



12/2/22 Updated 12/13/22

TO: Alta Self-Determination Advisory Committee

FR: Supported Life Institute Conference Dept.

Andy Faletti afaletti@supportedlife.org and Dana Faletti dfaletti@supportedlife.org

RE: Proposal for Self-Determination 1-Day In-Person Conference

Event Planners Fees: \$22,000

Thank you for the opportunity apply to partner with you to put on a Conference in Sacramento related to Self-Determination.

We met with various subcommittee members a few times over the past month or two. Based on those discussions, we prepared a sample Conference Schedule (attached) and Estimated Expected Costs for Event:

Event Planner Tasks:

Before the Event:

Meeting with SDAC committee and more regularly with liaison(s) from committee

Negotiate Contract Agreement including Set-Up Diagrams and other Details

w/ Facility and AudioVisual Company and Catering Company

Bills to Alta those Needed to be Paid in Advance

Site Visit

Speakers: Follow Up after SDAC Initial Contacts

Registration of Attendees through self-service Ticketing Platform

Day of the Event:

Attendee Check-In On-Site

Prepare Program Packet / Materials– attendees to receive On-Site

Coordinate Speakers, Program Timing

Coordinate Facility and AudioVisual Company and Catering Company

Evaluation Card / Form Preparation, Implementation, Tabulation, and Reporting

Resources List Take-Home for Attendees – prepare and print

Assist w/Additional Program Support

–Resource Faire: follow up after SDAC Initial Contacts

–Eval Card Incentive Drawing etc.

After the Event:

Evaluation Card / Form Tabulation and Reporting

Billing to Alta after and Ongoing as Needed



Additional Resource Faire Costs Estimate:

Facility (Unitarian Universalist Society Sacramento): \$3,000

Auditorium/Sanctuary
Welcome Hall (for large breakout and exhibit hall)
3 breakout rooms
Beverage Kitchen

A/V Equipment and Support: \$5,000

AudioVisual Equipment
Set-Up and Strike-Down of Equipment
Technical Support Ongoing throughout the Event

Food: \$6,000 estimate

(max. 200 people i.e. 240 max in room but # reduced to spread tables for accessibility
x \$25 each plus Coffee Break \$1000)

Interpreting – American Sign Language (ASL): \$2,000 estimate – depends on requests

Speaker Honoraria and Eval Card Incentive Drawing: \$1,000

20 x \$50 Gift Cards

Printing and Signage: \$500

It is our understanding that SDAC / Alta would be responsible for the following:

Advertising and Marketing of the Event

Alta pay Fees Directly to Facility, Catering, A/V, Interpreting, etc.
(working with Event Planner as needed on contracts with each)

Speakers: initial Selection, determine Speaker Honoraria

Speakers: make initial Contact; then contact Event Planners to follow up with them

Resource Faire Exhibitors: initial Selection and Contact

Assist / Participate on the Day of the Event as needed

Self-Determination Resource Faire Program (Sample)

March 2023 9:00am - 4:00pm

(9:00 - 9:15am)	Morning Refreshments	
(9:15 - 10:40am) Welcome -	Representative from Self-Determination Advisory Committee	
(10:40 - 10:50am) Opening "Self-Determination For All Ages"	Panel Presentation by Family Members and participants who represent a variety of age groups.	
(10:50 - 11:50am) Session Time A - 4 options offered at 4 different times. (Attendees attend a total of 4 sessions throughout the day)	1. Financial Mgmt. FMS Representatives 2. Independent Facilitator Independent Facilitator Reps. 3. S-D Overview DDS Orientation Video	4. Resource Faire - All Day Meet with representatives from Financial Management agencies and Independent Facilitators, Self-Determination Participants, and Regional Center representatives, Gather information from Sponsoring Agencies.
Lunch Break	(11:50am - 12:30pm)	
(12:30 - 1:30pm) Session Time B - 4 options offered at 4 different times. (Attendees attend a total of 4 sessions throughout the day)	1. Financial Mgmt. FMS Representatives 2. Independent Facilitator Independent Facilitator Reps. 3. S-D Overview DDS Orientation Video	4. Resource Faire - All Day Meet with representatives from Financial Management agencies and Independent Facilitators, Self-Determination Participants, and Regional Center representatives, Gather information from Sponsoring Agencies.
(1:30 - 1:40pm)	BREAK	
(1:40 - 2:40pm) Session Time C - 4 options offered at 4 different times. (Attendees attend a total of 4 sessions throughout the day)	1. Financial Mgmt. FMS Representatives 2. Independent Facilitator Independent Facilitator Reps. 3. S-D Overview DDS Orientation Video	4. Resource Faire - All Day Meet with representatives from Financial Management agencies and Independent Facilitators, Self-Determination Participants, and Regional Center representatives, Gather information from Sponsoring Agencies.
(2:40 - 3:40pm) Session Time D - 4 options offered at 4 different times. (Attendees attend a total of 4 sessions throughout the day)	1. Financial Mgmt. FMS Representatives 2. Independent Facilitator Independent Facilitator Reps. 3. S-D Overview DDS Orientation Video	4. Resource Faire - All Day Meet with representatives from Financial Management agencies and Independent Facilitators, Self-Determination Participants, and Regional Center representatives, Gather information from Sponsoring Agencies.
(3:40 - 4:00pm)	Evaluation & Drawing	