

LOCAL ARRANGEMENTS COMMITTEE REPORT

SSSP 2004 Annual Meetings San Francisco, CA

Committee members: Stephen J. Morewitz, Co-Chair, Rebecca Wepsic Ancheta, Co-Chair, Trisha Robinson

Cathedral Hill Hotel

Michele and Tom had previously made contact with representatives of the Cathedral Hill Hotel. Michele and Kathleen Ferraro came to San Francisco, February 5-8, 2004, to tour the site and make final arrangements for the meeting.

Audio Visual & PA Equipment

Michele got a quote for AV and PA equipment which she compared with the hotel prices; Michele chose the hotel company offer, and made arrangements with them.

On-Site Registration

Rebecca will deliver registration bags and restaurants guides to be included in registration materials.

Transportation

Stephen obtained quotes for the bus transportation for participants who needed to go from the Cathedral Hill Hotel to the San Francisco Hilton. The Greyhound Bus Charter was selected and a contract was signed.

Program

Stephen wrote a welcome message that was included in the preliminary and final program. Michele copyedited the preliminary and final program before they went to press.

Banquet

The banquet arrangements were made by Michele.

Book Exhibit

Rebecca received and will deliver voluminous materials from various publishers.

Media

Stephen drafted a press release that will be edited by Michele and Kathleen. Stephen will distribute the press release to local colleges and universities, the media, and other organizations.

Board of Directors Dinner

Stephen recommended several possibilities for the board dinner; Kathleen, Michele, Rebecca, and Stephen dined at one restaurant, Pasta Pomodora, and Kathleen, Michele, and Stephen dined at another, Gourmet Carousel. Kathleen decided on the Cathedral Hill Hotel, Hilltop Bar & Grill, Private Dining Room.

AIDS Fundraiser

Stephen researched several local AIDS organizations and suggested several organizations to Kathleen; she selected World to be the beneficiary of the AIDS fundraiser. Stephen found a band, Muddy Rivers Review, which was selected after Kathleen and Michele liked the demo tape; Tom, Kathleen and Michele made contractual arrangements with the band.

President's Private Party

Refreshments for the President's private party will be ordered through the hotel.

Submitted by Stephen Morewitz 7/15/04