

**APPENDIX A – Committee Monthly Board Report Template**

**Committee Report For:** Name of Committee

**Date:** Date of Meeting

**Type of Report:** Action Needed  
Report Only  
No Report

**Chair:**

**Board Liaison:**

**Committee Members:**

**Committee Activity This Month:**

**Committee Request the Following Board Action/Motion:**

**Upcoming Committee Plans:**

**Committee Needs for this Month’s Chapter Meeting:**

**Updates/Actions Taken Related to Chapter Business Plan:**

**Additional Comments:**

## **APPENDIX B – Announcements/Closing Comments Form for Monthly Meetings**

### **Announcements/Closing Comments for Monthly MiSGMP Meetings**

#### **Before the program**

- Introduce self
- Request everyone to check in on Facebook
- Depending on number of guests, consider asking attendees to stand up to be recognized or stand up and introduce themselves including their place of employment.
- Read the Bill of Rights
- Remind members that renewal notices are no longer mailed, only emailed.
- Request Host to welcome everyone to meeting (2 minutes)
- Upcoming meeting information
- Other announcements, i.e., community service projects, other committee announcements, SGMP news
- In months applicable, have scholarship recipients stand up and have them share highlights of event attended.
- In months applicable, award GMS Certificates.
- Introduce Education Chair who introduces speaker.

#### **After the program**

- Thank speaker, host, and registration sponsor (if applicable).
- Remind everyone of the date and time of the next monthly meeting.
- Remind everyone to complete the program survey. The survey is emailed to attendees 2-3 days after the meeting.

## APPENDIX C – Sample Request for Proposal (RFP) for Monthly Meetings

### MiSGMP 2022-2023 Monthly Meeting RFP Submission Form

*Proposal deadline April 18, 2022, with decisions made by May 13, 2022*

**MiSGMP is seeking proposals for monthly meetings** in August, September, October, November and December 2022 and February, April, and May 2023. Monthly meetings are routinely held within 100 miles of Lansing. Meetings in the months of November, December and February are preferred to be held in the greater Lansing area.

It is the intent of MiSGMP to hold these meetings face-to-face, but it may be necessary to change any or all of these meetings to hybrid meetings (face-to-face and virtual) or completely virtual dependent on State of Michigan guidelines pertinent to COVID-19. Venues submitting proposals are required to provide relevant information about the facility's capacity to provide the relevant Wi-Fi capacity and services to conduct a hybrid or virtual meeting using the MiSGMP Zoom account, as well as including the safety protocols, procedures and safeguards the property has in place for conducting safe face-to-face and/or hybrid meetings.

Average monthly meeting attendance is 50-65 attendees with a 60/40 mix of planners and suppliers. Meetings are typically held on the 3rd Wednesday of the month. The property selected will be recognized as the meeting sponsor and will receive the below benefits from MiSGMP:

1. Marketing of Host Property through social media and all e-blasts regarding the event.
2. Two Minutes of podium time during the meeting and the opportunity to brand the room and/or provide a promotional item to all attendees following the meeting.
3. Listing as a Preferred Vendor on the MiSGMP website and recognized as such at our Annual Education Conference.
4. One Boosted Facebook ad (created by sponsor) featured on the MiSGMP Facebook page.

#### **Event Dates**

- August 17, 2022
- September 21, 2022
- October 19, 2022
- November 16, 2022
- December 14, 2022
- February 15, 2023
- April 19, 2023
- May 17, 2023

#### **Day's Schedule**

- 9:00 to 11:30 a.m. - Board Meeting for 9 attendees with conference style seating.
- 11:30 a.m. to Noon - Registration Open (registration needs are: 6-foot table with access to electricity and Wi-Fi.
- 11:30 a.m. to Noon – Networking
- Noon to 12:45 p.m. - Lunch for 50-65 attendees with crescent rounds, lectern with microphone, lavalier microphone, screen, and LCD projector.
- 12:45 to 1:45 p.m. - Program for 50-65 attendees with same requirements as above. 1:45 p.m. to 2:00 p.m. – Closing

Email questions and/or proposals to [education@misgmp.org](mailto:education@misgmp.org).

### **Property Information**

Please complete the information below to submit your 2022-2023 RFP to MiSGMP. You may also upload additional documents below to give the Education Committee and Board additional information.

1. Your Name:
2. Your email:
3. Name of your Property:
4. Please choose the 2022-2023 MiSGMP Event Dates you are interested in hosting:
  - August 17, 2022
  - September 21, 2022
  - October 19, 2022
  - November 16, 2022
  - December 14, 2022
  - February 15, 2023
  - April 19, 2023
  - May 17, 2023
5. MiSGMP requests the following host property commitments. Please check those that you are able to offer:
  - Complimentary Meeting Space
  - Complimentary Audio Visual: negotiable if audio visual is not available in house
  - Complimentary parking; negotiable if applicable
  - Complimentary food and beverage (lunch) for 25 attendees. MiSGMP will pay for lunches exceeding 25 at the current State of Michigan government rate. This is negotiable if applicable, especially for planner host properties (offices/conference rooms) and/or unique venues (i.e., libraries, museums, other)
  - No attrition
6. Are you able to supply a block of three (3) overnight rooms, at a minimum, with no attrition clause, not to exceed the current State of Michigan government per diem rate? Note: overnight accommodations are the financial responsibility of the individual.
  - Yes
  - No
7. Optional: include additional information if you would like to.

Thank you!

Decisions will be made by May 13, 2022, and properties will be notified soon thereafter.

**APPENDIX D – Sample Request for Proposal (RFP) for Annual Education Conference (AEC)**



**REQUEST FOR PROPOSAL**

**2023 AND 2024 MiSGMP  
ANNUAL EDUCATION CONFERENCE (AEC)**

**General Information**

The Michigan Chapter of the Society of Government Meeting Professionals (MiSGMP) has over 150 members who either plan government meetings or supply services to government planners (hotels, convention and visitors bureaus, etc.). The purpose of the annual conference is to provide high quality educational programs and networking opportunities for our members. More than half our members plan government meetings and conferences, so hosting the conference is an excellent opportunity for a hotel or conference center to showcase its property and give tours to interested planners.

