

**ANNUAL NCAA CONFERENCE HOST
MEMORANDUM OF AGREEMENT**

The _____ (hereafter known as Host) hereby agrees to host the _____ (year) Conference of the National Council of Arts Administrators (NCAA) and to provide or assist with the following services and local arrangements:

1. Suggest local attractions and hotels.
2. Recommend potential program resources within the region to the program committee (speakers, workshops, attractions etc.)
3. Help secure underwriting support for the annual conference special events from foundations, corporations, individuals and related sources.
4. Secure the necessary assistance to:
 - help with registration.
 - locate and secure accommodations.
 - plan and execute special events.
 - plan and secure transportation.
 - assist with annual conference related publications.
 - provide hospitality for VIPs
 - assist NCAA President in activities related to the annual conference.
 - arrange for catering for receptions, breaks, continental breakfasts, lunches, and banquet.

Host shall be responsible for the funding of all special events and activities in excess of the Conference budget authorized by the NCAA Board.

The Host affirms its commitment as Host and assures NCAA of continuity of this commitment without regard to changes in personnel or management.

The (Institution(s)) _____ agrees to the terms and conditions set forth above.

Name _____ Position _____
Authorizing Official

Signature _____ Date _____

Name _____ Position _____
Conference Coordinator

Signature _____ Date _____

APPROVED:

NCAA PRESIDENT _____ Date _____