



220th General Assembly (2012)
JUNE 30-JULY 7, 2012 – PITTSBURGH, PENNSYLVANIA

PLANNING A FUNCTION

At the General Assembly for meetings, meal events, receptions, and other functions sponsored by synods, presbyteries, seminaries, affinity groups, PCUSA agencies and committees, etc.

FROM THE STATED CLERK

On behalf of the Stated Clerk of the General Assembly, Gradye Parsons, thank you for your interest in sponsoring a function at the 220th General Assembly (2012) in Pittsburgh! Before completing the request form, please be sure to review the information in this document.

CONTENTS:

Timeline and Deadlines..... page 2
Function Sponsor Eligibility..... page 3
Types of Functions..... page 3
Choosing a Date and Time..... page 4
Locations..... page 5
Function Location Assignments..... page 6
 Off-site Functions..... page 6
Working with Hotels and Caterers..... page 6
Function Descriptions..... page 7
Ticket Sales..... page 7
Costs and Fees..... page 8
Payment and Billing..... page 9
A Word about Music and Other Copyright Issues..... page 9
Instructions for Completing *Function Request Form*..... page 9
Risk Assessment and Liability Issues for Function Sponsors..... page 10
Risk Assessment Tool for Function Sponsors..... page 10
Function Request Form..... page 11

TIMELINE AND DEADLINES:

November 7	Function requests due
November 30	Function descriptions due
January 4	Ticket prices must be confirmed
March 5	G. A. Registration and Ticket Sales Open
March 31	Registration deadline for 2 sponsor representatives (see page 5)
May 1	Confirm menu selection with caterers Confirm room set, A/V needs, etc. with G. A. Meeting Service
May 24	G. A. registration deadline
June 7	G. A. advance ticket sales close; ticket sale totals available
June 14	Deadline for finalizing on-site ticket sale requests
June 29	On-site Registration and Ticket Sales opens
3 working days before your function	final guarantee due to caterer

Questions? Please contact the General Assembly Meeting Service:

Kerry Rice • kerry.rice@pcusa.org • 100 Witherspoon Street, Louisville, KY 40202
FAX: 502.569.8642 • Phone: 888.728.7228 x5412

THE BASICS

This information and the *Request for Function Space* form, is for G. A. boards, agencies, departments, committees, mid councils, seminaries, affinity groups, and others that plan to sponsor a meeting, meal, reception, or other function before or during the 220th General Assembly (2012) in Pittsburgh.

Please follow these procedures to request a location in the convention center or an assembly hotel, and/or to have the function listed in the assembly schedule, and/or to arrange for the G. A. Meeting Service to handle ticket sales for the function. Briefly, the steps are:

- Determine the preferred date and time, anticipated attendance, etc. for your function (see next page regarding the assembly docket, etc.).
- Return the completed space request form ASAP - by November 7, 2011.
- The G.A. Meeting Service assigns a location, notifies the sponsor, and provides information on contacting the venue to proceed with arrangements for menus, and other arrangements.
- The function contact drafts a concise description of the function for inclusion in the assembly registration materials (see page 3 for instructions). The description is due by November 30.
- Ticket prices (if applicable) must be confirmed no later than January 4.
- More information on follow-up procedures (confirming menus and other arrangements, setting guarantees, etc.) will be distributed at a later time.

Assembly registration information – including descriptions of the functions arranged for through G. A. Meeting Service – is available to assembly participants when registration opens on March 5.

FUNCTION SPONSOR ELIGIBILITY

Implemented in 2008, organizations sponsoring functions at the convention center or assembly hotels, or otherwise utilizing the services of G. A. Meeting Service, must register at least two of its members as assembly participants. The organization staff or member who is the on-site contact for its sponsored functions, and at least one other member of the group, should register in advance through the G. A. Meeting Service. Because deadlines for requesting and assigning space and the publication of the registration materials precede the opportunity for registration, the G. A. Meeting Service reserves the right to cancel space assignments and suspend ticket sales for functions sponsored by organizations that decline to complete advance assembly registration for designated personnel by March 31, 2012.

