on the way to the Annual Meeting/General Session. Set up remains the same. Room set up can be found in Attachment #3.

(aa) **Stage Set-up.** The background of the stage will include an Audio/Visual screen(s) (10x15 approx). There will be flag stands for the U.S. Flag and the Texas flag. A small NGAT logo will be mounted on the front of the podium. The stage will contain a lectern with microphone, flanked by two 6-foot skirted tables to accommodate (5) persons. Stage set up can be found in Attachment #3.

(bb) **Delegates Set-up.** The NGAT Annual Meeting requires that delegate seating be set up. Order of delegate seating is as indicated on Attachment #3. The seating required in the roped off area is 80 seats Army, 30 seats Air, 30 seats of Retirees and 10 seats Texas State Guard. Delegate seating will turn into open seating during the General Session. The committee will place signs on the ends and middle of each row designating who should sit in that area. There will be open seating available during the Annual Meeting past the roped off area. Number of general seating seats will be based on expected attendance numbers.

b. **NGAT Office.** The NGAT office will be available Wed-Sun of the Conference and should have enough room to store equipment and to conduct small meetings if required. Room will be set up in a hollow square of 6 table with chairs. Room diagram is in Attachment #4. You must be able to secure this room.

Wednesday	Starting at Noon
Thursday	All Day
Friday	All Day
Saturday	All Day
Sunday	Need until 1200

c. **Registration.** The Registration area will be set up by Convention Center Decorator. It will consist of 3 booths. Two for Pre-Registration and one for On-Site Registrations/Exhibitors Registration. Each booth should have electricity and two chairs. Behind the booths should be tables that span the length of the booths for registration packets. Beyond the booth should be one skirted 8-foot table for Dinner Seating with 2 chairs. A storeroom should be located near the registration booths to store valuable conference supplies that cannot be left out. Registration layout can be found in Attachment #5. NGAT Conference attendee data can be found on attachment #10-12.

Registration Booth will be available as follows:

Thursday	0800 to 1700	Pre-Registration, On-Site Registration, Exhibitor, Dinner Seating
Friday	All Day	
Saturday	Need until 1500	

d. **NGAT Board of Director Meeting.** The meeting room for the NGAT Board of Director is required on Thursday and should be set up as a Hollow Square with seating for 27. Board of Directors Meeting layout can be found in Attachment #6. The Executive Director will be responsible for the NGAT Board of Director Meeting set-up.

e. **Advisory Council Meeting.** A meeting room with round and seating for 16 should be set up for the Advisory Council Meeting that will be held on Friday or Saturday of the NGAT Conference. The Executive Director will be responsible for the NGAT Advisory Council Meeting set-up.

f. **Breakout Sessions/Meetings.** Breakout sessions and meetings rooms can be theater seating or classroom seating. This needs to be determined in advance and should be set up for the number of expected attendees. Rooms will include a podium and a six-foot table with a chair in the front of the meeting room. NGAT will provide a computer and projector for all breakout sessions. Prior coordination of equipment needs is required with the Corporate Programs Manager using the form in Attachment #13. Room layouts can be found in Attachment #7.

g. **Defense Symposium.** The Defense Symposium will be held on Thursday and should be set up classroom style for 100 attendees and adjusted according to the number of expected to attend prior to the event. Room should have a podium at the front of the room. The Defense Symposium reception should be set up near the location of the Defense Symposium briefing. The reception should include 10 cocktail round and 5 table rounds with seating for 8. The reception layout will change from year to year based on the area selected for this event and should be adjusted accordingly. Room layout can be found in Attachment #8. A bar set-up is required for this event and NGAT will cover the cost of all beverages during this event. This cost will be included in the NGAT Conference budget. The reception will be for no more than 2 hours following the Defense Symposium. Requirements for the Defense Symposium Chair can be found in Annex F.

h. **Welcome Party.** The Welcome Party will be held on Friday night of the NGAT Conference and should be set up with rounds seating 8 people each and a mix of cocktail tables in the back of the room. The set up will change from year to year depending on the number of attendees and the event planned for the welcome party. The welcome party will include food, water, tea and a cash bar. Requirements for the Welcome Party Chair can be found in Annex G. Attendee data can be found in Attachment #11.

i. **Presidents Reception.** The President's Reception will be held on Saturday one hour prior to the start of the Awards Banquet and should be scheduled for one hour only. The President's Reception will be set up away from the entrance to the Awards banquet and is an invitation only event. The NGAT President and the Executive Director will determine who will be invited to this reception. The room should be set up for a flow of 100. Rooms should include cocktail rounds with at least two round tables with seating for 8 each for those who need seating. A bar is required for this event and NGAT will cover the cost of the drinks. This cost will be included in the NGAT Conference budget. Requirements for the President's Reception Chair can be found in Annex M.

j. No Host Reception. There will be a no host reception held on Saturday for one hour prior to the start of the awards banquet in the pre-function area outside where the awards banquet is to be held. Cocktail rounds should be set up in this area with a cash bar for a flow of 100 to 200 depending on the awards banquet count. The Awards Banquet Chair will be responsible for any coordination for the no host reception. Requirements for of the Awards Banquet Chair can be found in Annex H.

k. Awards Banquet. There will be an awards banquet held on Saturday night. Tables should be set in rounds with seating for 10 based on the projected attendance. Tables should be numbers for dinner seating. There should be a stage with a podium. The podium should have the NGAT logo on it. A small round table with a white tablecloth should be posted to the right of the stage for our missing comrades. To the left of the stage should be a draped 6-foot table for the awards to be presented. There should be a center isle in the banquet room large enough to accommodate the color guard. Background lighting should be positioned behind the stage. Request that a cash bar be in the back of the room during the awards banquet. The audio-visual needs are a projector screen, projector, microphone, and computer. Room layout is in Attachment #9. Requirements for of the Awards Banquet Chair can be found in Annex H. Attendees data is in Attachment #11.

l. Prayer Breakfast. The Prayer Breakfast will be held on Sunday morning. The room should be set up in rounds seating 8 or 10 people each for the projected number of attendees. The room should include a podium in the front of the room. Layout will change from year to year based on plated meal or buffet meal. Requirements for of the Prayer Breakfast Chair can be found in Annex N. Attendees data is in Attachment #11

7. Signage. Appropriate signage outside or near the appropriate meeting room prior to the scheduled event or meeting is required for all events. Signage will be removed immediately following the conclusion of the scheduled meeting or event. The NGAT office will produce all signs required in advance of the Conference. Great care is to be taken to ensure the proper signage is placed for the correct meeting or event and that signage is not damaged or lost. New signage should be requested from the NGAT Office at least two weeks prior to the start of the NGAT Conference. If at the completion of the conference your event signage is damaged or needs to be replaced, please ensure the NGAT Office is notified so that a replacement can be made prior to the storing of the signage upon return from the conference.

8. Audio/Video Requirements. The Executive Director will be responsible for the ordering and set up of any audio/video equipment required for the NGAT Annual Meeting/General Session, Breakout Session, Awards Banquet, or any other conference event that requires AV. Only the NGAT Executive Director, Deputy Executive Director and Corporate Programs Manager may authorize the ordering of audio/video equipment that places a financial obligation on NGAT. Committee chair will work closely with the Conference Chair and Executive Director to conduct a audio-visual walk through prior to their scheduled event.

9. Ground Transportation. The NGAT Executive Director and/or staff will coordinate any transportation requirements to off-site locations to or from the convention center and/or host hotel. The NGAT Executive Director will sign all contracts related to transportation request. The NGAT Staff will contract a van to transport NGAT office equipment to the conference location.

10. **Events.** NGAT will host multiple events each year at the annual conference. The events may change from year to year depending on the event locations and conference requirements. Below is a list of conference events and committee requirements for each event. Please ensure that if you are responsible for one of these events that you obtain a copy of the requirements listed in these annexes. Attendee data is in Attachment #10-12.

EVENTS

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a. Exhibit Hall Events	C	Page 27-28
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f. Awards Banquet	H	Page 34-35
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h. Retirees Luncheon	J	Page 37
i. Hospitality Rooms	K	Page 38
j. Silent Auction	L	Page 39-41
k. President’s Reception	M	Page 42
l. Prayer Breakfast	N	Page 43
m. Golf Tournament	O	Page 44
n. Fun Run/Walk	P	Page 45-46
o. Wine and/or Spirits Tasting	Q	Page 47
p. Conference Transportation	R	Page 48
q. Skeet/Trap Shoot	S	Page 49
r. Fishing Tournament	T	Page 50
s. Bowling Tournament	U	Page 51

11. **Awards Banquet Seating.** The NGAT Staff will be responsible for developing the seating chart for the awards banquet. Reserved tables will be established for the NGAT President and Executive Committee, NGAT Staff, TAG, General Officers by Command. VIPs and Special Guest will be seated with the NGAT President and/or members of the Executive Committee. Tables will be rounds of 10 and will be assigned by major command. Individuals that ask to sit specifically with another person on their registration form will be accommodated to the best of NGAT’s ability. Corporate partners will be seated with a unit that would benefit from their company’s product. It is important not to forget seating for the color guard and or entertainment/speaker if applicable.

