

**MID-YEAR CONFERENCE 2018**  
**GENERAL CHAIRMAN/DISTRICT OFFICE RESPONSIBILITIES**  
*Especially Prepared for Guy Blair*

**General Conference Information & Overview**

**BADGES**

The District office will provide name badges for all attendees.

**BOARD MEETING**

A Board of Trustees meeting will be held prior to one of the Mid-Year conferences as specified by the District Executive Director.

**DISTRICT OFFICE/ON-SITE REGISTRATION DESK**

The District office will provide staff members to handle incomplete registrations, complaints, refunds, tickets, and on-site registrations.

Pre-registration: The District office will email to each club in the District the following: registration forms, hotel information and an announcement of the Mid-Year conference giving all general information. This information will also be mailed to District Officers, Lt. Governors, Past District Governors, Committee Chairmen, and Lt. Governors-elect.

Registration materials will be prepared by the District office and arranged alphabetically by the Kiwanian's last name. Materials will contain: badge(s), meal ticket(s) and map of the hotel showing areas to be used for the Mid-Year conference. In some form, a Mid-Year conference program will be available to attendees.

Complimentary registration packets will be made up for the three Service Leadership (SLP) Governors.

On-site registration: There will be an on-site registration desk for late and on-site registrations. The registration fee will be increased for both individual registrations and for 100% club registration.

District office staff members will be located at the on-site registration counter to collect fees, prepare badges and assist with "problem" registrations.

**Important Note: Volunteers must cover the Pre-registration area, on-site registration desk and the sales desk during the Inter-club Luncheon.**

**FINANCES**

A budget will be prepared by the District Executive Director, submitted to the Finance Committee and presented to the Board of Trustees for their approval.

No commitment should be made for expenditures without the approval of the District Executive Director. Upon approval, **a purchase order must be issued**, signed by the District Executive Director and delivered to any vendors.

## **HOTELS**

Hotel reservations will be made directly with the hotel by the Mid-Year attendees. All attendees should be encouraged to stay at our headquarters hotel because of the cost savings to Kiwanis.

A room will be provided for the guest speaker and any other VIP's, if required. The District office will make these reservations.

The General Chairman will receive a complimentary hotel room for Friday and Saturday evenings.

## **INFORMATION BOOTH/MESSAGE BOARD**

The District Executive Director will arrange with the hotel for an announcement board to be placed in the registration area for messages and division announcements. The local committee may want to provide one or two Kiwanians as "hosts" to provide directions and assist with questions.

## **MID-YEAR CONFERENCE OFFICE/STORAGE AREA**

The District Executive Director will obtain office/storage area near the registration desk.

## **PRINTING REQUIREMENTS**

The committee should assist the District office in the preparation/design of special event flyers.

The Mid-Year programs will be produced and printed by the District office.

The District office will print all required tickets.

## **SEMINARS & WORKSHOPS**

The District Executive Director, in conjunction with the Governor and seminar chairman will determine the seminar topics and prepare the seminar matrix.

## **SPEAKERS**

The District Executive Director will make the arrangements for special guest speakers and provide information for publicity in district e-mailed newsletters and the *Cal-Nev-Ha Magazine*.

## **VIP SEATING**

Reserved seating will be provided for those VIP's designated by the Governor. The Mid-Year Chairman will be seated at the head table(s) at the Inter-club Luncheon. The host club president for the Inter-club Luncheon will be seated at the head table(s) during the Inter-club Luncheon. Place cards for VIP's will be provided and distributed through the District office.

## **MISCELLANEOUS**

The general chairman or his/her assistant should be available during the entire Mid-Year conference for assistance to the District Executive Director and District office staff members.

The District office will provide necessary awards for the general session and make sure they are available at the proper time and place.

## **Mid-Year Conference General Chairman**

### **100% CLUB REGISTRATION**

100% club registration is designed to assist the clubs of the host division(s). The Mid-Year chairman should work with the Lt. Governor(s) to promote 100% club registration within the host division(s). Host division(s) should be encouraged to support the Inter-club Luncheon with an inter-club.

**All volunteers who work during the conference must be registered for the conference and all participants at any meal function must have a meal ticket for the event.**

### **ASSISTANTS/FLOATERS**

It is recommended that the chairman have 2 or 3 assistants or “floaters” on the morning of the conference whose job will be to fill in where needed and assist with last minute emergencies.

### **COMMITTEE MEETINGS**

The chairman should have at least two or three meetings with his committee. The meetings should be scheduled after clearing the date and time with the District Executive Director to assure his availability. The first meeting should be held no later than 3 - 4 months prior to the date of the conference.

### **HOST CLUB**

The Mid-Year chairman will recommend to the Governor a club to be the host club for the Inter-club Luncheon. When the host club has been determined, the chairman shall notify the District office of the club name. The club president should bring the club banner, gong and gavel on the morning of the Inter-club Luncheon. These items should be given to the General Chairman or the District Executive Director.

### **PROGRAM PARTICIPATION**

During the General Session, the Mid-Year chairman will have three (3) minutes to make the Call to Order, introduce the designated Lt. Governors who will present the Pledge of Allegiance, Song and Invocation, and to make the introduction of the Governor. The Mid-Year chairman will also adjourn the session. The District office will need to receive a brief script to incorporate into our script book that will be placed at the podium. We would appreciate having this script prior to **January 1<sup>st</sup>**.

