

NGC CONVENTION PROCEDURE MANUAL

**For the Planning and Executing of
NGC Annual Conventions**



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By NGC Organization Study Committee

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GENERAL CONSIDERATIONS FOR HOSTING AN NGC CONVENTION

Guidelines for hosting an NGC Convention are found in the following resources which are on the NGC website:

- *NGC Convention Procedure Manual*
- NGC Bylaws, **Article XII - CONVENTIONS AND MEETINGS**
- NGC Standing Rules – **CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS**

NOTE: *Any reference to NGC Vice President = NGC Vice President who will be NGC President at the time of convention

All information and procedures **MUST BE FOLLOWED** unless changes are specifically approved by the NGC Vice President*.

1. HOTEL

Space

- Hotel rooms available if needed: 450 (typical use – 300-325 rooms)
- Banquet facilities: space for 800-900
- Meeting rooms
- Registration
- Credentials
- Exhibits
- Vendors
- Work Space for Design Speakers
- Work Space for Table Centerpieces & Decorations

Location

- Should be near shops and restaurants and not in an isolated area.
- Limited distance (no more than 30 miles) from a major airport; availability of airport transportation.
- **Accessible** by car, bus and train.

Additional Considerations

- Cost of hotel rooms
- Amount of on-site parking and parking fees
- Audio-visual availability and cost
- **Hotel cannot be under construction or under receivership.**

Contract

- The NGC-endorsed Event Planning Firm shall be authorized and used to represent NGC in negotiations with hotels for future Conventions, Fall Board Meetings, and NGC-Sponsored Events. The state has to approve the final say in location, etc.
- Contracts can be signed no earlier than five (5) years before the event.
- Hotel deposits will be paid by NGC Headquarters.
 - Chairman or Treasurer must submit to NGC Headquarters:
 - I. Written request for the amount of the deposit to be paid by NGC Headquarters.
 - II. A copy of the contract stating the amount of the deposit.
 - III. Contract information for sending the payment to the hotel.
- Initial contract must be **IN WRITING** and sent to the NGC Convention Coordinator for review and recommendations **BEFORE IT IS SIGNED**.
- After approval by NGC Convention Coordinator, contract should be **signed** by the hotel management and the NGC Vice President*.
- No third-party contracts.

2. DATES

- Held in May when possible - no earlier than last week in April, no later than first week of June.
- Dates **MUST BE APPROVED** by NGC Vice President* **and** NGC Convention Coordinator.
- Total length of convention – **Definition of Convention** = essential committee meetings, programs and business meetings.
 - ▶ Non-Installation years: shall **not exceed four (4) days**.
 - ▶ Installation years: shall **not exceed six (6) days**, with only the post-convention board

meeting being on the sixth day.

Pre-/post-convention activities (tours and refresher courses) are optional.

- Host State shall not schedule a State meeting immediately preceding NGC Convention.

3. REQUIRED MEETINGS/PROGRAMS

- **NGC Vice President* plans and/or approves all proposed programs**
- In odd-numbered years provide for:
 - ▶ Installation of officers
 - ▶ Post-convention Board Meeting - meal function or possibly a full-day workshop, planned by the NGC Vice President*

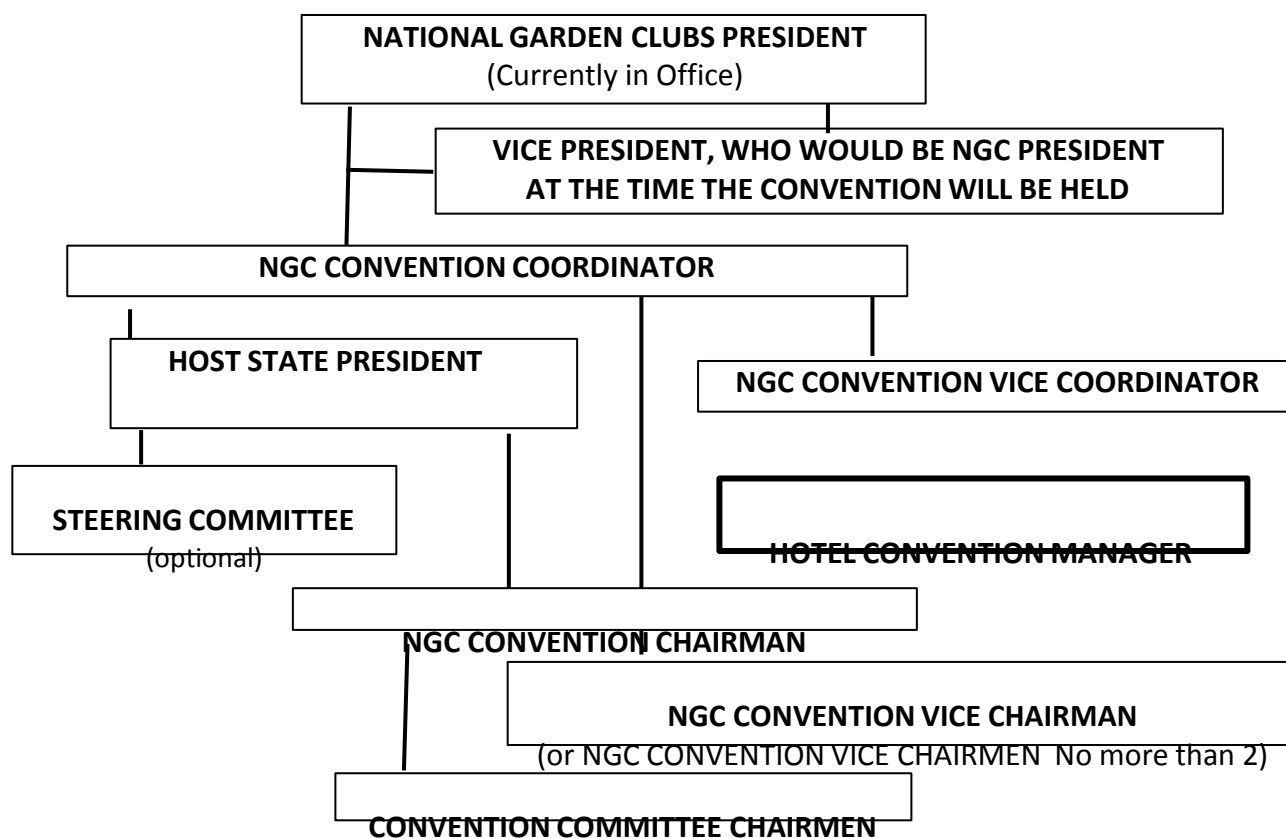
4. SUGGESTED QUALIFICATIONS FOR THE CONVENTION CHAIRMAN

- Experience in negotiating contracts; if not, be sure someone in the host state with that experience can help.
- Preferably not a State President during the time when choosing the location and negotiating the contracts.
- Should have attended at least two or three NGC Conventions prior to the one to be chaired.
- Experience as a State or Regional Convention Chairman is helpful.

PROCEDURE FOR EXTENDING AN INVITATION TO HOST A CONVENTION:

1. State's governing body must vote to host and support an NGC Convention.
2. This vote must take place **at least three years** before the convention would be held but can be taken further out than four years.
3. State President sends a written letter to the NGC Convention Coordinator offering to host the NGC Convention in a specific year. Specific city and hotel do not need to be named in the initial letter.
4. After acceptance of the invitation, the NGC Convention Coordinator and the NGC Vice President* will specify, guide and coordinate the procedure for the planning and execution of all aspects of the NGC Convention.

WORK STRUCTURE FOR NGC CONVENTION COMMITTEE:



SUGGESTED CONVENTION TIME LINE

The suggested Convention time line is a general guideline for the items that need to be accomplished and/or supervised by the Convention Chairman and the Vice Chairmen in planning and executing an NGC Convention, however they wish to divide the responsibilities.

NOTE: ♦Any reference to Convention Chairman = Convention Chairman or Vice Chairman
♦Any reference to NGC Vice President* = NGC Vice President who will be NGC President at the time of convention

IMPORTANT: The NGC Convention Coordinator and the NGC Vice President* **MUST BE CONSULTED** on **ALL ASPECTS** in the planning and execution of the NGC Convention.

MINIMUM OF THREE TO FIVE YEARS PRIOR:

State

1. State's governing body must vote to host an NGC Convention.
2. The State President extends an invitation to host an NGC Convention to the NGC Convention Coordinator. *(details on page 3)*
3. The Convention Chairman explores the suitability and availability of hotels and/or convention facilities to assure needs of the convention can be accommodated. ***(See Appendix - Checklist of Hotel Requirements)***
 - NGC Convention Coordinator can supply previous attendance figures.
4. **IMPORTANT:** The Convention Chairman **MUST** discuss with the NGC Convention Coordinator and the NGC Vice President*:
 - Selection of the dates
 - Number of days
 - City
 - Hotel
5. Host State's governing body must select and ratify a Convention Chairman and no more than two Vice Chairmen; names are to be sent to **NGC CONVENTION COORDINATOR.**

Convention Chairman

1. Works directly with the NGC Coordinator until after the NGC Fall Board Meeting **AFTER** the convention that the state is hosting, using the form ***Checklist of Items Sent to NGC Convention Coordinator. (See Appendix)***
2. Works directly with the assigned Convention Manager of the hotel. The hotel Convention Manager takes his/her orders **from the Convention Chairman only**. One of the Vice Chairmen could be assigned to be the contact person with the hotel convention manager should the Convention Chairman not be available.
3. Obtains copies of previous hotel contracts from NGC Convention Coordinator.
4. Assembles a list of hotels in the state that would qualify to hold a Convention *(refer to page 2)*. Most hotels will not sign a contract for more than two years out from the date of the Convention.
5. Visits hotels and narrows down the choices as to being acceptable and available.
6. May begin selecting Committee Chairmen and/or Committee Members; following need to be appointed **EARLY**:
 - Registrar
 - Vendor/Exhibit Chairman
7. Compiles a list of all Committee Chairmen and Members with contact information.

