

MASC Convention Staff Bid Information

March 29-31, 2028



This annual event is a three-day, two-night conference from Wednesday, April 14, through Friday, April 16, 2027. The average attendance for this conference is between 1,000 and 1,200 students and advisors. The event is held at the Roland E. Powell Convention Center in Ocean City, Maryland, using nearby walkable hotels for overnight housing.

Schools/regions interested in serving as the Convention staff may submit a bid proposal to MASC starting with the August Executive Board Meeting. **The [Bid Google Form](#) and supporting principal(s) authorization must be completed before a presentation is scheduled.** (Note: A regional bid does not require a principal email of authorization and support.)

Conference staff and advisors will arrive after dinner the evening before the event (possibly stopping for dinner on their way to Ocean City) to unload, get checked into the MASC hotel, and begin on-site conference preparations.

MASC provides the following to the conference staff

- Convention registrations and hotel rooms for three nights for up to two 2 advisors
- The conference staff (between 24-26) receive a complimentary hotel stay on Tuesday night
- Conference staff - students/advisor(s) provided breakfast, lunch, and dinner on Wednesday
- Conference “event staff” t-shirts

Convention Planning Committee:

- The MASC Convention planning committee meets virtually after the bid has been accepted and then as needed (usually two or three times) before the event (often just with the MASC Convention Coordinator)
- The planning committee includes the MASC officers, the MASC executive director, the MASC Convention Coordinator, student chairs, and the school/regional advisor(s)
- The committee is responsible for incorporating the MASC yearly theme into the conference decorations.
- The student chairs and advisors will work closely with the Convention Coordinator in planning evening recreational activities and discussing on-site responsibilities
- The Planning Committee will use the Everything You Need to Know Guide (EYNTKG) before and during the conference to ensure that all items and responsibilities are met. In addition, the host staff advisors should keep the budget spreadsheet updated, following the spending limits.

Specific Responsibilities of the Staff Advisor(s)

- Secure staff transportation to/from the event (the hotel is an 8-10 minute walk from the Convention Center).
- Submit student staff names and housing arrangements (same gender in sets of four, five, or six - the conference staff hotel rooms sleep up to six) by the designated deadline in November (before Convention registration opens)
- Work with the MASC registrar to register the staff and advisors
- Print a limited number of conference information (schedules, observation forms, chaperone duties, App QR flyers, etc.) for advisors
- Print the provided signage for workshop breakouts
- Work with the staff and Convention Coordinator to plan evening recreational activities
- Host the Advisor Hospitality Room, providing beverages and snacks in accordance with Convention Center guidelines (\$1,000 limit - recommend soliciting donations from businesses)
- Assign staff responsibilities (on-site responsibilities to be designated by the MASC Convention Coordinator) and help supervise on-site

Responsibilities of MASC:

- Handle all contracts: Cancellation insurance, Convention Center, Sodexo Live (caterer contract for the Convention Center), first aid provider(s), AV company (Dynamx Digital, LLC), King AV (additional cradle screens/speakers), DJ (dance one night), karaoke (recreation two nights), etc.
- Secure hotel reservations in the MASC and staff hotel
- Plan all program components (including the selection of workshops and presenters)
- Assign region tables for the Awards Banquet
- Arrange for the extra staff meals (Wednesday breakfast, lunch, dinner)
- Provide region signage for posting on easels and region pole signage for regions to carry
- Provide Staff Event t-shirts
- Create the convention souvenir lapel pin
- Prepare items for the conference app (which will be sent to the host electronically for a limited number to be printed)
- Work with vendors - during recreation
- The MASC Registrar will conduct the registration process
 - handle all registration materials
 - financial management
 - data management

The bid presentation should include the following:

- Experience hosting events
- Budget – This should include advisor hospitality (food/gifts), recreational activities, and decorations
- Recreational ideas
- Recommended – letter of support from the school principal

MASC Conference Miscellaneous Bid Information

- The host school/region will receive \$2,000 for hosting this event
- ***For more information or to express interest in submitting a bid, contact 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.

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