



## Application to Host a Future SEK Museum Alliance Meeting

Return form to Board member or mail to: PO Box 381, Independence, KS 67301

**Museum Name/Address:** Note: The Alliance meeting does not have to be held in your museum building, but we suggest the Host Museum be open for tours following the meeting.

\_\_\_\_\_  
\_\_\_\_\_

**Meeting Site - if different from the Museum address above:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Check all that apply to your location:**

**Venue requirements:**

- \_\_\_\_\_ Seating for at least 50 people at tables
- \_\_\_\_\_ Technical - Projection screen or blank wall if needed, extension cord if needed.
- \_\_\_\_\_ Adequate restrooms for around 50 people

**Host is able to:**

- \_\_\_\_\_ Pay postage and send provided post cards for meeting announcement to approximately 60 museums. A Host Packet will be given to you with all the instructions.
- \_\_\_\_\_ Provide drinks/coffee/rolls etc. for registration and break time.
- \_\_\_\_\_ Provide Wi-Fi/Internet/Hot Spot if needed.
- \_\_\_\_\_ Provide registration table with seating for at least 2 people.
- \_\_\_\_\_ Present a 30-minute program on your museum and/or history unique to your area
- \_\_\_\_\_ Provide a lunch option – this is up to the Host to determine – Lunch could be “brown bag”, a provided list of local restaurants open on the meeting date, or a meal at the location paid for by donation.

\*\*The host is not expected to provide a free meal for meeting attendees.

**Board Responsibilities –The Board will conduct the meeting, provide the sign-in sheet, agenda, and any other paperwork necessary, and plan for the educational program.**

Please mark all preferred dates for Hosting future SEK Museum Alliance Meetings below.

The Board will confirm your host date after the application is submitted.

**NOTE: MEETING DATES ARE CHANGING TO MONDAYS AFTER SEPTEMBER!!**

_____ Sept. 9, 2023	_____ Feb. 12, 2024
_____ Nov. 13, 2023	_____ April 8, 2024

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_