**2017 NORTH FLORIDA AREA AL-ANON**

**CONVENTION GUIDELINES**

1. **Additional Duties & Responsibilities of**
2. **ALL Convention Sub-Committee Chairpersons**

|  |  |
| --- | --- |
| **DOs** | **DON’Ts[[1]](#footnote-1)** |
| **DO, be creative and have fun** | **DO NOT discuss the location of our convention until it’s time** |
| **DO, follow guidelines on following pages.** | **DO NOT discuss the name of our convention until it’s time** |
| **DO, select Co-chair or Alternate** | **DO NOT discuss the theme until it’s time** |
| DO, remember our primary purpose: Fun, fellowship, and sharing. | |

1. Each Chairperson to create a committee of at least six people and have regular communication and meetings with committee members.
2. **Create sub-committees as needed.** Keep minutes/notes of your meetings. Communicate with Convention Committee (“CC”) Secretary regarding providing reports.
3. Each Chairperson responsible to report back to the Convention Chairperson/Co-Chairperson regarding committee and sub-committee’s activities.
4. Each Chairperson to attend ALL Convention Meetings and report to the group. If cannot attend CC meeting select someone to attend and report on your behalf.
5. Provide estimated budgets to the Treasurer and keep financial records per the Treasurer’s request.
6. Write-up a final or closing report in which they will pass along helpful information to their counter-part for the following convention.
7. Final or closing reports will be submitted to the Convention Secretary within two weeks of the Convention with a copy kept and given to your counterpart at the turnover.

**2017 NFA CONVENTION COMMITTEE CHAIR**

1. Arrange and chair meetings of 2017 North Florida Area Convention Committee.

2. Decide on date for convention; *keeping in mind sensitive religious dates.*[[2]](#footnote-2)

3. Decide on theme and name.

4. Along with the Hotel Liaison, select the convention meeting facility.

5. Sign hotel contract.\*\*\*(delete)

6. Attend Area World Service Committee (“AWSC”) and Assemblies from the time elected or appointed, at convention expense. Make verbal and written reports to the Area, beginning with the first AWSC or Assembly following the prior convention and ending with the following Spring Assembly.

7. Provide estimated budgets to the Treasurer and keep financial records per the Treasurer’s request.

1. Work with Program Chairperson from the initial stages to ensure smooth scheduling for events and meetings.
2. Ensure chairs are reporting back to NFA Convention Committee (“CC”) and reporting activities.
3. Coordinate Convention Committee attendance at turnover of prior CC.
4. After the prior (2016) convention, may attend or send committee members to district meetings to promote the convention and solicit volunteers at the discretion of the District Representative by requesting time on the district agenda.
5. Act as “Master of Ceremonies”, along with Co-Chairperson.
   1. Introduce Chairpersons at Opening ceremonies. Note: This opens up opportunities for attendees to identify with chairs and perhaps ask questions.
6. Directs activities and solves any problems during the Convention.
7. THURSDAY NIGHT: Determine which committee chairs need to stay at the facility and for how long. Asks for group conscience to determine what committee chair expenses will be covered by the committee (i.e. registration, banquet, room).
8. SATURDAY BANQUET: Selects person to give invocation if having a banquet.
9. SUNDAY: Arranges CC Chairperson’s breakfast for Sunday Morning during the Convention (current CC absorbs this expense). Current year’s Chairperson is responsible for inviting all prior Chairpersons and the two upcoming chairpersons. There are no guests. *Time established at the discretion of the current chair.*
10. POST CONVENTION: Arranges Wrap-up meeting and receives final written reports from all Chairpersons. Ensures these reports are given to the Secretary and included in the Convention notebook.
11. Arranges and chairs turnover meeting with next Convention Committee within 30 – 45 days following the convention at a location in the current host district. The current convention covers this expense. *“Experience has shown that the Turnover Meeting is vital.”*
12. Write-up a final or closing report in which they will pass along helpful information to their counter-part for the following convention.
13. Final or closing reports will be submitted to the Convention Secretary within two weeks of the Convention with a copy kept and given to your counterpart at the turnover.