12. **Schedule of Events, Scripts, Conference Program, Conference Packets.** NGAT is responsible for preparing, publishing, printing, and reproduction of the Conference Schedule of Events. NGAT is also responsible for preparing, publishing, and printing the Annual Conference Program.

a. The NGAT Executive Director will work with the NGAT Executive Committee in preparing the script for the Annual Meeting, General Session, and Awards Banquet.

b. NGAT will provide committee chairs with background information to be used to introduce breakout session speakers.

c. NGAT will work with corporate sponsors to find sponsors for conference badges and conference bags as well as materials and items for the conference bags.

d. NGAT will work with the Registration Committee Chair concerning the stuffing of conference bags on site at the conference. All pre-printed and/or published documents (agenda, Conference Program, etc.) will be stuffed into the Conference Bags prior to the first day of registration.

13. **Photographer.** NGAT will assign a photographer to take still photos throughout the event. If any events are recorded, they must be approved by the NGAT Executive Director or NGAT President prior to release. NGAT will acquire a local vendor/company to take group or individual photos outside the banquet hall of the Awards Banquet. All photos taken at the NGAT Conference will be turned in to NGAT no later than 15 days after the completion of the conference and will become the property of NGAT. Photo credit will always be given to the photographer when published. The photographer will work with the NGAT Executive Director and Operations Chair on the coverage of events.

14. **Special Activities.** Special activities which involve the entire conference body will not be scheduled or planned without the approval of the NGAT President. The NGAT Executive Committee will review activities planned to ensure no conflict exists

15. **Insurance.** Insurance will be procured and paid for by NGAT to cover the interest of NGAT at the Conference as follows:

a. Comprehensive General Liability. Bodily injury and property damage protection with respect to third party claims, including liability arising out of independent contractors and liability arising out of products (such as food and drinks or convention samples and brochures) distribution.

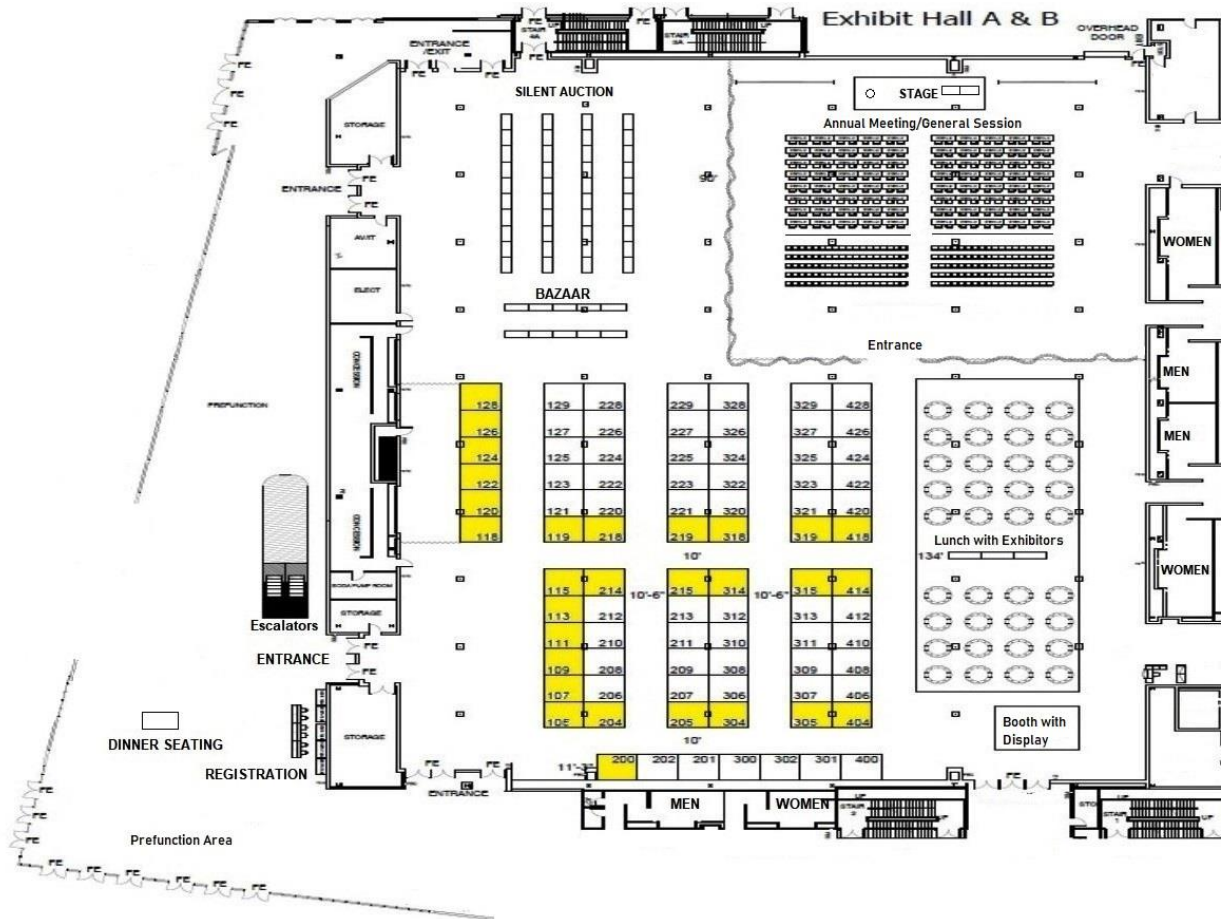
b. Personal Injury Insurance. Protection against third party claims alleging libel, slander, invasion of privacy, false arrest and other violations of the right of privacy.

c. Non-owned vehicle liability protection in respect to third party claims arising out of the use of non-owned/hired (including loaned) vehicles at the Conference.

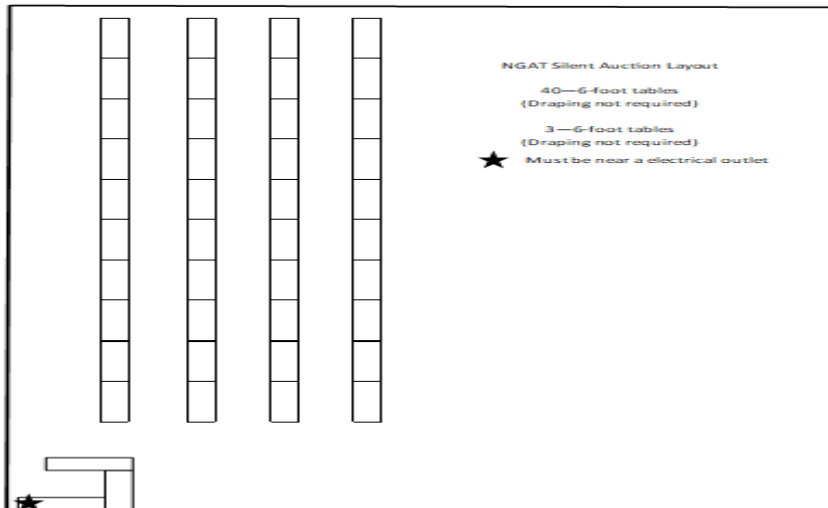
d. NGAT will not be held responsible for lost, theft or damage to a privately owned vehicle or personal property of a registered attendee of the Annual Conference.

16. **Effective Date.** The effective date of this SOP is **XXXXXXXX**. This SOP will be used for the planning and execution of NGAT Annual Conference and supersedes all previous operating instructions and/or guidance that conflicts with this guidance.