**Conference Location**

The Annual Education Conference (AEC) will follow this county-based location schedule:

2023	Southeast	Genesee, Livingston, Macomb, Oakland, Port Huron, Sanilac, Washtenaw, Wayne
2024	North	Antrim, Benzie, Cadillac, Charlevoix, Emmet, Grand Traverse, Mackinac, Osceola, Otsego, Wexford
2025	Central	Bay, Ingham, Isabella, Midland, Saginaw
2026	West	Allegan, Calhoun, Kalamazoo, Kent, Mecosta, Muskegon, Ottawa

**Proposed Conference Dates**

Year	Location	First Choice	Second Choice	Third Choice
2023	Southeast	March 15-17, 2023	March 22-24, 2023	March 8-10, 2023
2024	North	March 13-14, 2024	March 20-22, 2024	March 6-8, 2024

**Guest Room Details**

The following room block is needed at the current State of Michigan government per diem.

Note: Block will be setup as a call-in with guests paying all charges.

Day	Wednesday	Thursday	Friday
Rooms Needed	65	65	2

**Guest Room History**

Year	Dates	Property	City	Attendees	Block	Pick-up
2019	March 6-9	Comfort Inn	Mt. Pleasant	80	61/61	59/60
2018	March 7-9	Great Wolf Lodge	Traverse City	83	65/65	68/64
2017	March 7-9	Holiday Inn	Ann Arbor	91	50/65	50/52
2016	April 13-15	Four Points Sheraton	Kalamazoo	87	50/65	54/57

## Requested Concessions

- Cut-off Date – two weeks prior to event
- Waved guest room and food/beverage attrition
- Complimentary audiovisual equipment (if in-house)
- Complimentary wireless internet in all utilized spaces (registration, meeting & banquet space)
- Complimentary meeting and meal Space
- Complimentary parking (MiSGMP is open to negotiating rates if applicable)
- Up to four (4) complimentary guest rooms for VIP/Speakers per night, over official conference dates

## Audio-Visual Equipment

It is requested that the host venue provide all in-house AV complimentary. If AV is not onsite, MiSGMP is open to negotiating cost with outside firm. The following AV is needed:

- General Session/Workshop Meeting Space – AV cart, LCD projector, screen(s), 1 wireless lavalier microphone and 1 wireless handheld microphone, house sound
- Meal Space – AV cart, LCD projector, screen(s), 1 wireless handheld microphone, house sound

## Food and Beverage Needs

- Breakfast, lunch, and dinner rates must comply with the current State of Michigan government per diems; not inclusive of service charge and tax
- Refreshment break price cannot exceed \$5.00; not inclusive of service charge and tax

## Meeting Space and Food & Beverage Requirements

Start	End	Event	#	Set-Up
<b>DAY 1</b>				
12:00 pm	End of Conference	Storage Space (45 Hour Hold)		Small room for storage of conference materials and equipment. Helpful to have 1-2 tables with 2 chairs for each table.
1:00 pm	3:00 pm	Board of Directors Meeting	10	Board Room or Room with conference or u-shaped table; complimentary wireless internet
2:00 pm	5:30 pm	Conference Registration		2 tables with 2 chairs each outside meeting space; complimentary wireless internet
2:00 pm	5:00 pm	Exhibit Tables Set-up		12-15 rectangular tables, location TBD
2:00 pm	5:00 pm	Silent Auction Set-up		10-12 rectangular tables, location TBD
4:00 pm	5:00 pm	Session	75	Crescent rounds; riser with head table for 2 and lectern
5:30 pm	9:00 pm	Reception/Dinner/Offsite Event – Sponsored by Local CVB	75	Transportation, if needed, sponsored by local CVB
9:00 pm	11:00 pm	Evening Entertainment	75	TBD; optional

<b>DAY 2</b>				
7:45 am	9:00 am	Registration	n/a	Same set
8:00 am	9:00 am	Full Breakfast	95	Rounds. Breakfast & lunch can be in same room; in close proximity to meeting space
7:45 am	5:00 pm	Exhibit Tables		Same set
7:45 am	9:00 am	Silent Auction		Same Set

9:00 am	12:00 pm	Sessions	95	Crescent rounds; riser with head table for 2 and Lectern
10:30 am	11:00 am	Refreshment Break	95	
12:00 pm	1:00 pm	Lunch	95	Rounds
1:00 pm	5:00 pm	Sessions	95	Same set
2:30 pm	3:00 pm	Refreshment Break	95	
6:00 pm	8:00 pm	Reception and Dinner	95	Reception—rounds and cocktail rounds; cash bar; venue to waive bartender fee.
8:00 pm	11:00 pm	Evening Entertainment	95	Onsite, typically in same space as dinner

DAY 3				
7:45 am	9:00 am	Registration		Same set
7:45 am	12:30 pm	Exhibit Tables		Same set
7:45 am	12:30 pm	Silent Auction		Same Set
8:00 am	9:00 am	Full Breakfast	85	
9:00 am	12:00 pm	Sessions	85	Same set
10:30 am	11:00 am	Refreshment Break	85	
12:00 pm	12:30 pm	“Grab and Go: refreshment break	85	

## Proposal/Decision Process

Proposals **must** include:

- Number of sleeping rooms blocked, room rates, and comp room policy
- List of specific meeting rooms available
- Floor plans or diagram of property and meeting rooms
- Sample menus for meals and refreshment breaks within the prices identified above
- List of any additional fees that may be incurred by attendees or MISGMP, such as parking, lodging deposits, and resort fees
- Details of any construction or renovation planned during conference dates
- **Support, financial and other, from local CVB** (can be in partnership with host property and/or others)