TYPES OF FUNCTIONS

Many types of functions take place during General Assembly:

- Meetings
- Lecture or presentation – often includes a podium/microphone and other AV
- Meals – buffet or plated meals
- Worship – may include a stage, instruments and other AV
- Concert – may include a stage and sound for voice or instruments
- Celebration, party or dance
- Reception – includes round tables and chairs, and perhaps cocktail tables and stools
- And more!

Some groups request a meeting room for the duration of the assembly, with a 24-hour hold, for offices, daily staff meetings, etc. If rooms are available to be allocated for such purposes, the group should expect to spend a minimum amount in food and beverage, or incur room rental charges. Another option is a suite at one of the assembly hotels. Contact Deb Davies (deb.davies@pcusa.org or 800.728.7228 x5409) for information about availability and rates.

CHOOSING A DATE AND TIME

Below is the preliminary docket for the assembly, as approved by the Committee on the Office of the General Assembly (COGA). Note that:

- The opening plenary session begins at 1:30 p.m. on Saturday, June 30. Like the last assembly, a pre-assembly conference (9:00 a.m. to 12:00 noon Saturday) will include *Riverside Conversations*, which all commissioners and advisory delegates are expected to attend.
- The docket provides for five “group meals” and the Office of the General Assembly breakfast for commissioners and advisory delegates; avoid these times if you are planning a meal function to which you hope to attract those attendees.
- In addition, Sunday worship for all participants will be at local churches; most will provide lunch following worship, so Sunday lunch functions are discouraged.
- Space at the convention center for functions will be quite limited between Saturday and Wednesday. However, starting Thursday, ample space will be available for functions in the convention center. If close proximity is important to you, then consider a function later in the week.
- Please note that the reception for the Moderator of the 220th General Assembly (sponsored by the Committee on the Local Arrangements) is on Sunday afternoon at the convention center.
- This docket is subject to change.

220th GENERAL ASSEMBLY (2012) [DRAFT 9/1511]

Saturday June 30	Sunday July 1	Monday July 2	Tuesday July 3	Wednesday July 4	Thursday July 5	Friday July 6	Saturday July 7
Riverside Conversations	Worship in local congregations	Morning Worship/OGA Breakfast <i>Committee Meetings II</i>	Morning Worship <i>Committee Meetings V</i>	Ecumenical Worship Service (8:30-9:45) Committees reconvene for informal discussion of business (10:00-11:30)	Plenary Meeting 6 11:15: Daily Worship	Plenary Meeting 9 11:15: Daily Worship	Plenary Meeting 12 11:00 Closing Worship
Lunch Break	Lunch in Churches	Lunch Break	Lunch Break	Seminary Lunches	Lunch Break	Group Lunch	Adjourn
1:30: Opening Worship (hall C) [Commissioning, Moderator’s Sermon and Lord’s Supper] 3:00: Plenary Meeting 1	2:00: Plenary Meeting 3 [including nominations of Stated Clerk] 4:00: Moderator’s Reception *	<i>Committee Meetings III</i>	<i>Committee Meetings VI</i>	2:00: Plenary Meeting 4	Plenary Meeting 7	Plenary Meeting 10	
Group Dinner	Group Dinner	Dinner Break		Group Dinner	Dinner Break	Group Dinner	
Plenary Meeting 2 [Moderator’s Election]	<i>Committee Meetings I</i>	<i>Committee Meetings IV</i>		Plenary Meeting 5 4 th of July Fireworks	Plenary Meeting 8	Plenary Meeting 11	

LOCATIONS

The David L. Lawrence Convention Center (DLCC) will house the assembly plenary sessions, most committees, exhibits, G. A. offices, and a limited number of functions. Additional meeting/function space has been blocked at the Omni William Penn, within a few blocks of the convention center. A limited amount of space may be available at other GA hotels (Courtyard, Doubletree, Wyndham Grand, Omni William Penn, Marriott, Renaissance, and Westin) which are also near the convention center (see the map below).