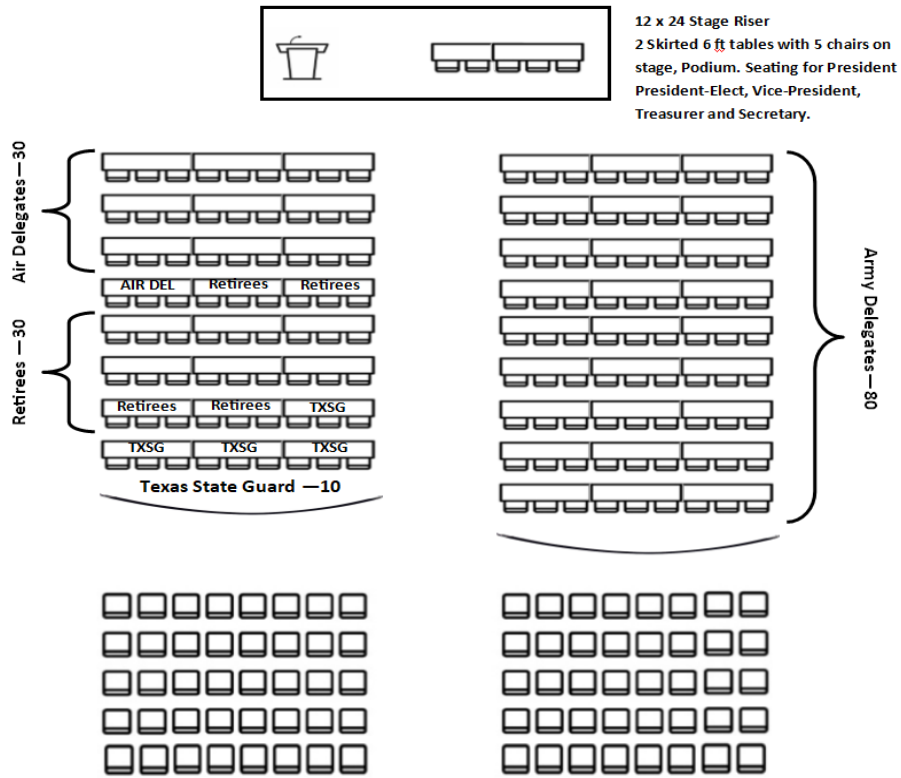
Attachment #1 Exhibit Hall Layout



Attachment #2 Silent Auction Layout

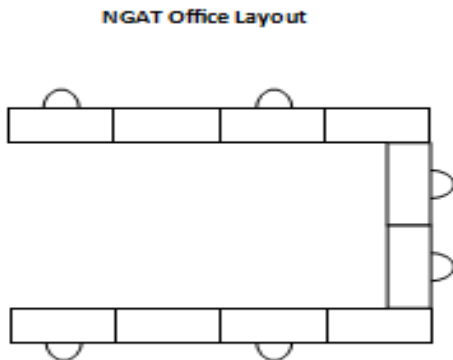


Attachment #3
Annual Meeting/General Session Layout

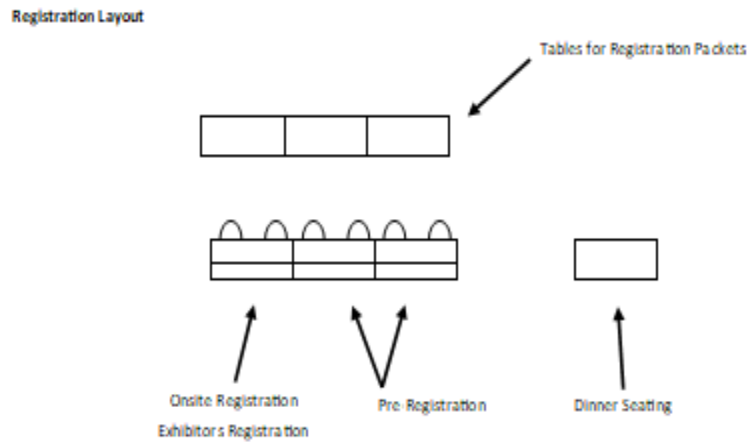


AV Setup location will be determined onsite.

Attachment #4
NGAT Office Layout

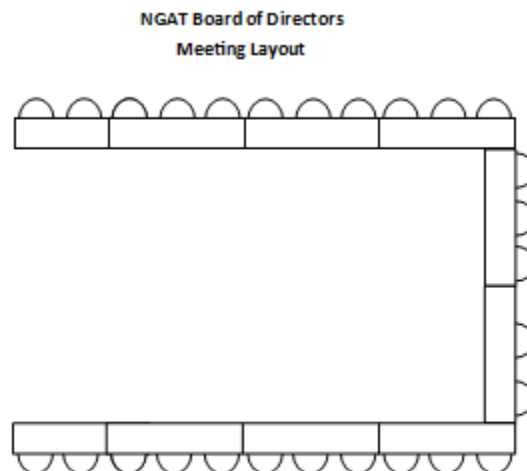


Attachment #5 Registration Layout



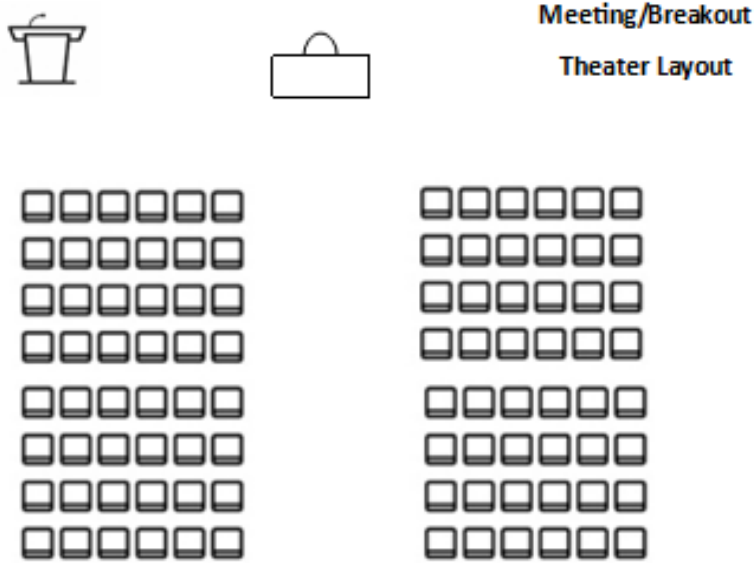
Power is required at each registration booth and at the dinner seating table.

Attachment #6 Board of Directors Meeting Layout



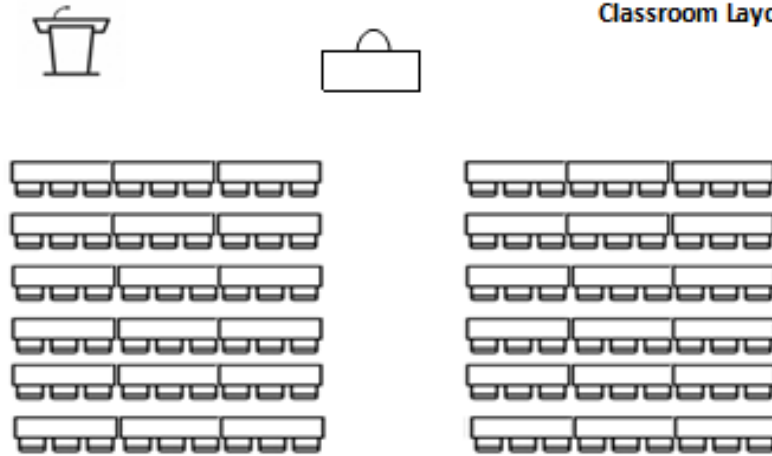
NGAT will provide AV for this meeting.

Attachment #7
Meeting/Breakout Sessions Layouts



AV Setup location based on room setup and will change from room to room.

Meeting/Breakout
Classroom Layout

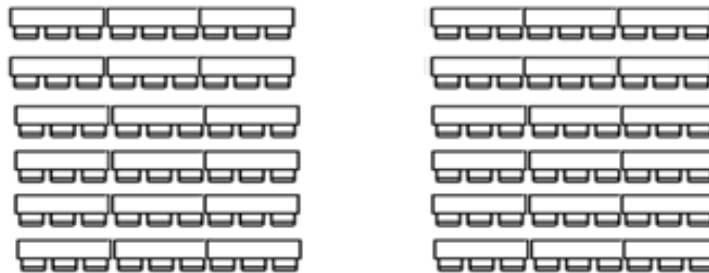


AV Setup location based on room setup and will change from room to room.

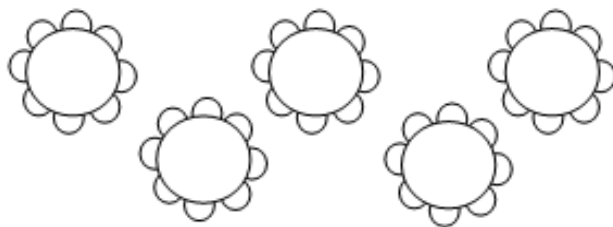
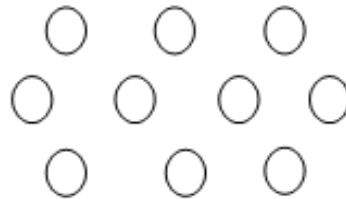
Attachment #8
Defense Symposium and Reception Layout



Defense Symposium
Classroom Layout



AV Setup location based on room setup.

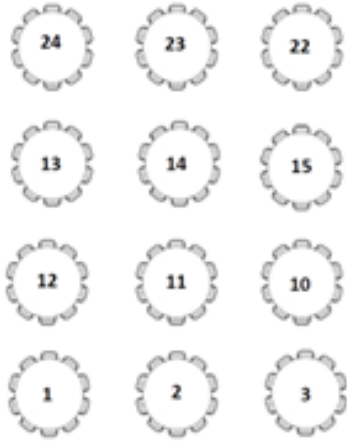


Defense Symposium
Reception Layout

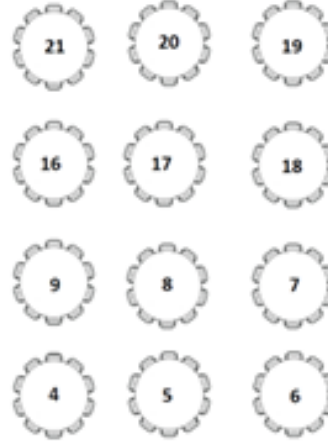
Layout will change from year to year based on area selected for the reception.
One bar set-up is required.