## Selection Criteria

- Current member of MISGMP
- Evidence of ability to provide meeting space, audiovisual equipment, food, and beverage, and lodging as requested in this RFP.
- Availability of requested meeting space and lodging
- Financial support of AEC by host property and local Convention and Visitors bureau including:
  - Complimentary lodging for 4 people (e.g. speakers, MISGMP president, AEC committee chair)
  - Complimentary wireless internet – board meeting; registration area; meeting and banquet space
  - Complimentary meeting space
  - Food and beverage upgrades
  - Complimentary audiovisual equipment (if in-house)
  - Lodging rates at or below the state government rate
  - Complimentary parking. MISGMP is open to negotiating rates if applicable.
  - Additional upgrades as indicated in your proposal

## Questions?

Contact Tammy Novak, MiSGMP President at [NovakT5@michigan.gov](mailto:NovakT5@michigan.gov)

## Proposal Submission and Response

Email proposals to Tammy Novak, MiSGMP President at [NovakT5@michigan.gov](mailto:NovakT5@michigan.gov)

### **Submission deadline is Friday, March 18, 2022**

*Proposals will be acknowledged as they are received. The AEC Committee reviews proposals and makes recommendations to the MiSGMP board. The MiSGMP board selects the location.*

*The host CVB and the host venue will each receive one complimentary conference registration.*



APPENDIX E – Sample Advertising/Sponsorship Bundle



2022-2023  
SPONSORSHIP  
AND  
ADVERTISING  
OPPORTUNITIES





*Sponsoring and advertising with the  
Society of Government Meeting Professionals – Michigan Chapter  
is an easy, cost-effective way to promote your facilities, programs, and services!*

The MiSGMP board continues to offer unique bundling opportunities with already discounted prices, the *“Build Your Own Bundle Package”* and many other stand-alone opportunities at affordable prices.

As you plan your 2023 budget, remember:

- the MiSGMP offers Michigan’s best planner-supplier ratio at monthly meetings and events with over 50% planner attendance.
- frequent networking and collaboration with planner members are value-added benefits for suppliers.
- the MiSGMP offers 9 monthly education sessions with additional education sessions offered at the Annual Education Conference, all of which help build your personal and professional skills.
- the MiSGMP received Honors for Chapter Operations and Second Place for Communications of the Year in 2022, and we were recognized in the National 2022 “30 Members in 30 Days” membership campaign.

Purchasing a package saves money up front and, if you commit by November 4, 2022, you will get another 10% discount. MiSGMP offers payment plans with full payment due by April 14, 2023.

Questions? Email [sponsorship@misgmp.org](mailto:sponsorship@misgmp.org) today.

Thank you for your continued support of MiSGMP.

Sincerely,

Tammy Novak, GMS, CGMP







## Sponsorship Opportunities



**Big Mac Package**  
**\$2,655\***  
2 available

The **Big Mac Package** includes: Sponsorship of a Speaker at the 2023 AEC in Port Huron, includes print and web acknowledgement of AEC sponsorship and five minutes of lectern time at AEC (\$850 value); Exhibit Table at AEC (\$150 value); two full page e-Reel newsletter advertisements (\$600 value), Banner Ad and Preferred Vendor Listing on MiSGMP website for one year (\$1,110 value); One supplier registration at 8 regular monthly meetings (\$240 value).

**\*10% discount off the full value of \$2,950**



**Great Lakes Package**  
**\$2,025\***  
2 available

The **Great Lakes Package** includes: Sponsorship of a Speaker at the 2023 AEC in Port Huron, includes print and web acknowledgement of AEC sponsorship and three minutes of lectern time at AEC (\$750 value); Exhibit Table at AEC (\$150 value); one full page and one half page e-Reel newsletter advertisements (\$450 value); Banner Ad and Preferred Vendor Listing on MiSGMP website for six months (\$660 value); One supplier registration at 8 regular monthly meetings (\$240 value).

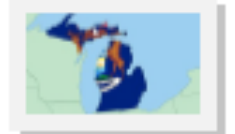
**\*10% discount off the full value of \$2,250**



**Lighthouse Package**  
**\$1,150\***  
3 available

The **Lighthouse Package** includes: Sponsorship of a Speaker at the 2023 AEC in Port Huron, includes print and web acknowledgement of AEC sponsorship, and three minutes lectern time at AEC (\$750 value); Exhibit Table at AEC (\$150 value); half page e-Reel newsletter advertisement (\$150 value); Preferred Vendor Listing on MiSGMP website for one year (\$110 value); One supplier registration at 8 regular monthly meetings (\$240 value).

**\*10% discount off the full value of \$1,400**



**Mitten Package**  
*Build Your Own Bundle*

The **Mitten Package** provides you with the opportunity to 'build your own bundle'! Review the a la carte menu of opportunities and select items that total a minimum of \$1,000 in value.

**Packages save money, PLUS receive an additional 10% discount when you purchase by November 4, 2022!**



## Sponsorship Opportunities

---

### ■ MiSGMP Regular Monthly Meeting Registration Sponsor

**\$150 | 8 available**

(February, April, May, August, September, October, November, and December)

- Recognition in the monthly meeting communications and web acknowledgement
- Placement of your banner and promotional materials at registration
- Opportunity to greet attendees at registration
- One minute of lectern time
- One complimentary registration day of meeting

### ■ MiSGMP Annual Special Event

Education Session, Lunch, and Special Event – June 21, 2023 (Location TBD)

**Gold Sponsor: \$400 | 1 available**

- Placement of your banner at registration
- 3 minutes of lectern time
- Opportunity to greet guests

**Silver Sponsor: \$300 | 3 available**

- MiSGMP signage recognition
- 1 minute of lectern time

**Bronze Sponsor: \$150 - 6 available**

- MiSGMP table recognition

**Breakfast OR Refreshment Sponsor: \$300 | 1 available (of each)**

- Placement of your banner at event
- 1 minute of lectern time
- Opportunity to greet guests
- Lunch Sponsor: \$300 – 1 available
- Placement of your banner at lunch
- 1 minute of lectern time
- Opportunity to greet guests

**Lunch Sponsor: \$300 | 1 available**

- Placement of your banner at event
- 1 minute of lectern time
- Opportunity to greet guests

\*Additional sponsorships may become available and/or changed once the Annual Special Event is solidified.



