



Tackett, Julian <jtackett@khsaa.org>

2028 NFHS Summer Meeting RFP

1 message

Mark Koski <MKoski@nfhs.org> Wed, Jan 31, 2024 at 12:09 PM
 To: "Harmon, Kevin" <KHarmon@visitindy.com>, Becky Harsch <bharsch@visitkc.com>, "ghoward@gotolouisville.com" <ghoward@gotolouisville.com>, "rozd@minneapolis.org" <rozd@minneapolis.org>, Pierre Le <pierre@visitmusiccity.com>
 Cc: Jennifer Gustafson <Jennifer.Gustafson@hilton.com>, "jeffrey.perrin@hyatt.com" <jeffrey.perrin@hyatt.com>, "Nugent, Linda" <Linda.Nugent@marriott.com>, "lquaranto@gaylordhotels.com" <lquaranto@gaylordhotels.com>, "lallen@omnihotels.com" <lallen@omnihotels.com>, Shane Monaghan <SMonaghan@nfhs.org>, Celia Budwig <cbudwig@nfhs.org>, Paul Neidig <pneidig@ihsaa.org>, Jennifer Rukstad <Jennifer@mshsaa.org>, Julian Tackett <jtackett@khsaa.org>, Erich Martens <EMartens@mshsl.org>, Mark Reeves <mreeves@tssaa.org>

Dear Indianapolis, Kansas City, Louisville, Minneapolis and Nashville Convention and Visitors Bureaus,

Attached is a Request For Proposal for the 2028 (109th) NFHS Summer Meeting that will take place June 26 – June 29, 2028 (these are the only possible dates). Please review and forward to all full-service hotels (700+ on-peak) that have the necessary meeting space to potentially host this convention.

We are going to use the below timeline for this process:

Timeline:

January 31, 2024	RFP Sent to CVB contacts
February 16, 2024	RFP Due Date
February and March 2024	City/Hotel Site Visits
March 31, 2024	Contract Sign Date

Please contact with questions.

Mark Koski, CMAA

Chief Marketing Officer



P: (317) 822-5716

A: PO Box 690 | Indianapolis, IN 46206

W: www.NFHS.org | www.NFHSLearn.com | www.NFHSNetwork.com

E: mkoski@nfhs.org



2 attachments

 **RFP - NFHS Summer Meeting (2028).doc**
49K

 **NFHS Summer Meeting - Event Sheet (2023).xls**
871K



NFHS REQUEST FOR PROPOSAL 2028 Summer Meeting

Host: NFHS, located in Indianapolis, Indiana

Only Possible Dates: June 26 – June 29, 2028

Organizational Profile: The NFHS was founded in 1920, by educators dedicated to the development of young people through the medium of activities. The NFHS is an organization of 51 autonomous state high school athletic and/or activity associations (all 50 states plus the District of Columbia).

The mission of the NFHS is to serve its members and its related professional groups by providing leadership and national coordination for the administration of interscholastic activities, which will enhance the educational experiences of high school students and reduce risks of their participation. The NFHS will promote participation and sportsmanship to develop good citizens through interscholastic activities which provide equitable opportunities, positive recognition and learning experiences to students while maximizing the achievement of educational goals.

Event Profile: Since 1921, the NFHS Summer Meeting has provided a forum for state athletic and activity association administrative staff members and their boards of directors to network and glean information concerning the most pertinent topics facing high school athletic/activity programs today. All attendees have a teaching/administrative background, with most Board of Director members currently working in the field of interscholastic education with positions such as superintendent, principal, and/or athletic/activities director.

Attendee Profile: State Association Executive Staff and members of their Board of Directors
Average Age: 52
Gender: 75% male; 25% female
Note: 75% traveling with spouse and/or children

Property Type Needed: One, two or three hotel properties and convention center/location that will allow up to eight break-out sessions at one time, with the largest accommodating 300 people; general sessions for 800; luncheon and banquet for approximately 900 (22,000+ square feet of space required). Each food function program recognizes award recipients in an academy awards-style production and will need ample set-up time and space for production company.

The NFHS expects to be notified of any changes in management or ownership, or the remodeling of existing facilities that may interfere in any way with the organization's use of the hotel. Such changes may be grounds for NFHS cancellation of this agreement without penalty.

Guest Room Requirements: Rate sensitive group – need flat single/double room rate. Guaranteed rate must be available at time of signed contract. Special conference rates to apply three days prior and three days following the official meeting dates. Reservations are individual call-in and an NFHS Rooming list of Staff and VIPs. For the 2019 conference, 3,004 rooms were picked-up out of the 3,295 rooms blocked (91.2%).