**CONVENTION NOTEBOOK:** Each Convention Committee will establish and maintain a Convention Notebook which will include as a minimum:

* + 1. meeting minutes for the Convention Committee and all sub-committees,
    2. hotel and entertainment contracts,
    3. a record of budgeted and actual expenditures,
    4. a complete list of all speakers, and a program.
  1. This notebook will be passed to the next two convention committees and then given to the Area Archives.
  2. Past Convention Chair’s act as Service Sponsors to the current Convention Chair.
  3. Past and future Convention Chairs to be invited to attend current convention meetings.
  4. Past, and if possible, future Convention Chairs should be included with the present Chair in completing hotel negotiations.
  5. Past Chairs, most recent and future Chairs need to be invited to the current convention meetings for information purposes.

Chairperson will oversee Boutique, Raffle, Literature, Decorations, Entertainment, Program, Information/First Aid, Hospitality, Treasurer, Sergeant-at-Arms.

Chairperson and Co-Chairperson will jointly oversee Hotel Liaison and Secretary.

**Co-Chairperson**

1. Work closely with the Chairperson. In the event the Chairperson is unable to complete his/her term, the Co-Chairperson will complete the term as Chairperson.

2. Co-Chairperson will oversee the following committees: Website, Publicity, Alateen, Spanish, AA Liaison, Signage, Speakers, Registration and Banquet.

**AREA CONVENTION LIAISON**

The Area Secretary shall serve as the Convention Liaison and as such will maintain a succession record of Convention Chairpersons, locations, room nights, and attendance at both the Convention and Banquet.

**AA LIAISON**

1. Responsible for all phases of AA’s participation in the convention.

1. Determine workshop topics for AA Meetings and name Workshops in keeping with our theme. Responsible for obtaining meeting chairpersons.
2. Responsible for chairing or obtaining a Chairperson for the AA Speaker Meeting at the General Session usually held Saturday afternoons (see Convention Co-Chair regarding selection).
3. Works closely with other Chairpersons such as Program, Speaker, Hospitality, Registration, etc., to coordinate AA’s participations.
4. Strives to help get the word out and ensure maximum possible AA attendance and participation.

**ALATEEN**

1. **The Alateen Chairperson must be an Alateen sponsor.**
2. Ensure that the Alateen program, as well as all teens and Sponsors, comply with the North Florida Area Minimum Alateen Safety and Behavioral Requirements for Alateen participation in accordance with the minimum requirements of the Al-Anon Family Group Headquarters, Inc.
3. Responsible for all phases of the Alateen participation in the convention.
4. Determine Alateen program and special events.
5. Responsible for dispensing proper documents, guidelines, permission slips, etc., necessary for Alateens to attend.
6. Work closely with other chairpersons such as Registration, Speaker, Hotel, and Program to coordinate Alateen activities with those of other Al-Anons.

7. Work with North Florida Alateen Chair regarding AMIAS training.

**BANQUET**

1. Work with our Hotel Liaison and the hotel to determine banquet menu, remembering special dietary needs.
2. Determine seating arrangements.
3. Work with Registration Chairperson and Program Chairperson to coordinate activities and information.
4. Work with Registration Chairperson to coordinate color coding each entrée as to what entrée each guest will be eating.
5. **Arrange for “head table” seating for speaker and others.**
6. Responsible for banquet tickets and works with Registration Chairperson to distribute same.
7. Supervise selling of additional tickets at the Convention, if the facility can accommodate.
8. **Work with Entertainment Chair regarding Saturday night entertainment after the Banquet.**

**BOUTIQUE**

Boutique/Raffle items are the Area’s participation.