## Sponsorship Opportunities

---

### 2023 Annual Education Conference – March 8-10, 2023

The 2023 Annual Education Conference will be held at the DoubleTree by Hilton Port Huron in Port Huron, MI. For details on these sponsorship opportunities or to customize a package, contact [sponsorship@misgmp.org](mailto:sponsorship@misgmp.org)

Registration Sponsor	\$300	1 available	Promotional table during registration and signage in registration area entire conference
Exhibit Table	\$150	15 available	1 skirted table entire conference
Turn-down Service	\$300	2 available: Wednesday Thursday	MiSGMP recognition signage; provision of items to hotel for in-room placement
Speaker Gift Cards	\$275	1 available	\$100 to MiSGMP and speaker gift recognition of 7 identical \$25 gift cards
Breakfast	\$900	2 available: Thursday Friday	Banner day of breakfast, 2 minutes of lectern time, opportunity to put promotional materials on tables before breakfast
Refreshment Break	\$300	4 available: Wed. p.m. Thurs. a.m. Thurs. p.m. Fri a.m.	MiSGMP recognition signage at break
Lunch	\$900	1 available: Thursday	Banner during lunch, 2 minutes of lectern time, opportunity to put promo materials on tables before lunch
Reception Drink Sponsor	\$1,000	1 available: Wed. p.m.	MiSGMP recognition signage, 2 minutes of lectern time, can provide own drink tickets with logo (2 per person) or MiSGMP will provide
Dinner Sponsor	\$1,500	1 available: Wed. p.m.	Banner at dinner, 3 minutes of lectern time
Dinner Drink Sponsor	\$1,000	1 available: Wed. p.m.	MiSGMP recognition signage, 2 minutes of lectern time, can provide own drink tickets with logo (2 per person) or MiSGMP will provide
Entertainment	\$1,200	1 available: Wed. p.m.	Banner at dinner, 2 minutes of lectern time



## Advertising Opportunities



### Website Advertising

- Banner Ad (3 months) - \$250 (unlimited quantity available)
- Banner Ad (6 months) - \$500 (unlimited quantity available)
- Banner Ad (12 months) - \$1,000 (unlimited quantity available)
- Preferred Vendor - \$110 (only available with a package)



### e-Reel Newsletter Advertising (bi-monthly; 6x/year)

- Full Page (8 ½" x 11") - \$300
- Half Page (8 ½ x 5 ½") - \$150
- Quarter Page (4 ¼" x 5 ½") - \$100

**Packages save money!**  
**PLUS** receive an extra 10% discount when you purchase by November 4, 2022.

Payments over \$1,000 may be apportioned during the year; however, must be completely paid in full by April 14, 2023. Those not paid in full by April 14, 2023, will forfeit first rights of refusal for packages the following year.

Promote your facility!

Promote your services!

Network with planner members

Secure your sponsorship today! Contact [sponsorship@misgmp.org](mailto:sponsorship@misgmp.org)

## APPENDIX F – Annual Education Conference (AEC) Task/Timeline

When	Who	What
June 1 <sup>st</sup>	Board	Select meeting date(s) for conference
June 1 <sup>st</sup>	AEC Committee Chair	Send RFP (See Appendix D) to all supplier members
June 1 <sup>st</sup>	AEC Committee	Select site. Request contract and review for completeness. Submit contract to President.
June–August	President	Review contract with board. Sign facility contract and return to facility.
August	Advertising/Sponsorship Committee	Send sponsorship information to supplier members as part of Advertising Bundle; follow-up with personal phone calls.
September	AEC Committee	Develop theme and program topics for conference Select speakers; send out speaker contracts
September	President	Sign speaker contracts
3 months prior	AEC Committee	Obtain session description and biographical information from speakers. Develop conference brochure; submit to Communications committee for distribution.
3 months prior	Communications Committee	Distribute conference brochure to members, identified potential members, and other industry organizations.
1, 2, and 3 months prior	AEC Committee Chair	Provide written budget report of anticipated income and expenses to Board
1 month prior	AEC Committee Chair	Confirm arrangements with speakers including but not limited to lodging, special diet or other accommodations, honorarium, expenses, transportation, room set-up, audio visual equipment, handouts, wording of introduction.
		Select menu in conjunction with host facility. Provide all logistical information to host facility.
		Sign banquet and event orders.
		Confirm with sponsors regarding speaker introductions, sponsorship perks, responsibilities, and tasks.
2 weeks prior	AEC Committee	Develop evaluation form; submit to Communications Committee.
5 days prior	AEC Committee Chair	Provide updated attendee counts and special diets to host facility. Update as needed.
3 days prior	AEC Committee Chair	Create on-site schedule and share with committee members and Board.
Day of, before start time	AEC Committee Chair	Confirm arrangements with host facility

During	AEC Chair	Ongoing oversight
2-3 days after	Communications Committee	Email evaluation form to all attendees
Within 1 week of receipt	AEC Committee Chair	Verify accuracy of invoices from host facility and speakers, forward to Treasurer
A minimum of 3 days prior to next board meeting	AEC Committee Chair/Board Liaison	Provide written report to President that includes: 1. Registration numbers for: planners (members/non-members); suppliers (members/non-members); scholarship recipients; speakers, and guests 2. Sponsorship information/update 3. Scholarship information/update 4. Income: received and, if applicable, outstanding 5. Expenses by category 6. Profit/Loss 7. Summary of evaluations



