

SOUTHERN ASSOCIATION  
FOR COLLEGE ADMISSION COUNSELING  
139 River Wind Drive  
Augusta, SC 29841  
P. 803-215-0023 F. 803-442-3787

**PROPOSAL TO HOST DRY RUN FOR NEW ADMISSION PROFESSIONALS  
2009/2010**

The Southern Association for College Admission Counseling (SACAC) traditionally hosts Dry Run in late July, with approximately 25 faculty mentors and co-chairs arriving a day early. Total attendance is expected to run between 100-125 participants. SACAC invites member institutions to consider hosting this professional development program and requests that this form be completed and returned to The Professional Development Chair by September 1, 2008. **SACAC is a non profit organization that serves the needs of high school and admission professionals in secondary schools, colleges, and universities.**

(Institution) \_\_\_\_\_ proposes to provide the following facilities and services to the Southern Association for College Admission Counseling in 2009 and 2010. We understand that if the SACAC Governing Board accepts this proposal, it will serve as a contractual agreement between (Institution) \_\_\_\_\_ and SACAC for 2 years.

**I. HOUSING AND DINING**

*A. Accommodations*

\$ Per Person

- Single occupancy for faculty (\_\_\_\_\_) \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_
  - Single occupancy ( 100-130 rooms, Mon-Thurs) \$ \_\_\_\_\_ x 3 Nights = \$ \_\_\_\_\_
  - Toiletries (if not included) = \$ \_\_\_\_\_
  - Room keys (fee or charge for loss) = \$ \_\_\_\_\_
  - Linens (towels, pillows, blankets, etc., if not included) = \$ \_\_\_\_\_
  - Maid Service = \$ \_\_\_\_\_
  - Other charges (explain) \_\_\_\_\_ = \$ \_\_\_\_\_
  - Air Conditioned? Yes or No
- Per Person Housing Subtotal = \$ \_\_\_\_\_

*B. Dining Facilities*

- Dining facilities seating 120? Yes or No Air conditioned? Yes or No
- Outdoor facilities for barbecue/cook-out? Yes or No
- Additional dining/entertainment facilities, i.e. snack bar, coffee house, campus pub, etc.

*C. Dining Services*

\$ Per Person

- Breakfast (cafeteria style; Tues/Wed/Thurs) \$ \_\_\_\_\_ x \_\_\_\_\_ Meals = \$ \_\_\_\_\_
- Lunch (cafeteria style; Tues/Wed/Thurs) \$ \_\_\_\_\_ x \_\_\_\_\_ Meals = \$ \_\_\_\_\_
- Dinner (cafeteria style; Mon/Tues/Wed) \$ \_\_\_\_\_ x \_\_\_\_\_ Meals = \$ \_\_\_\_\_
- Optional "upscale" Dinner (cook-out/BBQ style) \$ \_\_\_\_\_ x \_\_\_\_\_ Meals = \$ \_\_\_\_\_
- Refreshment Breaks (hot/cold beverages, snacks) \$ \_\_\_\_\_ x \_\_\_\_\_ Meals = \$ \_\_\_\_\_

Per Person Food Subtotal = \$ \_\_\_\_\_

If there is a range of meal costs, please explain: \_\_\_\_\_

Please describe your institutional policy for serving alcoholic beverages (beer/wine): \_\_\_\_\_

TOTAL per Person for Housing and Food = \$ \_\_\_\_\_

*"SACAC serves professionals who guide students to college"*

## II. PHYSICAL FACILITIES (Classroom, Meeting, and Recreational)

- Number of class/meeting rooms seating 30-40 \_\_\_\_\_ Air Conditioned? Yes or No
- Number of assembly rooms seating 100 or more \_\_\_\_\_ Air Conditioned? Yes or No
- Number of lounges/public areas seating 40-80 \_\_\_\_\_ Air Conditioned? Yes or No
- Auditorium/Theatre (indicate seating capacity) \_\_\_\_\_ Air Conditioned? Yes or No
- Recreational Facilities: The following are available to SACAC on or near the campus:
  - Swimming Pool ( indoor or outdoor)
  - Tennis Courts (# indoor \_\_\_\_ # outdoor \_\_\_\_)
  - Basketball Courts ( # indoor \_\_\_\_ # outdoor \_\_\_\_)
  - Golf Course (distance from campus \_\_\_\_\_)
  - Track ( indoor or outdoor)
  - Volleyball Courts # \_\_\_\_\_
  - Aerobics/Dance Studio
  - Weight Room/Fitness Center

## III. AUDIO-VIDEO AND COMPUTER EQUIPMENT

The cost of standard audio/visual equipment has traditionally been gratis, since we anticipate a small Need for sundry and various equipment. Please indicate if there is a fee/or labor charges assessed

	<u>\$ Per Day / Use</u>	<u>Comments</u>
• VCRs / TV Monitors	\$ _____	_____
• Overhead Projectors	\$ _____	_____
• Microphones/Pas	\$ _____	_____
• Photocopying	\$ _____	_____
• Computer Projectors	\$ _____	_____
• Printing from Computers	\$ _____	_____

Subtotal for Equipment Charges = \$ \_\_\_\_\_

SACAC sets the registration fee on the basis of your charges and costs. If there are any miscellaneous expenses not covered above, please list and describe them below:

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Subtotal for Miscellaneous Costs = \$ \_\_\_\_\_

TOTAL for Physical Facilities, Equipment, and Miscellaneous Costs = \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ (Please enclose a campus map with this proposal.)

Return by September 1, 2008 to:  
 Vicki Englehart, Professional Development Chair, SACAC  
 Lake Highland Preparatory School College and Career Center  
 901 N. Highland Ave.  
 Orlando, FL 32803  
 F. 407-206-1912