1. Solicit hand-made items from North Florida Area membership.
2. Collect and store Boutique items until convention.
3. Price items and arrange attractive layout of items.
4. Provides membership with guidelines as to what are acceptable items and what are not in keeping with the guidelines provided in the 2014-2017 Service Manual, pages 97 - 98.
5. Prepare to operate Boutique during convention by providing cash box, change, record book, calculator, sacks, and/or packing materials.
6. Provide adequate number of people to man Boutique.
7. Keep financial records.

**DECORATIONS**

1. Banquet centerpieces.
2. Registration tables.
3. Other decorations as desired.
4. Make arrangements for hanging of banner at Convention. *Most hotels do not allow signage to be attached to their walls.*
5. Ensure signage is adequate and appropriate to direct participants to Meetings, Hospitality, Boutique, Literature, Serenity room, and Raffle area, etc.
6. Provide decorative container in which people can deposit evaluation forms.
7. May assist both Raffle and Boutique with decorations if requested from those chairpersons.

**ENTERTAINMENT**

1. Work with our Hotel Liaison and the Banquet chair.
2. Work with Registration Chairperson and Program Chairperson to coordinate activities and information.
3. Arrange for Saturday night entertainment after the Banquet and Speakers coordinating subcontractor through Hotel Liaison.\*
4. Arrange other entertainment as decided upon by Convention Committee.
5. **Arrange for Friday night skit in keeping with our theme.**
6. Hotel Liaison coordinates contracts with any subcontractors and ensures they comply with the hotels requirements.

**HOSPITALITY**

1. Plan types and amounts of food and beverages to be offered.
2. Select committee to assist him/her.
3. Solicit donations from groups and districts.
4. Make and distribute publicity posters to various groups while soliciting their help. Work with Publicity Chairperson.
5. Purchase, prepare, and present food and beverage with the help of his/her committee.
6. Is responsible for getting enough volunteers to man the Hospitality Room.
7. Determine method and execute plan to make everyone feel welcomed, hugged, and/or greeted.

HUGS/GREETERS – Friday and Saturday morning suggest greeters to give hugs in hotel lobby, welcome attendees and direct them to registration and the hospitality room.

1. Work with Information/First Aid Chair regarding information as to area restaurants and having a second message center in the hospitality room.
2. Arrange clean up during and after the convention.

COMMENTS:

Hotels do not allow groups to supply food or beverages in common areas.

Become familiar with hotel rules regarding food/beverage in hospitality rooms

(see Hotel Liaison).

**HOTEL LIAISON**

1. Along with the Convention Chairperson, select the convention meeting facility. See meeting specifications. Before selection is made, to assist in planning, the chairperson should consult with prior Convention Chairpersons and/or Convention Liaison for information regarding negotiations, meeting rooms (including Alateen room and pool party), hospitality room costs, number of rooms used and average attendance of previous three conventions, etc…
2. Secures a letter of confirmation from the representative of the meeting facility being considered, quoting dates, agreements reached for meeting rooms, hospitality room, guest rooms, banquet, prices for coffee, parking, etc…
3. Serves as the designated contact with the facility until the convention closes.
4. Appoints Hotel Angels to assist with all duties.
5. Works out conditions of the contract with the hotel.
6. Acquaints himself/herself with hotel rules and regulations.
7. Arranges for a speaker’s podium or platform, if desired, tables and chairs for speaker’s platform, and a public address system. Arranges for microphone to be used throughout convention.
8. Is available to committee during the convention to assist in any way he/she can.
9. Coordinates all contact with the hotel both before and during the Convention including banquet [work with Banquet chair] and audiovisual contracts, working with the Sergeant at Arms/Security Chairperson during the Convention.
10. Works with Information/First Aid and Program chairs regarding accommodating members with Special Needs.
11. Works with Information/First Aid regarding list of contacts for Police, Hospital, Hotel Management, Hotel Security, Hotel Engineer.
12. Works with the Convention Chair and Treasurer to ensure correct billing, etc…
13. Coordinates contracts with any subcontractors and ensures they comply with the hotels requirements.
14. Sends thank you notes to the hotel staff.

