

HUNTLEY NATIONAL ASSOCIATION HOST GUIDELINES UPDATED 2020

INTRODUCTION

THANK YOU FOR CONSIDERING BEING A HOST.

This is YOUR reunion and should reflect what YOU would like to offer HNA based on your geographical location, budget, and availability of facilities. You will receive up to \$750 from HNA to defray costs, but many hosts spend some of their money as well. The reunion may be held any weekend from July 1 – August 15.



Connecticut Reunion

Schedule

Friday: Early Bird Meet & Greet; light dinner 5 – 9 PM

Saturday: Business meeting, group picture, dinner, & auction

Sunday: Business meeting and luncheon.

Facility Needs

Space for Early Bird Registration and Meet and Greet: This can be a suite or meeting room in the hotel headquarters.

Some hotels charge for the use of a banquet room; some do not.

Some will allow you to bring food; some will not.

If possible, this space remains available to HNA members throughout the reunion.

Space for Saturday dinner and silent auction

Space for Sunday lunch and business meeting

Consult with HNA President about what is best for the reunion.

Meals

You choose the menus for all meals. Numbers each year vary from 25 – 105. It is hard to predict. In New England, numbers tend to be high. Check to see how many people have been attending in the past few years.



Lodging

Lodging may or may not be at the same location as meals and meetings but keep in mind that some people will not have cars.

At the hotel, request that management hold a block of rooms at a set price. Start with a block of fifteen rooms, if possible.

CAUTION: Some hotels require a certain number of rooms to be filled in order to use their meeting rooms or banquet facilities. Some even expect all blocked rooms to be filled and will charge you as host for rooms not filled. **DO NOT** sign a contract with that requirement. Reunion attendees are free to book rooms elsewhere.



Meet me at the next HNA Reunion!

Equipment Needed

Microphone system, outlets

Podium

LCD Projector and screen, optional

Piano, optional

Consult with HNA President about what else might be needed



Gather Information

You may want to organize an activity to see area attractions, such as historical, natural, cultural events, arts and crafts show, beaches, amusement parks, or shopping.

OPTIONAL: Send information to Webmaster to be posted on website.

1. Organize meetings spaces, hotels, and meals.

2. Plan schedule for the weekend reunion. Remember to plan for the silent auction. Ask someone to run it or run it yourself.

3. Create the Spring Bulletin.

QUESTIONS: Ask a past host or the president to help you!

Quartermaster/Reunion Equipment

The host is designated as the Quartermaster for the year since materials are sent to the host.

You will receive the following:

- Large cylindrical tube containing flag poles;
- Box containing HNA banner, flag pole floor stands, flag pole tops, the Huntley Bible, the gavel and gavel block, plastic pin badge holders, meal tickets, and Early Bird stamp and pad.
- Ship to next quartermaster and send receipt to treasurer for reimbursement.

Spring Bulletin

It is your job to create the Spring Bulletin. If possible, look at bulletins from past reunions for suggestions. Create the bulletin using Microsoft Word, if possible.

Consult with HNA President about what he/she wants included.

Include the Schedule of Events for the weekend.

Consult with secretary to determine how the bulletins will be sent out. Remind secretary to include last year's meeting minutes.

Optional: Email bulletin information to Webmaster to be posted on the web page.



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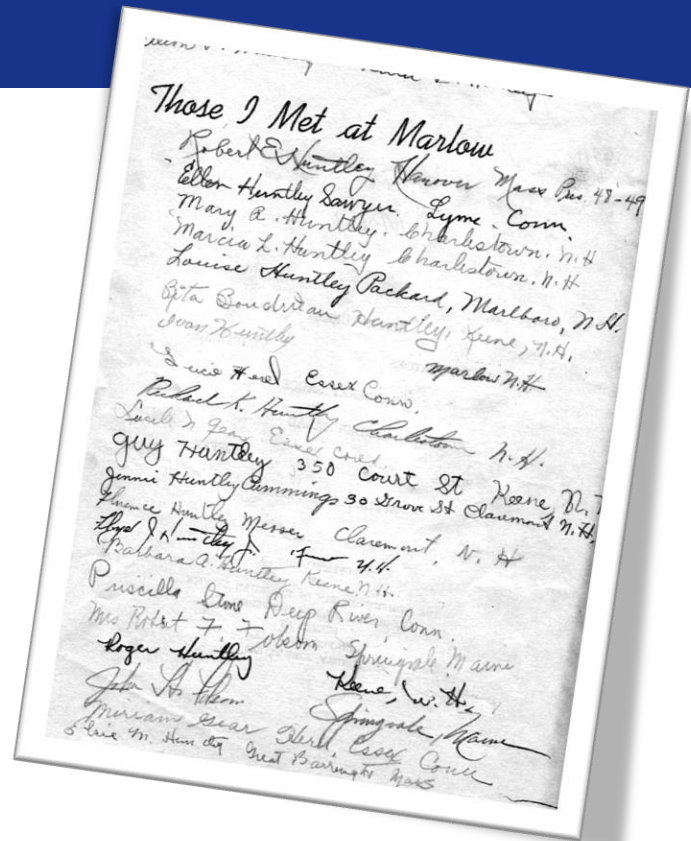
Booklet Material

It is the President's job to create the Reunion Booklet, but you will provide the following information:

1. Your dedication: you decide to whom the reunion will be dedicated. You may include a photo and/or brief dedication.
2. Write a Welcome Page and include a photo of yourself.

Tips

- Create a folder for each attendee.
- Label the outside with the names of each person in the group and days they are attending.
- Place pertinent information in the folder.
- Create a spreadsheet or master list of attendees to keep a count of the total. It would also help to give this list to the secretary and president.
- Consider calling local Huntleys to encourage them to come.
- Try to get a local newspaper to interview about the reunion.
- Expect last minute attendees.
- Optional: Some hosts have given a small memento to attendees.



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By Lori Huntley