

MASC Conference Bid Information
2026 MASC CONVENTION
March 18-20, 2026

The MASC Convention will be held from the afternoon of Wednesday, March 18 through the morning of Friday, March 20, 2026. All convention activities will be housed at the Roland E. Powell Convention Center (*Ocean City Convention Center - OCCC*) located at 4001 Coastal Hwy, Ocean City, MD 21842.

Conference staff and advisors will arrive the evening of Tuesday, March 17th after dinner (possibly stopping for dinner on their way to the OCCC) to unload, get checked into the MASC staff and conference staff hotel, and begin conference preparations.

MASC provides the following to the conference staff school/region:

- Convention registrations and hotel rooms for three nights for up to two 2 advisors.
- The conference staff students (between 16-20) receive a complimentary hotel stay on Tuesday night
- Conference staff students/advisor(s) provided breakfast, lunch, and dinner on Wednesday.
- The conference staff school/region will receive \$2,000 for staffing this event

Conference Bid: Schools/regions interested in staffing the 2026 Convention may submit a bid proposal to MASC starting at the May 17, 2025, Executive Board meeting. **The [signed Bid Contract](#) must be completed and submitted to the MASC Executive Director and MASC Convention Coordinator before the presentation.**

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

- Rationale for wanting to host the convention,
- Experience in staffing/hosting larger events,
- Convention student chairs' leadership experiences,
- Donation/fundraising outreach strategies,
- Recreation ideas,
- Expected expenses (target budget), and
- A letter of support from the Principal of the school and/or Superintendent of the local school system (or possibly the regional advisor).

MASC Conference Planning Committee -

The conference staff advisor(s), MASC Convention Coordinator, and Executive Director will meet virtually several times before the event. The planning committee includes the MASC officers, the MASC executive director(s), the MASC Convention Coordinator, and no more than two student conference staff chairs from the school/region. The convention conference staff (students and adults) meet in person and virtually as needed until the Convention.

Responsibilities include:

- Working closely with the MASC Convention Coordinator,
- Incorporating the MASC yearly theme,
- Designing the conference tee shirts (a joint effort with the MASC officers),
- Creating a target budget and using the [Convention Budget Spreadsheet](#) for estimating and recording all expenditures,
- Deciding on recreational activities, and
- Other responsibilities.

Responsibilities of the Conference Staff Organization:

- Create and print signage (a limited amount is needed; MASC provides the majority of signs for printing),
- Create or buy decorations (see [Convention Budget Spreadsheet](#) for details),
- Provide (through fundraising or donations) prizes such as /candy or trinkets for various events including but not limited to - delegation welcome (orientation), scavenger hunts, recreation activities, etc.,
- Solicit donations (see [Convention Budget Spreadsheet](#) for details)
- Plan recreational activities [MASC will contract these items: karaoke (both nights), DJ & photo booth (second night only)],
- Buy or solicit donations for snacks and drinks in the Advisor Hospitality room,
- Staff the Advisor Hospitality room (usually just one student to check on supplies)
- Print the convention schedule and other pertinent printed materials (limited copies needed for Information Center and Regional Advisors),
- 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), and
- The conference staff school/region will receive \$2000 for hosting this event.

Basic Student Conference Staff On-Site Responsibilities:

Student conference staff (between 16- 20) will serve as:

- Setting up decorations and signage,
- Changing signage throughout the convention,
- Greeters and Bus greeters (MASC will provide the script),
- On-site check-in registrars (four students),
- Door greeters,
- Information center staffing,
- Recreation leaders,
- Directional guides, and
- Operational support for additional requests during the convention, etc.

Responsibilities of MASC:

- Contract rooms for the MASC staff, conference staff (students & advisors) at MASC hotel,
- Plan all general assemblies and conference programming/schedules,
- Work with the OCCC food/beverage provider for all needs (except for Advisor Hospitality),
- Prepare and disperse pertinent registration/convention materials,
- Design convention packets/officer packets for the host to make limited copies,
- Work with the contracted AV company for the Convention App,
- Provide access to the “Everything You Need To Know Guide” (EYNTKG) which includes all aspects of the Convention,
- Contract for any outside vendors for programming (AV, motivational speaker, etc.),
- Student convention bags (donated by Maryland Leadership Workshops (MLW)),
- Provide the regional and first aid station signs,
- Provide region signs for easels and on sticks
- Secure the first aid station provider
- Select and order advisor gifts,
- Design and order convention pins,
- Order all convention tee shirts (and host shirts), and
- Thank you notes to Convention Center contacts and Banquet Services.

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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 conference staff helping, and
- Maintain credentials and supervise all ballot logistics.

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- All registration fees are kept in a separate account maintained by MASC in conjunction with the conference staff and all expenses are to be paid from that account.
- The conference staff school/region will receive \$2,000 for staffing this event.
- All receipts should be documented on the Convention spreadsheet, scanned, and submitted to the MASC Executive Director. Please include to whom the check is payable and the address.
- Note – the conference staff hotel rooms will be on the MASC master bill. MASC will bill the conference staff school/region for the two nights of staff rooms.

For more information or to express interest in submitting a bid, contact

Karen.Crawford@mdstudentcouncils.org and MASC Convention Coordinator Jeremy.Brown@fcps.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.

Maryland Association of Student Councils (MASC) is a registered 501(c)(3) non-profit organization.