

## **PLANNING FOR DAKOTA NIGHT RECEPTION AT MIDYEAR**

**POLICY:** South Dakota Society of Health-System Pharmacists (SDSHP), in cooperation with North Dakota Society of Health-System Pharmacists (NDSHP), North Dakota State University (NDSU) College of Pharmacy, North Dakota Board of Pharmacy, and South Dakota State University (SDSU) Colleges of Pharmacy and Allied Health Professions, shall coordinate Dakota Night at the American Society of Health-System Pharmacists (ASHP) Midyear Meeting. Expenses and responsibilities will be shared between these groups.

### **PROCEDURE:**

#### **JULY/AUGUST**

1. SDSHP will contact NDSHP, NDSU College of Pharmacy, North Dakota Board of Pharmacy, and SDSU College of Pharmacy and Allied Health Professions to identify if each group is able to participate in Dakota Night.
2. ASHP shall notify SDSHP via e-mail when the electronic application for reception space is available. The Promotions Committee will review the Annual Social Function Guidelines available electronically from ASHP, located at the website containing the application. The request should be for a reception for approximately 100 people with a cash bar. This request should be made as soon as possible once the application for space is available.
2. The Promotions Committee shall contact the Minnesota Society of Health-System Pharmacists to inquire about which hotel and night they will be requesting for their reception. Usually the reception is held on the Monday night of Midyear. If reasonable from a financial standpoint a request shall be made to ASHP to have the Dakota Night reception in close proximity to the Minnesota reception to allow individuals to reasonably attend both receptions. If it is not possible to have the reception in close proximity to the Minnesota reception, the reception will be held at one of the headquarter hotels or as close to one as possible.

#### **SEPTEMBER/OCTOBER**

1. The Promotions Committee shall inform the collaborating groups of the place and time of Dakota Night.
2. The Committee shall contact the SDSHP Webmaster and Support Specialist and inform them of the details regarding Dakota Night to disseminate this information.

#### **OCTOBER/NOVEMBER**

1. The Committee shall start finalizing the menu, in coordination with the budget, and other details with the contact person at the hotel.
2. The Committee shall finalize any other details and inform the hotel of who will be a contact person at the reception.

#### **DECEMBER**

1. The Committee shall request the final bill be sent to SDSHP. SDSHP will bill collaborating groups for their share of the expenses.

#### **POST RECEPTION**

1. The Committee shall send thank you letters to any donors to the event if applicable.

Revised: R Hammerquist 9/2016  
Approved by: SDSHP Board of Directors 9/2016

Revised by: Joe Strain & Gary Van Riper 8/2008  
Approved by: SDSHP Board of Directors 2/10/09  
Reviewed and Revised: J Opperman, J Kappes 2/2012  
Approved by: SDSHP Board of Directors 3/7/2012  
Reviewed by: SDSHP Board of Directors 2/17/16