**INFORMATION / FIRST AID / SECURITY CHAIRPERSON**

1. Selects people to help him/her throughout the convention
2. Is responsible for establishing Message Centers and Lost and Found Center and keeping information up to date during convention.
3. Obtains information from meeting facility management/representative regarding medical services, First Aid Room, First Aid Kit, list of doctors and dentists, use of wheelchair, etc…
4. Is prepared to inform those attending convention about general layout of hotel, our meeting rooms, hospitality rooms, rest rooms etc.
5. Is prepared to dispense general information about the area and current events. Should know locations of hospitals, restaurants, etc.
   1. Prepares a list of eating establishments in the immediate vicinity with directions for inclusion in the registration packets. Work with Registration Chair.
6. Coordinates with Hospitality Chair regarding other events in town at the time of our Convention, tell our members so they can avoid or plan to attend.
7. Has general knowledge of special needs that may be met by the hotel such as wheelchairs, etc. Works with Hotel Liaison, Information/First Aid and Program chairs regarding accommodating members with Special Needs. [Suggestion to become familiar Americans with Disabilities Act].
8. List of contacts for Police, Hospital, Hotel Management, Hotel Security, Hotel Engineer.
9. Acquaints himself/herself with hotel rules and regulations and coordinates with hotel to make sure rooms are set up properly.

**SERGEANT AT ARMS**

1. Is available to committee during the convention to assist in any way he/she can.
2. Works closely with the Hotel Liaison.
3. Provides assistance to the Treasurer as required i.e., picking up money from Boutique, Raffle, Literature . . .
4. Works with Hotel Liaison, Information/First Aid and Program chairs regarding accommodating members with Special Needs.

**LITERATURE CHAIRPERSON**

1. Ensures there is adequate C-A-L for display and to sell.
2. Displays C-A-L and arranges for the sale of books and pamphlets including manning the literature sales table.
3. Prepares for and executes any C-A-L raffles where tickets are separate from the general raffle.

**PROGRAM**

1. Plans all **Al-Anon** meetings and workshops.
2. Works with Convention Chairperson and Hotel Liaison from the initial stages to ensure smooth scheduling for events and meetings.
3. Works with Convention Chairperson and Hotel Liaison assign rooms for all meetings and workshops.
4. Works closely with Alateen and AA Chairpersons to coordinate meeting schedules.
5. Arranges times and topics for workshops, **panels**, and speakers.
6. Arranges printing of the convention program.
7. Arranges to delegate workshop topics to various districts through the District Representatives and follow-up to see that the workshops are being covered.
8. At convention provides opening, closing and other required information to workshop facilitators. Consider including ribbon or otherwise identify Workshop Facilitators.
9. Prepares Convention Evaluation form.
10. Works with Speaker Chair/Voice/Master of Ceremonies.

Example of general sessions:

|  |  |
| --- | --- |
| Friday evening | Opening with Alateen speaker |
| Saturday 3:00 p.m. | General session with AA Speaker |
| Saturday night | Banquet with Al-Anon Speaker |
| Saturday night | Entertainment |
| Sunday | Closing and Al-Anon Spiritual Speaker |

NOTES: The theme and location will not be announced until Sunday morning of the prior convention and no registrations will be sold prior to Sunday morning of the prior convention.

**PUBLICITY**

1. Ensures high visibility for all aspects of the convention. (i.e. skits at Assemblies after prior convention has been held and at AWSC meetings in 2011).
2. Prepares fliers, bookmarks etc. to distribute at every available opportunity (i.e. Assemblies, AWSC, district meetings at the discretion of the District Representative) to encourage maximum participation/attendance.[[3]](#footnote-3)
3. **May obtain mailing/registration lists from previous convention committee and mail or email registration forms to previous attendees.**
4. Sends dates, location, and contact name to Area Newsletter and The Forum (at least six month’s notice).
5. Encourages early registration through any means he/she can come up with.
6. Cooperates with Public Information Coordinator to get information to hospitals, treatment centers, etc.
7. WEB-SITE:
   1. May be a sub-sub committee.
   2. Ability to register online AND pay online.
   3. Suggest separate web-site i.e., [www.nfa2017convention.com](http://www.nfa2017convention.com).
   4. Provide information for North Florida Area and districts to link.
   5. Include specifications for the hotel (room nights, cost, parking, directions, etc.).

