

MASC Conference Bid Information
2025 MASC CONVENTION ADVISOR HOSPITALITY
March 11-13, 2024

The MASC Convention is from the afternoon of Tuesday, March 11 through the morning of March 13, 2025, at the Ocean City Convention Center (CC) located at 4001 Coastal Hwy, Ocean City, MD 21842. The host staff and advisors will arrive on Monday, March 10th after dinner (possibly stopping for dinner on their way to the Ocean City) to begin set up and pre-conference preparations.

Up to two host advisors will receive complimentary registrations. The host advisor(s) and students (between 1-3) receive a complimentary stay the night before the convention along with meals on Tuesday before the convention begins. The host advisor will reserve rooms at the Aloft Ocean City (the official hotel for MASC staff, officers, and hosts). MASC will pay for one student staff room on Monday night and will pay for up to two advisor rooms for three nights.

The host staff will receive

Conference Bid:

Schools/regions interested in hosting the 2025 Convention may submit a bid proposal to MASC starting at the August 2024 Executive Board meeting.

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

- Reasons for wanting to host the convention advisor hospitality room
- Share any experience in hosting an event
- Donation outreach strategies
- The signed [Bid Application Acknowledgement](#) document
- A letter of support from the Superintendent of the local school system

Responsibilities of the Hosting Staff:

- Solicit donations for advisor prizes
- Buy or solicit as donations snacks, paper goods, etc. (Note - MASC has been given a special exception to bring “outside” food to the Convention Center. It must be commercially prepared food. Crock pots and coffee pots are permitted.)
- Order fruit, pastry, and other platters for serving
- Use the [Convention Hospitality Budget Spreadsheet](#) to record all items
- Conduct an advisor “drawing” throughout the convention for prizes
- Monitor the hospitality room at all times when open
- Submit a final expense report (including receipts and invoices) no later than one month after the event
- Note: decorations can only be on tables or easels. Nothing is permitted to be taped to the walls at the Convention Center.

Responsibilities of MASC:

- Work with the host advisor(s) to give ideas and contacts for food platters, sodas, and other donations

- Notify the host advisor(s) of the number of advisors attending two weeks before the convention
- Support in other ways as requested

Conference Planning

The host advisor(s) and the MASC advisor(s) will meet virtually several times to assist in planning and make any approvals as needed.

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- All registration fees are kept in a separate account maintained by MASC in conjunction with the hosts and all expenses (including training) are to be paid from that account
- The host school/region will receive \$600 for hosting the advisor hospitality room
- If all receipts are in order on the day of the conference, the MASC registrar can write a reimbursement check on-site

For more information or to express interest in submitting a bid, contact
[*Karen.Crawford@mdstudentcouncils.org*](mailto: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.