8. Distributes list of Committee Chairmen and Members to:
 - **NGC CONVENTION COORDINATOR**
 - All Convention Committee Members
9. Approves all Committee plans as progress is made.
10. Borrows convention record books/final reports of previous NGC Conventions from NGC Headquarters for guidance and suggestions, requesting election or non-election years as appropriate; returns books promptly following Convention, or before.

Finances

1. NGC Conventions will use a checking account established by the NGC accountant, St. Louis, Mo. with NGC's Federal Tax ID number. Financial operations will be managed by NGC headquarters.
2. After the bank account for the meeting is open, each month the Treasurer is required to send NGC Headquarters supporting bills/invoices and receipts for all checks by either hard copy or electronic scan.
3. **Sales Tax** – The Host State may choose to apply for a sales tax license for the cost savings that this gives to meal prices. This process should be started as soon as possible. A copy of the Sales Tax permit must be available for inspection prior to the set up of convention.
4. **Liability Insurance** - A copy of the Certificate of Liability Insurance must be available for inspection by the hotel prior to the set up of convention.
 - Copy of the Certificate of Liability Insurance is available by contacting NGC Headquarters, if needed.
 - Please note this policy covers **NGC meeting space ONLY**.

TWO YEARS PRIOR:

NGC

1. The Convention Chairman and Vice Chairmen
 - Names are submitted by NGC Convention Coordinator for approval by the Executive Committee and ratification by Board of Directors.
 - Become members of the NGC Board of Directors after NGC ratification.
 - Are expected to attend all NGC Board of Directors Meetings and NGC Conventions.

Hotel

1. Works directly with the assigned Convention Manager of the hotel.
2. Contract - works with NGC Convention Coordinator and NGC Vice President*

Meet with the hotel to negotiate all the details of the contract. **(See Appendix - Hotel Checklist)**; be sure the size of block of hotel rooms is large enough to accommodate members going on tours before or after convention.

- **BEFORE signing the contract**, sends it first to the **NGC CONVENTION COORDINATOR** and then the NGC President for review.
- Procedure for administering tips to hotel personnel; previous procedure has been:
 - ▶ Arrange with the Hotel for a sum of money to be divided among the various hotel staff usually receiving tips for services. When a Hotel staff member is requested to perform a service, (moving equipment or materials) have them notify a specific hotel staff member of the time involved and the required service.
 - ▶ Hotels will usually agree to this arrangement and at the close of the Convention, the Convention Chairman and Vice Chairman will meet with Hotel personnel to agree on the sum with any additional moneys for unexpected services required.
- 3. Committee Meeting Space – **(See Appendix - COMMITTEE MEETINGS – Composition, Room Setup and Typical Schedule)**

- Consult with NGC President as to which committees will be meeting.
 - Committees with less than ten (10) members – other than the essential Committees designated by the President – may not have hotel meeting rooms; may meet in a member’s room, lobby, café, etc.
4. Meals
- Determine if there will be receptions and cash bar/”social hour” before meals and make plans for those with the hotel Catering Manager.
 - ▶ Receptions/Social Hour before meals shall consist of a cash bar only with complimentary beverage tickets for the Honorees.
 - ▶ Award of Excellence reception - held only if the Awards are given at an evening banquet.
 - Work with the OPTIONAL MEALS CHAIRMAN.
 - Request tasting of several of the menus and its presentation, before the final selection is made.
 - Meal prices
 - ▶ Negotiate for smaller, less expensive meals whenever possible.
 - ▶ Negotiate price when contract is signed with only a small percentage for anticipated increase.
5. Transportation from the airport to the hotel
- Decide if transportation needs to be provided/arranged from the airport if the hotel does not provide it; will it be provided to all attendees or as an option.
 - Investigate transportation possibilities and costs.
 - Negotiate and sign any transportation contracts, as well as making necessary deposits
 - Decide if a Chairman is needed for this.
6. **Send a Copy of the signed hotel contract to the NGC CONVENTION COORDINATOR as soon as it is signed.**
7. Give to the Decorations Chairman:
- List of dining room table sizes
 - Colors available for tablecloths, napkins, head table draping
 - Type of candles permitted
 - Complete list of all dining functions and other events needing decorations
Number at head table
 - Copy of the budget allocated to this committee, *along with the **decision if table centerpieces will be sold or given away***

Speakers/Programs/Tours

1. Work with NGC Convention Coordinator and NGC Vice President*
 - Plan speakers, workshops and entertainment, as well as time allotment for each.
 - Plan when the Award of Excellence for Non-Members will be given
 - Explore tour possibilities.
 - Exhibits and Vendors – vendors need sufficient time in the convention schedule for members to shop; opening early in the morning and closing as late in the day as deemed would be successful.
2. Send contracts to speakers, entertainment/programs using the **NGC Speaker Contract. (See Appendix)**
3. Give the appropriate Chairmen what has been planned; Ex. Workshops, Signs, Decorations, etc.

Finances

1. Plan and begin any fundraising.
2. Preliminary Budget - prepared by Chairman, Vice Chairmen and Treasurer; **(See Appendix -**

Sample Budget); send a copy to NGC CONVENTION COORDINATOR.

3. Region pays for:
 - Speakers' fees for contracted speakers or honorariums for NGC member speakers.
 - Cost of any equipment.
 - Cost of the meal for the speaker; send to NGC Convention Chairman.

EIGHTEEN TO TWELVE MONTHS PRIOR:

NGC

1. Reserve space in Exhibit area at the prior NGC Convention for promotion of convention.
2. Contact NGC Cultivars Chairman for presentation of cultivars named for NGC President(s) for any needs.
3. Send three bids for printing the convention program booklet to the NGC Finance Chairman for approval at the Convention Finance Committee Meeting in the year prior to the Convention.

Speakers/Programs/Tours

1. Tours
 - Approve tour and transportation plans of Tours Chairman.
 - Submit tour plans to NGC Vice President* for approval.
 - Notify Tour Chairman of the approval of the plans or needed changes.
2. Finalize speakers and obtain resumes needed for introductions and publicity.
3. Finalize plans for decorations.
4. Meet with Exhibit/Vendor Room Chairman, Staging Chairman and Decorations Committee about setting up Exhibit/Vendor Room/s.
5. Contact Regional Directors as to programs and requirements for the Regional meal functions.

Registration

1. Send information on all plans that need to be included on the Registration forms to the Registrar as they become available.
2. Set a date that final forms are due to Convention Chairman for approval.

Finances

1. Discuss budgets with Committee Chairman often to avoid going over their budgets.
2. Registration Packages (**See Appendix – Registration Form**)
 - Determine prices for meals based on final cost from hotel, including Regional Meal.
 - Determine prices for Full-time and Part-time meal package plans and individual meal prices for Part-time attendees.
NOTE: *The premise for pricing should be that it is cheaper to purchase the Full-time meal package*
3. Determine the pricing structure of the Registration fees.

TWELVE MONTHS PRIOR:

NGC

1. Send a complete Convention Committees list to Executive Director at Headquarters, and indicate to whom packages should be shipped.
2. Send Convention Committee Chairmen's names to respective NGC Chairmen (Awards, Credentials, Protocol, Life Memberships, and others with whom coordination is required for convention).
3. At the prior NGC Convention:

- Issue invitation at the Convention business meeting.
 - Set up an exhibit to promote state and city.
4. Obtain number of hotel rooms needed and dates for:
 - NGC President (usually hotel complimentary)
 - NGC President Elect in installation year
 - NGC Executive Director and any NGC Headquarters Staff (from NGC Ex. Dir.)
 - Award of Excellence Winners (from Award of Excellence Chairman)
 - Speakers
 - NGC Convention Chairman and others (sometimes hotel will give a reduced rate for Committee Chairmen that need to be on the premises; keep a chart of chairmen moving in and out as needed.)
 5. Arrange transportation from and to the airport for the NGC President
 6. **Six (6) weeks** prior to the Fall Board Meeting, send to NGC Executive Director, as these need to be approved by NGC Finance and Executive Committees and the Board of Directors at this meeting:
 - Proposed budget (*See Appendix – Sample Budget*)
 - Tentative program of the convention
 7. Present packet of budget, tentative program, Package Plan, refreshers, symposiums, tours, hotel reservation information to NGC Executive Committee and Board of Directors at Fall Board Meeting prior to NGC Convention. *NGC Headquarters will print copies for distribution to Board members if received at least six weeks ahead, or Convention Committee can do its own copies.*
 8. Send, preferably by email, one copy of the approved packet (minus budget) to Editor of *The National Gardener* for printing in Winter issue (**deadline, Nov. 1**) as the official CALL to the convention.
 - One short promotional article may appear in the fall issue of *The National Gardener*.
 - Guidelines for submitting photos to *The National Gardener*:
 - ▶ All photos must be high resolution—300 dpi or higher.
 - ▶ Photos may be color or black & white. The cover photo must be color.
 - ▶ Format should be 'portrait" style—vertical rather than horizontal.
 - ▶ Photos may be emailed to the *TNG* Editor
 - ▶ Many photos are used in the Winter *TNG* to highlight the NGC tours, as well as historic sites, local botanical gardens and other sites of interest. The chairperson can check with the Convention and Visitors' Bureau for photos.
 9. Send approved registration form and convention schedule by email to the NGC Website Chairman in WORD format. The distribution of *DRAFT* registration forms for NGC Meetings will not be distributed and all Convention materials are to be available in final form and posted on the NGC website by December 1 of the year preceding the Convention.
 10. If an NGC Chairman requests refreshments for a meeting, collect the cost from that Chairman and reimburse the convention.