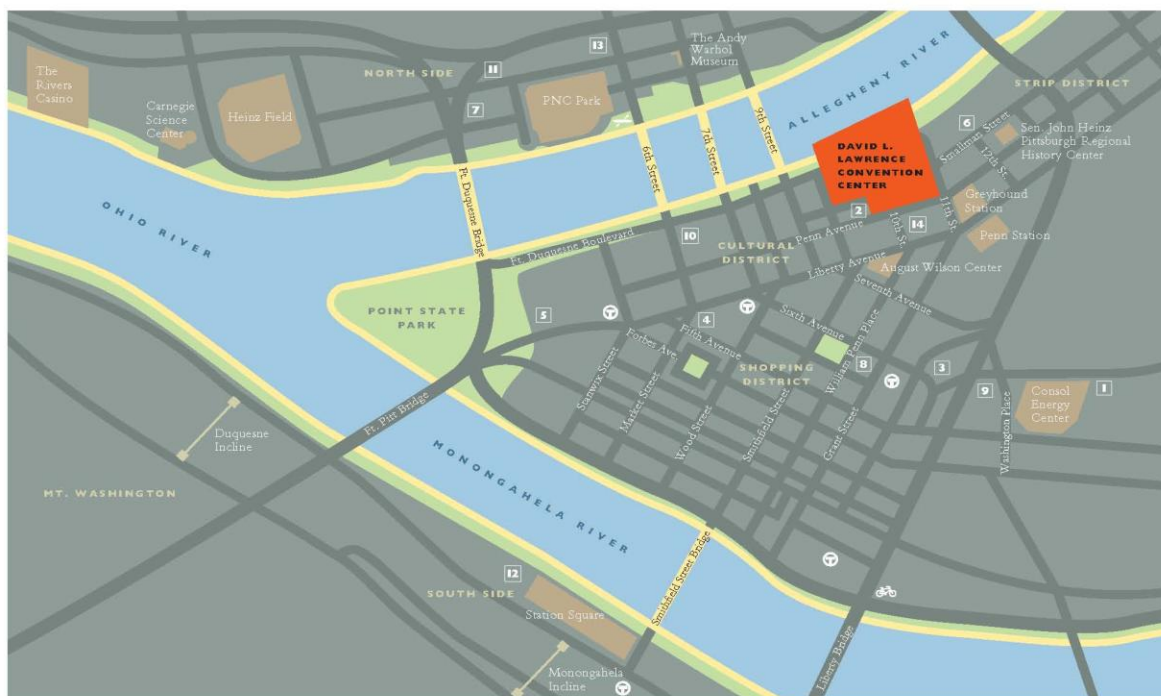
Most meeting space at the convention center and G.A. hotels will be used for assembly-related meetings. Available space not used for the official meetings will be allocated for optional functions sponsored by others. **November 7 is the deadline for the Request for Function Space form.**

Function sponsors will need to reconfirm, at a later time, anticipated attendance, room sets preferences, AV equipment needs, etc. However, please be as accurate as possible about those plans when submitting your initial request; this helps in assigning the most appropriate space, minimizing the expense of resetting rooms, maximizing use of AV equipment, etc. Note that some caterers assess a fee or surcharge if the final guarantee for a function is considerably lower than the initial estimate; try to be realistic. The G.A. Meeting Service can provide information on ticket sales from the last few years for repeat functions.

All of the assembly hotels in Pittsburgh are located within a few blocks of the convention center. Limited shuttle service will be provided to the hotels, focused primarily in the evening.

