VALTA Meeting Host Checklist

On behalf of the **Virginia Association of Local Tax Auditors (VALTA)**, thank you for agreeing to host our upcoming meeting. Your support is vital in enabling us to bring together auditing professionals from across Virginia. Please see the checklist below for what is needed from you as a host. We deeply value the time, resources, and effort you're dedicating to make this meeting successful. VALTA board members are available to help with an items on the checklist that you may need assistance with.

- **Secure a meeting venue**
  - Secure a space seating **75–100**, with adequate seating layout.
  - Ensure venue has projector or screen & laptop hookups**,** AV system, microphone (wireless or podium)
- **Catering**
  - **Breakfast**-provide continental style breakfast items and coffee
    - Example: bagels, donuts, pastries, or biscuits and fruit
  - **Lunch**-arrange catering for lunch
    - Boxed lunches or Buffet style work best
    - Provide Soda and Water
- **Welcoming speaker**
  - Have City/County official welcome the group and tell a little about locality.
    - Mayor, Council Member, Board of Supervisors, City Manager, Economic Development director, etc.
- **Hotel recommendations**
  - Provide 2-3 local hotel options that offer government rates for attendees that will need accommodations
- **Presentation Ideas**
  - Let VALTA members know if you have an idea for a topic you would like discussed at your meeting or if someone from your locality would be willing to be a presenter
    - VALTA members will coordinate speakers and set the agenda for the meeting
- **Registration Logistics**
  - Ensure a table is available for the VALTA Treasurer to check in attendees