Hotel

1. Convention Chairman and Vice Chairmen meet with the hotel's Catering Manager to select menus and to finalize prices in order to determine Package Plan cost and the cost of Optional Meals.
 - In **odd-numbered years** (installation) - **6 meals**
 - In **even-numbered years** (non-installation) – **5 meals**
2. Make plans for special diets for medical reasons **only**.
 - Significant number of requests for special diet considerations, especially gluten-free.
 - Be sure that someone on the hotel dining staff is assigned to take responsibility to see that these requests are honored at all meals in a **timely manner**.
 - Chairman, or her designee, should oversee serving of special meals during each meal.

- Notify Registration Chairman of what information needs to be on the Convention Registration form about Special Diets.
- 3. Designate rooms in the group block for President, Executive Director, Award of Excellence winners and speakers.
- 4. Obtain promotional materials for the hotel and local area.
- 5. Plan a meeting for entire committee at hotel and review all aspects of convention.
- 6. Request a bill at the end of each day so that the chairman can go over all details to make the charges are correct.

Speakers/Programs/Tours

1. **ADVISE THOSE MAKING INTRODUCTIONS OF THEIR ALLOTTED TIME (2 to 3 MINUTES).** Copies of letters to speakers advising of time allotted should be sent to the NGC President for approval prior to sending to speaker.
2. Receive information from Regional Meals Chairman and notify the Convention Catering/Staging Chairman, the Decorating Chairman, the Printing Committee for the program booklet and the Signs Chairman.
3. Prior to the Fall Board Meeting preceding the NGC Convention, the Regional Meal Chairman sends to the Regional Directors:
 - A list of available speakers/programs in the local area with contact information
 - Brief description of program topics
 - A form for ranking choices from the speakers' list
4. Contact Mayor and/or Governor to schedule official welcomes.
5. Contact potential commercial exhibitors for Exhibit Room sales.

Registration

1. Send final Registration forms to **NGC CONVENTION COORDINATOR** and NGC President for approval

SIX MONTHS PRIOR:

NGC

1. If a NGC Chairman wishes reimbursement of expenses in connection with convention activities, the request must have approval of Convention Chairman at least **two months** prior to convention.

Hotel

1. A copy of the Sales Tax Permit and Certificate of Liability Insurance must be available for inspection prior to set up.
2. Finalize room reservations and meals for Award of Excellence winners and spouses, and notify NGC Protocol as to who will be attending.
3. Determines needs, make reservations and registers special guests (i.e. Award of Excellence winners, their spouses) and speakers.
4. If meal changes should be required, the Convention Chairman will finalize plans with the hotel's Catering Manager, taking into consideration the established cost of Package Plan and Optional Meals.

Speakers/Programs/Tours

1. Send to NGC Protocol Chairman:
 - Diagram of meal and meeting rooms
 - ▶ Location of:
 - Doors
 - Head table
 - Stage
 - Head Tables

- ▶ Maximum number of head tables allowed at each meal
 - ▶ Maximum number of people able to sit at head table
 - Maximum number of honorees who can be seated at each honor table
 - Name of room/area where head table honorees may assemble before each meal event
 - Seating arrangement for any special guests of the NGC President, or those being installed for each event
2. Send copies of *The National Gardener* (extras available from Headquarters) to all speakers.
 3. Plan delivery of all materials to hotel.
 4. Pay for needed buses, transportation, tours, etc.
 5. Convention Chairman assists Convention Program Chairman with preparation of program booklet. **The program booklet must be pre-approved by the NGC President, and proofed by the NGC Parliamentarian and the NGC Corresponding Secretary.**
 6. It is very important that all program and workshop speakers requests have been finalized at least two months prior to the convention before the meeting with the hotel audio-visual staff.

Convention Chairman

1. Set the due date for final reports from Convention Committee Chairmen.
2. Two months before convention, meet with the Convention's Catering / Staging Chairman and hotel's audio-visual representative to process all requirements for each meal function, program and workshop: for microphones, spotlights and operators, projectors and screens, etc., **with a final charge being given for each.**
3. Decides with Member Services Chairman:
 - Amount of space in the Vendors Room for Member Services
 - Amount of Member Services items to be sold

Registration

1. Check with Registrar often for updates and be sure information is being sent frequently to the Parliamentarian and the NGC Protocol Chairman for head table and special placements.

Finances

1. Check with Treasurer often for income versus expenses.

LAST MONTH PRIOR:

General Items

1. Make sure that the NGC Convention Chairman's phone number (home, work or cell) is available for any questions or emergencies.
2. Notify NGC President of transportation provided from and to the airport.
3. Check availability of emergency needs (Doctor/Dentist/Hospital) and post these phone numbers at a prominent spot at Registration Table.
4. Locate a copy facility in the area (ex. Fed Ex), if needed.
5. Print copies of a list of all Convention Committee Chairmen's cell phone numbers and give out to all Chairmen at the convention; makes contact during the Convention much simpler.
6. Communicate with all Chairmen as to their status on upcoming tasks.

Hotel

1. Have copies available of the Sales Tax Permit and Certificate of Liability Insurance prior to set up.

Finances

1. Convention Treasurer uses the applicable registration forms to prepare and mail refund checks. Refunds needed later for any changes made during the course of the conventions

- should be mailed **after the convention**.
2. Submit vouchers to NGC for up to a total of \$1,000 for expenses for the Workshops

DURING CONVENTION:

1. Convention Chairman introduces the members of the Protocol Committee to the Hotel Banquet and Meeting 'heads' to provide a 'button/walkie-talkie' or other means of identification in order for the Protocol personnel to contact them in case there are any last minute corrections or adjustments that need to be made - without having to find the Convention Chairman or Vice Chairmen.

AFTER CONVENTION:

1. Send any refund checks.
 2. Send any final payments.
 3. Submit to NGC Headquarters all financial records required by NGC.
 4. Submit **NGC Convention Final Report Form** (*See Appendix and NGC website*).
 5. Convention Chairman presents a preliminary financial report to the Board of Directors at the Fall Board meeting following the convention. The final convention financial report is due to NGC Headquarters and the Finance Committee Chairman by the Finance Committee Meeting at the following NGC Convention.
 6. Following the final convention report, the Chairman and Vice Chairmen no longer serve as members of the Board of Directors in that capacity.
7. Return previous Convention Record books promptly following Convention, or before, to NGC Headquarters

FINANCES

NGC Financial Policies for Meetings (from NGC Standing Rules)

1. All financial activity for NGC Conventions will be included in NGC's year-end financial statements, audit and Federal 990 tax return. A separate audit or review of the meeting is not required.
2. NGC Conventions will use a checking account established by the NGC accountant, St. Louis, MO, with the NGC Federal Tax ID Number. Financial operations will be managed by NGC headquarters.
3. After the bank account for the meeting is open, each month the Treasurer is required to send NGC Headquarters supporting bills/invoices and receipts for all checks by either hard copy or electronic scan.
4. A preliminary convention financial report should be presented to the Board of Directors at the Fall Board meeting following the convention. The final convention financial report is due to NGC Headquarters and the Finance Committee Chairman by the Finance Committee Meeting of the following NGC Convention.
 - a. Supporting bills/invoices and receipts for all checks should be sent to NGC Headquarters by either hard copy or electronic scan.
 - b. After receipt, review and acceptance of the final financial report by the NGC Finance

Committee, excess funds will be distributed by NGC Headquarters as follows: 50% to the host state and 50% to NGC Endowment Fund.

- c. One recognition for the 50% balance will be given at Headquarters to the member Region or State Garden Club hosting the NGC Convention and to the Region or State

Garden Club hosting the Fall Board Meeting in even-numbered years or in the election year if not held in St. Louis.

- d. The amount of the 50% balance will determine the category of recognition
 - \$2,500 or more 12" x 18" Name Plate **STEWARDS OF TOMORROW**,
Terrace Wall

 - \$1,000 to \$2,499 5 1/2" x 18" Name Plate **STEWARDS OF TOMORROW**,
Brick Column

 - \$ 100 to \$ 999 Name of State Garden Club inscribed in
THE ROLL OF HONOR BOOK

5. A Convention deficit shall be paid as follows: the host State Garden Club or host Region shall be responsible for any amount up to one thousand dollars (\$1,000). The remaining amount shall be the responsibility of the NGC Endowment Fund.

Guidelines

1. While it is understood that it is difficult to accurately foresee attendance, as well as corporate donations that will determine convention income, it is strongly emphasized that ***NGC Conventions should NEVER be regarded as income producers for either NGC or the Host State.***
2. Online registration funds received via the NGC website will be placed in the Convention checking account; registration information will be forwarded to the Host State.
3. Contributions of money, services, hospitality, etc. from industry or individuals should be recognized in the convention program booklet.
4. **No refunds are made for cancellation after deadline.**
5. A registration fee must be charged anyone attending the convention.
 - **EXCEPTION: *those special guests*** who attend the convention for ***only one meal***:
 - ▶ Spouses of Award of Excellence winners
 - ▶ Outside speakers for one meal function
 - ▶ Immediate family members of the incoming NGC President at the Installation Banquet
 - ▶ Garden club members who are there **ONLY** to work and do **NOT ATTEND** any function
 - A lower in-State registration fee may be established in the budget for those attending convention events.
6. Establish a procedure for administering tips to hotel personnel; previous procedure has been:
 - Arrange with the Hotel for a sum of money to be divided among the various hotel staff usually receiving tips for services.
 - When a Hotel staff member is requested to perform a service, (moving equipment or materials) have them notify a specific hotel staff member of the time involved and the required service.
 - At the close of the Convention, the Convention Chairman and Vice Chairman will meet with Hotel to agree on the sum with any additional moneys for unexpected services required.

