

MASC Conference Bid Information
2024 MASC NEW CONVENTION
February 28- March 1, 2024

The MASC Convention is from the afternoon of Wednesday, February 28 through the morning of March 1, 2024, at the Ashore Resort and Beach Club Hotel, (formerly the Clarion and the Fontainebleau) located at 10100 Coastal HWY, Ocean City, MD 21842. The host staff and advisors will arrive on Tuesday, February 27th after dinner (possibly stopping for dinner on their way to the hotel) to begin set up and pre-conference preparations.

Up to two host advisors will receive complimentary registrations. The host advisor(s) and students (between 18-22) receive a complimentary stay the night before the convention along with breakfast and lunch before the convention begins.

Conference Bid:

Schools/regions interested in hosting the 2024 Convention may submit a bid proposal to MASC starting at the August 2023 Executive Board meeting.

The bid presentation should include, but not be limited to, the following:

- Reasons for wanting to host the convention
- Experience in hosting larger events
- Convention chairs' leadership experiences
- Donation outreach strategies
- Recreation ideas
- The signed Bid Application Acknowledgement document
- A letter of support from the Superintendent of the local school system.

Conference Planning Committee -

The host advisor(s) and the MASC advisor(s) will meet several times beginning in the fall of 2023. The MASC convention planning committee meets virtually as needed until the Convention. The planning committee includes the MASC officers, the MASC executive directors, two student host chairs from the school/region, and the school/regional advisor(s).

Responsibilities include:

- Incorporating the MASC yearly theme
- Designing the conference tee shirts (see the [Convention Budget Spreadsheet](#) for design paraments)
- Designing the advisor tote bag (see the [Convention Budget Spreadsheet](#) for design and product paraments)
- Creating a target budget
- Discussing the convention agenda
- Deciding on recreational activities
- Other responsibilities

Responsibilities of the Host Organization:

- Create and print signage (a limited amount is needed; the majority of signs are provided by MASC for printing)
- Design and print the two-sided region signs (approximately 15"x20")
- Create or buy decorations (see [Convention Budget Spreadsheet](#) for details)
- Buy (or receive donations) prizes such as /candy or trinkets for various events including but not limited to - delegation welcome (orientation), scavenger hunts, recreation escape room, etc.
- Secure a nurse
- Solicit donations and acquire exhibitors (see [Convention Budget Spreadsheet](#) for details)

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- Plan recreational activities - MASC will contract with the company in Ocean City: karaoke (both nights), DJ for dance, and photo booth (second night only)
- Print the convention booklet/officer candidate packets and other printed materials (limited copies needed)
- Write thank you notes to all donors
- Select evening snacks - usually flavored water and chips. (MASC will place the order through the distributor in Ocean City with whom they have worked for years. Getting donations is encouraged!)
- Use the [Convention Budget Spreadsheet](#) form to list out all projected and actual expenses
- Submit a final conference expense report (including all receipts and invoices). If a surplus exists after all expenses have been covered, the surplus is split between the host organization (25%) and MASC (70%) (hospitality earns 5%)

Basic Student Host Staff On Site Responsibilities - Student host staff (between 18-22) will serve as:

- Bus greeters (MASC provides the bus script)
- On-site check-in registrars (usually eight students only needed on Wednesday afternoon)
- Region greeters and escorts
- Information center hosts
- Recreation hosts
- Directional guides
- “Gofers” for additional requests during the convention, etc.

Responsibilities of MASC:

- Work with the hotel Food and Beverage Manager regarding meals
- Prepare, print, and disperse pertinent registration/convention materials
- Design convention packets/officer packets for the host to make limited copies for advisors
- Plan all general assemblies and conference programming
- Provide access to the “Everything You Need To Know Guide” (EYNTKG) which includes all aspects of the Convention. Each tab contains pertinent information such as the agenda, the play-by-play schedule, workshops, speakers, voting, credentials, rooming assignments, audio-visual presentations, host assignments, etc.
- Contract for any outside vendors (AV, motivational speaker, etc.)
- Student convention bags (donated by Maryland Leadership Workshops (MLW))
- Provide regions signs with stands, polls, and hardware to attach

Responsibilities of the MASC Registrar:

- Document all registration fees to be deposited in the MASC account
- Maintain an accurate database of registration
- Handle all registration matters
- Supervise the on-site check-in with assigned student host staff helping

For more information or to express interest in submitting a bid, contact
Nicete.Moodie@mdstudentcouncils.org or Karen.Crawford@mdstudentcouncils.org

The mission of MASC is to foster a statewide environment for all secondary school students to express and exchange opinions and ideas, develop leadership skills, and promote student representation and involvement in all groups and organizations impacting the lives of students.