

**Event Schedule - District Convention
Kona 2018**

DATE	TIME	EVENT	LOCATION	ROOM SET-UP	FOOD & BEVERAGE	ACCESSORIES/ AUDIO VISUAL **	Notes	Contact Information
Prior to August 1, 2018		Final preparation of materials to pack and ship to hotel						
Saturday, August 4, 2018		Mark leaves for Kona						
Tuesday, August 7, 2018		Pick up all printing and shipping items						
Wednesday, August 8, 2018	24 Hour hold	Convention Office to be available 24 hours a day from 8:00 A.M. Wednesday to 12:00 P.M. the following Sunday.	Planning Office	Need six 8' draped tables. Six chairs. One 30 gallon trash can. 4 room keys needed for re-keyed room needed.				
	24 Hour hold	Convention Storage (AV, Seminar & Workshop materials) To be available 24 hours a day from 8:00 A.M. Wednesday to 12:00 P.M. the following Sunday.	Storage	Need 4 - 30" draped tables. Ten chairs. One 30 gallon trash can. Rekey room - 5 keys needed.				
	10:00 AM	Pre Con - at 10 a.m.						
	Throughout	District Staff Arrives						
	10:00 A.M.	Hotel and AV setup begins	Kaleiopapa Convention Center Ballroom	diagram to follow				
	8:00 A.M.	Hilding arrives/Registration Set-Up						
	7:00 P.M.	District Officers Dinner with KI Counselor and others present	TBD					
	NOON	Hotel setup begins for Exhibits	Kaleiopapa Convention Center Foyer	Will need 35 tables and 70 chairs from hotel.				
Thursday, August 9, 2018	6:30 A.M. Registration 7:00 A.M. Shotgun Start	Golf Tournament	Kona Country Club					
	24 Hour hold	Convention Office to be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Planning Office	Existing - same as Wednesday				
	24 Hour hold	Convention Storage (AV, Seminar & Workshop materials) To be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Storage	Existing - same as Wednesday				
	8:00 A.M. - 5:00 P.M.	Matrix Mobile completes General Session Set Up	Kaleiopapa Convention Center Ballroom					
	10:00 A.M.	Kiwanis Staff Begins Set Up	Kaleiopapa Convention Center Foyer					
	8:30 A.M. - 1:00 P.M.	2018-2019 Lt. Gov. Make-Up Training	Hotel Staff Training Room - 2nd floor or Governor-elect Suite	Conference Seating for 12 with perimeter seating for 8 in front area of the room. Set small projector table in rooms.		Bring our own Kiwanis AV		
	8:00 A.M. - 12:00 PM	Booth set up for Exhibitor's FINISHES	Kaleiopapa Convention Center Foyer					
	11:00 A.M. - 11:15 A.M.	District Sales Committee Meeting	District Sales Booth - Kaleiopapa Convention Center Foyer					
	11:15 A.M. - 11:30 A.M.	Registration Committee Meeting	Registration Area in Kaleiopapa Convention Center Foyer					
	11:15 a.m. - 11:30 p.m.	Credentials Committee Meeting	Credentials Desk -Kaleiopapa Convention Center Foyer				Bob Isaacs chair.	
	1:00 P.M. - 2:00 P.M.	2018-2019 Foundation Board of Trustees Meeting	Manoa Kea/Manoa Loa	See Diagram Add small table inside hollow square for confrence phone.				
	2:00 P.M. - 4:00 P.M.	2017-2018 Kiwanis District Board of Trustees Meeting	Manoa Kea/Manoa Loa	See Diagram Add small table inside hollow square for confrence phone.	Assorted sodas on consumption	Outside phone line for conference phone. Power strip located under table top podium		

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	4:00 P.M. - 5:00 P.M.	2018-2019 Kiwanis District Board of Trustees Meeting	Manoa Kea/Manoa Loa	See Diagram Add small table inside hollow square for conference phone.	Assorted sodas on consumption	Outside phone line for conference phone. Power strip located under table top podium		
	5:00 P.M. - 5:30 P.M.	2018-2019 Trustee Photos	??					
	1:00 P.M. - 4:30 P.M.	Kiwanis District Office & On Site Registration Desk Opens	Kaleiopapa Convention Center Foyer					
	1:00 P.M. - 4:30 P.M.	Registration Desk Open	Kaleiopapa Convention Center Foyer	Need 3-4 classroom tables behind pre registration.				
