



**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 at tables for at least 50 people
- \_\_\_\_\_ 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 Wi-Fi/Internet if needed
- \_\_\_\_\_ 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.***

**Meetings are usually on the second Monday in February, April, September and November.** Please provide the preferred hosting dates for future SEK Museum Alliance Meetings: (mark all that will work for you)

\_\_\_\_\_ February      \_\_\_\_\_ April      \_\_\_\_\_ September      \_\_\_\_\_ November

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_