**RAFFLE**

Boutique/Raffle items are the Area’s participation

1. Responsible for soliciting, collecting and storing items to be raffled.
2. Provides membership with guidelines as to what are acceptable items and what are not in keeping with the guidelines provided in the 2014-2017 Service Manual, pages 97-98.
3. Display raffle items in designated areas and hold raffle at convention using efficient system of dispensing prizes.
4. Purchase raffle tickets in several colors.
5. Provides adequate number of people to sell tickets during convention.
6. “Costume” ticket sellers to be highly visible.
7. Provides sellers with all necessary equipment to conduct ticket sales.
8. Works closely with Banquet and Boutique Chairperson as well as Treasurer.
9. Keeps financial records.

NOTES: The theme and location will not be announced until Sunday morning of the prior convention and no registrations will be sold prior to Sunday morning of the prior convention.

**REGISTRATION**

1. Coordinates with Publicity Chairperson for designing registration forms.
2. Coordinates with Publicity Chairperson to ensure maximum distribution of forms and participation.
3. Works with Treasurer regarding Post Office Box after 2016 convention.
4. Sets up ability to register and pay online. DONE BY WEBMASTER
5. Encourages **early** registration and mans registration tables at Assemblies, prior Convention, etc…
6. Works with Banquet Chairperson to coordinate color coding each entrée as to what entrée each guest will be eating.
7. Pre-registers Speakers and their guests.
8. Keeps records of registration receipts for convention and banquet.
9. Prepares registration procedure and materials in prepackaged packets.
10. Provides name badges.
11. Responsible for manning registrations desks at convention.
12. Works closely with Banquet, Hotel, Alateen and AA Chairpersons as well as Treasurer and Secretary.
13. When accepting personal checks, makes sure to get phone number in case of problems later.

**SECRETARY**

1. Take minutes at committee meetings and provide copies of same to other committee members.
2. Send notices of meetings if necessary.
3. Keep Archives Notebook containing all information pertinent for convention.
4. Is responsible for collecting archives from all committee members.
5. Handle other correspondence as circumstances warrant.
6. Keeps a current mailing/phone/e-mail list of committee members.
7. Ensures archives notebook is complete and turned over to the next convention chairperson at the turnover meeting.

**CONVENTION NOTEBOOK:** Each Convention Committee will establish and maintain a Convention Notebook which will include as a minimum: Meeting minutes for the Convention Committee and all sub-committees, hotel and entertainment contracts, a record of budgeted and actual expenditures, a complete list of all speakers, and a program. This notebook will be passed to the next two convention committees and then given to the Area Archives.

**\*\*\*SERENITY CHAIR \*\*\***

1. Selects people to help him/her throughout the convention.
2. Gather information from hotel and local area regarding walking trails, exercise rooms, Yoga classes.
3. Work with Hotel Liaison and Program chair regarding setting up Serenity room where members can go and meditate. Room may also be used for spiritual workshops.
4. Friday afternoon works with Hospitality to welcome attendees and direct them to Registration, the Hospitality room and the Serenity Room.

**SIGNAGE**

**SPEAKER**

1. Establish committee to listen to Speaker tapes and visit speaker meetings to facilitate selection of Speakers.

(a) Tapers often donate tapes for this purpose. These tapes can then be used as raffle items.

(b) It may be deemed prudent to request an equal number of tapes from each Taper bidding the convention in order to avoid a conflict when reviewing bids.