	1:00 P.M. - 4:30 P.M.	Credentials Desk Open	Kaleiopapa Convention Center Foyer	Need 3-18" tables and 8 chairs. Matrix will supply 2 counters.				
	1:00 P.M. - 4:30 P.M.	District Sales	Kaleiopapa Convention Center Foyer					
	1:00 P.M. - 4:30 P.M.	Kiwanis Welcome Desk & Information Desk Pride In Membership	Kaleiopapa Convention Center Foyer	Need reg counter (from Matrix Mobile) and six chairs. Need display board/corkboard for message center.				
	2:30-4:30 p.m.	Private Event	??	2 6ft tables in front with 2 rounds seating 8 each - Pink linens and décor	Light Break plus small pink desserts for Service for 8- finger sandwiches, vegetable crudité with dip, cheese and crackers, coffee, tea and pink champagne, pink lemonade inclusive		Make flyer and invite KI Trustee counselor spouse	
	5:30 P.M. Doors Open 6:00 P.M. - 9:00 P.M. Dinner service beginning at 6:30 P.M.	2017-2018 Governor's Team Dinner by invitation only	Pa'akai Point	Rounds of 8 for 96 ppl. Reception table by entrance door with two chairs. Skirted table for awards. White linen with blue napkins. Cash bar in room.	Rosemary Seared Beef Tenderloin paired with lemon basil fresh catch, roasted garlic mashed potatoes, red wine jus, seasonal vegetables, garden greens, trio petite desserts, \$108.91 inclusive	Hotel Standing microphone - house sound. American flag		
		Evening Free for Team or Division Dinners						
Friday, August 10, 2018	24 Hour hold	Convention Office to be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Planning Office	Existing - same as Wednesday				
	24 Hour hold	Convention Storage (AV, Seminar & Workshop materials) To be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Storage	Existing - same as Wednesday				
	6:45 A.M. Service Breakfast 7:00 - 7:50 A.M.	Inspirational Breakfast hosted by the Kiwanis Club of Kailua-Kona President: Doug Payne	Kaleiopapa Convention Center Ballroom ??	Rounds of 8 for 30-50. Four reserved tables in front of podium. Linen colors White with Blue Napkins. American Flag.	Scrambled eggs with chives, sliced bacon and portuguese sausage, garlic country potatoes, papaya with lime, baked muffins and croissants. Orange juice, coffee or hot tea. \$41 inclusive. Service should begin at 7:00 a.m. and stop when all have been served for the program.	Hotel Podium microphone - house sound. American flag.		
	7:30 A.M. - 8:00 A.M.	Registration Committee Meeting	Registration Area in Kaleiopapa Convention Center Foyer				Registration Committee to pull Foundation Honors breakfast packets at 4:00 P.M.	
	7:30 A.M. - 8:00 A.M.	Credentials Committee Meeting	Credentials Desk -Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 5:00 P.M.	Kiwanis District Office & On Site Registration Desk Opens	Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 5:00 P.M.	Registration Desk Open	Kaleiopapa Convention Center Foyer					

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8:00 A.M.-8:15 a.m.	8:00 A.M. - 5:00 P.M.	Credentials Desk Open	Kaleiopapa Convention Center Foyer	Need 3-18" tables and 8 chairs. Matrix will supply 2 counters.				
