



## 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:**

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**Meeting Site if different from the Museum:**

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**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 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 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. 9, 2023

\_\_\_\_\_ Feb. 10, 2024

\_\_\_\_\_ Nov. 4, 2023

\_\_\_\_\_ April 13, 2024

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

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

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