Room Block:	-3 night (June 23)	10
	-2 night (June 24)	50
	-1 night (June 25)	275
	1 night (June 26)	675
	2 night (June 27)	700
	3 night (June 28)	700
	4 night (June 29)	675
	5 night (June 30)	50
	+1 night (July 1)	25
	+2 night (July 2)	5
	+3 night (July 3)	5

Concessions:

- *50% off rack rate of hospitality suites (approximately 10 suites will be utilized if rate is competitive)
- *1/30 complimentary room ratio (to be credited towards the master account and not individually assigned)
- *70% room attrition fee clause
- *Complimentary 2-bedroom (largest) suite on property for NFHS (size of suite is a major consideration – must accommodate 65+ people for receptions)
- *Complimentary 1-bedroom suite for NFHS President
- *Complimentary 2-bedroom suite for NFHS COO
- *Complimentary 2-bedroom suite for Host Committee
- *Complimentary 2-bedroom suite for Production Crew
- *2-Complimentary 1-bedroom suites for additional NFHS Staff
- *40 staff rooms per night at 50% off the negotiated confirmed conference rate
- *20 Complimentary overnights to be used for planning meetings, etc. by the NFHS from contract sign date to contract end date
- *No sponsorship fees for conference branding within the hotel
- *No charge to utilize hotels “dark channel” for 5 days throughout the conference
- *No fee associated to use NFHS Summer Meeting sleeping room key cards
- *Complimentary roundtrip airport transportation for up to 15 VIPs as designated by the NFHS

Upgrades:

- *2-bedroom suite for meeting planner (conference rate)
- *12 upgraded rooms for NFHS Board of Directors to concierge level (conference rate)

Meeting Space/Audio Visual Requirements: Please see attached event sheet for space requirements. Please note that these are subject to change.

Concessions:

- *No charge for one microphone in room sets of 20 or more
- *No charge for podium in room sets of 20 or more

- *Complimentary high-speed internet access to the registration area w/ a dedicated IP address
- *Complimentary high-speed internet access in all breakout rooms for presenters/attendees
- *Complimentary meeting space w/ F&B minimum
- *Complimentary power/power strips in meeting space
- *Complimentary easels in meeting space
- *Complimentary risers in meeting space

Food & Beverage: The NFHS is able to commit \$200,000 in food and beverage charges throughout 35+ food and beverage functions (of varying sizes) scheduled throughout the conference. Please refer to the attached Event Sheet for this information. Please provide a current set of banquet menus with your proposal.

- Concessions:
- *30% discount on published food and beverage rates
 - *\$10,000 Co-sponsorship (with the NFHS) for a 2-hour opening reception which includes a buffet meal (or something comparable) for approximately 1,100 attendees
 - *Complimentary amenities (up to three total each) sent to NFHS President, CEO and COO during stay

Meeting History:

- 2000 – Hilton Hotel, Minneapolis, Minnesota
- 2001 – Hyatt Regency/Marriott Hotels, Maui, Hawaii
- 2002 – Marriott Copley Place, Boston, Massachusetts
- 2003 – Marriott Downtown, Chicago, Illinois
- 2004 – Marriott Hotel and Marina, San Diego, California
- 2005 – Marriott Rivercenter, San Antonio, Texas
- 2006 – Marriott Worldcenter, Orlando, Florida
- 2007 – JW Marriott, Desert Springs, California
- 2008 – Grand Hyatt Hotel, Washington, DC
- 2009 – Marriott Chicago Downtown, Chicago, Illinois
- 2010 – San Diego Marriott Hotel & Marina, San Diego, California
- 2011 – Philadelphia Marriott Downtown, Philadelphia, Pennsylvania
- 2012 – Gaylord Opryland Resort & Convention Center, Nashville, Tennessee
- 2013 – Hyatt Regency Denver at Colorado Convention Center, Denver, Colorado
- 2014 – Boston Marriott Copley Place, Boston, Massachusetts
- 2015 – New Orleans Marriott, New Orleans, Louisiana
- 2016 – Peppermill Resort, Reno, Nevada
- 2017 – Westin Providence and Hilton Providence, Providence, Rhode Island
- 2018 – Chicago Marriott Downtown, Chicago, Illinois
- 2019 – JW Marriott, Indianapolis, Indiana
- 2020 – Hyatt Regency Denver Convention Center, Denver, Colorado
- 2021 – Orlando World Center Marriott, Orlando, Florida
- 2022 – Grand Hyatt San Antonio, San Antonio, Texas
- 2023 – Hyatt Regency Seattle, Seattle, Washington
- 2024 – Boston Marriott Copley Place, Boston, Massachusetts
- 2025 – Chicago Marriott Downtown, Chicago, Illinois
- 2026 – Hyatt Regency Salt Lake City, Salt Lake City, Utah
- 2027 – New York Marriott Marquis, New York City, New York

Other Negotiable

Items: *For resorts – golf fee for individual play, as well as conference tournament (120+ players)
*Parking fees

Please respond by: February 16, 2024

Site Visits: February and March 2024

Contract Sign Date: March 31, 2024

Send Information to: **NFHS**
Mark Koski, Chief Marketing Officer, NFHS
P.O. Box 690
Indianapolis, Indiana 46206
Office Phone: (317) 822-5716
Cell Phone: (317) 702-3151
E-Mail: mkoski@nfhs.org