	8:00 A.M. - 5:00 P.M.	Exhibit Booths Open	Kaleiopapa Convention Center Foyer	Existing				
	8:00 A.M. - 5:00 P.M.	District Sales	Kaleiopapa Convention Center Foyer	Existing				
	8:00 A.M. - 5:00 P.M.	Kiwanis Welcome Desk & Information Desk Pride In Membership	Kaleiopapa Convention Center Foyer	Existing				
	8:00 A.M. - 8:30 A.M.	Sergeant-At-Arms Committee Mtg.	Kiwanis District Office - Planning Office	existing	Water Service			
	8:00-8:50 a.m.	Opening General Session	Kaleiopapa Convention Center Ballroom	Rounds of 10 for 750 - with theater seating in the back to 200. Linen Color: White				
	9:00-11:50 a.m.	Seminar 1	Mauna Kea	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	9:00-11:50 a.m.	Seminar 2	Mauna Loa	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	9:00-11:50 a.m.	Seminar 3	Hualalai	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	9:00-11:50 a.m.	Seminar 4	Keauhou IV	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	9:00-11:50 a.m.	Seminar 5	Keauhou III	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	10:30 AM-11:30 AM	2017-2018 LTG Rehearsal	Kaleiopapa Convention Center Ballroom					
	11:30 A.M.	Luncheon for Stage Crews and Matrix Mobile	Backstage - ???	One Round of 8	Menu same as below			
	11:55 P.M. Doors Open 12:00 P.M. - 1:30 P.M.	Awards Luncheon hosted by the Kiwanis Club of Kahului, Maui President: Richard Minatoya	Kaleiopapa Convention Center Ballroom	Existing/Set Lunch for 200-250. BRING SIGNS THAT SAY RESERVED.	Citrus seared style chicken, baby spinach salad, roasted vegetables, smoked natural jus, roasted potatoes and chocolate cake, chocolate mousse and fresh berries for dessert. \$57.65 inclusive			
	1:45-3:45 p.m.	Seminar 1	Mauna Kea	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	1:45-3:45 p.m.	Seminar 2	Mauna Loa	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	1:45-3:45 p.m.	Seminar 3	Hualalai	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	1:45-3:45 p.m.	Seminar 4	Keauhou IV	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	1:45-3:45 p.m.	Seminar 5	Keauhou III	Theater seating to max. Standing podium on stage. Screen by ?? . Two draped presentation tables on stage.				
	4:00 to 5:00 p.m.	Second General Session	Kaleiopapa Convention Center Ballroom	Existing	Water Service backstage.			
		Dinner with KI Trustee at Luau						
		Haleo Luau						
		Evening Free for Division Dinners						

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Saturday, August 11, 2018	24 Hour hold	Convention Office to be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Planning Office	Existing - same as Wednesday				
	24 Hour hold	Convention Storage (AV, Seminar & Workshop materials) To be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Storage	Existing - same as Wednesday				
	Setup begins at 6:00 a.m. Doors open at 6:30 a.m. Program 7:00 A.M. to 8:00 A.M. (Program will list start as 6:45 a.m.)	Foundation Honors Breakfast	Kaleiopapa Convention Center Ballroom	Rounds of 8 for 275. 30 front tables numbered with table stands. Registration table with two chairs inside entrance door. Existing table/room set up. Standing podium. One draped presentation table in front of stage. One draped AV table to one side of the stage. American Flag. Linens: white with royal blue napkins	Scrambled eggs with chives, sliced bacon and portuguese sausage, half island papaya with Lime, country potatoes, muffins or croissants, orange juice, coffee or hot tea. Service should begin at 6:45 a.m. and stop when all have been served for the program. \$41 inclusive	Podium microphone - house sound. Kiwanis to supply projector and screen. American flag.	Registration packets with breakfast tickets to be at table inside doors	Pete Horton 925-216-2926
	7:30 A.M. - 8:00 A.M.	Registration Committee Meeting	Registration Area in Kaleiopapa Convention Center Foyer					
	7:30 A.M. - 8:00 A.M.	Credentials Committee Meeting	Credentials Desk -Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 12:00 P.M.	Kiwanis District Office & On Site Registration Desk Opens	Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 12:00 P.M.	Registration Desk Open	Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 2:30 P.M.	Exhibit Booths Open	Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 2:30 P.M.	District Sales	Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 12:00 P.M.	Kiwanis Welcome Desk & Information Desk Pride In Membership	Kaleiopapa Convention Center Foyer					
	8:00 A.M. - 12:00 P.M.	Credentials Desk Open	Kaleiopapa Convention Center Foyer			Mics if needed/screen and		
	8:00 A.M. - 9:00 P.M.	Sergeant-At-Arms Committee Mtg.	Planning Office			if needed/screen and projector fromCNH		
	8:15 A.M.-9:15 A.M.	Make Up Photos for 2018-2019 District Officers, Lt. Governors and District Trustees (only those who did not have pictures taken at Lt Governor Training)	Kaleiopapa Convention Center Ballroom	side of ballroom	water service			
	8:15-9:15 AM	2018-2019 District officers, Trustees and Lt. Governors Rehearsal	Kaleiopapa Convention Center Ballroom					
	8:15-11:45 a.m.	Seminar 1	Mauna Kea	Theater seating to max. Standing podium on stage. Screen by ???. Two draped presentation tables on stage.				
