

LOCATION COMMITTEE

(chaired by the LTLA/Liaison Person)

The purpose of this committee is to assist the LTLA/Liaison person in finding a location for the LTLA convention in the state. This group, from different parts of the state, shall consist of sponsors and their Library Club presidents, all appointed by the LTLA/Liaison person. The members are to locate hotels or retreat centers that would be interested in hosting the convention.

After being appointed, the committee members should:

1. Begin to locate hotels and retreat centers that would be interested in hosting the LTLA convention.
2. Have the manager complete the questionnaire.
3. Tour the hotel or retreat center.
4. Secure a copy of the policies for student groups.
5. Compile a written evaluation of your thoughts and ideas of this hotel or retreat center.
6. Send the completed questionnaires and a written evaluation to the LTLA/Liaison person by January 1st.