

Texas Society Ladies Auxiliary

Sons of the American Revolution
Patriotism, Education, History

INSTRUCTIONS FOR SETTING UP THE HOSPITALITY ROOM



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dropdown menu.*

Sponsoring Chapter

It is the sponsoring chapter's responsibility to create and manage the hospitality room throughout the conference.

This includes:

- Snacks (Prepackaged and Homemade)
- Coffee Urn and supplies
- Drinks (Soda, Bottled Water, Bottled Tea and Ice)
- Table decorations and centerpieces
- Table games such as puzzles or projects

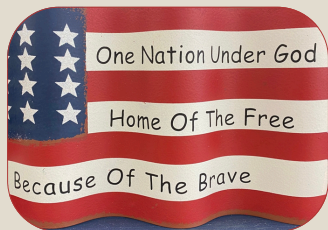


Use of the Hospitality Room

- A chapter-designated point person should be assigned to secure and monitor the room unless the door is locked.
- SAR conference attendees and their guests use the Hospitality Room throughout the conference.

Examples of when the room should be locked include:

- Ladies Outings
- General Assembly Lunch and Dinner



Set-up and Room Decorations

The red, white and blue colors are good combinations to accent the theme of the meeting.

- You will find some supplies of serving items in the clear plastic tubs provided to you from the previous conference. You will hand off the tub to the next designated chapter and so on.
- To put your own flare to the table centerpieces, you will find that stores such as Hobby Lobby or Michaels will have lots of ideas especially around the 4th of July and Labor Day.



Lessons Learned

Refrigeration and Ice, Plus Room Setup

Each venue is different, but the questions you should ask are basically the same. While the Auxiliary doesn't negotiate the venue's contract, the following questions should to be asked preferably at the time of contracting. Unexpected charges can be expensive and a shock to the budget if not addressed before the contract is negotiated and signed. Ensure the room setup includes round-top tables, chairs, table covers, and a serving area for the event.

- Check if outside snacks and drinks are allowed or must be purchased
- Inquire about amenities like refrigerators, freezers, and ice availability
- Confirm if the venue provides water, cups, and ice for free, and how often water is refreshed

Gotchas!

No in-room refrigeration?

- Best to bring ice chests. This can save the budget if you need to transport ice for drinks. Most venues allow this, *but check first.*
- A free hospitality room can get very expensive if the venue requires you to purchase refreshments from them.
 - You will need to know this ahead of time to budget accordingly.
 - Simple coffee service throughout the conference can send anyone into sticker shock!