Downtown Pittsburgh

1 Cambria Suites Pittsburgh at Consol Energy Center 1320 Centre Avenue	10 Renaissance Pittsburgh Hotel 107 Sixth Street
2 Courtyard by the Marriott Pittsburgh Downtown 945 Penn Avenue	11 Residence Inn Pittsburgh North Shore 574 West General Robinson Street
3 Doubletree Hotel Pittsburgh Center City One Bigelow Square	12 Sheraton Station Square Hotel 300 W. Station Square Drive
4 Fairmont Pittsburgh 510 Market Street	13 Springhill Suites by Marriott North Shore 223 Federal Street
5 Grand Pittsburgh Downtown Hotel 600 Commonwealth Place	14 Westin Convention Center Pittsburgh 1000 Penn Avenue
6 Hampton Inn & Suites Pittsburgh Downtown 1247 Smallman Street	🚇 Subways Stations
7 Hyatt Place Pittsburgh North Shore 260 North Shore Drive	🚶 Three Rivers Park Trail
8 Omni William Penn Hotel 530 William Penn Place	🚲 Bike rental
9 Pittsburgh Marriott City Center 112 Washington Place	🚣 Kayak rental



FUNCTION LOCATION ASSIGNMENTS

After Function Request Forms have been received and reviewed, G.A. Meeting Service will assign each function to a facility - one of the hotels or the convention center (except in the cases of off-site functions – see below).

Assembly Hotels or the Convention Center - Function sponsors will receive the name of the hotel to which their function has been assigned, contact information for appropriate facility personnel, a menu from that facility (if appropriate), and a diagram of the facility (if available). Function sponsors are then responsible for contacting the appropriate facility personnel to make all necessary arrangements, including room set, menu, and A/V needs. Function sponsors will be asked to sign a Banquet Event Order (BEO) as a binding agreement between the sponsor and the facility.

Off-site Functions - If interested in holding your function away from the convention center or an assembly hotel, the G. A. Meeting Service staff may be able to provide suggestions about restaurants or other venues. You are responsible, however, for making contact with, and making payment to, those venues and for all other arrangements, including any required transportation (contact G. A. Meeting Service to coordinate this through the contract with the designated transportation company). This process will often require contracts and your organization providing proof of insurance, tax exempt status, etc., to the facility/vendor. If you want your function listed in the assembly publications and/or to use the ticket sale service, please complete the *Space Request Form*, noting the off-site location. Please note that G. A. Meeting Service will add an additional \$2.00 per ticket fee. This fee is added to the ticket price set by the sponsor and paid by the purchaser on every ticket purchased from the G. A. Meeting Service (advance and on-site).

WORKING WITH HOTELS AND CATERERS

Other issues related to functions and their locations:

Room Sets and Changeovers

Rooms are often used for multiple functions in a given day, with little time in between. Even if there is sufficient time between functions, reset fees may apply for the labor to change seating, staging, etc. The G.A. Meeting Service works with the assembly facilities to coordinate assignments and room sets so that the requirements of each group are met. However, to accommodate all uses, some compromises are made. For instance, additional tables are usually not removed for smaller functions; or staging and screens will stay in place if they will be used by most of the functions scheduled in that room. Groups with unusual set-up requirements may incur reset fees; a group that rearranges a room on its own will be charged the cost of restoring the set for use by the next group.

Location Changes

Meeting room assignments are NOT guaranteed – when a function's anticipated attendance, set up, or A/V needs change, or other situations arise, it may be necessary to revise meeting room and (rarely) hotel assignments. Every effort is made to confirm these before the assembly *Program* and *Schedule of Events* go to print, but changes sometimes have to be made after that time (in this case, G. A. Meeting Service will provide a means by which to communicate all changes in location). Organizations that send out their own advance publicity are advised to list only the hotel/facility, not the specific room location.

Caterers

Whether your function is at the convention center or one of the hotels, you **must** use that facility's in-house caterer for any food and beverage – even coffee service. You may not bring in food or use a different caterer.

Menus – The catering contact at the assigned facility can help with suggestions for keeping your function within budget. Select your menu as early as you can, and not later than May 1. The caterer will send the banquet function order to the designated planner for each function. Review it carefully and sign and return it with any revisions, etc. Some caterers are not able to guarantee their 2012 prices until late December 2011; current menus for that facility are provided as a guide, but be aware that prices may increase slightly. Hence, there is a later deadline (January 4) for reconfirming ticket prices with the G. A. Meeting Service.

