

Especially Prepared for Larry Barnson

DISTRICT CONVENTION CHAIRMAN

Assignment of Duties:

District Responsible for:

□ BADGES

The District office will provide name badges for all attendees.

□ DOOR CONTROL

Sergeant-at-Arms Committee will handle door control at breakfast, luncheons and entertainment features. The SAA Committee is appointed by the District Governor.

Door control at convention sessions will be under the supervision of the Sergeant-at-Arms.

□ 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 provide to all clubs District convention registration information, hotel reservation information and send an official announcement regarding the District Convention giving all general information. Registration and hotel information will also be sent to District Officers, Lt. Governors, Past District Governors, Committee Chairmen, and Lt. Governors-elect.

Registration packets will be prepared by the District office and arranged alphabetically by the Kiwanian's last name. Packets will contain the District Convention program, badge(s), meal ticket(s), map of the hotel showing areas to be used for the convention, and **any coupons/flyers provided by the host committee.**

Complimentary registration packets will be made up for the three Service Leadership Program 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 individual registrations after the registration deadline.

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 Awards Luncheon and Inter-club Luncheon.

□ **FINANCES**

A budget will be prepared by the Executive Director, submitted to the Finance Committee and presented to the Board of Trustees for their approval. The input of the host committee is welcome as to suggested items/amounts to incorporate into the convention budget (i.e. decorations/entertainment).

In order to comply with the District’s financial policies, purchase orders must be issued for all convention-related expenditures. **No commitment for expenditures should be made without a completed purchase order approved by the Executive Director.**

The following information is needed to complete a purchase order:

- 1) Vendor’s name and address
- 2) Date order should be delivered
- 3) Quantity
- 4) Description
- 5) Price
- 6) Event Name (Example: Inter-club Luncheon decorations; Installation Dinner)

All of the above information must be received before a purchase order will be issued.

All invoices incurred for the District Convention should be sent to the District office for payment. **The final deadline for submission of bills is September 30th**

□ **HOTEL**

Hotel reservations will be made directly with the hotel by the convention attendees. All attendees should be encouraged to stay at an assigned convention hotel because of the necessity to fulfill our contracted room block with the hotel.

A room will be provided for guest speaker(s) and any other VIP’s, if required. The District office will make these arrangements.

The general chairman will receive a complimentary room for Thursday, Friday and Saturday evenings at the headquarters hotel.

□ **PRINTING REQUIREMENTS**

1 – Flyers for special events will be printed by the District Office. The committee should submit draft flyers covering special events to the District Office. These would include the Golf Tournament (if it is planned for 2013), Partner/Guest Tour, Partner/Guest activities and any other special events.

2 - Convention program will be printed through District office.

Convention chairman will need to furnish the following information to the District office for the convention program:

- a. Greetings from the Convention Chairman for the Program (due June 1st)
- b. List of Assistant Chairman and Local Committee Chairman (due January 15th)
- c. List of local restaurants/facilities with banquet rooms for division dinners (due January 15th)
- d. Parking Facilities
- e. Information on Special Events for partners/guests (due March 1st)
- f. First Aid/Hospitals/Pharmacies (due March 1st)
- g. Pictures of General Convention Chairman (due March 1st)
- h. RV Parking information (due March 1st)

The deadline date for all other program material is June 1st.

□ **RIBBONS**

The District office will order ribbons for attendees. Ribbons for the host committee will be given to the general chairman for distribution. Ribbons may be distributed at the information booth or another booth designated by the host committee chair.

□ **SEMINARS & WORKSHOPS**

The Governor-elect, in conjunction with the Executive Director and seminar chairman (Education Committee) will determine the seminar matrix.

□ **SIGNAGE**

The host committee should determine the need for directional signs for: registration, seminar rooms, general sessions, and meal functions. The District office will bring signs that are needed.

□ **SPEAKERS**

All speakers will be secured via the Governor.

