

THINKING OF HOSTING A NSS CONVENTION?

Do local grottoes & regions support your hosting a convention?

Official Date Range

June 21 to August 21

School schedules are now such that July dates will offer the highest possible attendance. Local seasonal weather conditions, insect populations, cave conditions, etc., must also be taken into consideration when selecting dates. Convention dates will also be constrained by the availability of facilities. DO NOT SCHEDULE BEFORE OR AFTER THE AFOREMENTIONED DATES.

Who you need:

Leadership committee
Chair & Vice-Chair or Co-Chairs
Treasurer

How many attendees do you expect

Convention Size	Approximate Attendance
Small	500-750
Medium	750-1000
Large	1000-1600

What facilities you need:

Facility Capacity	Small	Medium	Large
Small Rooms (20-50)	3	3	4
Mid sized Rooms (50-100)	3	4	4
Large Rooms (100-200)	2	2	3
Auditoriums (200-1000)	1	2	3
AC Gym w/rig points	1	1	
1 Vendor rooms	12	12	12
Banquet - all attendees	1	1	1
Photo Salon 1/2 the attendees	1	1	1

Will AV equipment be available or will you have to rent it?

Does the facility have WiFi?

Is the facility handicapped accessible?

Salons Display space in linear feet

Cartographic Salon 200
 Cover Arts Salon 200
 Fine Arts Salon 200
 Print Salon 200
 Symbolic Devices 75 and a table space
 T-Shirts 100
 Other Displays 100
 (other displays may include wall space, tables & locked

cabinets)

Camping Capacity	Small	Medium	Large
Land Required	10 acres	15 acres	20 acres
Toilets	12	20	25
Showers	7 each sex	10 each sex	15 each sex

Can you camp on the session facility property?

Camping should be within 15 miles of the session facility. Can campers park at their campsite? Will you need shuttles to move attendees from the campground to the session facility? Will pets be allowed?

Are there dorm rooms available?

Motels & eateries should be no more than 15 miles from sessions & camping.

Can food service (meal plan or ala-carte) be arranged at the session location?

Where will you hold Howdy Party? Are there alcohol ordinances? Are there noise ordinances? Will you need to transport the attendees to and from the location? Same for Wednesday night party.

Will you need to shuttle people to & from the Banquet location?

How far away are caves? You control what caves are open to convention attendees. You will need to make any arrangements for access with private land owners and/or government agencies.

Are there other attractions - commercial caves, mines, trains, ghost towns, museums, theme parks. etc.?

How far away are major airports?

When you believe you have found the ideal location, the Convention

Development Chair will come out & do a site check before you submit a bid & a preliminary budget to the NSS BOG for approval.