2. Select Taper (takes bids and signs contract after budget approval). The Taper will be offered one of the following choices:

(a) Sell tapes from the current convention speakers and have expenses paid for sleeping room, registration and secured room for equipment; or,

(b) Sell their library tapes of AA, Al-Anon, and Alateen Speaker tapes/disks in addition to current convention speakers, with no expenses paid by the convention.

3. Work with Hotel Liaison regarding contract requirement and hotel requirements.

(a) Hotel Liaison coordinates contracts with any subcontractors and ensures they comply with the hotel’s requirements.

4. Work with Hotel Liaison regarding where Tapers set-up and audio equipment will be placed during speaker session.

5. Select all Speakers (Al-Anon, AA [work with AA Liaison] and Alateen). Make all arrangements for Speakers to attend the convention (i.e. transportation etc.)

Guidelines for selecting Speakers:

* All Speakers should be **active** Al-Anon, AA or Alateen members.
* Attention should be paid to **variety** in Speakers’ age, sex, status (e.g. parent, spouse, divorced, child, etc.).
* Review past Speaker Lists and do no repeat Speakers who have spoken in last five years at our convention. Speakers should not have spoken at other meetings, roundups, etc. in North Florida within the past twelve months, prior to selection. **If possible, select Speakers from multiple areas.**

**6.** Contact Speakers by phone, stating all information known regarding the Convention and obtaining a commitment from them as soon as possible.

7. Follow up phone conversations with a letter, giving them Speaker Chairperson’s name, address, e-mail, and telephone number.

8. Inform Speakers that the Convention will pay for their travel (airplane [coach] or, if driving to the convention, mileage at the current IRS rate, not to exceed the cost of an airplane ticket), hotel room, meals, and registration.

(a) For the Alateen Speaker, meals and registration expense of a Sponsor of the same sex, or a parent, will be covered.

(b) Inform Speakers of arrangements and the procedures for reimbursement of expenses.

**Note** that the Convention pays for coach only, not first class. Ask for group conscience to determine whether or not the CC will pay expenses for each Speaker to bring a guest.

9. Work with AA Liaison regarding Speaker meeting. Also, develop folder with outline and other information which the Meeting Chairperson might need to know.

10. Provide the Program Chair and Secretary a list of Speakers and their addresses, telephone numbers and e-mail addresses.

11. Give names of Speakers and there guest(s) to Registration Chairperson to pre-register them.

12. Ensure Speakers and their guest’s needs are met during their visit here (i.e. only eat alone if they insist), transportation from airport, etc.

13. Enlist volunteers to Host the Speakers and develop list of Host responsibilities and ensure they understand them (e.g. sends Thank You Notes, Welcome Fruit Baskets).

14. Decide on Thank You gifts for Speakers.

**TREASURER**

1. Responsible for all money collected or disbursed in conjunction with the convention; including receipts, donations, ticket sales for Banquets, registration fees, etc.
2. Rents Post Office Box and gives second key to Convention Chair or Registration chair.
3. Opens bank account requiring two signatures on checks (Treasurer and Convention Chair), maintains checkbook, secures a cash box for receipts.
4. Orders deposit stamp with account number to use on checks to be deposited.
5. Makes out all checks and has them signed, paying bills for all committees and reimbursing committee members.
6. Advise Chairpersons of available balances, receipts, and expenses.
7. Keeps permanent records, entries and withdrawals, submits reports regularly. Ensures “seed” money and profit are given to the North Florida Area.
8. Assists in making a proposed budget for all committee expenses if desired.
9. Requests assistance from Sergeant-at-Arms as needed.
10. Closes bank account and ensures proceeds from the convention are turned in to the North Florida Area Treasurer no later than the Spring Assembly following the convention.

**CONVENTION EXPENSES:**

The current Convention Committee and the Convention Committees for the following two years can request “seed money” at the start-up of their committee. This money is to enable the Host Committee to pay early expenses such as supplies needed by the subcommittee chairpersons and any necessary deposits for the convention facility.