## Appendix G – Education Committee Task/Timeline

When	Who	What
June	Board	Select meeting dates for upcoming calendar year
July	Education Committee Chair	Send RFP for hosting meetings to all supplier members
August	Education Committee	<ul style="list-style-type: none"> <li>• Select sites</li> <li>• Request contracts and review for completeness.</li> <li>• Submit contracts to President.</li> </ul>
August	President	Sign facility contracts and return to facility.
July-September 1	Education Committee	<ul style="list-style-type: none"> <li>• Using Core Competencies develops program topics for upcoming calendar year</li> <li>• Select speakers</li> <li>• Send out speaker contracts; submit to President when signed by speaker(s)</li> </ul>
By September 15	Education Committee Chair	Send program topics and speaker information for the following calendar year to National
September	President	<ul style="list-style-type: none"> <li>• Counter-sign speaker contracts as applicable.</li> <li>• Return counter-signed contract to speaker directly and/or to Education Committee Chair to return to speaker.</li> </ul>
45-60 days prior	Education Committee Chair	<ul style="list-style-type: none"> <li>• Obtain session description and biographical information from speaker(s).</li> <li>• Send completed contact hours form to National no later than 45 days prior to the meeting.</li> <li>• Confirm arrangements with speakers including but not limited to lodging, special diet or other accommodations, honorarium, expenses, transportation, room set-up, audio visual equipment, handouts, wording of introduction.</li> </ul>
1 month Prior	Education Committee and Communications Committee	Provide meeting information to Communications Committee for email distribution to all members and identified potential members, and others as applicable.
2 weeks prior	Education Committee Chair	<ul style="list-style-type: none"> <li>• Select menu in conjunction with host facility.</li> <li>• Provide all logistical information to host facility.</li> <li>• Sign banquet and event orders</li> </ul>
3 business days prior	Education Committee Chair	Provide attendee counts and special diets to host facility.
Day of meeting	Education Committee Chair	<ul style="list-style-type: none"> <li>• Re-confirm final arrangements with host facility</li> <li>• Introduce speaker or arrange for someone to introduce speaker</li> </ul>
Within 2-3 days of meeting	Communications Committee	Electronically distribute the program evaluation to attendees

A minimum of 3 days prior to next board meeting	Education Committee Chair and/or Board Liaison	Complete Education Committee Report form including but not limited to: <ul style="list-style-type: none"> <li>• Evaluation summary from previous month's meeting</li> <li>• Information about upcoming meetings</li> <li>• Other information as relevant</li> </ul>
Within 1 week of receipt	Education Committee Chair	Verify accuracy of invoices from host facility and speaker, and send to treasurer for payment

## Appendix H – RFP for 2023 Annual Special Event

### REQUEST FOR PROPOSAL FOR MISGMP 2023 ANNUAL SPECIAL EVENT

**Proposal due Date: October 14, 2022**

The Michigan Chapter of the Society of Meeting Professionals (MiSGMP) is seeking proposals from CVBs for the June 21, 2023, MiSGMP special event, lunch, and education session. For 2023, MiSGMP requests a special event focused on community service where MiSGMP members (typically 40-60 people) provide two-hours of on-site labor. Ideas for activities include, but are not limited to – assembling simple equipment, assembling/packing food or other items, gardening, painting, site clean-up (indoor and/or outdoor).

In addition to the community service project, space at a facility, typically a hotel, is required for the 2.25 hour lunch and education session.

#### Submitted RFPs to include:

- a description and location of the community service organization and activity
- the name of the facility where the lunch and education session will be held
- the name of a local hotel providing overnight rooms in compliance with the current State of Michigan rate
- the specific services the CVB will provide and/or coordinate
- a list of confirmed or potential sponsors for bottled water and snacks at community service activity, and lunch

#### Contact Information

Contact Name	Laurie A. Nickson, CMP
Job Title	Immediate Past President
Organization	Michigan Chapter of the Society of Government Meeting Professionals
Telephone	(517) 242-3260
Email	laurienicksoncmp@gmail.com

#### Event Information

Name	2023 MiSGMP Special Event
Organization	Michigan Chapter of the Society of Government Meeting Professionals
# of Participants	40-60
Length	1 day, 9:00 am – 2:00 pm
Date	June 21, 2023
# of Guest Rooms	5-20 the night prior to the event, at current State of Michigan Government rate, or less. This number could increase or decrease based on the location's proximity to Lansing.

#### Space Requirements

MiSGMP Board Meeting – 9 members

- Board may meet evening prior to event, 7:00-9:00 pm or after event, 2:00–4:00 pm

Lunch and Education Session

- Space for 40-60 people, crescent rounds preferred
- Free parking

## Food and Beverage

- Lunch, at State of Michigan government per diem meal rates, currently \$11.50 (\$13.25 for select cities), including beverage, plus gratuity/service charge and Michigan sales tax.
- Bottled water and snacks during community service activity.

## Overnight Rooms

- Single/double rooms at current State of Michigan government rate, or less.

## Responsibilities of CVB, in coordination with MiSGMP Special Events Committee

- Determine community service activity.
- Assist MiSGMP with finding the education session speaker.
- Assist MiSGMP Special Events Committee as needed.
- Provide staff to assist with community service activity.

## Responsibilities of MiSGMP

- Promote and secure sponsorships.
- Collect and process registrations; monitor attendance, and make calls as needed to recruit attendees.
- Keep CVB apprised of registration counts at regular intervals.
- Assign people to teams if applicable
- Arrange for meeting speaker; inform CVB of AV needs a minimum of 3 days prior to event
- Assist CVB as needed

**Event Day Proposed Schedule** – Altered based on community service activity and travel distance between community service activity and location of lunch/education session.

9:00 am – 9:15 am	Registration
9:15 am – 11:30 am	Community Service Activity
11:45 am – 12:30 pm	Lunch
12:30 pm – 12:45 pm	Announcements
12:45 pm – 1:45 pm	Education Session
1:45 pm – 2:00 pm	Closing Remarks

APPENDIX I – Presenter Information Form



Presenter Information Form

Thank you for agreeing to present at the Michigan Society of Government Meeting Professional's (MiSGMP) event on **Click or tap to enter a date**. The time of your presentation is **Click or tap here to enter text**. (1 hour).

*It is essential that presentations fill the time scheduled to comply with the requirements of the Society of Government Meeting Professional's (SGMP) Core Competency Education requirements in granting credit for attendance. Failure to do so jeopardizes MiSGMP's status with SGMP and our ability to grant the educational contact hour.*

**MiSGMP Meeting Scheduled:**

- **11:30a** – Registration Opens
- **Noon–12:30p** - Lunch
- **12:30p-12:45p** – Announcements
- **12:45p-1:45p** – Education Session
- **1:45p-2p** - Closing Announcements

Please complete the information below and return this form to the Education Committee Member you have been working with as soon as possible.

