



Application to Host a Future SEK Museum Alliance Meeting

Note: The Alliance meeting does not have to be held in the museum building, but the museum should be open for tours following the meeting.

Museum Name/Address:

Meeting Site if different from the Museum:

Director/Contact Name: _____

Email: _____

Phone: _____

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 as needed
- Adequate restrooms for around 50 people

Able to:

- Pay postage and send "snail mail" meeting announcement to approximately 70 museums from provided list
- Provide drinks/coffee/rolls etc. for registration and break time
- Provide WiFi/Internet 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 – up to the host to determine – Could be "brown bag", a provided list of local restaurants open on the meeting date, or a meal for a donation. The host is not expected to provide a meal for 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.

Preferred hosting dates for future SEK Museum Alliance Meetings: (mark all that will work for you)

- Sept. 10, 2022
- Nov. 12, 2022
- Feb. 11, 2023
- April 8, 2023

Date: _____
Signed: _____
Title: _____