Attachment #9
Awards Banquet Layout

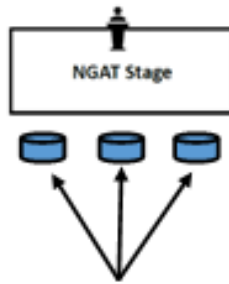
Awards Banquet Layout



Isle must be large enough for the color guard to walk down.



Award Table



Lighting—NGAT will supply



Band is scheduled

Missing Comrades Table

**Attachment #10
Attendees Data**

This data should be updated every year after the NGAT Annual Conference.

NGAT CONFERENCE DATA	2017 San Antonio	2018 Montgomery	2019 CCTX	2020 Irving	2021 Allen	2022 RR	2023 Irving	2024 RR
ATTENDEES DATA								
Registered - Att	324	269	243	247	137	206		
Registered - G/S	219	167	158	149	8	117		
Total	543	436	401	396	145	323		
Ex/Spon/Spt Staff	158	135	155	119	42	156		
Total	701	571	556	515	187	479		

				Mtg/CX	Virtual	Tornado		
Guests	219	167	158	149	8	117		
Ret ARNG	51	31	27	33	37	44		
Ret ANG		13	15	16	8	8		
ARNG	229	226	191	191	73	145		
ANG	47	81	46	55	16	10		
TXSG Army		2	6	1	2	7		
TXSG Air	19	1	1	0	0	0		
Total	565	521	444	445	144	331		

Active Army Officers		132	108	108	42	93		
Active Army Enlisted		63	56	50	31	52		
Active Air Officer		28	13	20	11	5		
Active Air Enlisted		40	18	19	5	5		

Life Member	251	221	203	221	126	171		
Annual Member	31	14	11	15	8	17		

NGAT CONFERENCE DATA	2007 CCTX	2008 Austin	2009 Austin	2010 Austin	2011 CCTX	2012 Austin	2013 Dallas	2014 Houston	2015 CCTX	2016 Arlington
ATTENDEES DATA										
Registered - Att	741	789	725	569	628	537	384	374	260	337
Registered - G/S	265	280	250	246	211	261	193	165	127	197
Total			975	815	839	798	577	539	387	534
Ex/Spon/Spt Staff			89	123	91	109	112	75	76	125
Total	1006	1069	1,064	938	930	907	689	614	463	659

Guests	336	391	369	274	265	282	199	191	152	197
Ret ARNG	47	76	56	44	41	49	46	40	39	36
Ret ANG										
ARNG	323	383	365	274	325	339	217	274	200	219
ANG	42	74	71	77	52	36	43	36	35	74
TXSG Army										
TXSG Air	40	115	177	140	73	98	47	22	5	8
Total	788	1,039	1,038	809	756	804	552	563	431	534

Active Army Officers										
Active Army Enlisted										
Active Air Officer										
Active Air Enlisted										

Life Member			251	213	266	331	265	263	227	281
Annual Member			31	42	109	84	52	71	37	40

Attachment #11
Conference Meal Data
Exhibitors Data

This data should be updated every year after the NGAT Annual Conference.

NGAT CONFERENCE DATA	2017 San Antonio	2018 Montgomery	2019 CCTX	2020 Irving	2021 Allen	2022 RR	2023 Irving	2024 RR
CONFERENCE MEALS								
Registration only	58	62	33	42	0	55		
Full Meal	280	294	284	245	0	143		
Breakfast	232	181			0	0		
Welcome Party	328	312	339	275	0	229		
Welcome Party Only Total	51	21	57	30	0	82		
Awards Dinner Total	464	404	358	350	0	233		
Awards Dinner Only Total	184	109	74	105	0	83		
Indiv Sat Lunch w/Exhibitors	217	238	210	187	0	172		
Exhibitor Lunches	56	58	63	60	0	66		
Spouse Luncheon	58	37	62	48	0	0		
Retiree Luncheon	17	23	28	17	0	0		
Lunch Total	348	356	363	312	0	238		

Retiree Coffee						0		
Prayer Breakfast		109	116	92	CX	71		

CONFERENCE EXHIBITORS								
Platinum	2	3	2	2	1	2		
Gold	6	2	3	1	8	7		
Silver	11	6	11	9	3	4		
Bronze	19	18	12	13	11	15		
Corporate Members	23	21	27	25	6	29		
Non-Profit	17	10	14	13	5	9		
Booth Totals	78	60	69	63	34	66		
Bazaar Booths	5	3	10	5	CX	0		
Booth Totals	83	63	79	68	34	66		

NGAT CONFERENCE DATA	2007 CCTX	2008 Austin	2009 Austin	2010 Austin	2011 CCTX	2012 Austin	2013 Dallas	2014 Houston	2015 CCTX	2016 Arlington
CONFERENCE MEALS										
Registration only										61
Full Meal	594	533	414	372	351	297	231	215	229	202
Breakfast	0	0								264
Welcome Party	713	627	489	460	507	295	348	288	302	293
Welcome Party Only Total	119	94	75	88	156	0	117	73	66	91
Awards Dinner Total	782	740	767	537	573	614	467	503	416	450
Awards Dinner Only Total	188	207	353	165	222	317	236	288	187	248
Indiv Sat Lunch w/Exhibitors	516		374	353	311	281	218	208	197	182
Exhibitor Lunches	0	0	0	0	0	0	37	55	76	74
Spouse Luncheon	354	130	116	89	76	49	63	39	41	50
Retiree Luncheon			39	22	23	16	17	15	21	12
Lunch Total	870	130	529	464	410	346	335	317	335	318
Retiree Coffee	33	19	34	15						
Prayer Breakfast	66	50	45	42	42	31	25	27	34	37

CONFERENCE EXHIBITORS										
Platinum							1	0	1	0
Gold							5	4	3	5
Silver							9	7	3	6
Bronze							24	18	25	20
Corporate Members							9	20	17	20
Non-Profit							0	23	26	15
Booth Totals			0	0	0	0	48	72	75	66
Bazaar Booths							5	5	10	3
Booth Totals			0	0	0	0	53	77	85	69

Attachment #12
 Optional Event Data
 Overall Attendee Data

This data should be updated every year after the NGAT Annual Conference.

NGAT CONFERENCE DATA	2017 San Antonio	2018 Montgomery	2019 CCTX	2020 Irving	2021 Allen	2022 RR	2023 Irving	2024 RR
OPTIONAL EVENTS								
Dolphin Cruise								
Bowling								
Fun Run	14	15	20		CX	CX		
Golf	46	34	26	22			29	
Wine Tasting	20	27	34	31	CX		26	
Poker								
Spirits	5	12						
Mini Golf		8						
Wolf Tour		9						
Wine Glass Painting			21					
Boat Tour			32					
License to Carry	11	18	23	32	CX		25	
COMPUTER ENTRIES								
Computer Entries	647	509	494	467	187		479	
Computer Entry Mark (1 Jan)	41	41	53	40	43		43	
Computer Entry Mark (1 Feb)	210	158	121	145	48		127	
Computer Entry Mark (1 Mar)	392	319	257	306	79		281	

NGAT CONFERENCE DATA	2007 CCTX	2008 Austin	2009 Austin	2010 Austin	2011 CCTX	2012 Austin	2013 Dallas	2014 Houston	2015 CCTX	2016 Arlington
OPTIONAL EVENTS										
Dolphin Cruise	0	0			51				15	
Bowling	18	14	20					20		
Fun Run	47	67	44	37	37	49	21	24	28	25
Golf	54	101	73	56	52	65	44	43	42	44
Wine Tasting	0	0		42	53	36	52	27	34	26
Poker	0	37	23	21		18	10	14		
Spirits										16
Mini Golf										
Wolf Tour										
Wine Glass Painting										
Boat Tour										
License to Carry										
COMPUTER ENTRIES										
Computer Entries	1111	1230	1,162	962	943	938	688	657	553	633
Computer Entry Mark (1 Jan)				50	30	32	31	17		25
Computer Entry Mark (1 Feb)				120	145	121	80	105		109
Computer Entry Mark (1 Mar)				499	351	453	429	429		381

Attachment #13
Speakers Agreement

1. I agree to participate in the following session at the NGAT Annual Conference:

Speaker Name: _____

Session Title: _____

Date: _____

Time: _____

Location: _____

The following will cover information requested by NGAT and agreed to by me. I agree to comply with all program-related deadlines provided to me by NGAT, including but not limited to providing the following:

Signed Speaker Agreement Form and Conference Registration Form

Bio and headshot

Presentation Draft Final Presentation

2. For my presentation I will be using the following format: _____

Note: Speakers are expected to use their own laptop computers for presentations. Please advise if this is an issue.

3. I understand that my presentation will be reviewed for accuracy, for adherence to NGAT standards, and to ensure the presentation is educational in nature, matches the session description, and that NGAT reserves the right to make changes to any presentation, with speaker approval.