**PRESENTER INFORMATION**

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Employer and/or Business/Association Name:**

Click or tap here to enter text.

**Mailing address:**

Click or tap here to enter text.

**Work phone:** Click or tap here to enter text. **Cell phone:** Click or tap here to enter text.

**Emergency Contact Name:** Click or tap here to enter text.

**Emergency Contact Phone Number:** Click or tap here to enter text.

**Website, if applicable:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

Lunch will be provided for all in-person speaking engagements. MiSGMP will register you for the event and will need to know if you have any **Dietary Restrictions?**

**Click or tap here to enter text.**

## **SESSION INFORMATION**

**Title:** Click or tap here to enter text.

**Abstract (50-100 words):**

Click or tap here to enter text.

**Competency:** Choose an item.

**Learning Objectives (minimum of 3):**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

**How will this presentation benefit both planners and suppliers?** Click or tap here to enter text.

**Will you provide a handout?**  Yes  No

Will you be attending  **in-person** or presenting  **virtually?**

## **AUDIO VISUAL NEEDS FOR IN-PERSON SESSION – CHECK ALL THAT APPLY**

- AV cart and screen
- LCD projector (for use with your laptop computer)
- Extra Hand-Held Microphone
- Lapel Microphone
- Lectern/Microphone
- Other, please identify: Click or tap here to enter text.

## **VIRTUAL SESSION NEEDS**

The MiSGMP Education Committee Chair will work directly with you for any needs you may have for this virtual event. The virtual platform being used is Zoom.

Do you agree to have your presentation recorded:  Yes  No

Comments: Click or tap here to enter text.

Do you agree to have your presentation made available to MiSGMP members at a later date for viewing:

Yes  No

Comments: Click or tap here to enter text.

**Agreed upon Speaker Fee: \$**

**Bio**

Click or tap here to enter text.

**PHOTO – PLEASE SEND A HEADSHOT AS AN ATTACHMENT TO THIS FORM**

**ADDITIONAL COMMENTS AND/OR QUESTIONS**

Click or tap here to enter text.

**Note: Please send your W-9 to Stephanie Wohlfert, MiSGMP  
Treasurer, [treasurer@misgmp.org](mailto:treasurer@misgmp.org).**

## APPENDIX J – Contractor Reimbursement Schedule

### Michigan Chapter of the Society of Government Meeting Professionals Expense Reimbursement Schedule for Contractors

Michigan Chapter of the Society of Government Meeting Professionals (MiSGMP) reimburses contractors, when applicable, according to the following schedule.

**NOTE: Original receipts are required for reimbursement of expenses.**

Airfare	Coach Class Only. MiSGMP will make airline reservations for Contractors up to 60 days prior to the event. MiSGMP will pay all costs for air travel if it makes the airline reservations. After 60 days, Contractor is responsible for making their airline reservations, but MiSGMP will limit reimbursement to \$500 unless otherwise approved by the MiSGMP President.
Alcoholic Beverages	Non-reimbursable.
Cab Fare	Actual costs for business related charges only. Prior approval from MiSGMP President required.
Car Rental	If applicable, actual costs for MiSGMP business related charges only. Prior approval from MiSGMP President required.
Copying	Non-reimbursable unless otherwise negotiated/approved by MiSGMP President.
Entertainment	Non-reimbursable.
Hotel	MiSGMP will make hotel reservations for Contractor with applicable room and taxes billed to MiSGMP. Incidentals are the responsibility of the Contractor.
Internet	Non-reimbursable.
Laundry	Non-reimbursable.
Meals	Non-reimbursable unless otherwise negotiated/approved by MiSGMP President. If reimbursed, actual expenses but not to exceed current State of Michigan per diem rates.
Mileage	If applicable and negotiated/approved by MiSGMP President, reimbursed at current State of Michigan mileage rate. Mileage is computed starting from home, work, or previous event whichever is the shortest distance to the destination. The airport is the “destination” when traveling by plane.
Movies	Non-reimbursable.
Parking	If applicable and negotiated/approved by MiSGMP President, actual costs for MiSGMP business only. The extra cost for valet parking is not reimbursable.
Personal Expenses	Non-reimbursable.
Phone Calls	Non-reimbursable.
Postage	Actual costs for MiSGMP business related charges only.
Tips	Non-reimbursable.
Tolls	If applicable, actual costs for MiSGMP business related charges only.

Any variance from this schedule must be negotiated with the MiSGMP President.



APPENDIX K – Expense Form



Expense Reimbursement Request Form

Submitted by \_\_\_\_\_

Payable to \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date	Description*	Amount	Line Item (Treasurer Use Only)

**Total** \_\_\_\_\_

\*Mileage requests must include address from/to and number of miles. Treasurer will determine mileage rate.

Signature \_\_\_\_\_

Approved by \_\_\_\_\_

Amount Reimbursed \_\_\_\_\_

Check Number \_\_\_\_\_

Submit form by: Email – [treasurer@misgmp.org](mailto:treasurer@misgmp.org)

Mail – MiSGMP Treasurer  
5859 W. Saginaw Hwy. #144  
Lansing, MI 48917

## **Appendix L – MiSGMP Social Media Comment and Posting Policy; and Facebook and LinkedIn Privacy Policy**

### **MiSGMP Social Media Comment and Posting Policy – Revised December 9, 2020**

#### **Purpose**

This policy covers the responsibilities relating to the use of social media and the rules of engagement.

#### **Policy**

Social Media is the term commonly given to websites and online tools (Facebook, LinkedIn, etc.) which allow users to interact with each other in some way – by sharing information, opinions, knowledge, and interests. All individuals who are connected to the field of government meeting planning are invited to participate unless the site is restricted to MiSGMP members only.

MiSGMP will be responsible for the content of all Michigan social media sites. These sites will be updated and monitored by the designated administrators to remain of value to participants.