Paid by Convention Funds:

1. Rooms and/or Registration Package Plans
 - NGC President: one-bedroom suite, full registration, all meals, transportation from and to the airport and courtesies.
 - President-elect in election year: one-bedroom suite and courtesies.
 - **No more than six Package Plans** - available to the Convention Chairman, and other designated workers, such as the Vice Chairmen, Registration Chairman or whoever else is deemed as deserving by the Convention Chairman.
 - If an NGC Chairman is classified as professional and is a featured speaker at a meal function (Not a Regional meal function), at request of NGC President: single (or double) room for one night and meals for one day.
 - Affiliate member who is a featured speaker, at request of NGC President: single (or double) room for one night and meals for two days. If more than one affiliate participates, giving consideration to numbers involved, provide meals at time of program-only.
2. Equipment
 - Audio-visual equipment for all convention functions, including workshops.
3. Expenses of NGC Chairman - if wishes reimbursement of expenses in connection with convention activities, the request must have approval of Convention Chairman at least two months prior to convention.
4. Tips for hotel personnel
5. Printing
 - Cost of convention program booklet.
 - List of late attendees and deletions to be available to State Presidents and NGC Executive Committee during convention.
6. Receptions
 - Reception for the Award of Excellence recipients and spouses prior to the Award Banquet, if awarded at an evening banquet.
7. Security guards or key change fees, if needed, in Exhibit, Sales, Registration and Flower Rooms.

Paid by NGC:

1. Rooms and/or Registration Package Plans
 - Executive Director and Administrative Assistant from Headquarters: Room, Package Plan and travel not to exceed round-trip coach airfare is an expense of NGC. Tours are at their own expense.
 - Corporate or other special guests: at the discretion of the NGC President, may receive a Package Plan paid for by NGC.
 - Award of Excellence winners: Hospitality for Awards Banquet (or scheduled presentation), single (or double) room for one night with breakfast. Spouses' hospitality is for the specific meal function and breakfast. Travel costs, not to exceed round-trip coach airfare, for Award of Excellence winners (but not their spouses).
2. Printing
 - Copy charges for recommendations to the Board of Directors.
 - Informational sheets for the Convention Delegates printed at the Convention
NOTE: Convention Committee is charged with locating a business in the area (ex. Fed Ex) for this purpose.
 - Voting cards, if needed for the convention business meeting
3. Fees for shipping Member Services items to NGC, Inc. sponsored events and back to NGC Headquarters.
4. Expenses up to \$1,000 for Workshops.

Paid by Regions

1. Any equipment needed for Regional meal functions.
2. Speaker at Regional function
3. Meal cost of speaker at Regional function to be sent to Convention Chairman

CONVENTION COMMITTEE CHAIRMEN

NOTE: *The list of Convention Committee Chairman is **only a suggested list** based on past experience. Every Convention Chairman is free to add, combine or eliminate Chairmanships, as long as the ones eliminated are not directly working with an NGC Chairman.*

GENERAL GUIDELINES

1. Convention Chairmen and Convention Committee Members should keep in mind at all times that a State is the **host** of the NGC Convention, but **it is an NGC Convention**.
2. All decisions relevant to the planning of NGC Conventions are made by the NGC Vice President* for all NGC Conventions held during her term of office. **This officer is never to be asked to simply approve a decision that has already been made and implemented** by the Convention Chairman or Committee without prior consultation and careful checks with the NGC Bylaws, Standing Rules and *NGC Convention Procedure Manual*.
3. Hotel
 - The Hotel Convention Manager takes his/her orders **only from the Convention Chairman** or a designated Vice Chairman.
 - All requests regarding the hotel must be made to the Convention Chairman or one of the Vice Chairmen.
4. Tipping Instructions
 - When a Hotel staff member is requested to perform a service, (moving equipment or materials) have them notify a specific hotel staff member of the time involved and the required service.
 - Hotels will usually agree to this arrangement and at the close of the Convention, the Convention Chairman and Vice Chairman will meet with Hotel personnel to agree on the sum with any additional moneys for unexpected services required.
5. Convention Chairman and Vice Chairmen:
 - Divide the jobs listed in the TIMELINE as desired.
 - Determine which Committees are needed.
 - Give each Committee Chairman:
 - ▶ A job description
 - ▶ A job time line based on this *PROCEDURES* manual.
 - ▶ Any records – attendance or other - from previous conventions that influence their planning
 - ▶ A list of all Committee Chairmen with contact information
 - ▶ The General Guidelines in **this section** of the *Procedures Manual*
 - ▶ Tipping instructions, once they have been established with the hotel
6. Committee Chairmen:
 - Each Committee Chairman shall appoint a Vice Chairman (or no more than two Vice Chairmen) if needed, and have the selection approved by the Convention Chairman **prior to making the appointment**.
 - Appoint committee members as necessary.
 - Give the names and contact information (including email and cell phone numbers) of committee members to the Convention Chairman.
 - Informs all committee members and workers about directions to hotel, parking information, instructions for loading and unloading, location of the room where they are working,

tipping policy and security.

7. Committee Finances:

- Send a proposed budget to Convention Chairman by June 15th preceding the convention.
- Get approval by Convention Chairman for any expenditure above budgeted amount.
- Obtain more than one estimate for large expenditures.
- Send to Convention Chairman any donations that need to be recognized in program booklet three months prior to the convention, or a date set by the Convention Chairman.
- Obtain approval from Convention Chairman and State President or Regional Director for any bill to be paid by Host State or Region.
- Obtain approval **FIRST** of the Convention Chairman by any chairman:
 - ▶ Contracting financial obligations in the name of the convention.
 - ▶ Requesting payment from the Convention Treasurer with vouchers for all disbursements.

8. Plans/Information

- Keep Convention Chairman and/or Vice Chairmen informed at all times of all working plans.
- Contracts with hotels, speakers or other personnel are never to be signed prior to discussion with the NGC President.
- When applicable, use theme, color scheme and logo.
- Any printed or copied material to be sent by the committee **MUST FIRST** be approved by Convention Chairman and / or Vice Chairman.
- Materials that need to be shipped to the Convention hotel
 - ▶ Include information for shipping material prior to convention
 - ▶ Date hotel will assign personnel to work with convention
- Keep a list of all people who need to be sent a thank you note.

9. Final Report:

- Due date of the report will be determined by the Convention Chairman.
- Report to include:
 - ▶ Final financial report – budgeted vs actual
 - ▶ Summary of the work of the committee
 - ▶ Problems encountered
 - ▶ Suggestions for improvement

AWARDS CHAIRMAN

This Chairman works closely with the NGC Awards Chairman and receives her approval in planning and carrying out the details of the Awards Banquet.

Duties:

1. Contact the Staging Chairman and request:
 - Two different sets of steps for the stage used for the Awards presentation - one for ascending and one for descending.
 - If necessary, acquire a room or hall space that is available and accessible to banquet room for lineup of State Presidents.
2. Contact NGC Awards Chairman:
 - Find out if State Presidents will march in to banquet.
 - Find out any staging needs for the Awards Ceremony.
3. Contact NGC Award of Excellence Chairman:
 - Find out any staging needs for the Awards Ceremony.
4. Coordinate decorations and theme of banquet with Decorations Chairman.

5. Work with protocol chairman to:

Reserve a seat for convention photographer close to the stage. (*Convention photographer has complimentary meal for Awards Banquet.*)

- Reserve seating for Awards Committee at tables near the presentation area

6. Be responsible for any awards applications and other materials that remain at the conclusion of awards presentation to ensure return of all materials to the proper person.

CREDENTIALS CHAIRMAN

This Chairman acquires and schedules the personnel needed to staff the Credentials Table/Area and works closely with the NGC Credentials Chairman and Convention Registration Chairman.

Duties:

1. Contact NGC Credentials Chairman for detailed instructions.
2. Recruit and schedule members needed for staffing the credentials table/area during the hours Registration is open of convention
 - At least two people are needed at one time so the table is never unattended
3. NGC Credentials Chairman and the Convention Credentials Chairman must arrive at the convention as early as possible in order to be available for preconvention meetings and for those attending pre- convention tours.
4. Inform the Signs Chairman of need for a sign for Credentials.
5. Help in counting delegates may be requested by the NGC Credentials Chairman.

Duties of the NGC Credentials Chairman:

1. Compile the data for the credentials report at the convention in cooperation with the Convention Credentials Chairman and Registrar.
2. Make three reports at the Convention business sessions - a preliminary, an interim and a final.
3. Each state selects its own delegates and submits a list to the NGC Credentials Chairman. These delegates are in addition to the members of the NGC Board of Directors, who have a vote by virtue of their office. Only State Presidents can certify the selected delegates.
4. All materials for credentials are supplied by the NGC Credentials Chairman -- none are prepared at the convention level.
6. All members with delegate status (as selected by the states) and members of the NGC Board of Directors who are entitled to vote should check in at the Credentials table in order to verify their attendance.

DECORATIONS/FLOWER ARRANGING WORKROOM CHAIRMAN

This Chairman assumes the responsibility for coordinating table centerpieces and decorations throughout the convention, as well as coordinating and supervising the use of rooms needed for the preparation of table decorations and storage of materials, flowers, etc. Two or three large rooms located near the ballroom(s), on the same floor if possible, are needed.

Duties before Convention:

1. Request theme and color scheme of the convention from the Convention Chairman.
2. Obtain from the Convention Chairman:
 - List of dining room table sizes
 - Colors available for tablecloths, napkins, head table draping
 - Type of candles permitted
 - List of all dining functions and other events needing decorations
 - Budget allocated to this committee
3. Form a committee; responsibilities may be allocated to several Vice Chairmen
4. Assure that decorations are planned for all events.
 - **Optional** for the following: pre-convention luncheons, and post-convention meal functions for the incoming Board of Directors in installation years. Ask NGC President what

wishes are for these functions

5. Call a meeting at which ideas for centerpieces and decorations will be formulated.
6. Prepare the list of items to be purchased/obtained with costs
7. Purchase the items at the appropriate time before convention
8. Recruit as many workers as needed to help each day until all decorations for each meal or other function are in place.
9. Prepare a work schedule and notify all workers of their scheduled times
10. Arrange with the hotel, through the Convention Chairman for:
 - The number of tables and chairs that will be needed in the work rooms
 - For buckets of water to be provided in each room if there are no sinks in the room.
 - Make provisions for securing the rooms when they are unattended; this may incur a key change fee.
11. Coordinate all activities in these rooms:
 - Deliveries of materials
 - Proper storage of materials
 - Clean-up after each use
 - Coordinates the assemblage of table centerpieces and other decorations
 - Supervises delivery of finished centerpieces to appropriate function rooms, and their placement on the tables.
12. Arrange for needed supplies: clippers, scissors, wire, tape, Oasis, paper towels, broom and dustpan, trash containers and bags, etc.