4. I acknowledge that, for my presentation, the session room will be equipped with a lectern (general session only, breakout session upon request), data projector and screen.

5. I ____ will ____ will not require additional a/v equipment for my presentation. I ____ will ____ will not require internet access for my presentation. Additional equipment needed (if applicable):

I understand that my request may not be granted by NGAT. If a request is denied, I will work with NGAT staff to come up with a reasonable compromise. All requests must be received at least four weeks prior to the conference. NGAT cannot guarantee onsite A/V requests. We will do our best to *provide internet access however download and upload speed may vary based on location.*

6. I agree to notify Terri Marshall or Marvin Harris immediately if an emergency should prevent me from meeting my obligation as a speaker and will make every attempt possible to provide a qualified substitute speaker.

7. I ____ grant ____ do not grant NGAT a royalty-free license to use, reproduce and distribute my presentation (including all handouts and visual presentations) regarding the NGAT Conference. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.

8. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.

9. I authorize NGAT to use my name, photo, and biographical data in connection with the use and promotion of the program.

10. I will be responsible for making my own travel arrangements. Airfare and rental cars are **not** an approved expense unless agreed upon and the cost must be less than or equal to the cost of a cab to and from the closest airport.

11. I understand that my hotel reservation will be made on my behalf by NGAT at the Conference Hotel. A one night stay will be provided depending on travel limitations and my time of presentation. Any additional nights will be at my own expense. **It is my responsibility to confirm hotel arrival and departure date with Terri Marshall.**

Please reserve my hotel room for arrival on: _____ and departure on _____.

12. All expense reimbursement requests must be submitted to Terri Marshall within 30 days of your presentation date.

Please print your title and company name exactly as it should appear in all conference promotional materials.

Title: _____

Company: _____

Please provide your contact information.

Cell Phone #: _____ Email: _____

Mailing Address: _____

Please provide your assistant's contact information if applicable.

Name: _____

Cell Phone#: _____ Email: _____

By signing this form and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature

Date

Annex A

Conference Chair

Conference Chair. The **Conference Committee Chair** works closely with the conference chairs and the executive director on the overall development of the NGAT Annual Conference. The Conference Chair will be responsible for the following:

1. Hold organizational meetings of committee chairs, giving each a complete outline of their duties; set a tentative agenda; plan internal “progress report” meetings.
2. Maintain constant liaison with all committees, ensuring that each keeps on schedule and meets all deadlines.
3. Hold meetings with individual committees when necessary.
4. Ensure that all committees fully understand all rules and regulations of the hotel, convention center, with local and state alcoholic beverage laws, taxes, etc.
5. Act as the office manager for the conference headquarters.
6. Assist in problem solving during the conference.
7. Be completely familiar with each committee operation.
8. Provide guidance and counsel to committees.
9. Assist the NGAT executive director in carrying out the plans of the conference.
10. At the end of the conference, evaluate it and render an after-action report for the NGAT Board of Directors.

NGAT will be responsible for the following items pertaining to the annual conference:

1. All obligation of funds will be made by the NGAT Executive Director and/or staff prior to committing to expenses. NGAT will approve all comp meals or event tickets. (These items cost money and must be within our budget)
2. NGAT will provide selection, location, conference theme and event coordinating instructions that they need assistance with.
3. Determine the needs of the Texas Military Department in reference to conference participation

Annex B

Operations Chair

Operations Chair. The NGAT Membership Director will serve as the Operations Chair for the NGAT Conference. They will work closely with the Conference Chair and is responsible for the following:

1. Coordinate the assignment of the support staff for the NGAT Conference. This includes the following: Registration: (1) NGAT Staff Member, (3) Support Staff, (1) Dinner Seating, (1) Photographer, (1) Silent Auction, (1) NGAT Booth, (1) AV Support, Exhibit Hall: (1) NGAT Staff Member, (1) Support Staff.
2. Work with committee chairs on issues that relate to the NGAT Conference and/or their individual events.
3. Conduct a daily meeting with support staff at the NGAT Conference to review day's events. Schedule meals for all support staff personnel.
4. Schedule hotel rooms for all NGAT Board of Directors, NGAT Staff, support staff, VIP guest and speakers per hotel contract.
5. Responsible for paying any onsite payments to vendors and/or entertainment.
6. Works closely with the Conference Chair and Corporate Programs Manager on Conference activities.
7. Manage the conference database and conference registrations prior to its start. Assign seating for the NGAT Conference Awards Banquet according to unit of assignment.
8. Manage the conference website to ensure it is up to date with the current conference information.
9. Work closely with the NGAT Executive Director/NGAT President and MC to ensure they are advised or any special requirement, requests or special guests planning to attend the NGAT Conference.

NGAT will be responsible for the following:

1. The NGAT Executive Director will coordinate the support for the following: Chaplain, Color Guard, EANGUS Representation, NGAUS Representation, Speakers, Breakout Session Speakers.
2. The NGAT Executive Director will work with the NGAT Board of Directors to assign Conference Committee Chair for all of the Conference events.

Annex C
Exhibit Hall Chair

Exhibit Hall Set-up. The exhibit hall will have a maximum of 80 booths that are 10 x 10. This may change from year to year depending on the size of the facility we are using. Booths will be draped and skirted with two chairs, sign, and trash bin. The NGAT Executive Director and/or the corporate program manager will be responsible for signing any contracts with the exhibit hall decorating company and will ensure all projected charges are budgeted correctly.

The exhibit hall will be available as listed below:

Thursday	0600 to 1700	Exhibit Setup & Move-in
Friday	0800 to 1230	Exhibit Hall Setup & Move-in
	1300 to 1700	Exhibit Hall, Ribbon Cutting
Saturday	0900 to 1500	Exhibit Hall
	1500 to 1900	Exhibitors Move Out

Lunch Set-up. It is preferable to have a large enough area to set up 25 rounds with 10 chairs each for the lunch with the exhibitors. This may be adjusted based on conference attendance numbers.

Exhibit Hall Chair. The Corporate Programs Manager will serve as the Exhibit Hall Chair and will have one assistant to help resolve issues related to the exhibit hall during the NGAT Conference. They will also assist vendors with questions concerning their booth assignments. The Exhibit Hall Chair will work closely with the Conference Chair and is responsible for the following:

1. **Badge Checkers.** The committee will work with the NGAT staff to coordinate members of the Texas State Guard to serve as badge checkers during the exhibit hall hours.
2. **Exhibitors Registration.** All exhibitors will go thru registration for their booth assignments and welcome packets. Previous years exhibitors' number are in Attachment #11.
3. Assistant must be familiar with the exhibit hall set-up.
4. Assist with any scheduled entertainment for the exhibit hall.
5. Post and retrieve signage for coffee break sponsors and/or lunch with the exhibitor sponsors.
6. Post any needed signage on lunch tables.
7. Assist with the passport drawing for prizes for booth stamped cards.
8. Place decorations provided by NGAT on lunch tables.

Annex C Continues
Exhibit Hall Chair

NGAT will be responsible for the following items pertaining to the Exhibit Hall:

- a. The NGAT Executive Director and/or Corporate Programs Manager will be the only ones permitted to sign contracts with any decorating company to set up the NGAT Conference Exhibit Hall.
- b. The NGAT Executive Director and/or Corporate Program Manager will work with the company designated to set up booth in advance of the conference to layout the design that works best for our conference.
- c. The NGAT staff will handle all changes to vendors booth assignments or requests for equipment that could incur a fee from the convention center. The NGAT staff will also handle all payments from vendors for booths.
- d. The Corporate Programs Manager will be responsible for exhibitors' registration prior to the conference.
- e. The NGAT Staff will be responsible for contact potential exhibitor to exhibit at the NGAT Conference. Exhibitor packet are available on the NGAT website at <https://ngat.org/corporate-membership/>
- f. Provide decorations for lunch tables in the exhibit halls.

Annex D Registration Chair

Registration Set-up. The Registration area will be set up by Convention Center Decorator. It will consist of 3 booths. Two for Pre-Registration and one for On-Site Registrations and Exhibitors Registration. Each booth should have electricity and two chairs. Behind the booths should be tables that span the length of the booths for registration packets. Beyond the booth should be one skirted 8-foot table for Dinner Seating with 2 chairs. A storeroom should be located near the registration booths to store valuable conference supplies that cannot be left out.