Guarantees –The final guarantee, provided to the hotel, for the total attendance is usually *at least three (3) working days* prior to the function. If your actual attendance is lower, you will still be billed for the guarantee number. If a final guarantee is not given by the deadline, the hotel will charge you for the estimated attendance as listed on Banquet Event Order that you sign. If actual attendance is higher than guaranteed, you will be billed for the number of meals served.

FUNCTION DESCRIPTION

Concise descriptions of your function are due November 30. Please describe your function in 50 words or less. You do not need to mention the name of the function, day, date, time, ticket price, or location in the description as that will automatically be included in your listing. And please be aware that G. A. Meeting Service reserves the right to alter your description as needed for use in any of our publications.

TICKET SALES

The G. A. Meeting Service operates a ticket order system in conjunction with assembly registration, as a service to event sponsors that need to charge a fee to attend their function, and/or who need an accurate count in advance. Acceptable forms of payment include credit card, e-check, check, cash and budget code. Registration may occur on-line, by mail or by fax.

Numbers of Tickets for Sale – Function sponsors determine the maximum number of “tickets” to be made available for sale for their function.

Costs of Ticket – Function sponsors determine the ticket price (by January 4). If your intention is to cover all function expenses through ticket sale revenue, then be sure to include the costs of A/V equipment, speaker’s fees and expenses, complimentary tickets for staff, VIPs, and press, as well as any other expenses, when calculating your costs. In addition, remember to add a service charge (22% at most venues) to the meal costs.

Registration and Ticket Sales – Registration will open March 5. It is NOT necessary for an individual to register in advance for the assembly to purchase tickets to assembly functions. Advance ticket sales end on June 7, to give G. A. Meeting Service time to communicate final sale numbers to sponsors, and to prepare to print tickets that are distributed at registration and sold on-site. The G. A. Meeting Service also operates on-site ticket sales – each sponsor will have the opportunity to determine whether to make any tickets available for sale on-site, and if so, how many.

Complimentary Tickets – Some sponsors make some “complimentary” tickets available to their staff, speakers, press, or others. The G. A. Meeting Service does NOT manage complimentary tickets. Every ticket ordered through the G. A. Meeting Service must be paid for, and the ticket sales total that is provided includes only ‘paid’ tickets. Function sponsors may purchase tickets through the G. A. Meeting Service for guests for whom they want to provide complimentary tickets. Or they may print and distribute their own complimentary passes, or maintain a list of those who will be admitted without

tickets, etc. The sponsor must remember to add the number of these “complimentary” meals to the final ticket sale number when providing the guarantee to the caterer.

Cancellations – The G. A. Meeting Service policy is that individual ticket orders cannot be cancelled after the June 7 advance ticket sales deadline. This protects sponsors who are providing guarantees to the caterers, and counting on the revenue. Ticket purchasers who request a refund after that date will be referred to the function sponsor.

COSTS AND FEES

Hotel and Convention Center Costs

Room Rental – Hotel meeting room rental charges are *generally* waived for functions scheduled through the G. A. Meeting Service, because of the room blocks and overall food and beverage expenditures. There may be exceptions for certain types of functions – particularly for non-meal functions that produce no revenue for the facility.

Food & Beverage – Function sponsors are often shocked the first time they see catering menu prices at convention centers and assembly hotels. However, caterers for these facilities often have exclusive contracts and function sponsors must use them if they plan on having any type of food or beverage. Review menu process carefully – a la carte is often more expensive than set meal prices. But also know that many hotels will work with you if you have a special menu in mind or you are looking for a more reasonable price point.

A/V and Special Set-ups - There is *generally* no charge for tables and chairs for typical room arrangements. Staging and lecterns often incur an additional cost; A/V equipment (screens, projectors, microphones, flipcharts, etc.) always incur additional fees. Every effort is made to assign consecutive functions with similar needs for staging, lecterns, and AV equipment to the same location so that the cost of such equipment can be shared. This is to the advantage of the function sponsors, but it makes it difficult to predict the exact cost in advance.

Service Charges - Food & beverage costs and A/V rental charges are also subject to a 22% (approximately) service charge.