For additional money necessary prior to receipt of registrations, the Committee may have fundraisers, such as special raffles, garage sales, etc. Groups and Districts may contribute directly to the Convention Committee.

The Convention Committee will pay for the Chairperson and any workers necessary to attend any North Florida Area World Service Committee meetings and Assemblies as required by the North Florida Area or the Convention Committee. It is suggested that the current year convention pays for the current year AWSC Meetings (2) and NF Assemblies (2) and next year’s convention pay for Fall Assembly.

**VOICE/Master of Ceremonies (Chairperson/CO-CHAIRPERSON)**

1. Works with Program Chairperson.
2. Ensures smooth transition.
3. Prepares Script for Opening, Closing and other required information.

**IDEAS/NOTES REGARDING DRAFTING SCRIPT:**

* OPENING CEREMONIES:
* Introduce Chairpersons at Opening ceremonies. *Note: This opens up opportunities for attendees to identify with chairs and perhaps ask questions.*
* Welcome Newcomers
* Welcome the Public, Professional Community, Media, if any
* OPENING OR CLOSING SESSIONS MAY:
* INTRODUCE AREA OFFICERS
* INTRODUCE DELEGATES
* INTRODUCE PRIOR CONVENTION CHAIRS
* HOUSEKEEPING ANNOUNCEMENTS AT GENERAL SESSIONS:
* Lost & Found
* Raffle details
* Check-out times
* Request that all persons coming to podium be ready and waiting near podium prior to their introduction.

**CONVENTION COMMITTEE DUTIES AS A GROUP:**

1. Together the Convention Committee Chairs will decide by group conscience regarding the following:
   1. Whether or not the Convention Committee will pay expenses for each Speaker to bring a guest. – **DECISION: \_\_\_\_\_\_\_**
   2. Determine what Committee Chair expenses will be covered by the Committee (i.e. registration, banquet, room). – **DECISION: \_\_\_\_\_\_\_\_\_\_\_\_**
   3. Determine how to OPEN meetings i.e., see below:
      1. START meetings promptly on time
      2. OPEN meetings ***as determined by Convention Committee***
      3. Read the ANONYMITY STATEMENT
      4. In keeping with Tradition Eleven, no video cameras or audiotape recordings will be permitted. . . .
      5. WELCOME and ANNOUNCEMENTS (badges must be worn, etc.)
      6. STEPS & TRADITIONS as determined by Convention Committee
      7. INTRODUCTION of Speakers
      8. PRESENT GIFT to speaker after talk
      9. CLOSE as decided by the Convention Committee
      10. Announcement of time of next meeting/activity.
   4. Entertainment: In addition to the Saturday night entertainment which will be decided by the Entertainment Committee, do we want other social activities such as:
      1. Friday night skit? – **DECISION: \_\_\_\_\_\_\_\_\_\_\_\_**
      2. Tea Time with the long time members? – **DECISION: \_\_\_\_\_\_\_\_\_\_\_\_**
      3. Ice Cream Social? – **DECISION: \_\_\_\_\_\_\_\_\_\_\_\_**
      4. Pool party? – **DECISION: \_\_\_\_\_\_\_\_\_\_\_\_**

(v) Other? – **DECISION:**  \_\_\_\_\_\_\_\_\_\_\_

1. NOTE: The theme and location will not be announced until Sunday morning of the prior convention and no registrations will be sold prior to Sunday morning of the prior convention. [↑](#footnote-ref-1)
2. NOTE: The theme and location will not be announced until Sunday morning of the prior convention and no registrations will be sold prior to Sunday morning of the prior convention. [↑](#footnote-ref-2)
3. After the prior (2016) convention coordinate with Convention Chair to send committee members to district meetings to promote the convention and solicit volunteers at the discretion of the District Representative by requesting time on the district agenda. [↑](#footnote-ref-3)