Duties during Convention:

1. ***Before each event begins***, gives to the Presiding Officer of each meal/function a **written** list of credits for those who provided decorations, as well as the method for distributing centerpieces.

EXHIBITS AND VENDORS ROOM/S INFORMATION

The Exhibits and Vendors may be in separate rooms or combined in one room, depending on the hotel facilities that are reserved and stated in the contract.

1. Purpose of the rooms:
 - Exhibit Room - education and information
 - Vendor/Sales Room -a means for raising funds.
2. Location needs to be accessible for delivery of materials, etc.
3. Hours that rooms are open – as many as possible; early morning openings and closing as late as possible before the evening events begin.
4. Cost for space used by NGC Committee Chairmen for educational exhibits is charged to convention, but if space will be used for sales, NGC should be charged a flat fee that is half that of a vendor's fee.
5. Commercial exhibits and/or vendors shall pay the agreed-upon amount for space used and sign a Vendor's Contract. (*See Appendix - SAMPLE Vendor's Contract*)
6. **NGC Member Services** - Convention shall receive a 10% discount for sale of Headquarters Member Service items other than those previously discounted.
 - Provide an advantageous location for NGC Member Services
 - Decide with Member Services Chairman:
 - ▶ Amount of space in the Vendors Room for Member Services
 - ▶ Amount of Member Services items to be sold
 - ▶ Number of *Vision of Beauty* Calendars to be shipped, in consultation with Calendar Chairman; unsold calendars **CANNOT** be returned to Headquarters
 - Staffed by convention committee members under the supervision of the NGC Member Services Chairman.
 - Shipping items to hotel is a cost of NGC
 - Return shipping of items to NGC Headquarters is a cost of the Convention

- The cost to NGC for Member Services tables should be price charged by the hotel.
7. Host State/Region must return all unsold merchandise (in saleable condition) to NGC Headquarters along with credit card machines and any other supplies that were received.
 8. All income from Member Service sales (checks, credit card slips and cash) must be converted to a check payable to NGC and sent to Headquarters along with all invoices (sales receipts).
 9. Accounting at Headquarters will balance all receipts against merchandise returned. The state will retain the 10% of total sales prior to submitting the receipts to headquarters and will retain the sales tax collected (if required) and submit to the state office.
 10. Host State/Region may have a booth and retain any revenue, after payment of expenses, as well as a 10% of total sales for sale of Member Service items other than those previously discounted.

EXHIBITS AND VENDORS ROOM/S CHAIRMAN

This Chairman/Chairmen plans and executes the selection of participants for these areas, as well as determines the physical set-up and hours of operation.

Duties for Vendors:

1. Determine cost per vendor: *(See SAMPLE Vendor's Contract in the Appendix)*
 - Based on the cost of renting the Exhibit and Sales Room/s, as set by the hotel, plus a reasonable profit.
 - Flat fee is desirable but will be set in accordance to each convention's financial situation.
 - Some previous examples:
 - ▶ \$350 for one table, \$600 for two tables
 - ▶ \$200 for one table, \$350 for two tables, \$150 for each additional
 - ▶ Consideration given to a price scale for table sizes, as not all hotels have enough of the same size tables
 - Needs to be an extra charge for the use of electrical outlets if this is being billed to the convention.
2. Write a contract for Vendors
 - **MUST** be signed at least six months prior to convention
 - Outlines space requirements
 - Prices for space and any extras, such as electrical outlets
 - **If** having a raffle using items from the vendors, stipulate that vendors must donate an item valued at more than a specified amount to the Convention raffle.
 - States method of payment to convention
3. Solicit vendors
 - Those participating in past conventions.
 - Event Photographer is considered a Vendor.
 - Makes contacts during spring and summer crafts fairs for potential vendors.
4. Pick up the items for the raffle from vendors at start of Convention and with a vendor's card for advertisement.

Duties for Exhibits:

1. Contact NGC President for list of informational / educational exhibits she wishes to be included
2. Contact the designated NGC Chairmen to determine their exhibit space requirements prior to the Fall Board Meeting preceding the convention.
3. Prepare floor plan, including space for Member Services and Convention Host Sales, working with STAGING CHAIRMAN.
4. Contact exhibitors and vendors to advise of:
 - Freight Liaison Chairman's name and address
 - Details about unloading - loading area(s).
 - Floor plan, advising all participants of their assigned space
 - Hours of operation
 - Other pertinent information.
5. Make arrangements for a temporary sales tax license and the collection of sales tax on Member

Services items, if required by the state.

EXHIBITS AND VENDORS ROOM/S HOSTESSES CHAIRMAN

This Chairman is responsible for providing hostesses to be available in the Exhibit and Vendor Room/s during the hours of operation.

Duties:

1. Recruit and schedule the hostesses for specific room/s and hours of service.
2. Be present during the hours of operation to give instructions and supervise the hostesses.
3. Decide on a recognizable designation for the hostesses to wear, such as a name badge or an article of clothing, such as all wearing the same color of blouse, apron, etc.

Hostesses' Duties:

1. Hostesses should arrive fifteen minutes early for each shift.
2. Hostesses should be courteous, friendly and willing to assist customers in any way.

FREIGHT LIAISON CHAIRMAN

This Chairman is responsible for planning and executing the procedures of accepting shipped items before the convention and the shipping of items after the convention.

Duties:

1. Find out if and when hotel will accept packages. If hotel does not accept packages, provide alternative delivery services.
2. Inform those who are shipping packages to **clearly mark packages** with:
 - Name of sender
 - Name of Convention Committee Chairman to whom it is to be delivered
 - Date it will be picked up
3. Arrange for packing and shipping any/all boxes to NGC President following the convention.

HOSTESSES CHAIRMAN

This Chairman is responsible for providing one hostess for each table at the featured meals of the convention. Hostesses are not needed for breakfasts, Regional meals and Committee luncheons. Table hostesses register and pay for each meal attended.

Duties:

1. Recruit and schedule the hostesses for specific meals.
2. Instruct Hostesses to register for each meal so payment can be made.
3. Be present 45 minutes prior to the meal to give instructions and supervise the hostesses.
4. Decide where the assembly area will be.

Hostesses' Duties:

1. Report to assembly area 30 minutes prior to mealtime.
2. Locate assigned, numbered table.
3. Sit with back to lectern; if table is close to stage where program will be presented, sit with back to stage.
4. Meet and greet each guest, introducing all.
5. Collect meal tickets and turn them in to Catering Chairman.
6. Assist in distribution, either for sale or free, of the flower arrangements.
7. Check for anything left at the table after the meal; personal items should be given to Lost and Found.
8. Turn in hostess badge and instructions after each meal.

INFORMATION CENTER CHAIRMAN

This Chairman is responsible for the setup and manning of an area near Registration that can be available for the Information Center and Lost and Found.

Duties:

1. Plan with the Convention Chairman whether this will be a separate table in the Registration area or part of the Registration table.
2. Recruit and schedule the personnel needed to staff the area during the hours of the convention.
3. Has available:
 - Maps
 - Folders for local tourist attractions
 - Brochures from local restaurants, churches, movie theatres, shopping areas
 - Convention program booklet
 - Available transportation
4. Become acquainted with hotel facilities and other available services.
5. Have message board available for convention attendees' use.

OPTIONAL MEAL/S CHAIRMAN

This Chairman is responsible for the planning and execution of any optional meals held during the convention.

CURRENT STATE PRESIDENTS' AND REGIONAL DIRECTORS' BREAKFAST

The breakfast for the current NGC President, NGC Vice-Presidents, Regional Directors and State Presidents is an optional meal function. An optional breakfast for all others attending the Convention may be held at the same time.

DUTIES:

1. In January, confirm speaker and title of the program selected by the NGC Liaison to the State Garden Club Presidents and Regional Directors.
2. Report details of the meal to the Convention Chairman, who will notify the Staging Chairman, the Printing Chairman for the convention program and the Signs Chairman about what will be needed from those committees for the breakfast.
3. Appoint a committee member for each optional breakfast to place signs, check on seating and audio-visual needs, and to remain available throughout the breakfast for assistance if needed.
4. A Speaker's Chairman might be appointed to carry out the NGC President's wishes, coordinating all speakers for all functions.

PAGES CHAIRMAN

This Chairman is responsible for providing pages to be available as assistants to certain designated people during the convention.

Duties:

1. Select Pages for:

NGC President*	Convention Chairman
NGC President Elect (in installation years)*	Convention Vice Chairmen
NGC Parliamentarian*	Host State President
NGC Recording Secretary*	Others as needed

**Page must be a member of the Board of Directors since only Board members are permitted to attend Board of Directors' meetings at either pre-convention or post-convention meetings.*

2. Secure PAGES pamphlet from NGC Headquarters.
3. Instruct the Pages to be familiar with the hotel, learning where functions are to be held, with any possible shortcuts.
4. Explain to Pages that the NGC President never carries anything - the Page carries everything.
5. Make sure that the Page for the NGC President is seated at the front table within view of the President, and that the Pages for Convention Chairman and Vice Chairmen are seated at the same table as these Chairmen, or at a front table in their view if the chairmen are seated on the dais. [Note: the Convention Chairman and the Vice Chairmen are not always to be seated at the

head table or tier table at every meal /function. If an Officer is not seated at the Head Table for a meal, then her Page does not have special seating.)

6. The Page for the NGC President should check the head table after all functions to be sure nothing has been forgotten, especially the gavel.
7. Instruct the President's and President-Elect's Pages to sit in the front row at business meetings.
8. Make sure all Pages wear some form of identification.
9. Make provisions for tipping. (see section on "Tipping")
10. Board members from within the region may be used as Pages if there are not enough available within the hosting state.