Sales Tax:

The PC(USA) is sales tax exempt in Pennsylvania. If a function is arranged through G. A. Meeting Service, the function sponsor will not be charged tax on the function.

G. A. Meeting Service Fees

Function listing fee – \$25 per function, applied to each agency/organization that wants its function(s) listed in the official General Assembly publications. This fee covers listings in the advance assembly registration information and ticket order form, the *General Assembly Program*, and the pocket “Schedule of Events.” This fee also applies to “repeat functions” (those functions that are repeated more than once but have the exact same description and information) as well as non-ticketed functions.

Ticket fee – 5% on each ticket, rounded up to the next highest dollar with a minimum fee of \$1, added to the ticket price set by the sponsor and paid by the purchaser on every ticket purchased from the G. A. Meeting Service (advance and on-site). This fee helps cover the staff costs of processing the orders, and such expenses as credit card fees and toll free telephone calls (See *Ticket Sales* on page 6.)

Off-site function fee (for functions planned at facilities other than the convention center and assembly hotels- see below) – \$2.00 per ticket, added to the ticket price set by the sponsor and paid by the purchaser on every ticket purchased from the G. A. Meeting Service (advance and on-site). This fee recognizes that off-site functions do not contribute toward the guaranteed food and beverage minimums imposed by hotels and the convention center and is in addition to the 5% ticket fee.

On-site Sales Ticket Fee– \$2.00 additional for each ticket sold on-site at registration during the assembly and paid by the purchaser. This fee helps defray the costs of the on-site ticket sales operation.

PAYMENT AND BILLING

Food and beverage, A/V, and most other costs related to functions that are held in the convention center or an assembly hotel are billed to the assembly's master account. Sponsors will not be required to make separate direct billing arrangements, pay the advance deposit, or make any other types of payments to the hotel or vendors.

For PC(USA) agencies and/or PC(USA) offices providing budget codes – Following the assembly, most charges are assessed to the PCUSA budget code provided on the Space Request form – after crediting revenue from ticket sales, if any. This arrangement has been designed to simplify procedures for the facility and the PC(USA). Do NOT make payment directly to the hotel or convention center. Function sponsors will receive a statement from the OGA outlining the income received from ticket sales and the charges for your function.

For all other function sponsors – Following the assembly, G. A. Meeting Service will provide a statement of expenses and revenue. Most of the proceeds from ticket sales are used to pay the facilities, caterers and other suppliers directly for actual charges for your specific function. If revenue from ticket sales for your function does not cover all expenses related to your function, you will be invoiced for the balance (or a charge will be made to the budget code provided). If revenue exceeds expenses, you will receive a check for the difference.

A WORD ABOUT MUSIC AND OTHER COPYRIGHT ISSUES

Organizations sponsoring functions that include the presentation of live or recorded music or provide a program that includes the publication or duplication of music should follow all guidelines and laws regarding copyright of printed material, performed and recorded music, playing of videos, etc. Organizations requesting space are responsible for ensuring adherence to all copyright laws.

INSTRUCTIONS FOR COMPLETING *REQUEST FOR FUNCTION SPACE*

On page 11 of this document please find a copy of the *Request for Function Space*. Functions sponsors may submit requests for function space in three ways:

- Print out the form in this document, write in the information, and return as instructed on the form
- Complete the fill-able Word document form (if you did not receive the document, please e-mail Kerry Rice to have it sent to you via e-mail)
- Complete the PDF version of the form and as instructed on the form

If you have any questions or need further information, please contact Kerry Rice at kerry.rice@pcusa.org.

RISK ASSESSMENT AND LIABILITY ISSUES FOR FUNCTION SPONSORS

Concerned about the safety of participants to the many functions at the General Assembly, as well as the risk to which function sponsors may be exposed, the Office of the General Assembly is encouraging function sponsors to review plans for their functions in terms of risk. Function sponsors are encouraged to utilize the *Risk Assessment Tool for Function Sponsors* to help to understand the level of risk your particular function may pose. If your function exposes your organization to high enough risk, you may consider consulting with your organization's insurance carrier, purchasing special event insurance coverage from an insurance broker, or consulting with legal counsel.