Registration Booth will be available as follows:

Thursday	0800 to 1700	Pre-Registration, On-Site Registration, Exhibitor, Dinner Seating
Friday	All Day	
Saturday	Need until 1500	

Registration Chair. The Registration Chair is responsible for manning the registration booth for the duration of the conference. There should always be three support personnel at the registration desk. The Operations Chair will assign personnel to work registration the Registration Chair will manage those personnel. It is recommended this committee be no larger than 4 members. The Registration Chair will work closely with the Conference Chair, Operations Chair and the Exhibit Hall Chair and is responsible for the following:

1. The registration committee will assist in getting individual registered for the conference. Print new name badges, issues conference ribbons. Provide information about events and locations as needed. Prepare registration packets for the conference. Answer exhibitors and attendees' questions. Committee members will be familiar with the conference facility layout, schedule, and location of activities. Previous years registration number are in Attachment 10-12.
2. Registration Committee will consist of a minimum of at least one NGAT staff member and two additional personnel to work the registration booth.
3. One additional personnel is needed to assist with dinner seating and to answer conference questions. The individual assigned to dinner seating will also coordinate with other committee chair to assist as needed in posting signage.
4. The registration committee will assist in stuffing any on-site packets needed for the conference.
5. The registration committee will process all onsite request for registration.
6. Post signage in front of registration with information on all events and the conference schedule for individuals to review if they arrive after registration closes. This includes instruction for optional events.

Annex D Continues
Registration Chair

7. Two personnel from the registration committee will be asked to assist the Silent Auction during the closing of the Silent Auction and completing the winner bidder sheets on Saturday afternoon starting at 1415.

NGAT will be responsible for the following items pertaining to the registration committee:

- a. Order all equipment for registration set-up.
- b. Provide all needed items for the NGAT Conference Registration process that includes; computers, printers, office supplies, change for payments, tablets for credit card purchases, registration database and files, all preregistration worksheets, onsite registration forms and membership forms.
- c. Provide name badges, ticket to events and other information needed for attendees/exhibitors' registration packets.
- d. A NGAT staff members will take all onsite payments for conference attendees/exhibitors' registrations.
- e. Provide all required conference signage.

Annex E

Annual Meeting/General Session Chair

Delegates Set-up. The NGAT Annual Meeting requires that delegate seating be set up. Order of delegate seating is as indicated in Annex A. The seating required in the roped off area is 80 seats Army, 30 seats Air, 30 seats of Retirees and 10 seats Texas State Guard. Delegate seating will turn into open seating during the General Session. The committee will place signs on the ends and middle of each row designating who should sit in that area. There will be open seating available during the Annual Meeting past the roped off area.

Stage Set-up. The background of the stage will include an Audio/Visual screen(s) (10x15 approx). There will be flag stands for the US Flag and Texas flag. A small NGAT logo will be mounted on the front of the podium. The stage will contain a lectern with microphone, flanked by two 6-foot skirted tables to accommodate (5) persons.

Annual Meeting/General Session Chair. The Annual Meeting/General Session Chair will be responsible for assisting the NGAT Board of Directors in preparation for the Annual Meeting and/or General Session. It is recommended this committee be no larger than 2 members but may be accomplished by one person.

1. **VIP.** Escort VIP during the sessions if required.
2. **Color Guard.** Work with the NGAT Executive Director on the posting of the Color Guard.
3. **Delegate Seating/Voting.** Committee will stage ballots for delegates and post designated seating signs according to the diagram in Annex A for the Annual Meeting.
4. The committee chair will conduct a walk-thru of the events with the NGAT Executive Director to ensure all equipment is working properly.

NGAT will be responsible for the following items pertaining to the Annual Meeting/General Session:

- a. NGAT Staff is responsible for all staging and lighting requirements and audio visual for the Annual Meeting/General Session. Only the NGAT Executive Director, Deputy Executive Director and Corporate Programs Manager may authorize the ordering of audio/video equipment that places a financial obligation on NGAT.
- b. Provide committee with logo for podium.
- c. Provide ballots for voting and all signage needed.

Annex F

Defense Symposium Chair

Defense Symposium Set-up. The Defense Symposium should be set up classroom style for 100 attendees.

Defense Symposium Reception Set-up. The Defense Symposium reception should be set up near the location of the Defense Symposium briefing. The reception should include 10 cocktail round and 5 table rounds with seating for 8.

Defense Symposium/Reception Chair. The Defense Symposium Chair will work directly with the NGAT Executive Director to ensure all coordination is completed with presenters for the Defense Symposium. It is recommended this committee be no larger than 2 members but can be accomplished by one person.

1. The Defense Symposium Chair will assist the NGAT Executive Director in completing a audio-visual walk-thru prior to the event and assist as needed.
2. Assist in providing idea and topic of discussion for the Defense Symposium.
3. Post signage and retrieve signage for this event.

NGAT will be responsible for the following items pertaining to the Defense Symposium & Reception:

- a. Order or bring all AV equipment for event. Order room/area set-up for both events.
- b. Provide signage for the event.
- c. The NGAT Executive Director and/or Corporate Programs Manager will send invites to all requested attendees to the Defense Symposium and Reception.

Annex G

Welcome Party Chair

Welcome Party Set-Up. The welcome party should be set up with a mix of cocktail tables and rounds of 8. This will change from year to year depending on the activity scheduled during the welcome party.

Welcome Party Chair. The Welcome Party Chair will work closely with the Conference Chair and is responsible for the following:

1. Select committee. Recommended committee size is no more than 4 personnel.
2. In conjunction with the NGAT Staff arrange for the necessary decorations to be displayed that complement the conference theme.
3. Assist the conference chair in accommodating the entertainment or event activity and their setup if necessary. Previous year's attendance number are in Attachment #11.
4. Check badges at the entrance to the event. Provide on-site registration table staffed by NGAT. Post and retrieve signage for the Welcome Party.
5. Assist with is the selection of the entertainment.
6. Provide general assistance and answer questions as needed.

NGAT will be responsible for the following items pertaining to the Welcome Party:

1. Arrange for the facility and welcome party menu.
2. The NGAT Executive Director will sign any contract for activities or entertainment.
3. Provide on-site registration table staffed by NGAT Staff.
4. NGAT will provide all signage.

Annex H

Awards Banquet Chair

Awards Banquet Set-up. The awards banquet will have round tables seating 10 each with a center isle that is large enough to accommodate the Color Guard. The number of tables will be adjusted according to the registered attendance. A riser stage with a podium and microphone is required with US Flag and Texas Flag. To the right of the stage will be a 6-foot draped table for the awards and giveaways.

Awards Banquet Chair. The Awards Banquet Chair will work closely with the Conference Chair and is responsible for the following:

1. Select committee. Recommended committee size is no more than 2 personnel.
2. Work with NGAT staff on planned decorations for Awards Banquet tables. Be sure to find out if decorations need to be retrieved after the dinner.
3. Post the NGAT logo on the podium where the MC will speak from.
4. Ensure you have a copy of the script for the awards banquet that will be provided by the NGAT Executive Director. Notify the Master of Ceremonies (MC) of any updates that need to be made to the VIP list. Work with the Conference Chair and MC to conduct a walk-thru of the awards banquet prior to its start.
5. Work with the Conference Chair on the coordination of the MC, presentation of colors, guest speakers and/or entertainment. Previous years attendance numbers are in Attachment #11.
6. Ensure all awards to be presented are layout out in order on a six-foot table to the right of the stage. Ensure awards are covered until presentation time. Assist with the presentation of the awards per the script.
7. Place conference comment cards and pens on each banquet table.
8. Have extra meal choice tickets if there is a choice for dinner between chicken, pork, or beef to pass out to those who forgot their meal choice ticket.
9. Ensure all comment cards and pens are picked up after the dinner and turned in to the Operations Chair.
10. Post and retrieve signage to the entrance of the Awards Banquet.

Annex H Continued
Awards Banquet Chair

NGAT will be responsible for the following items pertaining to the Awards Banquet:

1. NGAT staff/Registration will make all seating arrangements and will provide seating charts to be displayed outside the foyer of the awards banquet.
2. Work with the NGAT staff on the lighting for behind the stage.
3. All AV equipment will be ordered by the NGAT Executive Director.
4. NGAT will provide all awards for the banquet.
5. The NGAT Executive Director will provide the script for the Awards Banquet.

Annex I

Spouses Luncheon Chair

Spouses Luncheon Set-up. Set up will be tables of 8 or 10. Open seating. A small table at the entrance is required to hand out raffle tickets. A small table is required in the front of the room for raffle prizes.

Spouses Luncheon Chair. The Spouses Luncheon Chair will work closely with the Conference Chair and is responsible for the following:

1. Select committee. Recommended committee size is no more than 2 personnel.
2. Work closely with the Conference Committee to select the luncheon program. Previous year's attendance number are in Attachment #11.
3. Post and retrieve signage for Spouses Luncheon.
4. Introduce speaker or event.
5. Work with NGAT Staff on decorations for the event. Be sure to find out if the table decorations need to be retrieved after the event.
6. Arrange for gift drawings and giveaways.

NGAT will be responsible for the following items pertaining to the Spouses Luncheon:

1. NGAT will provide raffle tickets and door prizes.
2. NGAT will reserve the room and make meal selection.

Annex J

Retirees Luncheon Chair

Retirees Luncheon Set-up. Set up will be tables of 8 or 10. Open seating. A small table at the entrance is required to hand out raffle tickets. A small table is required in the front of the room for raffle prizes.