Inclusions: 2023 NFHS Summer Meeting Event Sheet and Conference Program



National Federation of State High School Associations
104th NFHS Summer Meeting
 Seattle, Washington
Hyatt Regency Seattle
June 28-July 1, 2023



as of June 24, 2023

EVENT SHEET					
<u>Time</u>	<u>Meeting/Function</u>	<u>Set-Up</u>	<u>Room</u>	<u>F&B</u>	<u>A/V</u>
Monday, June 26					
2:00 pm	Pre-Con Meeting	U-Shape	401 (Chelan)		
Tuesday, June 27					
All day	NFHS Staff Arrivals				
12:00 am - 11:59 pm	NFHS A/V Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	NFHS Office	8 tables/10 chairs	308 (Quilcene)	Drink station	Wireless internet access (up to 5Mbps)
12:00 am - 11:59 pm	NFHS Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	Fern Storage		306 (Duwamish) / 307 (Methow)		
10:00 am - 12:00 pm	SBLive Data Hub Meeting	U-Shape (12)	303 (Bogachiel)		
12:00 pm - 11:59 pm	Registration Stuffing Set-up	12 tables/12 chairs	306 (Duwamish) / 307 (Methow)		
4:00 pm - 5:00 pm	NFHS Board Pre-Meeting		Niehoff Suite #4515		
5:00 pm - 6:00 pm	NFHS Board Reception		Niehoff Suite #4515	Host bar (beer and wine only on consumption), soft drinks, water. Presentation Displays - Antipasto (#20)	
Wednesday, June 28					
12:00 am - 11:59 pm	NFHS A/V Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	NFHS Office	4 tables/8 chairs	308 (Quilcene)	Drink station	Wireless internet access (up to 5Mbps)
12:00 am - 11:59 pm	NFHS Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	Fern Storage		306 (Duwamish) / 307 (Methow)		

12:00 am - 11:59 pm	NFHS Gift Distribution Set-up		Columbia Ballroom Prefunction (Level 3)			
7:30 am	NFHS Staff Huddle		306 (Duwamish) / 307 (Methow)			
8:00 am	General Session Set-Up (DMC - ACCESS)		Columbia Ballroom (Level 3)			
8:00 am - 9:30 am	Spirit of Sport / Heart of the Arts Breakfast	Rounds of 10 (50), Podium, 1 6-ft. 18" skirted table by podium	407 (Satsop)	Breakfast Plated American Classic (#20)	Podium mic	
8:00 am - 12:00 pm	Registration and Bag Preparation		306 (Duwamish) / 307 (Methow)	Drink station - soft drinks and bottled juices/tea/water (on consumption)		
8:00 am - 2:00 pm	NFHS Board of Directors Meeting Meals (Breakfast at 8:00 am/Lunch at 12:30 pm)	Rounds of 8 (24) Rounds of 8 (30)	406 (Klickitat)	Breakfast of the Day Friday (#13) Buffet Lunch of the Day Tuesday - European Flavors (#18)		
8:00 am - 6:00 pm	TPG	Conference (10)	409 (Wenatchee)			
8:30 am - 3:00 pm	NFHS Board Meeting	U-Shape set (18), Perimeter seating with extra chairs, American flag (right of screen), State flag (left of screen)	405 (Kachess)	Coffee (1 gallon regular, 1/2 gallon decaf), 1/2 gallon hot tea, soft drinks, bottles juices/tea, water station. Afternoon snacks at 1:30 pm. Individual Items: Popcorn; Assorted Flavors, Tim's Cascade Chips, Packaged Trail Mix; 3 oz. (#10)	LCD support package, wireless internet, power strips (1 per table), house sound	
9:30 am - 11:30 am	Spirit Summit	Classroom Chevron (70), Podium	402 (Chiliwack)		Podium mic	
10:30 am - 12:00 pm	National Records Committee Meeting	U-Shape (12)	304 (Calawah)		LCD support package	

12:00 pm - 1:00 pm	Opening Ceremony Lunch	Rounds of 8 (MAX)	401 (Chelan)	Grab & Go Lunch (#100): Shaved Turkey, Beef Panini and a few Roasted Vegetable Soft drinks (on consumption), water station	
12:00 pm - 1:30 pm	Swimming and Diving Rules Interpreters Meeting and Discussion Forum	Rounds of 10 (50), Podium	407 (Satsop)		LCD support package, podium mic
12:00 pm - 3:30 pm	Marketing Luncheon and Summit Meal	Rounds of 8 (80)	301 (Ashnola)	Buffet Lunch of the Day Wednesday - El Barrio (#65) Soft drinks and bottles juices/tea/water	
12:00 pm - 3:30 pm	Marketing Luncheon and Summit	Classroom Chevron (MAX), Podium (stage right), Perimeter seating	302 (Beckler)		LCD support package, wireless internet, podium (handheld mic), house sound to PC
1:00 pm	General Session Set-Up (DMC - ACCESS)		Regency Ballroom (Level 7)		
1:00 pm - 3:00 pm	Opening Ceremony Rehearsal		Columbia Ballroom (Level 3)		
1:00 pm - 5:00 pm	DragonFly Athletics	Hollow Square (12)	606 (Twisp)		
1:00 pm - 5:00 pm	MaxPreps	Hollow Square (12)	706 (Pilchuck)		
1:00 pm - 5:00 pm	NFHS Network	Hollow Square (12)	607 (Wishkah)		
1:00 pm - 5:00 pm	NWCA	Hollow Square (12)	609 (Yakima)		
1:00 pm - 5:00 pm	PlayOn!	Hollow Square (12)	608 (Wynoochee)		
1:00 pm - 6:00 pm	Registration	6 chairs w/ backs/5 tables	Columbia Ballroom Prefunction (Level 3)		Wired internet connection (up to 5Mbps)
1:00 pm - 6:00 pm	Host Committee Hospitality and Information Desk	4 stools and trash can	Columbia Ballroom Prefunction (Level 3)		
1:00 pm - 6:00 pm	Gift Distribution		Columbia Ballroom Prefunction (Level 3)		
1:00 pm - 6:00 pm	Fun Run/Walk Packet Pick-up	Additional 3 tables for reg materials/ 2 chairs	Columbia Ballroom Prefunction (Level 3)		

