

MASC Conference Bid Information
2025 MASC NEW CONVENTION
March 11-13, 2025

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 CC) to begin set up and pre-conference preparations.

Up to two host advisors will receive complimentary registrations and hotel rooms for three nights.. The host students (between 16-20) receive a complimentary stay the night before the convention along with meals before the convention begins.

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
- 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 2024. 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
- Use the [Convention Budget Spreadsheet](#) for estimations and recording all expenditures
- 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; MASC provides the majority of

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- signs for printing)
- 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. (Getting donations is encouraged!)
- Secure a nurse
- Solicit donations and acquire exhibitors (see [Convention Budget Spreadsheet](#) for details)
- 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
- 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).
- The host school/region will receive \$2000 for hosting this event.

Basic Student Host Staff On-Site Responsibilities - Student host staff (between 16- 20) will serve as:

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

Responsibilities of MASC:

- Provide the regional signs
- Work with the Convention Center catering company for food and beverages.
- 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))

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

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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 \$2,000 for hosting this event
- 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.