	8:15-11:45 a.m.	Seminar 2	Mauna Loa	Theater seating to max. Standing podium on stage. Screen by ???. Two draped presentation tables on stage.				
	8:15-11:45 a.m.	Seminar 3	Hualalai	Theater seating to max. Standing podium on stage. Screen by ???. Two draped presentation tables on stage.				
	8:15-11:45 a.m.	Seminar 4	Keauhou IV	Theater seating to max. Standing podium on stage. Screen by ???. Two draped presentation tables on stage.				
	8:15-11:45 a.m.	Seminar 5	Keauhou III	Theater seating to max. Standing podium on stage. Screen by ???. Two draped presentation tables on stage.				
	9:30-10:00 a.m.	Elections Committee Meeting	Planning Office					

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	11:30 a.m.	Luncheon for Stage Crews and Matrix Mobile	Backstage - ???	One Round of 8	Menu same as below	To be provided by Matrix Mobile Television	Backstage Voice Doug Vincent	
	12:00 P.M. - 1:30 P.M. Door open at 11:50 A.M.	Inter-club Luncheon - hosted by the Kiwanis Club of East Hawaii (President: JP Field)	Kaleiopapa Convention Center Ballroom	Rounds of 8 for 75. 14 marked reserved tables across in front of stage. Draped 6' presentation table next to stage for Foundation raffle. One presentation table on stage. White tablecloths. Red and Blue Napkins.	Teriyaki Beef, soy-ginger glaze, baby greens salad with papaya seed dressing, steamed white rice with sauteed vegetables and mango cheesecake with raspberry drizzle for dessert. \$57.65 inclusive			
	2:00 - 4:30 PM	Green Room/Backstage	Behind Stage Kaleiopapa Convention Center Ballroom	Theater seating for 60				
	2:30 - 5:00 P.M.	House of Delegates & Third General Session	Kaleiopapa Convention Center Ballroom	EXISITING PLUS: Will need 8' draped table on stage for Parliamentarian & timers w/4 chairs. Lobby will need two 8' draped tables w/6 chairs and stanchions for SSgt at Arms. Will need one 8' draped table w/3 chairs inside doors to Ballroom for Pass Out Door. Delegate & non-delegate seating TBD.	Water Service Backstage	Need 2 Microphones - aisle left and right		
	2:30 - 5:00 P.M.	Elections Committee	Planning Office				Counters and Electon Box	
	2:30 - 5:00 P.M.	All Exhibit Booths begin being vacated	Need A/V crew to collect equipment	Need large trash cans for exhibitors boxes & trash				
	6:00-7:00 p.m.	No Host Social	Kaleiopapa Convention Center Foyer		no host bars needed			
	6:00 - 7:00 P.M.	Dinner for Stage Crews and Mobile Matrix	Backstage - ???	One Round of 8	Menu same as below			
	7:00 P.M. (Doors open at 6:45)	Installation Dinner	Kaleiopapa Convention Center Ballroom	EXISITING WITH: 32 Rounds of 8. Need 20 table stands with stands for reserved seating. One reserved for SAA in back of room	Rosemary seared beef tenderloin paired with seared mahi mahi, butter lettuce, hearts of palm and baby tomatoes salad. Roasted garlic mashed potatoes, red wine jus, seasonal vegetables and chocolate decadence cake, chocolate mousse and fresh berries for dessert. \$108.91 inclusive. Teal and white table cloths with gold napkins.			
	Dinner at 7:00 p.m., Session at 8:00 P.M.	Fourth General Session & Installation of Officers & Lt. Governors	Kaleiopapa Convention Center Ballroom	Rounds of 8 for 100. 14 marked reserved tables across in front of stage. White tablecloths. Red and Blue Napkins.	Water Service Backstage	American flag to the right of podium.		
	8:30 PM (time is approximate)	Governor Designate Rocci Barsotti Reception (invite only)	Rocci's Suite Room #xxxxx					
	10:00 PM - 1:00 AM	Move out for AV crew	Ballroom					
		Secure Convention Office to be available 24 hours a day from 12:00 P.M. Monday to 12:00 P.M. the following Monday.		Existing				