1:00 pm - 6:00 pm	Networking Break		Foyer (Level 3)	Coffee, soft drinks, bottles juices/tea, (on consumption), water station (#300). Note: refresh cold beverages as needed.	
2:00 pm - 3:15 pm	Student Services Meeting	Double theatre/U-Shape (30), Podium	403 (Cispus)		
2:00 pm - 4:00 pm	Finance Directors Summit	U-Shape (20), Podium	303 (Bogachiel)		LCD support package
2:00 pm - 4:00 pm	Officials Advisory Committee Meeting	U-Shape (10)	304 (Calawah)		LCD support package
2:00 pm - 4:00 pm	Technology Summit	Classroom Chevron (60), Perimeter seating	305 (Chelais)		LCD support package, wireless internet
2:30 pm - 3:45 pm	NFHSLearn Summit	Classroom Chevron (70), Podium	402 (Chiliwack)		LCD support package, wireless internet, podium (handheld mic), house sound to PC
2:30 pm - 4:00 pm	Middle School Summit	U-Shape (32)	404 (Entiat)		LCD support package
3:30 pm - 4:00 pm	Moderator/Speaker Orientation	Theatre (80)	408 (Washougal)		
4:00 pm - 5:00 pm	Opening Ceremony	Theatre/Chevron (1,200), reserve signs for rows 1-3. American and State flags on stage. 1 table next to stage. Main stage = 46' wide x 30' deep. Handicap accessibility ramp for stage.	Columbia Ballroom (Level 3)		Cameras (2), screens (2), handheld mics (2), confidence monitors (2), sound, video playback, PowerPoint playback, program out feed to streaming computer (supplied by NFHS), teleprompter
4:00 pm - 10:00 pm	Green Room 1	Rounds of 8 (16)	707 (Snoqualmie)	Grab & Go Lunch (#17): Shaved Turkey, Beef Panini and a few Roasted Vegetable Soft drinks (on consumption), water station	
4:00 pm - 10:00 pm	Green Room 2	Rounds of 8 (16)	708 (Sol Duc)		
5:00 pm - 5:15 pm	Networking Break		Foyer (Level 3)	Soft drinks, bottles juices/tea (on consumption), water station (#300)	
5:15 pm - 6:00 pm	First General Session - Brett Culp	Existing set, reserve signs for rows 1-3. American and State flags on stage.	Columbia Ballroom (Level 3)		Cameras (2), screens (2), handheld mics (2), confidence monitors (2), sound, video playback, PowerPoint playback, program out feed to streaming computer (supplied by NFHS)

6:00 pm - 8:00 pm	Welcome Dinner	Rounds of 10 (750). Main stage = 23' wide x 15' deep.	Regency Ballroom (Level 7)	Presentation Displays The Public Market Tasting Sliders - B.B.Q Smoked Chicken, Cheese Steak, and Beyond Sausage; Waffle Fries and Steak Fries (#800)	
Thursday, June 29					
12:00 am - 11:59 pm	NFHS A/V Storage		306 (Duwamish) / 307 (Methow)		Wireless internet access (up to 5Mbps)
12:00 am - 11:59 pm	NFHS Office		308 (Quilcene)	Drink station	
12:00 am - 11:59 pm	NFHS Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	Fern Storage		306 (Duwamish) / 307 (Methow)		
6:00 am	NFHS Foundation Fun Run/Walk	Depart hotel lobby at 5:15 am	OFF-SITE - Magnuson Park		
8:00 am - 8:50 am	Water Polo Breakfast	Rounds of 8 (MAX)	407 (Satsop)	Breakfast of the Day Thursday/Sunday (#13)	LCD support package
8:00 am - 3:00 pm	Registration		Columbia Ballroom Prefunction (Level 3)		Wired internet connection (up to 5Mbps)
8:00 am - 3:00 pm	Host Committee Hospitality and Information Desk		Columbia Ballroom Prefunction (Level 3)		
8:00 am - 3:00 pm	Gift Distribution		Columbia Ballroom Prefunction (Level 3)		
8:00 am - 5:00 pm	DragonFly Athletics	Hollow Square (12)	606 (Twisp)		
8:00 am - 5:00 pm	MaxPreps	Hollow Square (12)	706 (Pilchuck)		
8:00 am - 5:00 pm	NFHS Network	Hollow Square (12)	607 (Wishkah)		
8:00 am - 5:00 pm	NWCA	Hollow Square (12)	609 (Yakima)		
8:00 am - 5:00 pm	PlayOn!	Hollow Square (12)	608 (Wynoochee)		
8:00 am - 6:00 pm	TPG	Conference (10)	409 (Wenatchee)		
9:00 am - 10:30 am	Second General Session - Marquez/Nichoff	Existing set, reserve signs for rows 1-3. American and State flags on stage.	Columbia Ballroom (Level 3)		Cameras (2), screens (2), handheld mics (2), confidence monitors (2), sound, video playback, PowerPoint playback, program out feed to streaming computer (supplied by NFHS)