## **Host Committees and Committee Chairmen**

### **AUDIO/VISUAL COMMITTEE**

Audio/Visual Equipment: Kiwanis owns much of its own audio/visual equipment to reduce the costs of conventions. A responsible person to chair this committee should meet with the District Executive Director or his designated representative prior to the conference. This work can be strenuous, and the chairman should consider this when seeking committee members. **A group of individuals (6-8) is needed to move, set-up, test and relocate our AV equipment during seminars;** the chairman must stay in the AV room to coordinate the

volunteers. This committee may be comprised of Service Leadership Programs (SLP) members as long as there is at least one Kiwanian doing the coordinating.

The Audio/Visual Committee chairman should be available at all times during the conference.

**Important Note: AV volunteers should be knowledgeable in setting up screens, LCD projectors, TV's and VCR's.**

**AUDIO/VISUAL LOAD-IN AND LOAD-OUT**

Kiwanis hires a professional company (Matrix Mobile Television) to supply us with our audio-visual needs in our general sessions. The company is owned by a Kiwanian who donates a good deal of these services. We need 4-6 volunteers from 6:00 p.m. until 9:00 p.m. on the evening before the conference and another 4-6 volunteers on Saturday evening from 9:30 p.m. to 12:30 a.m. to assist in moving the equipment for our show. This work can be somewhat strenuous. The above times are subject to confirmation and may be adjusted slightly due to our schedule.

**DECORATIONS/FLOWERS COMMITTEE**

Arrange for all details for decoration of room for general session and meal functions. Decorating should be coordinated with hotel/convention center catering department to keep costs reasonable. **Care should be exercised to keep the costs of decorations within budget.**

Approximately 60-80 centerpieces will be required for the Inter-club Luncheon at Mid-Year South and 50-70 centerpieces required for the Luncheon at Mid-Year North.

Be sure an American flag is on the platform for general sessions and that the gong and gavel are on the podium for the presiding officer. If these items are missing, please notify the District Executive Director.

If the entertainers require a piano, notify the District Executive Director so arrangements may be made with the hotel or convention center.

The committee may also choose to arrange a drawing to raffle off the decorations. Funds raised should be designated for a **District** project (PTP, Rose Float, etc.). This option should first be cleared with the District Governor.

**ENTERTAINMENT COMMITTEE**

Provide any local entertainment requested by the District Governor or District Executive Director. This will usually be for the Inter-club Luncheon. The host committee should recommend a band for the General Session to the District Executive Director and Governor.

**MANPOWER COMMITTEE**

Schedule manpower to assist in the following areas:

Unloading of truck	6 Kiwanians or SLP members	To Be Determined
Pre-Registration	8-10 Kiwanians	7:00 a.m. - 12:00 p.m.
	4-6 Kiwanians	12:00 p.m. - 4:00 p.m.
On-Site Registration	1 Kiwanian or SLP member	7:00 a.m. - 4:00 p.m.
Sales	5 Kiwanians	7:00 a.m. - 4:30 p.m.
Lunch Door Control.	6 Kiwanians (minimum)	11:00 a.m. - 12:30 p.m.

Audio/Visual Crew	6-8 Kiwanians	7:00 a.m. - 5:00 p.m.
Loading of truck	6 Kiwanians or SLP members	3:00 p.m. (Time approximate)

***Manpower for Door Control***

Local committee members are needed to man doors prior to meals functions. The number of doors to meal function room(s) will determine number of volunteers needed. The volunteers will verify that each person entering the meal functions has a ticket prior to entering. Tickets will be collected by servers, not at the door.

***Manpower for Move In/Move Out***

The services of 5-6 Kiwanians are needed to help unload the District truck prior to the conference and load the truck again immediately following the conference. The District Executive Director will inform the chairman of the time to unload prior to the conference.

**REGISTRATION CHAIRMAN**

Registration Committee will need about 8-10 local Kiwanians per shift to assist at the registration desks for 2 to 3 hour shifts. This schedule should also include time of meal functions.

This committee will staff the pre-registration and may be called on to assist with the on-site registration desk. A District office staff representative will instruct the first shift of workers one-half hour prior to the start of the conference.

The Registration Committee chairman should be available at all times during the conference.

**SALES/ALOHA WEAR CHAIRMAN**

Provide volunteers to sell aloha wear, District shirts, Governor’s theme pins, and additional sales items.

One supervisor is needed during the times registration is open with four additional Kiwanians working in shifts. The supervisor should insure that a completed form substantiates **all sales**.

The Sales/Aloha Wear Chairman should be available at all times during the conference

**TRANSPORTATION CHAIRMAN**

Work with District Executive Director on contracting for any necessary transportation; provide service in connection with spouse/guest affairs, tours, etc. Arrange for special parking near convention center, if feasible. The District Executive Director must sign all contracts.

Arrange for any VIP airport pick-up as needed. This may include speakers. The District office will advise of any services needed and flight itineraries. This information will usually NOT be available until at least 30 days prior to the convention.