Retirees Luncheon Chair. The Retirees Luncheon Chair will work closely with the Conference Chair and is responsible for the following:

1. Select committee. Recommended committee size one person.
2. Work closely with the Conference Committee to select the luncheon program. Previous year's attendance number are in Attachment #11.
3. Post and retrieve signage for Retirees Luncheon.
4. Introduce speaker or event.
5. Work with NGAT Staff on decorations for the event. Be sure to find out if the table decorations need to be retrieved after the event.
6. Arrange for gift drawings and giveaways.

NGAT will be responsible for the following items pertaining to the Retirees Luncheon:

1. NGAT will provide raffle tickets and door prizes.
2. NGAT will reserve the room and make meal selection.

Annex K
Hospitality Room Chair

Hospitality Room Chair. The Hospitality Room Chair will work closely with the Conference Chair and Corporate Programs Manager and is responsible for the following:

1. Select committee. Recommended committee size is no more than 2 personnel.
2. Work closely with the Corporate Programs Manager on arrangements for the hospitality suites.
3. Must be available during posted hospitality suite hours for general assistance.
4. Ensure parties in the hospitality rooms remain inside the rooms and are not flowing into the hotel common areas.
5. Contact the Corporate Programs Manager if there are issues with the rooms. Keep in mind the hotel has final authority as we are using their facility.
6. Hotel security instruction must be followed or units' risk having their room shut down.
7. Food and alcoholic beverages may be taken into the hospitality room, provided it is done discretely. All food and beverages must be contained and consumed within the suite.
8. No live bands or DJs in the suites unless otherwise stated by NGAT

NGAT will be responsible for the following items pertaining to the Hospitality Suites:

1. NGAT will make hospitality room assignments with the hotel.
2. Hospitality room check-in time is 3 pm on Friday.
3. NGAT will provide a listing of the hospitality room number in attendees registration packets.

Annex L

Silent Auction Chair

Silent Auction Set-up. The preferred location of the Silent Auction is inside the exhibit hall. The Silent Auction needs (40) 6-foot tables that are lined up in 4 rows of 10. Two additional 6-foot tables are needed for the auction check-in and check-out functions with 3 chairs and should be near an electrical outlet. Auction table do not need to be draped.

The Silent Auction will be available as follows:

Thursday 0800 to 1700 Auction Set-up
Friday All Day
Saturday 0900 to 1430 Auction end at 1430, items should be picked up NLT 1530
Items not picked up will be announced at the Awards Banquet and individual will be able to come to the designated NGAT office after the banquet to pay and pick up their items.

Silent Auction Chair. The NGAT Silent Auction Chair will work closely with the NGAT Membership Director and Registration Chair and is responsible for the following:

1. Select committee. Recommended committee size is no more than 2 personnel.
2. Must be available for set-up on Thursday of the Conference and during NGAT Silent Auction hours and immediately following the awards banquet.
3. The Silent Auction Chair will determine the starting price of all auction items and required increase intervals amounts for bids prior to the conference on the auction item spreadsheet.
4. The Silent Auction Chair will be responsible for logging in all items donated onsite and printing the required bidding sheets and winner's sheet.
5. Silent Auction chair will ensure items bid on meet the starting bid and increase interval amounts and will void any bidders that fail to meet the requirements. The Silent Auction Chair may also increase or decrease the starting bid at any time prior to the first bidder placing a bid. If this is done a new bid sheet should be printed.
6. The Silent Auction will close promptly at 1430. Announcements should be made 1 hours, 45 min, 30 min, 15 min, 5 min and a 1 and 2 min count down at the end of the auction.
7. The Silent Auction may at time also be used to sell NGAT logoed items and raffle ticket for fund raisers. In that case the NGAT Silent Auction Chair will be responsible for the handling and turn in of these funds.
8. Post and retrieve NGAT Silent Auction Sign.

Annex L Continued Silent Auction Chair

9. NGAT will bring all donated items to the conference, however it will be the responsible of the Silent Auction committee to marry auction items and bidding sheets and setting up the auction area at the conference. The Silent Auction committee may make any changes to grouped items as they deem necessary provided new bidding sheets are printed, item log is updated and the doners are properly recognized on the bidding sheets.

10. Provide the Operations Chair with the name of any individuals that did not pick up their auction items and total amount raised from the auction to be announced at the awards banquet.

11. Package all items not picked up to be returned to NGAT. Turn in auction binder and funds collected from the auction with all credit card payments processed.

12. The Silent Auction Chair will work with the Sports Memorabilia seller that NGAT coordinates to provide items for the Silent Auction. The Silent Auction chair will work with this seller on how they will display their items in the NGAT auction. NGAT will not accept payments for this seller at the end of the auction. Items won from this seller must be paid to this seller. The Sports Memorabilia seller will provide their own auction forms. Items not picked up from this seller at the completion of the auction will not be held by NGAT unless payment has been made and prior arrangements have been discussed. NGAT will not pay for items not picked up from this seller.

13. Items that are broken during transit or present no value will be removed from the auction.

14. Any items that do not receive any bids will be returned to NGAT. They will in turn either donate the item or offer it online for purchase to NGAT members.

NGAT will be responsible for the following items pertaining to the Silent Auction:

1. The NGAT Membership Director will be responsible for soliciting area businesses for donations both by mail and online.

2. NGAT will collect all auction items and log them on the auction listing with item name, donator, estimated value of item, and description of the item.

3. NGAT will print all Silent Auction bid sheet prior to the conference as soon as starting prices are determined. Auction item bid sheets will include the item #, description of the item, estimated value, required starting bid, intervals amounts required to increase bid, bidders bid, bidders name, bidders cell phone number and name of donator. A second half page bid sheet will also be printed on all auction items that will include the following: item #, description of the item, a blank line for the winning bid amount, a blank line to write in the name of the winning bidder and a blank line for the cell phone of the winning bidder. The second bid sheet will be used after the completion of the auction.

Annex L Continued
Silent Auction Chair

NGAT will be responsible for the following items pertaining to the Silent Auction:

4. NGAT will bring all donated items to the conference, Silent Auction logbook, toolbox and writing pens for bid sheets.

5. NGAT will provide the PA system for announcements at the Silent Auction.

6. NGAT will be responsible for coordinating the seller of sports memorabilia to attend the NGAT Conference. NGAT will work with the seller in obtaining the organizations donated portion of the auction sales after the completion of the conference.

7. NGAT will provide change to be used at the Silent Auction for the end of auction and/or sale of NGAT items and raffle tickets when needed.

8. NGAT will provide the credit card processing tablets to be used for end of auction sales. All items paid for by check should be made out to NGAT.

Annex M

President's Reception Chair

President's Reception Set-up. The President's Reception should be set up for a flow of 100. Rooms should include cocktail rounds with at least two round tables with seating for 8 each for those who need seating. The President's Reception will be set up away from the entrance to the Awards banquet and is an invitation only event.

President's Reception Chair. The President's Reception Chair will work directly with the NGAT Executive Director to ensure all coordination is completed prior to the event. Their responsibilities will include the following

1. The President's Reception Chair will assign someone to check name and/or take tickets for entry into the President' Reception.
2. The President's Reception Chair will assist the President in staying on time for the event. They will remind the President to make an announcement to thank the guest in attendance at about the 30 min mark of the reception.
3. Post signage and retrieve signage for this event.

NGAT will be responsible for the following items pertaining to the Defense Symposium & Reception:

- a. Order room set-up for the event.
- b. Provide signage for the event.
- c. The NGAT President and the Executive Director will determine who will be invited to this reception.
- d. A bar is required for this event and NGAT will cover the cost of the drinks. This cost will be included in the NGAT Conference budget.

Annex N

Prayer Breakfast Chair

Prayer Breakfast Set-up. The Prayer Breakfast set-up should be round table with seating for 8. Number of tables ordered will depend on number of registered attendees. The room should have a podium with the NGAT logo posted on it.

Prayer Breakfast Chair. The Prayer Breakfast Chair will work directly with the Conference Chair to accomplish the following:

1. It is recommended this committee be accomplished by one person.
1. The Prayer Breakfast Chair will assist the NGAT Executive Director in completing a audio-visual walk-thru prior to the event and assist as needed. Previous year's attendance numbers are in Attachment #11.
2. Assist the chaplain prepare for the event as needed.
3. Assist any entertainment as needed or operate the sound system to play music prior to the welcome and sermon.
4. Post signage and retrieve signage for this event.
5. Collect tickets for this event or check names off the roster of projected attendees.

NGAT will be responsible for the following items pertaining to the Prayer Breakfast:

- a. Ordering meals and room set-up for this event.
- b. Provide signage for the event.
- c. The NGAT Registration will provide those scheduled to attend with a ticket for this event. NGAT will provide a list of projected attendees to use if individual forget their event ticket.

Annex O

Golf Tournament Chair

Golf Tournament Set-up. The hosting golf course will do the tournament set-up and team pairing IAW with the listing provided by NGAT. Committee will require a table to check golfers in and a table to sell mulligans at. You will also need a table in the area where the lunch will be served for the awards to be presented to the winners.