PHOTOGRAPHY CHAIRMAN

This Chairman engages a photographer to take pictures during the convention in consultation with the Convention Chairman and NGC President.

Duties:

1. Secure a photographer; must have a signed contract and be treated as a Vendor.
2. Provide the photographer with a room and meal tickets, if requested. ***This is an expense to be paid by the photographer.*** The Awards Banquet only is to be a comp meal with special seating close to the Awards presentation.
3. Remind photographer of protocol about approaching the head table during meal/ functions or leaning on the head table for conversations.

PRINTING CHAIRMAN

This Chairman's primary responsibility is the printing of the convention program booklet but additional printing may also be required. This Chairman works closely with the Convention Chairman on all aspects of this job.

Duties:

1. Select cover design, with the approval of the NGC President and the Convention Chairman.
2. Secure text for the program from Convention Chairman or a designated Vice Chairman.
3. Send ***ALL*** drafts of program booklet first to the Convention Chairman for approval and then to NGC President for approval.
4. Send final draft to the NGC Parliamentarian and NGC Corresponding Secretary for proofing. ***The program shall not be printed until all proofing has been completed, and until approval has been given by the NGC President and the Convention Chairman.***
5. Secure three bids for the printing of the program booklet, and submit to Convention Committee for approval. **NOTE:** All registrants, full and part-time, should receive a copy.
6. Send copies of printed program to NGC President, Convention Chairman and Vice Chairmen, NGC Parliamentarian, Corresponding Secretary, Protocol and Resolutions Chairmen.
7. Set aside 4 copies to give to the NGC Convention Coordinator at the Convention.
8. Deliver copies to Registration Chairman, with excess given to the Convention Chairman.
9. Provide all additional printing needs of the convention, including:
 - Forms, tickets or special needs, such as tours, etc. (if needed)
 - Stationery (letterheads and informal note, envelopes) -- secured well in advance.
 - Convention Logo, chosen well in advance.
 - Meal tickets, if needed, but *preferably* coded name badges will be used.
 - Voting cards, if needed.

PROTOCOL CHAIRMAN FOR CONVENTION

This Chairman, along with the Convention Chairman, works closely to aid the NGC Protocol Committee with its duties.

NOTE: The NGC President decides:

- Who will be seated at the head table for all convention functions and provides the names to the NGC Protocol Chairman. Members of the Executive Committee and former Presidents should be seated at the first (head) table at one meal during the NGC Convention and may be assigned to designated tables at other times during the session.
- If there are to be receiving lines at receptions or if honorees are to be stationed at designated areas throughout the room

NGC Protocol Committee arranges Head Table seating at all meals and functions.

Duties:

1. Greet guests and escort them to the assembly room or to their special place.
2. Help reserve front rows at Business Meetings for those requiring special seating.
3. Be in the dining room one hour before each meal.
4. Provide convention committee members to fill in possible empty Honor Table seats.
5. Help put out place cards for meals.
6. Assist at doors for Opening Business Session
7. Help distribute handouts.
8. Meet with NGC Protocol Committee members to tour hotel upon their arrival in order to become acquainted with the hotel meeting rooms, dining rooms, bathrooms, staircases, registration and office locations.
9. Be available at all times to assist NGC Protocol Committee.
10. Keep smiling – be flexible.

Duties of the NGC Protocol Committee:

MEALS

1. Notified by the NGC President which Committee/s are to be honored on a particular day and meal.
2. Honor Table seating **will be available** for the former NGC Presidents at all meals.
3. **Two [2] months** before the Convention each member of the Protocol Committee will contact about a third (1/3) of the Board of Directors by e-mail, telephone or regular mail to determine whether that person has or is going to be registered and be available for the meal to which she/he will be honored.
 - Ask for responses by either e-mail, return telephone call [if you had to leave a message] or regular mail.
 - By notifying this much in advance, they will have time to register early and make sure they have registered for that meal.
4. Each Protocol Committee Member will send their completed list of those **NOT** planning to come to the Protocol Chairman and keep a record.
 - Report any changes to the Protocol Chairman as well as keeping a record for herself.

- Registration should send an updated list **daily** of those newly registered to the Protocol Chairman during the **month before** the Convention registration deadline. Immediately after Registration for the Convention has closed, recheck & confirm that those who were questionable have registered and have registered for their special meal.
5. Make place cards after the registration deadline.
 - **Table designations: Honor, Reserved or Dais-Top Tier or Lower Tier.**
 - Use the same logo for all place cards for all meals.
 - Put the place cards in clear, plastic baggies.
 - Put the people's names in order according to the way that they have been assigned.
 - Write the day, meal and **TABLE NUMBER** on the outside of each bag.
 6. Include additional place cards without names, in a separate bag. **Two [2] weeks before** the Convention send the seating assignments to those seated at the Head Table and Honor Tables and confirm that they have signed up for that meal.
 - State that these assignments are **subject to change.**
 - Request an *RSVP*.
 - If there is to be a line-up, request that they report 15 minutes before the meal is to begin at **a specific place.**
 - If there is to be **no** line-up, request that those to be seated on the dais also be in their seats 10 minutes before the meal is to begin.
 - Request that those who are seated at the Honor Tables be in their seats 10 minutes before the meal is to begin.
 7. Meet in the dining room **an hour before** the meal is to begin:
 - Put place cards at the Head & Honor Tables.
 - Check the seating, lights, mike, settings & chairs.
 - Protocol members will place all purses, notes, wine glasses, etc. at each person's place before they enter the Dining Room.
 8. **Ten [10] minutes before** the meal:
 - Line up those people in the correct seating order.
 - Be sure that both the Presiding Officer and NGC President are present.
 - Protocol person will give a brief explanation about when to continue standing and sitting upon entering and being introduced.
 9. Someone on the Protocol Committee will introduce the presiding officer at each meal.
 10. Be alert in case there is need to make any necessary changes/adaptations that are necessary to keep everything running smoothly. And don't forget to **SMILE!**

SPECIFIC MEAL REQUIREMENTS

Life Membership Recognition

1. Contact the Life Membership Chairman as to the number of tables that will be needed for the New Life Members. Those tables should be near the stage. When they come off the stage and go to their seats, they will be close to the entertainment.
2. Supply the Life Membership Chairman with the names of those who will be seated at the Head Table and Honor Tables no later than a week before, sooner if possible.
3. Attend the rehearsal.
4. Assist in any way that is needed to help this function run smoothly.

Design Banquet

1. Check with the Calendar Committee Chairman for the name/s of the Designers that are being honored.
2. Check if the Design Speaker will be attending the meal before the program.
3. Place the International attendees at a Reserved Table/s, if requested.

Awards Banquet

1. Check with the Awards Chairman as to her line-up of Presidents for the presentation in order to make the Place Cards.
2. Meet with the Awards Committee when they are finalizing their plans for the presentation. Make suggestions when a concern is noticed, i.e., steps
3. Attend the rehearsal.
4. Have enough chairs available for the line-up at dinner.
5. Reserve 8 Tables for the REGIONS, signs to read: RESERVED FOR [Region name] and 3 Tables for the INTERNATIONAL AFFILIATES with RESERVED FOR INTERNATIONAL AFFILIATES signs.
6. Escort the Presidents & Regional Directors to their respective tables.
7. Escort each Region when it is time for the Awards presentation.
8. Assign a member to help at the steps.
9. Assign a member to stand at the table where they are to return. [poor lighting usually makes this necessary]

Installation Banquet

1. Consult with the incoming President as to his/her needs.
2. Consult with the Installing Officer as to his/her needs.
3. Consult with the Convention Chairman and her Chairman concerning the room set-up, where the place for those seated on the dais will meet, and for any special arrangements that the current President has made.
4. Ask the Convention Chairman to make sure that the hotel will have chairs in the meeting room for all of those who will be parading.
5. Attend the practice in order to check for possible areas of concern, i.e. going up and down stairs, distribution of corsages, crossing in front of one another, etc.
6. Meet **one and half [1 ½] hours before** the Banquet is to begin in order to have all the place cards, table numbers/names are in place.
7. Be in the room where those seated on the dais will meet at least thirty [30] minutes before the meal is to begin. Two [2] from the Protocol Committee and the Convention Protocol person are available to help the Convention Chairman in charge of the Installation Banquet by lining up and directing those seated on the dais.
8. In case they have not taken their purses and other personal items to their seats, take those items to their table; those parading should have nothing in their hands.
9. Check with the incoming and outgoing Executive Board members as to the number of guests they have invited.
10. Make sure that there are tables for all invited guests including incoming President's Garden Club/s members.
11. Double check that all of the **guests** have picked up their packets. Their seating assignment may be in that packet.
12. Be ready and alert for any and all last minute changes and SMILE!

BUSINESS MEETINGS

1. Meet in the business meeting room **one hour before** the meeting is to begin.
2. Head Table:
 - Put place cards in front of where each officer is sitting, as determined by the NGC President
 - Make sure there are glasses at each place and a pitcher of water on each side of the podium.
3. Place cards where the different groups are to be seated:
 - **Front row:** NGC Honorary Life President, other former Presidents, P H & E, Timekeepers, Regional Directors, Prayer, Pledge etc., Pages, Welcome, Response and Protocol Committee
 - **Second row** - Nominating Committee, Convention Chairman, Vice Chairman and future Conventions Chairmen, the same goes for Fall Board Meeting Chairmen, those giving reports including Credentials & Registration and local Convention Committee.
4. Have one member of the Protocol Committee seated on either end of the front row to help

people up and down the steps, if necessary.

5. Check:
 - Mike at head table
 - Mike at floor (standing) podium to the side of the Head Table.
 - Standing mike in center aisle [1/2 way down the row of chairs]
 - Lights
 - Chairs
 - Flag placement/s
6. Keep the doors closed for the Inspirational Reading & the Presentation of the Colors.