10:30 am - 10:45 am	Networking Break		Foyer (Level 3)	Coffee, soft drinks, bottled juices/tea (on consumption), water station (#300)	
10:45 am - 11:45 am	First Workshop Session				
	1. Ice Hockey Discussion Forum	Rounds of 10 (30), Highboy (podium)	404 (Entiat)		
	2. Officials Discussion Forum	Theatre/Chevron (MAX), Podium/riser	301 (Ashnola)		LCD support package, podium mic
	3. Lacrosse Discussion Forum	U-Shape (24), Highboy (podium)	603 (Skagit)		Podium mic (tabletop stand)
	4. Working with Your State Legislature	Theatre/Chevron (110), Podium/riser	405 (Kachess)		LCD support package, podium mic
	5. Lessons Learned from State Association Service	Theatre/Chevron (100), Podium/riser, 5 chairs (provided by hotel) set crescent on riser	401 (Chelan)		LCD support package, podium mic, 2 wireless handheld mics
	6. Generations: How to Work Seamlessly Through the Age Gaps in the Office	Theatre/Chevron (80), Podium/riser	403 (Cispus)		LCD support package, podium mic
	7. Best Practices for Publications and Communications	Theatre/Chevron (MAX), Podium/riser	701 (Clallum)		LCD support package, podium mic
	8. Technology Roundtable	Rounds of 10 (60), Highboy (podium)	601 (Hoh)		Podium mic (tabletop stand)
12:00 pm - 1:00 pm	American Cancer Society Luncheon	Rounds of 8 (MAX), Podium	305 (Chelais)	Buffet Lunch of the Day Thursday - Southern Comfort (#60)	Podium mic
12:00 pm - 1:30 pm	Spouse/Guest Lunch	Rounds of 8 (96), podium/riser, 12' x 20' raised platform (stage) with steps in front, one 6-ft. table in the back of the room near door, podium (front corner, stage right).	602 (Nooksack)	Plated Lunches Chef Choice #1 (sub salad in Chefs Choice #2) (#90)	Podium mic, LCD support package, house sound to PC. Decorator to pipe and drape 49' long x 12' high (black).
12:00 pm - 1:30 pm	Women's Leadership Summit/Lunch	Rounds of 8 (120), podium/riser, 5 stools (provided by hotel) set crescent on riser, 1 6-ft. table at back of room, banquet numbers on each table	402 (Chiliwack)	Buffet Lunch of the Day Thursday - Southern Comfort (#88)	Lav mic, 3 wireless handheld mics, decorator to pipe and drape 49' long x 12' high (red), hang logo.
12:00 pm - 2:00 pm	Sports Information Directors Workshop	Hollow Square (40)	702 (Clearwater)		
12:30 pm - 2:00 pm	Small States Meeting	U-Shape (40), Perimeter seating (8)	302 (Beckler)		

1:45 pm - 2:00 pm	Networking Break		Foyer (Level 3)	Soft drinks, bottles juices/tea (on consumption), water station (#300)	
2:00 pm - 3:00 pm	Second Workshop Session (Roundtable #1)				
	9. Baseball Discussion Forum	Existing set	405 (Kachess)		
	10. Field Hockey Discussion Forum	Existing set	404 (Entiat)		LCD support package, podium mic (tabletop stand)
	11. Executive Directors Roundtable	Existing set	401 (Chelan)		Podium mic
	12. Finance Roundtable	Existing set	603 (Skagit)		LCD support package, podium mic (tabletop stand)
	13. Name, Image and Likeness Update	Existing set	Columbia Ballroom (Level 3)		LCD support package
	14. What Does the Office of 2025 Look Like	Existing set	301 (Ashnola)		LCD support package, podium mic
	15. Performing Arts Roundtable	Existing set	403 (Cispus)		Podium mic
	16. Technology Roundtable	Existing set	601 (Hoh)		Podium mic (tabletop stand)
3:15 pm - 4:15 pm	Third General Session - Dan Thurmon	Existing set, reserve signs for rows 1-3. American and State flags on stage.	Columbia Ballroom (Level 3)		Cameras (2), screens (2), handheld mics (2), confidence monitors (2), sound, video playback, PowerPoint playback
4:30 pm - 5:15 pm	State Association First-Time Attendees Reception	Rounds of 10 (100), highboys (8), podium, American and State flags	Regency Ballroom Prefunction (Level 7)	Host bar (domestic/import beer and house wine only on consumption), soft drinks, water. Presentation Displays Washington Creamery (#50)	Podium mic
4:30 pm - 6:00 pm	Football Rules Interpreters Meeting and Discussion Forum	Rounds of 10 (100), Podium	602 (Nooksack)		LCD support package, podium mic
4:30 pm - 6:00 pm	HoldCo Meeting	U-shape (10)	407 (Satsop)		LCD support package
4:30 pm - 6:30 pm	Women's Networking Social <i>*Supported by: Women's Leadership</i>	Rounds of 10 (70), highboys (10), 1 6-ft. table at entrance of room	402 (Chiliwack)	Full Cash Bar. Presentation Displays Washington Creamery (#80), Antipasto (#80)	
7:00 pm	SCHSL Reception		605 (Snohomish)		

