**So you have volunteered to host a spring or fall MACRAO meeting, now what?**

1. If your campus is located in a city with more than one MACRAO campus, please try to partner with them so one day can be spent on both campuses.
2. Contact your campus and get a room reserved for the dates we have set for the next MACRAO meeting. Make sure there is internet access, phone capabilities for conference calling, etc.
3. Start gathering a list of local hotels including: phone, address, e-mail, if they offer state rate, etc.
4. Start researching restaurants for our group dinner.
5. Stay in touch with MACRAO Officers for questions that come up.
6. As event dates get closer, schedule beverages/snacks for afternoon of first day & beverages/breakfast snacks for morning of second day. We have budgeted $450-500 for the beverages/snacks, etc for the entire conference. Bills/invoices should be sent to the MACRAO treasurer after the event.
7. Gather a map of your campus, directions to your campus, map of your town and any other information that you want provided to the MACRAO membership as they prepare to travel for the meeting.