Non-Specific DUTIES

1. Make sure that the sign at the meeting place for any line-up is highly visible.
2. Assist the President and Convention Chairmen in adapting/refining any last minute changes, presentations.
3. Assist persons going up and down stairs at business meetings, meals and during all presentations.
4. Be available to assist those giving presentations in any way that will make their job easier.
5. Check the location of the Restrooms and how many stalls are available.
6. Check that there are the correct number of chairs and place settings for meals and the business meetings.
7. Check that water and glasses are available at the side/back of the room for the attendees.
8. Be sure that there are enough chairs for the attendees. Use those that have registered for the entire Convention as a base number, and have additional chairs available.

PUBLICITY CHAIRMAN

This Chairman distributes information on the Convention to possible attendees, as well as giving visibility to NGC through other news outlets.

Duties:

1. Make sure that promotional material is available at all NGC, Region and-State meetings eighteen months before the convention.
2. Send promotional information to local radio and TV stations
3. Secure names of Award of Excellence winners in advance from Award of Excellence Chairman; in consultation with the NGC Publicity Chairman, sends news releases to winners' area newspapers prior to date of Awards Banquet.
4. Invite members of the press and arrange for seating by the NGC Protocol Chairman.

REFRESHER/SYMPOSIUM CHAIRMAN

NOTE: Having a Refresher/Symposium is an OPTIONAL program that cannot be held unless the NGC President gives her approval to hold one. A Refresher/Symposium is to be a pre- or post-convention event ONLY.

This Chairman plans and executes all aspects of the Refresher/Symposium.

Duties:

1. Obtain approval by the appropriate NGC Refresher/Symposium Chairmen in time to be included in the Winter issue of *The National Gardener*.
2. Announce the refresher/symposium at the Fall Board Meeting.
3. Coordinate any transportation needed with the Tours Chairman.

REGIONAL MEAL FUNCTIONS

This Chairman is responsible for helping the Regional Directors acquire a speaker/program for eight Regional meal functions that are held concurrently on one day of the convention.

DUTIES:

1. Compile:
 - A list of available speakers/programs in the local area with contact information
 - Brief description of program topics
 - A form for ranking choices from the speakers' list
2. Send the list and form to the Regional Directors prior to the Fall Board Meeting preceding the NGC Convention. (The Regional Directors are not confined to the speakers on this list, but may invite speakers of their own choice, if desired.)
3. Book each speaker and obtain a signed contract.
4. Notify any Regional Directors that request the same speaker and work out a resolution.
5. Confirm with each Regional Director:
 - Speaker and title of the program
 - Head table seating needs
 - Audio-visual needs - **advise that audio-visual requirements beyond a lectern and microphone will be the responsibility of the Region.**
 - Items that are the financial responsibility of the Region:
 - ▶ Fee or honorarium to speaker – if speaker does not charge a fee, a gift or honorarium should be presented by the Region.
 - ▶ Speaker's meal – send payment prior to the convention to the Convention Chairman.
 - ▶ Any special equipment required by the speaker.
6. Report details of the Regional meal functions to the Convention Chairman, who will notify the Convention Catering / Staging Chairman, the Decorating Chairman, the Printing Committee for the program booklet and the Signs Chairman.
7. Appoint a committee member for each Regional meal function to place signs, check on seating and audio-visual needs, and to remain available throughout the meal function to provide assistance if needed.

REGISTRATION CHAIRMAN

The Registration Chairman is responsible for devising the procedures and forms for registration of convention attendees, including badges. This Chairman **SHOULD NOT ACCEPT ANY OTHER RESPONSIBILITY OF CONVENTION.**

Duties before the Convention:

1. Appoint Committee Members
 - Appoint an Assistant Registrar.
 - If possible, appoint a person, SPANISH LIAISON, who can speak Spanish, to be on the Registration Desk to assist the IAs with their registration and questions
 - Recruit and schedule members needed for:
 - ▶ Assembling registration packets before the convention
 - ▶ Staffing the registration desk during ALL HOURS of convention- excluding Registrar, Assistant Registrar and Spanish Liaison
 - Minimum of 3 people during the first 3 days
 - Minimum of 2 people each day after
 - If a large number of early morning tours at the beginning or before the convention starts, add more staff for this time period
 - **OPTIONAL:** Appoint a member who is responsible for the actual printing of the badges.
2. Registration Form (*See Sample in the Appendix*)
 - Determine information needed on registration form
 - ▶ Consider putting workshops on the form, even if they don't have a fee, so a count can be taken for the set-up of the room
 - ▶ Special diet indications
 - Compose the Registration Form in conjunction with the Convention Chairman.

- ▶ **On the Registration Forms, do NOT put the word “REGISTRAR” after the Registrar’s name in his/her mailing address**
 - This word usually denotes money is inside the envelope.
 - Have the form approved by the Convention Chairman and NGC President
 - Send form to the Convention Chairman by June 30 prior to Convention (or date set by Convention Chairman).
3. Acknowledgments
- Determine procedure for acknowledgement of registrations received.
 - Placement of any acknowledgement information on the registration form.
 - Determine information to be included in the acknowledgement.
 - Receive copies of registrations submitted online from NGC website and acknowledge receipt to registrant.
4. Send Information on Who Has Registered
- To NGC Protocol Chairman and NGC Parliamentarian (for scripts for meetings and to inform President):
 - ▶ List of registered NGC Officers, Board of Directors Chairmen and Life Members
 - ▶ Send **DAILY** during the last two weeks before the Convention
 - To NGC Life Membership Chairman:
 - ▶ All registered NGC Life Members
 - ▶ All registered NEW NGC Life Members
 - ▶ Send **DAILY** during the last two weeks before the Convention
5. Badges
- Determine information to be printed on the badges:
 - ▶ National Garden Clubs, Inc., name of registrant, registration number, office or title and state represented in letters large enough to be easily read.
 - ▶ A logo may be added if there is sufficient room
 - ▶ NGC Life Members shall be designated by a blue symbol -- star, dot, lettering, etc.
 - Determine the type of badge to be used; i.e. plastic sleeve with elastic cord, etc.
 - After the badges are printed, check each one against the original registration form.
6. Supply for Registration Packets for Attendees
- Envelopes for badge, program booklet, etc.
 - Cards for signature of attendees when they register
 - Red cards that indicate money owed
 - Badge supplies
7. Signs for the Registration Location
- Decide
 - ▶ Hour registration will be open
 - ▶ Number of lines of people waiting to register, Ex. *A-L, M-Z* or *A-H, I-O, P-Z*, etc.
 - Inform SIGN CHAIRMAN of needed signs
 - ▶ Hours registration is open
 - ▶ Dividing lines for people waiting to register
8. Registration Location at the Hotel; usually includes
- Registration Table
 - Credentials Table
 - Information Center for convention – bulletin board, Lost and Found
 - Hostess Chairman can use it as a meeting place for hostesses
9. Processing of Registrations
- Keep all registration information on spreadsheets. Software determines number of names per sheet. (**See Appendix – Registrar’s Spreadsheet Headings**)
 - ▶ These events/chairmen typically will need to be given a tally from the registrations:
 - Each Meal
 - Spouses
 - Each Tour
 - Garden Club Members

- Life Members
- Speakers
- Guests
- International Affiliates
- Regions
- *Registration changes shall **NOT** be accepted by phone.* All requests for changes shall be sent in writing to the Registration Chairman.
- Keep up-to-date records as registrations arrive.
- Number each registration.
 - ▶ It is customary to give registration #1 to NGC President, #2 to the President-Elect, #3 to Host State President or Host Regional Director, followed by Convention Chairman and Vice Chairmen.
- List attendees by name – **Last Name FIRST**, in alphabetical order - as well as by registration number to speed registration at the convention.
- Registration Committee sends acknowledgement information *immediately*.
 - ▶ These cards, letters or emails, in addition to acknowledging receipt of registration and payment, must also contain the following statement from the IRS; "The amount listed above should not be considered a cash charitable contribution. The IRS does allow deductions for expenses incurred in the performance of services on behalf of a charitable organization." (Contact your tax preparer for specifics.)
- Fees
 - ▶ Mark in bold red ink at bottom of registration form **any money owed**, or **refund** that is due.
 - Send copies of these registration forms to Treasurer to prepare and mail refund checks
 - Attach a red card to front of registration envelope below name with amount owed
 - Mark card "Paid" and file with registration form
- Prepare for each registrant a large envelope containing badges, program booklet and meal tickets (if these are used).
 - ▶ Put on the OUTSIDE:
 - Registrant's Name – Last Name **FIRST**
 - Registration Number
 - Designation: "Spouse" (S), "Delegate" (D), "Guest" (G) or "Speaker"
 - Staple to outside
 - The card for signature when registering
 - (Below name) Red card indicating amount of money owed
 - ▶ Also include
 - Any refund checks
 - Any special diet indicators, Ex. Special meal tickets
 - ▶ File envelopes alphabetically by LAST NAME.
- Keep all correspondence with envelopes attached filed alphabetically by name. This should be available at convention.