MiSGMP encourages you to share your comments and ideas. Please be aware of the following policies for the MiSGMP fan page:

- MiSGMP will delete posts, comments and/or images which contain abusive, vulgar, offensive, threatening, or harassing subjects, personal attacks of any kind or offensive terms or imagery.
- MiSGMP may delete comments that are off topic, that promote products or services out of its own, or that promote or oppose a political party, person campaigning for elected office, or any ballot proposition.
- MiSGMP reserves the right, at its discretion, to post about other organizations' products and/or events that further the mission of the Society, and to remove posts or comments that do not.
- Gratuitous links to sites are viewed as spam and may result in the comment being removed.
- The content of all comments is immediately released into the public domain, so do not submit anything you do not wish to be broadcast to the public.
- Job postings may be allowed on any social media site.
- Programs or meetings which charge a fee may be posted if there is a reciprocal relationship with the sponsoring organization or a partnership with MiSGMP.
- MiSGMP does not discriminate against any views but reserves the right to remove posted comments which do not adhere to these standards.
- Members of the Media are asked to pose your questions to the MiSGMP website or through their normal channels and to refrain from submitting questions here as comments. Media questions or comments will not be posted.

## **MiSGMP Facebook and LinkedIn Privacy Policy**

The Michigan Chapter of the Society of Government Meeting Professionals does not host these sites and thus the privacy policies of SGMP at the state or national level do NOT apply. The privacy policy for this web site may be found at <http://www.facebook.com/about/privacy> or <https://www.linkedin.com/help/linkedin/answers/privacy%20policy?query=privacy+policy>

Michigan SGMP retains records of the content on this site. These records include user comments and any personally identifiable information a commenter shares with Michigan SGMP. Because these records are collected from a public web site, it may be disclosed to others and used by Michigan SGMP in the conduct of chapter business. Please do not share information such as social security numbers, birth dates, or other private information that you do not want to make available to others. Michigan SGMP disclaims any liability for any loss or damage resulting from any comments posted on this page.

This forum may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.

Information about Michigan SGMP activities and other methods to communicate with Michigan SGMP are also available on the official web page at [www.misgmp.org](http://www.misgmp.org) The privacy policy for [www.misgmp.org](http://www.misgmp.org) may also be found there.

---

*The Social Media Team manages the Facebook and LinkedIn accounts as portals for information from the Michigan Chapter of the Society of Government Meeting Professionals. However, information posted here is not official policy of Michigan SGMP and will in no way grant anyone any rights, privileges, or standing on any matter. All information should be verified through official channels at Michigan SGMP. For contact information at Michigan SGMP, please visit [www.misgmp.org](http://www.misgmp.org)*

## APPENDIX M – Current Board Roster

### 2022 – 2024 MiSGMP Board Members

President	Tammy Novak, GMS, CGMP Michigan Department of Health and Human Services
1 <sup>st</sup> Vice President	Shelley S. Long, GMS Michigan Association of Non-Public Schools
2 <sup>nd</sup> Vice President	Randi Talmage, CTA, GMS AHC Hospitality
Secretary	Kristen Taylor, CTA, VEMM Mental Health Association in Michigan
Treasurer	Stephanie Wohlfert, CMP, CTA Greater Lansing Convention and Visitors Bureau
Director, Planner	Cathy Mayhew, CTA, GMS AGC Michigan
Director, Supplier	Tara Draper, GMS Crystal Mountain
Director, Planner	Terese McInnis, CMP, GMS Michigan Chamber of Commerce
Immediate Past President	Laurie Anne Nickson, CMP, GMS Retired from Michigan AEYC/, Michigan Department of Education

## APPENDIX N – Current Chapter Business Plan

### CUSTOMIZED CHAPTER OPERATIONS PLAN

Our mission is to enhance and promote the expertise of government meeting professionals.  
Our objectives are to improve the quality of, and promote the cost-effectiveness of, government meetings.  
SGMP is the only national organization in the U.S. dedicated exclusively to government meetings.  
SGMP delivers our membership value through education, resources, and networking.

#### **STRATEGIC FOCUS 1: MEMBERSHIP**

Recruit  
Reclaim

Retain  
Branding

#### **STRATEGIC FOCUS 2: VOLUNTEER LEADERSHIP**

Take Ownership  
Revitalize with Succession Planning

Learn Continuously  
Emphasize Sustainability

#### **STRATEGIC FOCUS 3: EDUCATION, RESOURCES & NETWORKING**

Products & Services Driven by/Aligned with Mission  
Resources

Education  
Networking

#### **STRATEGIC FOCUS 4: ETHICS, GOVERNANCE & OPERATIONS**

Ethics & Integrity  
Bylaws, Policies & Procedures, Robert's Rules of Order

Customer Service Culture  
Enacting Appropriate Roles & Structure

#### **STRATEGIC FOCUS 5: COMMUNICATION**

Engage in Dialogue Openly & Effectively  
Utilize Emails & Social Media

Maximize Chapter Newsletter & GC magazine  
Prioritize Transparency

#### **STRATEGIC FOCUS 6: FINANCIAL STABILITY**

Budget Creation Process  
The 80/20 Rule

Budget Monitoring Process  
Cash Reserves

#### **STRATEGIC FOCUS 7: VISIBILITY & MARKETING**

Presence in the Marketplace  
Alliance Building with Agencies

Differentiation within the Marketplace  
Alliance Building with Industry Associations

#### **STRATEGIC FOCUS 8: BUILDING ON STRENGTHS**

Organizational Adaptability  
Leadership Development

Membership Evaluations  
Being Great at One Thing vs. Being Average at All Things

#### **STRATEGIC FOCUS 9: RELATIONSHIPS WITH NATIONAL**

With the National Board  
With Other Chapters

With Your Region  
With Headquarters Staff



## 2021-2023 Chapter Operations Plans for Michigan

### 1<sup>st</sup> STRATEGIC FOCUS      MEMBERSHIP

GOAL:                      Increase membership to 150. Maintain MiSGMP as 2<sup>nd</sup> largest chapter of SGMP.