6:30 pm - 7:30 pm	President's Reception	Rounds of 10 (100), highboys (8), podium, American and State flags	Regency Ballroom Prefunction (Level 7)	Host bar (domestic/import beer and house wine only on consumption), soft drinks, water. Presentation Displays Washington Creamery (#60), Antipasto (#60) Hors D'oeuvres - Cold {Passed}: Heirloom Tomato, Fresh Mozzarella, Basil Pesto Skewer (#100), Smoked Salmon, Chive Mousse, Dill, Lemon, La Panzanella Lavosh (#100) - Hot {Passed}: Cashew Chicken Spring Roll with Sweet Dipping Sauce (#100), Pacific Northwest Crab Cake, Remoulade Sauce (#100)	Podium mic, background music w/ ability to adjust volume.
Friday, June 30					
12:00 am - 11:59 pm	NFHS A/V Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	NFHS Office		308 (Quilcene)	Drink station	Wireless internet access (up to 5Mbps)
12:00 am - 11:59 pm	NFHS Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	Fern Storage		306 (Duwamish) / 307 (Methow)		
7:30 am	NFHS Staff Huddle		Columbia Ballroom Prefunction (Level 3)		
7:00 am - 7:50 am	Executive Directors Mentoring Breakfast	Conference (20)	305 (Chelais)	Breakfast Plated American Classic (#20)	
7:00 am - 7:50 am	Performing Arts Summit Breakfast	Rounds of 8 (48), Highboy (podium)	303 (Bogachiel)	Breakfast Plated American Classic (#37)	LCD support package
7:00 am - 8:00 am	High School Tackle Football Committee	U-Shape (28), Perimeter seating	301 (Ashnola)	Coffee (1 gallon regular, 1/2 gallon decaf.), bottles juices/tea (on consumption), water station. Blazing Bagels (#12), Today's Fresh Bakeries (#12), Sliced Fresh Fruit Display (#6)	LCD support package, house sound to PC

7:15 am - 8:00 am	Networking Break		Foyer (Level 3)	Coffee, soft drinks, bottles juices/tea (on consumption), water station (#300)	
8:00 am - 9:15 am	Girls Gymnastics Breakfast	Rounds of 8 (32), Highboy (podium)	304 (Calawah)	Breakfast of the Day Friday (#14)	LCD support package, podium mic (tabletop stand)
8:00 am - 9:15 am	National Council Meeting	Theatre/Chevron (150), Podium/riser, 2 tables/4 chairs on riser, American and State flags	602 (Nooksack)		2 LCD support packages, podium mic
8:00 am - 12:00 pm	NFHS Information Desk		Columbia Ballroom Prefunction (Level 3)		Wired internet connection (up to 5Mbps)
8:00 am - 12:00 pm	Host Committee Hospitality and Information Desk		Columbia Ballroom Prefunction (Level 3)		
8:00 am - 12:00 pm	Gift Distribution		Columbia Ballroom Prefunction (Level 3)		
8:00 am - 5:00 pm	DragonFly Athletics	Hollow Square (12)	606 (Twisp)		
8:00 am - 5:00 pm	NFHS Network	Hollow Square (12)	607 (Wishkah)		
8:00 am - 5:00 pm	PlayOn!	Hollow Square (12)	608 (Wynoochee)		
8:00 am - 6:00 pm	TPG	Conference (10)	409 (Wenatchee)		
9:30 am - 9:45 am	Networking Break		Foyer (Level 3)	Coffee, soft drinks, bottles juices/tea (on consumption), water station (#300)	
9:45 am - 10:45 am	Third Workshop Session				
	17. Track and Field Discussion Forum	Rounds of 10 (70), Podium	401 (Chelan)		LCD support package, podium mic
	18. Golf Discussion Forum	Rounds of 10 (50), Podium	603 (Skagit)		LCD support package, podium mic
	19. Softball Discussion Forum	Rounds of 10 (MAX), Podium	302 (Beckler)		LCD support package, podium mic
	20. How to Make Student Service/Advisory Committees Effective	Theatre/Chevron (MAX), Podium/riser	701 (Clallum)		LCD support package, podium mic
	21. Sports Medicine Topic - Mental Health	Rounds of 10 (MAX), Podium	405 (Kachess)		LCD support package, podium mic
	22. Board Policy Development for the Changing Workplace	Theatre/Chevron (60), Podium	601 (Hoh)		LCD support package, podium mic
	23. Bench Bad Behavior – Bringing Civility Back to State Events	Theatre/Chevron (MAX), Podium/riser	402 (Chiliwack)		LCD support package, podium mic

