



MASC Legislative Session Bid Information **Saturday, January 29, 2028**

This annual event is a one-day, drive-in conference on Saturday, January 29, 2028 (snow date February 5, 2028). The average attendance for this conference has been between 500 and 600 students and advisors. The event is from 8:30 a.m. to 4:00 p.m. (one hour for on-site check-in from 8:30-9:30 a.m.). MASC and host staff need to be in the building no

later than 7:15 a.m.

Conference Bid:

Schools/regions interested in hosting the Legislative Session may submit a bid proposal to MASC starting with the August Executive Board Meeting. **The [Bid Google Form](#) and supporting principal verification must be completed before a presentation is scheduled.**

Facilities Basics:

The host facility can be a high school or a middle school (middle schools would require a large auditorium).

- Must have internet access for students and advisors
- Access to 30 - 35 classrooms to accommodate workshop breakout sessions
- A cafeteria that will seat at least 500 (MASC can split middle and high school lunchtimes). **Must submit the posted capacity.** Contingency plans for overflow from the cafeteria during lunch
- Auditorium with a stage, visual projection system, and PA that will serve for the general sessions - **Must submit the posted capacity of the auditorium.** The auditorium should be able to seat a minimum of 600.
- On-site check-in, an area away from the cafeteria - able to accommodate six to eight tables (only needed in the morning)
- A centrally located area for advisor hospitality (usually a media center)
- A designated area to sell MASC merchandise **during lunch** in or outside of the cafeteria (must accommodate two 6-foot-long tables and have access to a wall plug)
- Other tables in the cafeteria area for workshop presenter check-in (morning only for check-in) and other vendors (MLW, scholarships, etc.) in the morning and at lunch

MASC will also need to know the technology equipment that may be available in the classrooms used for the breakout sessions. Will the presenters need to bring a laptop/dongle or just presentations on a thumb drive? Are the whiteboards magnetic, etc?

Conference Planning Committee:

- The MASC Legislative Session planning committee meets virtually after the bid has been accepted and then as needed (usually one or two times) before the event
- The planning committee includes the MASC officers, the MASC executive director, student chairs from the host school/region, and the school/regional advisor(s)
- The committee is responsible for incorporating the MASC yearly theme into the conference decorations and discussing responsibilities
- Executive directors will meet the host advisors to walk the conference areas in the school at least a month before the event
- Programming/schedule is planned by MASC – host advisors should let MASC know available time to get into the building the morning of the conference (need to be in designated areas for set up by 7:30 a.m.)

- 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

Specific Responsibilities of the Host Organization:

- Facility available from 7:15 a.m. until 5:00 p.m., the day of the conference (doors unlocked)
- The building facility cost is covered by the school or the school system
- The auditorium has a working PA system
- The auditorium has a working projection system
- The media center or other space is available for advisor hospitality
- The cafeteria is available all day
- There are between 30 and 35 classrooms available for workshop breakout areas
- No other groups will be using the parts of the building designated for our attendees
- A designated area (larger than a classroom) for on-site check-in
- Two tables / four chairs for workshop presenter check-in (near the cafeteria) - morning only
- A designed MASC office that is in a central location (can be the on-site check-in area if it is in a central area)
- There are between 20-25 host staff (no more than 30)
- Print a limited number of conference information (schedules, observation forms, chaperone duties, App QR flyers, etc.) -usually around 20 each
- Provide the food needed for the day (to be reimbursed - receipts required): advisor hospitality and delegate light morning refreshments/lunch
- Provide signage to the advisor hospitality area, auditorium, cafeteria, classrooms, etc.
- Access to a printer/copier for emergency copies of items
- Provide a clear, digital map of the school
- Provide additional tables in the cafeteria/cafeteria area for vendors (MLW, scholarship opportunities, MASC spirit wear sales, etc.)
- *Optional items: color guard and/or a student/group to sing the National anthem, and entertainment (if used during on-site check-in/lunch - often a school jazz band)*

Responsibilities of MASC:

- Provide small group session signage for the host to print and post
- The MASC Registrar will conduct the registration process
 - handle all registration materials
 - financial management
 - data management
- Prepare items for the conference app (which will be sent to the host electronically for a limited number to be printed)
- Plan all workshops and programs
- Select student workshop presenters
- Plan and execute any training

The bid presentation should include the following:

- Proposed facility (including building location, facility layout, facility use, **capacity numbers of cafeteria/auditorium**, and confirmation of the cooperation of the staff). Please note if there are any other activities in the building at the time of the conference - these should not be in any spaces that the conference attendees will be using.

- Budget – include anticipated expenses based on preliminary information about facility costs (covered by host) and food. This should include advisor hospitality (all day), morning and lunch food, an optional afternoon snack, decorations, etc.
- Please note that MASC will not reimburse for host t-shirts. We strongly encourage host staff to use a region or school SGA shirt. Host staff will receive a ribbon to put on their name badge for identification. Purchased decorations should not exceed \$50-\$100. Decorations reimbursed by MASC become the property of MASC for use at future conferences and events.
- Projected cost per attendee - not to exceed \$25
- Recommended – letter of support from the school principal

MASC Conference Miscellaneous Bid Information

- The host school/region will receive \$1,500 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.