



STATE CONFERENCE **HOSTING**

Thank you for your interest in being our conference hosting site for our State Leadership Conference. Within this document you will find all the areas that would need to be covered, in order to have a successful conference. Thank you for your support.



www.scfbblacollegiate.org



Greenville, South Carolina



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About the Conference

There is one goal that is accomplished every year in FBLA; a state and national conference. Our state conference is the gateway to new state officer installations, regional competitive events that lead to a trip to the national conference to compete against other states, and networking opportunities for our career driven members. Our students have an chance to show what they know through competitive testing and performance events.

We had awesome support from our schools in the past, taking a leap and becoming our next volunteer hosting site for the State Leadership Conference. It is a big job, but it is fully supported by the State Executive Board. It is a team effort and we have one common goal and that is to make sure the students have a great experience and go home with more knowledge, career connections, and a winning spirit. Will you be our next volunteer host? Take the leap!



www.scfbalcollegiate.org



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What is needed from the host?



As a host site, your site or campus is the main source that is needed. Your campus or assigned building on your campus will play many roles the day of the conference. The following are necessary items needed to host the state conference:

- A gathering room or auditorium for Opening Session and Closing Session
- At least 2 or 3 computer rooms for Objective Testing Competitions
- At least 4 or 5 regular rooms for Performance Events
- At least 3 or 4 rooms for workshops or breakout sessions.
- Refreshments (this is a joint effort between State and host site)
- An office or Room for State Adviser to set up HQ for conference
- Registration bags for conference attendees (joint effort between host site and State)
- Soliciting individuals to serve as judges, coordinators, timekeepers, and workshop presenters, Greeters, registration.
(joint effort between hosting site and State)
- Outside and Indoor Signage-to guide our guest in the right direction (joint effort between host site and State)
- Podium and/or microphone for Opening and Closing Sessions
- Lunch (this is only if there is not many options for guest to go do lunch on their own. If there are not many options, we will need to provide(cater) lunch for the conference)
- Availability to have your building open on a Saturday from 7am - 5pm



Due Dates and Deadlines

Every year submissions for hosting the state leadership conference must be submitted by **October 1st**. All interested schools should complete the short form and submit it to the state adviser by the due date above.

All competitive events that will be offered at the state leadership conference will be shared to all chapters by **December 1st** every year.

All competitive events participants must be registered by March 25th each year. This is to ensure that there are no discrepancies and that each chapter has paid their dues. **(IF YOUR CHAPTER HAS NOT PAID DUES FOR EACH STUDENT THAT IS A MEMBER OF FBLA, THEY MAY NOT PARTICIPATE IN THE COMPETITIVE EVENTS; YOU MAY ATTEND THE CONFERENCE, BUT YOU CANNOT COMPETE.)**

All conference workers (in all areas) must be committed by **March 1st**

Digital forms will be shared with each chapter for all parts of the conference, so that we have a record of all attendees, workers, and competitive events.

The state adviser will create the schedule. It is the responsibility of the host school to coordinate the rooms needed based on the schedule created by the state adviser.

The layout and logistics of the conference will be a joint effort between the host school and the state adviser. (Expect a few visits from the state adviser to your campus to discuss the state leadership conference)



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SOUTH CAROLINA FBLA COLLEGIATE Division



End Of Hosting Info —

THANK YOU

Thank you again for being interested in hosting the state leadership conference. Please contact us on the state level if you have any further questions.



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