OBJECTIVE:              Increase and maintain membership; actively work to engage members.

#### STRATEGY:

- Send monthly membership emails.
- Reach out to guest attendees, follow-up regarding joining.
- Establish a welcome committee to greet and welcome members at monthly meetings. **Ambassador Program**
- Continue to use templates consistently. (i.e., New Member Welcome, Sorry We Missed You – to members who did not attend meeting).
- Create email template for members to use to email/recruit potential members.
- Continue to have state government members post meeting notices/fliers in state buildings.
- Strive to meet the qualifications of the Membership awards.

#### TACTIC(S):

- Distribute a Renewal Benefit FAQ Sheet and Top 5 Reasons to renew promo.
- Distribute MiSGMP member recruitment business cards to current members; encourage recruitment efforts.
- Send handwritten thank you notes to members. **Handwritten notes will be sent monthly.**

### 2<sup>nd</sup> STRATEGIC FOCUS      VOLUNTEER LEADERSHIP

GOAL:                      Encourage and expand volunteer and leadership roles.

OBJECTIVE:              Utilize committees to get the membership more involved.

#### STRATEGY:

- Highlight work of committees as relevant during monthly meetings and invite/encourage member participation.
- Introduce committee chairs in State of the Chapter at AEC and have each chair give a brief description of work of the committee.
- Post committee descriptions, chairs, and contact information on website. **Posted on website.**

#### TACTIC(S):

- Annually email committee information to members and invite/encourage participation.
- Post committee information in the e-Reel.
- Provide chapter planner and supplier scholarships to AEC and NEC; add student scholarships to AEC.

**3<sup>rd</sup> STRATEGIC FOCUS**      **EDUCATION, RESOURCES, AND NETWORKING**

GOAL:                      Provide relevant and timely education programs to attract and support members.

OBJECTIVE:              Create and publish an Annual Schedule of Events including core competencies by September 10<sup>th</sup>; including topics and course descriptions as available. **Done on schedule each fiscal year.**

STRATEGY:

- Provide education programs and speakers which attract attendees and grow monthly attendance.
- Grow the AEC attendance to 100.
- Strive to meet the qualifications of the Program of the Year award.

TACTIC(S):

- Actively market and grow GMS participation.

**4<sup>th</sup> STRATEGIC FOCUS**      **ETHICS, GOVERNANCE & OPERATIONS**

GOAL:                      To continue to promote SGMP's Code of Ethics.

OBJECTIVE:              To provide an educational session on Ethics.

STRATEGY:              Secure a speaker to present on Ethical Behavior and SGMP's Code of Ethics.

TACTIC(S):              Add Ethical Standards to quick links on MiSGMP's website. **Listed in Quick Links.**  
Complete National's Code of Ethics document.

**5<sup>th</sup> STRATEGIC FOCUS**      **COMMUNICATIONS**

GOAL:                      Provide relevant, timely, and consistent information.

OBJECTIVE:              Execute a detailed timeline calendar for all communications.

STRATEGY:

- Create a consistent presence on social media (Facebook and LinkedIn).
- Create a bi-monthly newsletter with relevant and timely information including monthly meeting reminder and previous monthly meeting recap. **Bi-monthly e-Reel Newsletter being published, distributed to members, and posted on the website.**
- Retain and grow committee members to assist with communication.
- Understand and utilize Google and Facebook analytics.
- Strive to meet the qualifications of the Communications of the Year award.

TACTIC(S):

- Continue to actively engage members in communications.
- Continue to maintain website archives.

**6<sup>th</sup> STRATEGIC FOCUS**     **N/A**

GOAL:

OBJECTIVE:

STRATEGY:

TACTIC(S):

**7<sup>th</sup> STRATEGIC FOCUS**     **VISIBILITY AND MARKETING**

GOAL:                     Promote MiSGMP activities to grow awareness of the chapter and the society.

OBJECTIVE:             Continue to market MiSGMP.

STRATEGY:

- Continue to attend tradeshow to market MiSGMP.
- Utilize a live poll during a MiSGMP meeting.

TACTIC(S):

- Continue with sponsorship bundling format. Reach out to prior bundle sponsorship partners for first right of refusal.
- Create/distribute/sell MiSGMP promotional items (i.e., pins, shirts, stickers, etc.).

**8<sup>th</sup> STRATEGIC FOCUS**     **N/A**

GOAL:

OBJECTIVE:

STRATEGY:

TACTIC(S):

**9<sup>th</sup> STRATEGIC FOCUS**     **RELATIONSHIPS WITH NATIONAL**

GOAL:                     Maintain positive relationship with National Board and GIL, National staff, Management Association, and other chapters.

OBJECTIVE:             Maintain relationship with National.

STRATEGY:

- Turn in all required items by due dates.
- Have representation on relevant National calls and committees.

TACTIC(S):

- Submit Judge Laurie cases for use at NEC and allow other chapters to utilize for educational sessions.



## APPENDIX O – Current State of Michigan Travel and Per Diems

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,  
 VEHICLE AND TRAVEL SERVICES  
 SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES  
 Effective October 1, 2022

**MICHIGAN SELECT CITIES\***

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

**MICHIGAN IN-STATE ALL OTHER**

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$51.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
<b>Per Diem Total</b>	<b>\$92.50</b>	

**OUT-OF-STATE SELECT CITIES\***

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

**OUT-OF-STATE ALL OTHER**

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$51.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
<b>Per Diem Total</b>	<b>\$101.50</b>	

Incidental Costs Per Day (with overnight stay)    \$5.00

<b>Mileage Rates</b>	<b>Current</b>
Premium Rate	\$0.625 per mile
Standard Rate	\$0.440 per mile

\* See Select Cities Listing

\*\* Lodging available at State rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**SELECT CITY LIST**  
**SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**  
**Effective October 1, 2022**

<b>Michigan Select Cities/Counties</b>		
	<b>CITIES</b>	<b>COUNTIES</b>
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
<b>Out of State Select Cities/Counties</b>		
<b>STATE</b>	<b>CITIES</b>	<b>COUNTIES</b>
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	