



Sacramento Valley Association of Building Officials

1215 K Street, Suite 2290
Sacramento, CA 95814
916-451-9093 ♦ www.svabo.org

Jurisdiction Host Guidelines

The responsibilities of the host include:

- A facility for the event and accommodations for lunch must be reserved from 9:00 AM to 2:30 PM for that day. The cost for the facility and lunch may not exceed \$15 per person (tax and tip included). Costs greater than this amount must have prior approval from the Board President.
- A lunch count for 35 attendees. However, a final count to the Board Vice-President is required a minimum of 72 hours prior to the event.
- Coffee - should be available by 9:00 AM and shall be included in the overall costs. SVABO has its own coffee pot and supplies. If these items are needed, notification to the Board Vice-President is required a minimum of 72 hours prior to the event. Expenses for a light snack may be approved by the Board Vice-President.
- Head table(s) to accommodate seating for four. Power shall be available to tape record meeting. A podium and microphone are not necessary unless program speaker needs/requests them.
- A 30-40 minute program of interest to the members.
- Contact information and location details shall be provided to the Board Vice-President.