Golf Tournament Chair. The Golf Tournament Chair will work closely with the Conference Chair and is responsible for the following:

1. Select committee. Recommended committee size is 4 personnel.
2. Assist with tournament pairings based on handicaps if needed. Coordinate event with Golf Course the day of the event to include meals. Previous years attendance numbers are in Attachment #12.
3. Supervise the meal functions, usually breakfast tacos and lunch.
4. Raise money for the education foundation by selling mulligans, skins, etc.
5. Award prizes and giveaways. Plaques for the 1st, 2nd and 3rd Place Team, longest drive and closest to the pin. Provide names of winners to the Operations Chair immediately after the event. Provide photos of the event and awards presentation.
6. Posts signs on designated hole for tournament sponsors (**Signs must be retrieved and returned to the NGAT office after the tournament**)
7. Coordinate mulligan requirements which is the fund raiser for the tournament that benefits the National Guard Association of Texas Educational Foundation.

NGAT will be responsible for the following items pertaining to the Golf Tournament:

1. NGAT will select the golf course and determine the cost of the event and order any meals required and sign contract obligating funds.
2. Manage the registration prior to the Conference and forward the list of players to the Golf Course. It may be necessary to take on-site registrations. The NGAT staff will instruct you on how to complete this task.
3. Provide a list of all attendees and team listing with contact information, signs for all the golf holes, change to sell mulligans if needed, plaques, and goodie bags for golfers.

Annex P

Fun Run/Walk Chair

Fun Run Set-up. When at all possible, a track or running area near the conference hotel will be used for the fun run/walk that has previously been established by the hotel. Route should be a 5K (3.1 miles). Efforts to limit crossing busy intersection with traffic should be avoided at all costs. If a site is not available within walking distance from the hotel a close nearby location may be selected. It is preferred site location selected do not require permitting for use.

Fun Run/Walk Chair. The Fun Run/Walk Chair is responsible for the following items:

1. Select committee. Recommended committee size is 6 personnel.
2. Select site for fun run. Provide the Conference Chair and Operations Chair with a copy of route mapped out and directions to get to the starting location from the conference hotel. Previous year's attendance numbers are in Attachment #12.
3. Determine if permission from the city to use site for the hours of the fun run/walk is required.
4. Purchase refreshment for the run/walk along with fruit (Stay within the allocated budget and provide receipts for reimbursement)
5. Provide signage as needed for directions along the course route. The NGAT office can make these signs for you. (Sign request must be provided in advance of the conference)
6. Arrange for a Combat Lifesaver or medic to be on site for the event in case of an emergency. Ensure a cell phone is available during the run for emergencies.
7. Award medal for 1st, 2nd and 3rd in female category and 1st, 2nd and 3rd in male category. Provide names of winners to the Operations Chair immediately after the event. Provide photos of the event and awards presentation.
8. Individuals not registered are allowed to run/walk at the event, however they will not qualify for any of the awards or be given a fun run shirt without being registered.
9. Ensure all committee members are identifiable during the run and that personnel are briefed prior to start what the instructions are in case of an emergency.
10. Committee will record run time for all attendees.

Annex P
Fun Run/Walk Committee

NGAT will be responsible for the following items pertaining to the Golf Tournament:

1. Manage the registration prior to the Conference and forward the list of runners to committee chair. Fun Run shirts will be handed out at registration upon the individual's arrival to the conference.
2. NGAT will provide medal. The following can be provided upon request: route signs, stopwatch, water coolers, numbers for race day. Engineer tape for break thru at finish line.

Annex Q

Wine/Spirits Tasting Committee

Wine/Spirits Tasting Setup: The set up for the wine and/or spirits tasting will change from year to year based on the location and/or venue that is being used for the event. If the event is being held at a venue the venue will be responsible for the set-up and program instruction. If the wine and/or spirits tasting is held in a hospitality room the set-up will be determined by the size and the room and what can legally be moved into the room. Seating should be available for 25 with a place-to-place individual drinks.

Wine/Spirits Tasting. The Wine and/or Spirits Tasting Chair will work closely with the Conference Chair and is responsible for the following items:

1. Select committee. Committee not required. Only one person needed to complete these tasks.
2. Determine wine or spirits tasting. Select location and determine the cost to be charged for the event. Previous year's attendance numbers are in Attachment #12.
3. Ensure you have a name roster of those who have paid to attend the event. Check each person in on the roster so we know who did not show up. Post and retrieve signage for event.
4. Issues raffle tickets upon check in if there are prizes to be given away.
5. Assist the NGAT Staff in obtaining door prizes for this event. (NGAT can provide a letter to be used to get donations.)
6. Individual participating in this event must be at least 21 years of age.

NGAT will be responsible for the following items pertaining to the Wine and/or Spirits Tasting:

1. Manage the registration prior to the Conference and forward the list of attendees to committee chair.
2. NGAT will provide raffle tickets and door prizes.

Annex R Transportation Committee

Transportation. The Transportation Committee Chair will work closely with the Conference Chair and is responsible for the following:

1. Select committee. Recommended committee size is no more than 4 personnel. This may change based on the number of pick-up locations.
2. Work closely with the Conference Chair to arrange transportation to and from hotels and convention center when required for normal conference activities and/or off-site events.
3. Work closely with the transportation company and the Conference Chair in establishing a transportation schedule.
4. Post and retrieve signage at transportation pick-up/drop-off locations.
5. Provide at least one committee member to be available at all pick-up points during transportation hours to ensure buses are running on time. Ensure committee members have contact phone numbers for each other.
6. Any conference location questions from conference attendees.

NGAT will be responsible for the following items pertaining to the Transportation:

1. The NGAT Executive Director or Corporate Programs Chair will coordinate and/or sign all contracts related to transportation or schedule changes.
2. Provide contact information for transportation company and approved schedule.

Annex S

Skeet/Trap Shoot Committee

Skeet/Trap Shoot Set-up. The hosting venue will be responsible for the tournament set-up. The Committee will require a table to check shooters in. You will also need a table in the area where awards will be presented.

Skeet/Trap Committee. The Skeet/Trap Chair will work closely with the Conference Chair and is responsible for the following:

1. This committee only requires one person.
2. Account for tournament players at venue. Previous year's attendance numbers are in Attachment #12.
3. Award prizes at the completion of the event. Provide names of winners to the Operations Chair immediately following the event.
4. Determine what the award are to be awarded.

NGAT will be responsible for the following items pertaining to the Skeet/Trap Shoot:

1. NGAT will select the shooting range and determine the cost of the event and order any meals required and sign contract obligating funds.
2. Manage the registration prior to the Conference and forward the list of shooters to the Skeet/Trap Tournament Chair. It may be necessary to take on-site registrations. The NGAT staff will instruct you on how to complete this task.
3. Provide awards to be presented to the winners.

Annex T
Fishing Tournament Committee

Fishing Tournament Set-up. The hosting venue will be responsible for the tournament set-up.

Fishing Tournament Committee. The Fishing Tournament Chair will work closely with the Conference Chair and is responsible for the following:

1. This committee only requires one person.
2. Account for fishers at the venue. Previous year's attendance numbers are in Attachment #12.
3. Award prizes at the completion of the event. Prizes to be awarded are: Longest Fish, Smallest Fish and Most Fish Caught (fish thrown back in or ones that can't be kept for eating still count for this category). Provide names of winners to the Operations Chair immediately following the event. Provide photos of award presentations.

NGAT will be responsible for the following items pertaining to the Skeet/Trap Shoot:

1. NGAT will select the fishing charter and determine the cost of the event and any prior requirements such as fishing licenses that may or may not be required. NGAT will sign all contracts related to this event.
2. Manage the registration prior to the Conference and forward the list of fishers to the Fishing Tournament Chair. It may be necessary to take on-site registrations. The NGAT staff will discuss this with you prior to the event.
3. Provide awards to be presented to the winners.
4. NGAT will determine from the venue what can and can not be brought during the fishing trip and advise attendees of those requirements prior to the event.

Annex U
Bowling Tournament Committee

Bowling Tournament Set-up. The hosting venue will be responsible for the tournament set-up.

Bowling Tournament Committee. The Bowling Tournament Chair will work closely with the Conference Chair and is responsible for the following:

1. This committee only requires one person.
2. Account for bowlers at the venue. Previous year's attendance numbers are in Attachment #12.
3. Award prizes at the completion of the event. Prizes to be awarded are: Highest Game Male, Highest Game Female, Highest Series Male and Highest Series Female, Lowest Score. Provide names of winners to the Operations Chair immediately following the event. Provide photos of award presentations.

NGAT will be responsible for the following items pertaining to the Skeet/Trap Shoot:

1. NGAT will select the bowling alley and determine the cost of the event. NGAT will sign all contracts related to this event.
2. Manage the registration prior to the Conference and forward the list of bowlers to the Bowling Tournament Chair. It may be necessary to take on-site registrations. The NGAT staff will discuss this with you prior to the event.
3. Provide awards to be presented to the winners.
4. NGAT will determine from the venue what is provided at the event advise attendees prior to the event.