	24. QR Codes and Creative Uses of Tech to Enhance the State Event Experience	Theatre/Chevron (MAX), Podium/riser	702 (Clearwater)		LCD support package, podium mic
10:30 am - 11:15 am	Luncheon Rehearsal		Regency Ballroom (Level 7)		
10:45 am - 11:00 am	Networking Break		Foyer (Level 3)	Coffee, soft drinks, bottles juices/tea (on consumption), water station (#300)	
11:00 am - 12:00 pm	Fourth Workshop Session (Roundtable #2)				
	25. Marketing Roundtable	Existing set	405 (Kachess)		LCD support package, podium mic
	26. Board Members Roundtable	Existing sets	302 (Beckler)		Podium mic
	27. Performing Arts Roundtable	Existing set	603 (Skagit)		LCD support package, podium mic
	28. Assistants/Associates Roundtable	Existing sets	a) 701 (Clallum) b) 702 (Clearwater)		LCD support package, podium mic
11:30 am - 12:15 pm	Board of Directors Assembly	Chairs (24) around perimeter of room	703 (Hoko)	Water station	Decorator to pipe and drape 32' long x 12' high (royal blue)
11:30 am - 12:15 pm	Luncheon Head Table Assembly	Chairs (16) around perimeter of room	704 (Newaukum)	Water station	Decorator to pipe and drape 22' long x 12' high (royal blue)
12:15 pm - 1:30 pm	Summer Meeting Luncheon	Rounds of 8 (568), American and State flags, reserved tables in front will be rounds of 10. Will need reserved table numbers.	Regency Ballroom (Level 7)	Plated Lunches (#550) Pre-set salad/dessert Chefs Choice #1 (add vegetarian/kids meal option)	Wired internet connection (up to 10Mbps)
1:45 pm - 3:15 pm	Volleyball Rules Interpreters Meeting and Discussion Forum	Rounds of 10 (60), Podium	403 (Cispus)		LCD support package, podium mic
1:45 pm - 3:15 pm	Soccer Rules Interpreters Meeting and Discussion Forum	Rounds of 10 (40), Podium	408 (Washougal)		LCD support package, podium mic
2:15 pm	Seattle Underground Tours	Depart hotel lobby 30 minutes prior to designated time slot	OFF-SITE		
3:15 pm					
4:15 pm					
5:15 pm					
7:10 pm	Rays vs. Mariners		OFF-SITE		
Saturday, July 1					
12:00 am - 11:59 pm	NFHS A/V Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	NFHS Office		308 (Quilcene)	Drink station	Wireless internet access (up to 5Mbps)
12:00 am - 11:59 pm	NFHS Storage		306 (Duwamish) / 307 (Methow)		
12:00 am - 11:59 pm	Fern Storage		306 (Duwamish) / 307 (Methow)		

7:45 am	NFHS Staff Huddle			Columbia Ballroom Prefunction (Level 3)			
7:00 am - 7:50 am	NFHS Center for Officials Services (COS) Breakfast	Rounds of 8 (48), Highbay (podium)	406 (Klickitat)	Breakfast Buffet HRS Signature Continental (#20)		LCD support package, house sound to PC, podium mic (tabletop stand)	
7:45 am - 8:45 am	Tennis Breakfast (Supported by: USTA)	Rounds of 8 (40)	305 (Chelais)	Breakfast Plated American Classic (#21)		LCD support package, house sound to PC, cordless mic, podium mic	
7:45 am - 9:00 am	Field Hockey Breakfast (Supported by: USA Field Hockey)	Rounds of 8 (16)	304 (Calawah)	Breakfast of the Day Wednesday/Saturday (#10)			
8:00 am	Hall of Fame Press Conference Set-Up	Podium, risers (2-ft.), American and State flags. Head table for 12, Theatre (150)	702 (Clearwater)				
8:00 am - 8:50 am	Golf Breakfast	Rounds of 8 (40)	303 (Bogachiel)	Breakfast Plated American Classic (#32)		LCD support package, house sound to PC, cordless mic, podium mic	
8:00 am - 8:50 am	NFHS Network Update/Q&A Breakfast	Rounds of 12 (MAX), Podium	301 (Ashnola)	Breakfast Buffet HRS Signature Continental (#100)		LCD support package, house sound to PC, podium mic	
8:00 am - 6:00 pm	TPG	Conference (10)	409 (Wenatchee)				
8:30 am - 3:00 pm	NFHS Information Desk		Columbia Ballroom Prefunction (Level 3)			Wired internet connection (up to 5Mbps)	
8:30 am - 3:00 pm	Host Committee Hospitality and Information Desk		Columbia Ballroom Prefunction (Level 3)				
8:30 am - 3:00 pm	Gift Distribution		Columbia Ballroom Prefunction (Level 3)				
8:45 am - 9:00 am	Networking Break		Foyer (Level 3)	Coffee, soft drinks, bottles juices/tea (on consumption), water station (#300)			
9:00 am - 3:00 pm	Community Service Project (Bloodworks Northwest)	Five 6' tables in room with table cloths / 40 chairs around perimeter, Schedule: Start-9:00 am Closed-11-11:45 am Finish-3:00 pm	302 (Beckler)				