Duties during the Convention:

1. Give instructions to Registration Workers:
 - **REMIND THEM THAT THEY ARE TO REMAIN CHEERFUL AND COURTEOUS AT ALL TIMES FOR A POSITIVE FIRST IMPRESSION.**
 - Do not give out registration envelopes indicating money is owed until money is received
 - Registration Procedure
2. Money/Last-Minute Payments
 - There may be times when money needs to be accepted: a tour slot becomes available, a spouse decides to attend a meal, etc.
 - ▶ Ask Convention Chairman and Tours Chairman at beginning of Convention if any meals or tours are available to be sold.
 - Decide ahead of time with Convention Treasurer and Convention Chairman:

- ▶ How to handle payments – checks and exact change only; have money available to make change, etc.
 - ▶ Procedure/form for recording transactions
3. Registration table
 - Open for duration of convention, beginning with pre-convention meetings.
 - Open desk early on days tours are scheduled, determined by the departure time of the first tour.
 4. Registration Procedure
 - Have registrant sign the signature card
 - Ask registrant to step to the side and check their tickets and badges; come back to the desk if there is a problem
 - These cards are filed separately (during down time) and are used by Credentials Committee as a crosscheck.
 - ▶ Have a file ready for this before convention with separations labeled for each state and the National Capital Area.
 - ▶ Periodically during the day give these cards to the Credentials Chairman, sorted by state and alphabetized by last name, so she can be sure everyone who has registered has signed in with Credentials.
 - Collect money owed if there is a red card attached to the outside of the envelope; mark the card “Paid” and file with the registration form
 5. Give the Registrar’s Report at **each** business session
 - Report is a tabulation of the attendees (*See Appendix – Registrar’s Report and Calculation*)
 - Envelopes awaiting pick-up help with the tabulation for the report by including the Spouse, Delegate, Guest and Speaker designations

Duties After the Convention: Prepare list of Convention attendees by State and International Affiliates and send to NGC Headquarters, NGC Convention Coordinator, and NGC Parliamentarian. List of attendees will be available electronically upon request from NGC Headquarters.

REGISTRATION CHAIRMAN FOR INTERNATIONAL AFFILIATES

A Registration Chairman for IAs **MAY** be appointed, preferably a person who is bilingual.

Duties:

1. Emphasize in all information and pre-convention publicity that *everyone* must be pre-registered before the convention, and that ***no walk-ins will be accepted***
2. It is necessary to publish a registration fax number.
 - Will make registration much easier than using the mail.
 - Will assure acknowledgment of their registration.
 - The fax number for receiving registrations should be in **residence**, rather than using one of the UPS-type stores.
3. Accept payment at the convention from those who have pre-registered by fax or by mail. It is often difficult for them to send payment by mail.

SEATING CHAIRMAN FOR MEALS

This Chairman is responsible for planning and executing the procedure for seating attendees at all of the convention meals included in the Full-Time Package Plan. ***AVOID OPEN-SEATING AT MEAL FUNCTIONS, as it eliminates problems of each person having to find an available seat in a very crowded room.***

PREFERRED PROCEDURE:

- Have pieces of paper marked with table numbers
- As attendees enter the dining room, they are **handed** a piece of paper that has a table number on it
- Members seated at an HONORS TABLE should **NOT take a number**, as there will be a shortage of numbers

Duties:

1. Recruit and schedule people/hostesses for specific meals/s and hours of service depending on the number of dining room entrances.
2. Prepare the appropriate number baskets with the numbers for each meal; contact the Registrar for numbers needed for each meal.
3. For couples wishing to sit together:
 - Designate a specific entrance for this
 - ▶ Preferably the same for every major meal
 - ▶ Make sure every hostess knows where this entrance is located
 - ▶ Give the Convention Chairman this information so she can make an announcement of the location at the beginning of convention
 - ▶ If possible, have the information printed in the convention program booklet
 - Prepare a special basket - staple 2 papers marked with the same table number together and place in the basket.
 - Either designate several complete tables for this purpose, or else seat all couples together at random tables.
4. Put numbers provided by the hotel on the tables.
5. At the Installation Banquet, coordinate with the NGC Protocol Chairman seating in front/near the stage for:
 - Special guests of incoming President
 - Immediate family members of Incoming Officers and Regional Directors
6. Seating on Awards night: 7 or 8 tables in front of stage (unnumbered) for State Presidents, Regional Directors, and International Affiliates
7. Be present before and during the meals to give instructions and supervise the people at the dining room doors.

Duties of Members at the Dining Room Door:

1. Know the location of the entrance for couples wishing to sit together.
2. **HAND the piece of paper** with the number to the person.
3. Periodically remind people entering that if they are at an HONORS TABLE, they are **NOT to take a number**.

SIGNS CHAIRMAN

This Chairman is responsible for acquiring and placing the signs for the Public Areas of the hotel, as well as individual rooms/locations.

Duties:

1. Check with Convention Staging Chairman regarding hotel's policy on type of signs permitted, their placement, the availability of easels and if the hotel supplies or prints the signs.
2. Place and remove signs.
3. Have signs made for:
 - Business Meeting
 - Credentials – with hours
 - Exhibit Room – with hours
 - Information – Lost and Found
 - Photography
 - Regional meal functions (each one)
 - Registration – with hours
 - State Presidents' Breakfast
 - Tours
 - Vendors – with hours
 - Workshops

SPEAKERS' ASSISTANTS CHAIRMAN

This Chairman helps all the speakers with every aspect of their presentation both before and during the presentation.

Duties:

1. Recruit and schedule an adequate number of people to help.
2. Learn what materials or supplies are needed: flowers, containers, line material, etc. for floral designers, or other needed supplies for other speakers.
3. Assist with unpacking, packing and designing, if needed.
4. May be on stage during presentation, or remain nearby to help.
5. Clean up area after program.

SPEAKERS' HOSPITALITY CHAIRMAN

This Chairman is the "host" to the speakers from their arrival at convention until their departure.

Duties:

1. Recruit and schedule people to help.
2. Arrange transportation from the airport to the hotel for the speakers.
3. Send instructions to speakers driving to convention as to when or where to meet a member of this committee.
4. Greet speakers at hotel lobby and assure that they are registered in the hotel.
5. Pick up registration packet for them.
6. Arrange to meet them at a convenient place prior to the meal at which they are giving a presentation and escort them to the table or lineup area.
7. Introduce them to NGC Protocol Chairman.
8. Pick up the check for speaker's fees in an envelope from Treasurer and present it to speaker following the meal.

SPOUSES' PROGRAM CHAIRMAN

This Chairman is responsible for the planning and execution of any tours and/or programs held for the Spouses of NGC members during the convention sessions. A local **person** should be in charge of the Spouses' Program.

Duties:

1. Plan and make arrangements for visits for group to industrial plants, factories, distilleries, breweries, military installations, boat trips, sports events, other local attractions of interest.
2. Secure contracts with prices for speakers and for food service at restaurants during tours.
3. Determine the price of each program/tour/event, including gratuities for drivers.
1. In the summer in year preceding the convention, all information, including costs and tour descriptions, shall be given to Convention Chairman. As much information should be given about all tour details as possible.
4. Check on timing of each day's activities by making a trial run during planning process.
5. Secure necessary checks from Treasurer to make any payments ahead of time, as well as when final payments are due.

STAGING CHAIRMAN

The Staging Chairman's primary responsibility is to coordinate staging equipment needed for all of the convention's functions.

Duties:

1. Staging
 - Work with the Convention Chairman on the staging requirements.

- Obtain estimates in initial contacts with audio-visual staff for use in planning the proposed budget.
- Two months before convention, the Convention Chairman and Staging Chairman should meet with hotel's audio-visual representative to process all requirements for each meal function, program and workshop for: microphones, spotlights and operators, projectors and screens, etc., with **a final charge being given for each.**

TOURS CHAIRMAN

This Chairman is responsible for the planning and execution for any pre-convention and post-convention tours.

Types of Optional Tours:

1. Pre-convention tours - may take place before or during the essential NGC Committee Meetings held before the opening of the Convention.
2. Tour during the NGC Board of Directors Meeting - not available to Board members.
3. Refresher/Symposium Tours
4. Post-Convention Tour – only one is recommended; all attendees must pay a Full-Time Registration Package.

Duties:

2. Research places for tours and types of transportation.
3. Decide on places for tours and transportation and get approval from the Convention Chairman.
4. Make reservations, with any necessary advance payments, for locations and transportation.
5. Set the fees for each tour
 - Cover cost of tour, including tips to drivers
 - Set fees to break even at a number less than capacity
 - **Goal of tour should not be to make money**
6. In the summer in year preceding the convention, all information, including costs and tour descriptions, shall be given to Convention Chairman. As much information should be given about all tour details as possible.
7. Recruit and schedule people to accompany each tour/bus; a bus or tour “leader”
8. Notify the SIGNS CHAIRMAN of signs needed:
 - Location in hotel where tours will depart
 - Buses – sign so a member can identify which bus to re-board
9. Should be present and available at least 30 minutes before a tour is leaving
 - Give instructions to each bus or tour “leader”
 - ▶ If tickets are taken or badges checked before boarding
 - ▶ Count the number of people each time before leaving
 - ▶ Repeat what bus they are on and time to be back on board BEFORE bus doors are opened
10. Notify convention attendees **immediately** upon receiving registration if a requested tour is full and you are unable to accommodate them for that particular tour. Inform each that his / her name will be placed on a waiting list for notification if space becomes available later.
11. Notify all those registered for a tour if a significant change has been made to that tour.
12. All buses, including those for Spouses' Program, should be carefully coordinated to adhere to the planned convention program and time-schedule.
13. Should do everything possible to insure tours are not cancelled. Make arrangements for smaller buses/vans to accommodate registrants, if necessary.
14. In installation years, departure time of post-convention tour needs to take into consideration the scheduled meeting/s of incoming Board of Directors.
15. Anyone taking a post-convention tour **MUST** pay full convention registration fee.
16. Tours may be handled by a commercial company.

WORKSHOPS CHAIRMAN

This Chairman is responsible for carrying out the plans for the workshops held during the convention.

Duties Before the Convention:

1. The NGC President, in conjunction with the Convention Chairman, decides how many workshops will be held and who will conduct them.
2. Convention Chairman checks with hotel to assign rooms adequate to comfortably accommodate projected attendance.
3. Forms requesting equipment needs are sent in early fall, with a return deadline early in the year to each person conducting a workshop.
4. Contact Signs Chairman to get deadline for submitting the signs needed; advises Signs Chairman of needed workshop signs prior to the convention.

Duties During the Convention:

1. Committee member is assigned to each workshop area to check equipment and to make sure that all needs are met, and remain until the workshop is completed.
2. Submit the expenses of the workshops to the Convention Chairman.