



Questionnaire to Host SECC Meeting

Print and complete form and return it to:

Southeast Conference of Clubs, P.O. Box 2722, Reading, PA 19609

Name of Club: _____ Today's Date: _____

Mailing Address: _____

Contact Person: _____ Contact Phone: _____

Event Chairperson: _____ Chairperson Phone: _____

Name of Event: _____

Dates / Year of Event: _____

Cost of Event: _____ Does this include accommodations? _____

If not, approx. cost of accommodations: _____

What meals are included? _____

What is the nature of the event? (ex.: run, anniversary, contest) _____

Approx. number of hours of event (ex.: 48 hrs. in length): _____ Is this a pansexual event? _____

Proposed date and time meeting will be held: _____

Length of time allocated for meeting: _____ Location of meeting: _____

Have you hosted an SECC meeting before? _____ If so, list dates: _____

What other events / functions are being held? _____

Are there medical facilities nearby? _____ Approx. distance from event: _____

Are any/all events handicapped accessible? Explain: _____

The following criteria need to be kept in mind when filling out this form:

Spring Meeting Dates: January through June (according to SECC by-laws)

Fall Meeting Dates: July through December (according to SECC by-laws)

Special Meeting are also scheduled throughout the year and may be hosted by clubs.

SECC officers will need to have access to the meeting area/room at least one (1) hour before the meeting.

Please have this questionnaire completely filled out and mailed to the SECC President, in order to be sent out with the Agenda for the meeting that this is to be voted upon.