



68th Midwest Fish and Wildlife Conference  
BE THE CHANGE • MANAGE LOCALLY CONSERVE GLOBALLY

Madison, Wisconsin  
December 9-12 2007

### **Hospitality**

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This year we decided to do a little less than the preceding meetings and keep the hospitality room a little smaller. Our aim was to provide lunches for any of the planning committee that could make it over and provide a place to relax after each day of the conference. The location for the hospitality room was rooms 802 and 804 of the Inn on the Park and this worked well, especially since the entire 8<sup>th</sup> floor was being renovated at the time and so we did not disturb anyone later at night. The amount of food we had was sufficient and the beverages seemed to last just long enough. We had to recruit some consumers near the end of the conference, but it seemed to work out.

### **Hours**

We decided to cut down on the hours that the hospitality room would be open, focusing on lunch time for the planning committee, and then other off times that did not conflict with planned socials. We hosted the Steering committee meeting for Ohio (the next state in the rotation) on Sunday afternoon to exchange ideas. We also opened after socials and few other times if folks needed a place to hang out. This seemed to work out well.

### **Budget**

We were allotted \$2000 in the original budget and managed to keep our expenses down to just over \$1400. The main component of this cost was ~\$700 for the room rental in the Best Western. The folks at the IOP (Mark Brown, Melissa Spors) were great and helped us a lot and threw in a few things for free that normally would have cost us (conference table, kegerator). One thing that is important is that the rooms we used were considered guest rooms (or were used as such when the hotel was full), which allowed us to bring in our own food and beverages. If we had used their meeting rooms, we would not have been allowed to bring in our own stuff, we would have been asked to work through their caterer. Make sure to straighten this out early. A complete list of food that was bought is attached.

## Donations

Our major donations included a free keg from the Great Dane and 4 cases of bottled beer from Capitol Brewery. Coca-Cola of Madison donated 6 cases of Vitamin Water which was appreciated by many folks as a midday drink. Woodman's provided a \$35 gift certificate. Jerry Bartelt graciously donated 5 venison summer sausages that were greatly appreciated by all. One tip for the next conference is to approach possible donators early, in person and if possible have a written proposal asking for items. The written request helps as a reminder and in case the person you talk to is not the one making the decision and must pass it along. Approaching vendors that are supplying food/beverage through Monona Terrace is good as they are already making money off the deal and are more willing to donate.

## Meals

Overall, it was hard to gauge how many people would be able to make each lunch and instead of ordering meals from local vendors we ended up doing meals that could be eaten later like sandwiches, chili, brats and pizza. A Nesco roaster came in handy to provide chili and cook the brats. A smaller crock pot is also valuable, usually you can borrow these items from someone, and the DNR South Central Region had a bunch of each.

## Finances

<u>ITEM</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Room	\$150	3	\$450.00
	\$82	3	\$246.00
Food & Beverages			\$338.00
Alcoholic Beverages			\$277.00
Pizza			\$80.00
Chili Fixins			\$8.00
Misc Walgreens			\$28.00
Tips			\$25.00
~Total Expenses			\$1452.00
+ Woodman's Gift Certif.			\$35
<b>Total Spent</b>			<b>\$1417</b>
<b>Under Budget</b>			<b>\$583</b>

## Supplies

### Food

Tortilla Chips	4 bags
Fritos	1 bag
Party mix	1 bag
Assorted Chips	3 bags
Pretzels	1 4lb bag
Ketchup. Mayo	
Mustard	2 kinds
BBQ Sauce	
Cocktail Weenies	8 1lb pks
Mixed nuts	Big tin
Pace salsa	64 oz
Crackers	4 boxes
Triscuits	3 boxes
Cheese	6 1lb blocks
Summer sausage	7 tubes (5 donated by Bartelt)
Olives	1 big jar
Dill Pickles	1 big jar
Lunch meat (ham, turkey, RB)	~8 pounds
Sliced Cheese (ched, muenst, colby)	~3 pounds

### Beverages

Pop	6 cases assorted
Iced Tea	2 jugs
Orange Juice	1 gallon
Cranberry Juice	1 gallon
Vitamin Water	6 cases (donated by Coke)

### Supplies

Napkins	
Cups	100
Plates	100
Bowls	~75
Toothpicks	
30 gallon trash bags	10

Alcoholic Beverages	Amount Purchased	Amount Left
<b>Purchased</b>		
Cuervo Margarita	1.75	0
E&J Brandy	1.75	0
Fleischmans Vodka	1	0
Evan William Whiskey	1	0
Beefeater Gin	1.75	0
Bicardi Rum	1	0
Svedka Citron Vodka	1	0
Capt Morgan	1.75	0
Canadian Club	1.75	0
Wine	11 bottles	3 bottles
Miller	24 cans	0
Leinenkugel	24 cans	0
<b>Donated</b>		

Great Dane German Pilsener	1 keg	0
Capitol Beer	4 cases	0