9:30 am - 11:30 am	Executive Director Spouse Event	Rounds of 8 (40)	605 (Snohomish)	Breakfast of the Day Thursday/Sunday (#32) Mimosa and Bloody Mary Bar/Station on consumption.	
10:30 am - 11:30 am	Fifth Workshop Session				
	29. Tennis Discussion Forum	Theatre/Chevron (50), Highboy (podium)	603 (Skagit)		Podium mic (tabletop stand)
	30. Social Media as an Effective Marketing Tool	Theatre/Chevron (MAX), Podium/riser	602 (Nooksack)		LCD support package, podium mic
	31. Financial Resilience of the State Association	Theatre/Chevron (90), Podium/riser	601 (Hoh)		LCD support package, podium mic
	32. Resources for New Assistant/Associate Directors (Preservice – 3 Years)	Theatre/Chevron (65), Highboy (podium)	403 (Cispus)		LCD support package, podium mic (tabletop stand)
	33. Sports Medicine Discussion Forum	Theatre/Chevron (MAX), Podium/riser	405 (Kachess)		LCD support package, podium mic
	34. Engaging New Officials	Theatre/Chevron (150), Podium/riser	402 (Chiliwack)		LCD support package, podium mic
	35. Effectively Using NFHSLearn	Theatre/Chevron (90), Podium/riser	401 (Chelan)		LCD support package, podium mic
11:45 am - 12:45 pm	Inclusion of Students with Disabilities Discussion Forum/Luncheon	Rounds of 8 (MAX), Podium	604 (Skykomish)	Buffet Lunch of the Day Sunday - Pike Place Deli (#33)	LCD support package, podium mic
12:00 pm	Hall of Fame Press Conference	Podium, risers (2-ft.), American and State flags. Head table for 12, Theatre (150).	702 (Clearwater)	Bottled water at each seat at the head table	Podium mic, 1 table top mic per 2 chairs, breakout mult box, decorator to hang backdrop
1:15 pm - 1:30 pm	Networking Break		Foyer (Level 3)	Soft drinks, bottles juices/tea (on consumption), water station (#300)	
1:30 pm - 2:45 pm	Legal/Sports Medicine Workshop	Theatre/Chevron (450), Podium/riser, 4 tables/8 chairs on stage, American and State flags	Columbia Ballroom AB (Level 3)		2 LCD support packages, podium mic

1:30 pm - 3:00 pm	Hall of Fame Inductee Reception	Cocktail rounds and rounds (125), Staging with podium	701 (Clallum)	Soft drinks, bottles juices/tea, bottled water. Hors D'oeuvres - Cold {Passed}: Seared Tenderloin, Sweet Red Onion Cream Cheese, Parmesan Shortbread (#85) - Hot {Passed}: Spanakopita (#85), Shrimp Potsticker with Hoisin Spicy Sauce (#85)	Podium mic, background music w/ ability to adjust volume
2:45 pm - 3:00 pm	Networking Break		Foyer (Level 3)	Soft drinks, bottles juices/tea (on consumption), water station (#300)	
3:00 pm - 4:00 pm	Sixth Workshop Session				
	36. Wrestling Discussion Forum	Existing set	401 (Chelan)		Podium mic
	37. Basketball Discussion Forum	Existing set	602 (Nooksack)		Podium mic
	38. The Value of Having a Certified Athletic Administrator at Every School	Existing set	405 (Kachess)		LCD support package, podium mic
	39. Finances for the Board 101	Existing set	403 (Cispus)		LCD support package, podium mic (tabletop stand)
	40. Athletic Associations Working with Performing Arts Associations	Existing set, 3 chairs (provided by hotel) set crescent in front	603 (Skagit)		Podium mic (tabletop stand), 2 wireless handheld mics
	41. How to Build Partnerships in Your State	Existing set	402 (Chiliwack)		LCD support package, podium mic
	42. Executive Directors Roundtable	Existing set	601 (Hoh)		LCD support package, podium mic
3:30 pm	Banquet Rehearsal		Regency Ballroom (Level 7)		
5:00 pm - 6:00 pm	NFHS Hall of Fame Banquet Reception	Podium/riser (8' wide x 4' deep)	Regency Ballroom Prefunction (Level 7)	Full bar per drink (#400), four bars	Podium mic, background music w/ ability to adjust volume.
5:30 pm - 6:00 pm	Banquet Head Table Guests Assembly	Chairs (20) around perimeter of room	703 (Hoko)	Water station	Decorator to pipe and drape 32' long x 12' high (royal blue)
6:00 pm - 8:30 pm	NFHS Hall of Fame Banquet	Rounds of 10 (760), American and State flags, reserved tables in front will be rounds of 10. Will need reserved table numbers.	Regency Ballroom (Level 7)	Plated Dinner (#720) - Salad: Organic Greens, Candied Walnuts... - Entrée: Slow Braised Beef Short Rib (Foraged Mushroom vegetarian, add kids meal option) - Dessert: Samba Cake	Wired internet connection (up to 10Mbps)

8:45 pm	Post-Banquet Hall of Fame Autograph Session	300 Flow, 12 cocktail tables - 2 chairs per table (spaced as client's request), 12 easels (1 at each table)	Regency Ballroom Prefunction (Level 7)	Water bottles (#24)	
8:45 pm - 10:00 pm	Post-Banquet Reception	Flow (#50)	Niehoff Suite #4515	Full Bar - Per Drink. Coffee Station. Morning & Afternoon Breaks Wednesday Afternoon (#30)	
All day		<u>Sunday, July 2</u>			
	NFHS Staff departs				