

## MISFITS Room Party Standards/Guidelines

**Hosting a room party for MISFITS/CONvergence means actively promoting the organization and the convention.**

- The host must be a paid member of the convention at which the room party is being thrown. This membership must be personally paid by the host and is not reimbursable by MISFITS.
- Room parties must be open a minimum of four hours each night.
- Hotel party room reservation is handled by the host and will be in their name. Host will be reimbursed after the fact (100% if no one stays in the room or 50% if one or more persons stay in the room).
- The host is responsible for submitting the party room request and details through the proper channels of the convention where the party will be held. Usually there is a form to fill out with details such as party host contact information, theme, sponsor, hours of operation, blurbs for programs, etc. Contact the Events Director if you need assistance.
- All room party expenses must be documented and receipts promptly turned into the MISFITS Finance Director. Room party budgets are set by MISFITS Directors prior to the room party event. If the room party costs exceed the budget without prior Director approval, MISFITS is not responsible for reimbursing excess expenditures.
- The MISFITS banner must be prominently displayed in the room so attendees know who is sponsoring the room party.
- Some equipment (such as microwave, crockpot, CD player, etc.) is available to be checked out to host upon request. Please contact Events Director to get approval and make arrangements for pick up from the MISFITS office.
- Any upcoming MISFITS events (i.e. Trivia Contest, Geek Prom) should be actively promoted. Flyers will be provided MISFITS for this purpose.
- Publications (event flyers, bookmarks, membership forms, trivia forms, CVG registrations) should be displayed prominently and handed out to people. Publications and magazine racks to hold them will be provided by MISFITS.
- All signage must be approved by Events Director to ensure appropriate and prominent acknowledgement of MISFITS/CONvergence.
- A volunteer sign-up sheet must be kept in the room at all times and updated throughout the convention by the host to accurately record hours of any volunteers. This sheet must be promptly turned into the Communications Director to ensure volunteer service hours are properly documented.
- Party volunteers and hosts are prohibited from selling CONvergence memberships during the room party. Registration forms are encouraged to be distributed but collection of forms/money should be sent online or via the mail per the standard process.
- Due to numerous state laws and local ordinances regarding sales of merchandise from hotel rooms, MISFITS does not condone selling in the room party. Exceptions can be made for certain events, such as Geek Prom or if permission is received from the Events Director
- Alcohol policy – MISFITS recommends a 'dry' room atmosphere. MISFITS does not condone the use of alcoholic beverages in its sponsored room parties. MISFITS will not pay for any alcohol purchased for room parties. MISFITS is not responsible for any alcohol-related consequences resulting from the serving of alcohol at its parties and any alcoholic distribution/consumption is done with the onus and personal risk placed on the person or persons hosting the room party. All room party hosts are responsible for ensuring alcohol is not distributed to minors. Hosts have a responsibility to notify convention officials and/or local authorities if transgressions occur or are witnessed.
- An emergency contact list of MISFITS Directors (including name, email, and phone number) will be provided to the host. In return, the host will provide the same information to MISFITS Directors prior to the convention.

I, the party host, have read and understand all of the above standards/guidelines: \_\_\_\_\_