□ **VIP SEATING**

Reserved seating will be provided for VIP's designated by the Governor. The Convention Chairman will be seated at reserved table(s) at the Inter-club Luncheon and Saturday evening dinner. The host club president for hosted meals will be seated at reserved table(s) during their assigned hosted meal function. Place cards for VIP's will be provided and distributed through the District office.

General Chairman Responsibilities

□ HOST DIVISION REGISTRATION

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

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

□ ADDITIONAL MEAL FUNCTIONS

Assist Executive Director in suggesting locations to the Governor for the following:

1 – Board/Team Dinner (usually on Thursday evening) for current board and their teammate/guest. (90-120 people)

2 - Past Governors Dinner (usually on Wednesday evening). (25-35 people)

These events are usually located at an “offsite” restaurant or other location and all require a private room.

□ ASSISTANTS/FLOATERS

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

□ BOARD MEETING

There will be a Board meeting prior to the opening of the convention. **You will be on the agenda of this meeting to present the convention program to the Board of Trustees.**

□ COMMITTEE MEETINGS

The chairman should have at least one meeting a month with his committee. The meetings should be scheduled after clearing the date and time with the Governor and Executive Director to assure their availability. The first meeting should be held approximately 9-10 months prior to the date of the convention.

□ **HOST CLUB(S)**

The chairman will recommend to the Governor a club (or clubs depending on meal events being hosted) to be the host club for inter-club meal functions (i.e.: Awards Luncheon, Inter-Club Luncheon, etc). When the host club has been determined, the chairman shall notify the District office of the club name, president's name and contact information.

The host club should bring its banner to the convention a day prior to the event so the hotel/center staff may display it. The banner should be given to the General Chairman or the Executive Director. The club president should bring the gong and gavel to the meal function their club is hosting.

□ **PHOTOS**

The District office will need a digital picture of the chairman for incorporation in the convention program. The photo should be e-mailed to the District office no later than March 1st.

□ **PROGRAM PARTICIPATION**

At the First General Session, the chairman will have three (3) minutes to make the Call to Order and make the designated introductions (the individuals who will present the Pledge of Allegiance, Song or Invocation, and the Governor). The District office will need to receive a brief script to incorporate into our script book, which will be placed at the podium. We would appreciate having this script prior to June 1st.

Also, the District office needs a "Welcome" letter from the chairman to be incorporated into the convention program. We would appreciate receiving this by June 1st.

□ **PROMOTION**

You will be responsible for an "On To" District Convention booth at the District Convention prior to your assigned convention and the Mid-Year Conferences during your year. You will also be asked to make an "On To" presentation at a general session during the preceding District Convention.

Host Committee Responsibilities

The following is a list of responsibilities for the host committee. The General Chairman is asked to determine the structure of the host committees to accomplish these tasks.

□ AUDIO/VISUAL

Audio/Visual Equipment: Kiwanis owns much of its own audio/visual equipment to hold down the costs of conventions. A responsible person to chair this committee should meet with the Executive Director or his designated representative prior to the convention. 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 or a designated Kiwanian shall stay in the AV room to coordinate the volunteers. This committee may be consisted of Service Leadership Program helpers as long as there is an appropriate number of Kiwanians supervising the SLP members.

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.

Seminar Materials - The AV committee may also be asked to distribute materials to the appropriate seminar rooms according to the schedule.

□ BOOTH COORDINATOR

The Executive Director will supply a list and diagram of booth assignments. The booth coordinator will be responsible for the proper assignment of physical booths and will coordinate with hotel/convention center staff for any unforeseen needs. Also, this person will need to check the booth area during the convention to be sure any person setting up a booth has proper authorization. The coordinator will have a list of those who have been authorized. If there is a question, please see the Executive Director or a staff member at the District office. We also ask on the last day booths are open that the booth coordinator verifies with each booth exhibitor the breakdown/closing times. The booth coordinator should remain onsite until all booths have been cleaned and vacated by exhibitors.