G.A. Meeting Service offers the *Risk Assessment Tool for Function Sponsors* (below) as they consider the risk related to their proposed function.

If our function meets any of the seven conditions below, then we are encouraged to consult with our insurance provider and/or purchase function specific event insurance:

- Is our function specifically designed for youth or children (under the age of 18) to participate?
- Is our function at an off-site venue, and is the food and beverage being provided by someone other than the approved caterers at the OGA contracted facilities?
- Is our function featuring medical tests, vaccinations, or taking samples of bodily fluids?
- Does our function require strenuous physical activity?
- Will our function have an open bar or cash bar for alcohol purchases?
- Does our speaker require security personnel (armed or unarmed) of any kind?
- Will protesters likely be present at our function?

Further, if our function meets 6 of the 9 additional conditions below, then we are encouraged to consult with our insurance provider and/or purchase function specific event insurance:

- Does our function feature food and beverage?
- Will our function require a stage or rigging of any kind?
- Is our function anticipating more than 100 attendees?
- Will children and youth (under the age of 18) be involved as participants, leaders or performers?
- Is our function being held offsite - away from OGA-contracted facilities?
- Is private or contracted transportation required for participants to attend our function?
- Will the mobility of participants be limited in some way (through low lighting, steps, set-up, etc.)?
- Is our organization separately incorporated?
- Does our function require that electrical service be provided for each participant?



220th General Assembly (2012)
June 30-July 7, 2012 – Pittsburgh, Pennsylvania

REQUEST FOR FUNCTION SPACE

For OGA use only

Date received: _____
OGA action: _____
Ticketed?: ___ # _____
In reg info?: ___
Recurring?: ___ # _____
Off-site? ___

Return to:

Kerry Rice
kerry.rice@pcusa.org
100 Witherspoon Street, Louisville, KY 40202
FAX: 502.569.8642/Phone: 888.728.7228 x5412

DEADLINE FOR RECEIPT: October 23, 2011

Sponsoring agency/entity/organization:

Contact name for arrangements for this function – first name: _____ last name: _____
E-mail address: _____
Telephone (day): _____ Mobile phone: _____ Fax: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Function Information:

Function Title: _____
Function Type (check all that apply):
 Celebration/Party/Dance Concert
 Learning Center Lecture/Presentation/Class
 Meal (breakfast/lunch/dinner) Meeting
 Mission Tour Office
 Reception Worship
 Other: _____
Day and Date of Function (i.e., Monday, July 2): _____
Start Time: _____ End Time: _____
Maximum Expected Attendance: _____ Minimum Expected Attendance: _____
OGA/GAMC Functions – budget code: _____

Is this a recurring function?: Yes No **What other dates/times will this exact same function be held?**
(Please note – a recurring function is defined as a function that has the exact same description and occurs more than once)

Is the function to be listed in Registration and Program Information (including website)? Yes No
(Please note – a \$25 fee will be charged for each listing, including each instance of a recurring function, if included in registration and program information)

Will GA Meeting Service sell tickets to this function? Yes No
(Please note – a 5% fee, rounded up to the next dollar and a minimum of \$1, will be added to the ticket price)

Will this function be at an off-site venue (not at the convention center or assembly hotels)? Yes No
(please note – an additional \$2 per ticket fee will be added to the ticket price) **Location:** _____

Preferred Room Set:

- Banquet (round tables)
- Conference or Hollow Square
- Head table
- Theater (chairs facing forward)
- Schoolroom (tables, facing forward)
- Platform – notes:
- Reception set (includes some tall tables)
- Other – please note: _____

Special Requests/Comments:

Equipment Needs (check all that apply):

(Please note – this information is used to help in determining room assignment – actual orders for equipment will take place at a later time)
 Microphone and lectern
 Wireless Microphone – number: _____
 LCD Projector and/or screen
 Sound input for DVD or PowerPoint
 DVD Player/Monitor
 Piano or keyboard