

# JUSTIFICATION FOR CONFERENCE SITE SELECTION

Agency Name Office of the Adjutant General

Conference Planner \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Conference \_\_\_\_\_

Conference Frequency \_\_\_\_\_

## SITE SELECTION:

Hotel/Motel Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## BASIS FOR SELECTION:

## OTHER HOTELS/MOTELS CONTACTED (attach a separate sheet if necessary):

(1) Name \_\_\_\_\_

(2) Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

(3) Name \_\_\_\_\_

(4) Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## LAST TWO HOTELS/MOTELS WHERE THIS CONFERENCE WAS HELD:

(1) Name \_\_\_\_\_

(2) Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_  
Conference Planner's Signature

\_\_\_\_\_  
Date

## **GUIDELINES FOR PROCURING CONFERENCE FACILITIES**

1. The agency must designate a conference planner, who is an employee of the agency, prior to contacting potential conference facilities.
2. Whenever possible, the conference site should be changed from those utilized for previous conferences. This change applies to both the geographical area and the particular hotel or motel.
3. South Carolina State Park facilities should be considered whenever they meet conference requirements.
4. A minimum of two hotels/motels shall be contacted in at least two different cities when the conference is to be held in a different city than the one in which the agency's central office is located. If the conference is to be held in the same city in which the agency's central office is located, a minimum of two hotels/motels shall be contacted in that city.
5. A written determination of the site selection shall be made by the agency on the Justification for Conference Site Selection Form (MMO Form No. 138). This determination must be retained by the agency in the conference file. The entire file is subject to external audit by the Materials Management Office's Audit and Certification Staff.