□ DECORATIONS/FLOWERS

Arrange for all details for decoration of room for general session and meal functions. Confer with Audio-Visual Chairman Hilding Larson with respect to stage decorations. Check with the Executive Director for VIP table arrangements. 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. 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 Executive Director.

The committee may also choose to arrange a drawing to raffle off the decorations. Funds raised must be designated for a **District** project (PTP, Rose Float, etc.). **The approval of the Governor should be obtained before making any definite plans.**

Upon request, provide two (2) bouquets - one (1) of red roses and one (1) of yellow roses for presentation to spouses of Governor-designate and the Immediate Past Governor during their Saturday installation. These should be provided by a local florist and be delivered/picked-up on Saturday. Contact the Executive Director for payment.

□ **DIVISION DINNERS**

Provide restaurant/banquet hall information requested by Lt. Governors or Past Governors who wish to have a division or team dinner. A helpful list might contain restaurant name, size of banquet facilities and a contact name and phone number.

□ **ENTERTAINMENT**

Provide any local entertainment requested by the District Governor or Executive Director. This will usually be for a general session, the Board of Trustees dinner or Inter-club Luncheon. The host committee should recommend entertainment for the opening session to the Executive Director and Governor. If entertainers require a piano, notify the Executive Director so arrangements may be made with the hotel or convention center.

□ **GOLF TOURNAMENT (IF ANY)**

No tournaments should be scheduled to conflict with convention sessions. The Governor must approve the scheduled time. The local committee shall determine basis for competition and purchase awards for presentations. Arrange with the Executive Director for a time to make award presentations. The tournament should use a shotgun start/scramble for time considerations. The tournament should be arranged not later than January 15th, and a flyer should be submitted to the District office by January 15th for distribution to the clubs.

□ **HEALTH AND SAFETY**

Provide a listing of hospitals and health care facilities for the convention attendees' packets.

□ **HOSPITALITY LOUNGE/AREA**

If it is the desire of the District Governor to set up this lounge/area, the scheduled hours should be printed in the program and the room **MUST BE** manned at the times scheduled.

□ **INFORMATION/WELCOME BOOTH**

Staff an information/welcome booth in the registration area. The Executive Director will arrange for an announcement board to be placed at the information booth for messages and division announcements. Secure information from the Convention and Visitors Bureau on dining, entertainment, and places to visit while in the area.

If the chairman agrees, this booth may also provide a location for Kiwanians to buy and sell tickets to meal functions by posting the information as to what tickets are for sale; and what tickets are needed. This should **not** include the handling of funds by volunteers, but rather should be an accommodation point for those who wish to buy or sell meal tickets.

□ **MANPOWER/VOLUNTEER (SUBJECT TO CHANGE IN 2013 WITH NEW TRAK SYSTEM!)**

A volunteer coordinator should schedule Kiwanians for the following areas:

Pre-Registration	6-8 Kiwanians	7:00 a.m. - 12:00 p.m.
	4-6 Kiwanians	12:00 p.m. - 5:00 p.m.
Sales	3-4 Kiwanians	7:00 a.m.- 4:00 p.m.
Information/Welcome Booth	2-3 Kiwanians	8:00 a.m. – 5:00 p.m.
Audio/Visual (Seminars)	6-8 Kiwanians	8:00 a.m. – 5:00 p.m.
Unloading of truck	4 Kiwanians or SLP members	To Be Determined
Loading of truck	4 Kiwanians or SLP members	3:00 p.m. Saturday

Please note, the above are not suggested shifts - only suggested staffing levels.

Manpower - Floaters

We suggest “floaters” (2-4 people) available to assist the Chairman and the District office staff, (especially in the mornings) whose job will be to fill in where needed and assist with last minute emergencies.

Manpower for Move In/Move Out

The services of 4-6 Kiwanians are needed to help unload the truck prior to the conference and load the truck again immediately following the conference. The Executive Director will coordinate the time to unload with the chair of this committee prior to the conference.

□ **PUBLICITY**

Create a logo and slogan for use in the promotion of the convention. This must be ready by February 1.

The District office staff will assist the host committee in developing flyers/publicity for local

events (i.e.: Golf Tournament, Partner/Guest tours, etc.)

Provide local media information on convention for local coverage.

Arrange with local paper, T.V. and radio stations for frequent preliminary announcements and appropriate coverage of convention.

The District office staff will send to local club secretaries short articles for publication in their bulletins.

Provide write-ups and photographs for three (3) issues of the Cal-Nev-Ha On-Line Magazine (March/April (due date is February 1st), May/June (due date is April 1st), July/August (due date is June 1st). Provide radio and T.V. spot announcements and distribute to key radio stations and T.V. channels throughout the District.

Permission should not be granted for the publication of any special edition of local newspaper where costs are met through solicitation of advertising from local Kiwanians and merchants.

□ REGISTRATION

Registration Committee will need about 4-6 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 registration each day.

The Registration Chairman should be available at the registration desk during all hours of operation.

□ SALES/ALOHA WEAR

Provide volunteers to sell aloha wear, Governor's theme pins, and other District sales items. The Sales/Aloha Wear Chairman should be available at the sales booth during all hours of operation with two additional Kiwanians working in shifts. The chairman should insure that a completed form accompanies **all sales**.

□ TRANSPORTATION

Work with Executive Director on contracting for any necessary transportation; provide service in connection with partner/guest affairs, tours, etc. Arrange for special parking near convention center, if feasible. **The 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 30 days prior to the convention.

Miscellaneous

- The general chairman or his/her assistant should be available during the entire convention for assistance to the Executive Director and District office staff members.
- The Governor will appoint the following Committees:
 - 1 - Credentials Committee
 - 2 - Resolutions Committee
 - 3 - Sergeant-At-Arms Committee
 - 4 - Elections Committee
 - 5 - Stage Manager and Assistants
 - 6 - T.V. and Technical Advisor
- The Executive Director will furnish the Sergeant-at-Arms any certificates, plaques, patches for presentation at the convention sessions, in order for them to be available at the correct time and place.
- All participants in the convention session must supply the District office with their script so that a master script can be available for presiding officer, stage hands, technicians, District Governor, Executive Director, etc., no later than July 1st.
- We encourage both you and your committee chairmen to contact their counterparts from the preceding convention. We have attached the contact list of that committee.

Please Fax or Email These Names to The District Executive Director:

Updated: _____ (change with each update sent)

HOST CLUB NAME: _____

President of Host Club Name: _____

100% CLUB REGISTRATION

List All Lt. Governors You Have Contacted: _____

ASSISTANTS/FLOATERS

List your 3 assistants with cell#:

_____	_____
_____	_____
_____	_____

COMMITTEE MEETINGS

List your 3 tentative meeting dates: _____

AUDIO/VISUAL COMMITTEE

Name of Chairperson: _____

5 additional members: _____

PHOTOS & LOCAL PUBLICITY

Name of Committee Chairperson: _____

ENTERTAINMENT COMMITTEE

Name of Committee Chairperson: _____

DECORATIONS/FLOWERS COMMITTEE

Name of Committee Chairperson: _____

REGISTRATION CHAIRMAN

Name of Committee Chairperson: _____

SALES/ALOHA WEAR CHAIRMAN

Name of Committee Chairperson: _____

MANPOWER COMMITTEE

Name of Committee Chairperson: _____

- Unloading of truck (6):
- Pre-Registration (8-10):
- On-Site Registration (1):
- Sales (5):
- Lunch Door Control (6):
- Audio/Visual Crew (6):
- Loading of truck (6):
- Seminar Room Host/Hostesses (6):
- Lunch Room Hosts (6):

REGISTRATION CHAIRMAN

Name of Committee Chairperson: _____

INFORMATION BOOTH/MESSAGE BOARD

Name of Committee Chairperson: _____