

# **NGC FALL BOARD MEETING PROCEDURE MANUAL**

**For the Planning and Executing of  
NGC Fall Board Meetings**



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By NGC Organization Study Committee

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## GENERAL CONSIDERATIONS FOR HOSTING AN NGC FALL BOARD MEETING

Guidelines for hosting an NGC Fall Board Meeting are found in the following resources which are on the NGC website:

- *NGC Fall Board Meeting Procedure Manual*
- 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 the NGC Fall Board Meeting

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: 150 (typical use – 125 rooms)
- Banquet facilities: space for 400
- Meeting rooms
- Registration
- 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 – Keep as close to \$100-\$150 as possible.
- Amount of on-site parking and parking fees
- Audio-visual availability and cost
- **Hotel cannot be under construction or under receivership.**

#### Contract

- Contracts can be signed no earlier than three (3) years before the event.
- Hotel deposits will be paid by NGC Headquarters.
  - Chairman or Treasurer must submit to NGC Headquarters:
    - i. A 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 Fall Board Meeting Coordinator for review and recommendations **BEFORE IT IS SIGNED.**
- After approval by NGC Fall Board Meeting Coordinator, contract should be **signed** by the hotel management and the NGC Vice President\*.
- No third-party contracts.

### 2. DATES

- Held no earlier than the third week in September and no later than the second week in October. (NGC Standing Rules, *CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS*, Number 26.
- A Host State or Region shall **NOT** schedule a State Convention or Regional Meeting immediately preceding the Fall Board Meeting.
- Dates **MUST BE APPROVED** by NGC Vice President\* **and** NGC Fall Board Meeting Coordinator.

- Total **length** of meeting
  - ▶ **Definition of Fall Board Meeting** = essential committee meetings, programs and business meetings
  - ▶ Shall **not exceed four (4) days** - Wednesday through Saturday
- Optional tours for members may be offered during essential committee meetings.
- Pre-/post-fall board meeting activities (tours and refresher courses) are optional.

### **3. REQUIRED MEETINGS/PROGRAMS**

- **NGC Vice President\* plans and/or approves all proposed programs**
- **NGC Vice President\* plans the schedule for all days of the Fall Board Meeting**

#### **PROCEDURE FOR EXTENDING AN INVITATION TO HOST AN NGC FALL BOARD MEETING:**

1. State or Region's governing body must vote to host and support an NGC Fall Board Meeting.
2. This vote must take place three to five years before the meeting would be held.
3. State President or Regional Director sends a written letter to the NGC Fall Board Meeting Coordinator offering to host the NGC Fall Board Meeting in a specific year.
4. After acceptance of the invitation, the NGC Fall Board Meeting Coordinator and the NGC Vice President\* will specify, guide and coordinate the procedure for the planning and execution of all aspects of the NGC Fall Board Meeting.

## NGC FALL BOARD MEETING

The Fall Meeting of the NGC Board of Directors shall be held in St. Louis in the election year and in a member State or Region in the even-numbered year, unless otherwise ordered by the Board of Directors. (*NGC Bylaws*, Article XIV – Board of Directors, Section 3)

- Business meetings are open only to members of the Board of Directors and any others designated by the NGC President as having business before the Board of Directors.
- Guests may attend non-business parts of the program.
- Special guests shall be by the invitation of the NGC President.

### SUGGESTED FALL BOARD MEETING TIME LINE

The suggested Fall Board Meeting time line is a general guideline for the items that need to be accomplished and/or supervised by the Fall Board Meeting Chairman and the Vice Chairman in planning and executing an NGC Fall Board Meeting.

**NOTE:** ♦Any reference to **FBM Chairman** = FBM Chairman or Vice Chairman  
♦Any reference to **NGC Vice President\*** = NGC Vice President who will be NGC President at the time of the NGC Fall Board Meeting

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

### MINIMUM OF THREE TO FIVE YEARS PRIOR:

#### State or Region

1. State or Region's governing body must vote to host an NGC Fall Board Meeting.
2. The State President/Regional Director extends an invitation to host an NGC Fall Board Meeting to the NGC Fall Board Meeting Coordinator. (*details on page 3*)
3. Names of the Fall Board Meeting Chairman and Vice Chairman/Chairmen shall be sent **by** the State President/Regional Director to the **NGC Fall Board Meeting Coordinator** as soon as they are selected.

#### Fall Board Meeting Chairman

1. Works directly with the NGC Fall Board Meeting Coordinators until after the NGC Convention AFTER the Fall Board Meeting that the state/region is hosting, using the form ***Checklist of Items Sent to NGC Fall Board Meeting Coordinator. (See Appendix)***
2. Select Committees after the invitation has been ratified by the NGC Board of Directors.
  - When FBM is in St. Louis, do not appoint the following chairmen:
    - ▶ Registrar – NGC Headquarters Staff provides these duties, including printing the program booklet
    - ▶ Treasurer – NGC Accountant receives funds and does the final financial report.
  - NGC Headquarters duplicates THE CALL on NGC stationery and sends it to all NGC Board Members via email.
3. **IMPORTANT:** The Fall Board Meeting Chairman **MUST** discuss with the NGC Fall Board Meeting Coordinator and the NGC Vice President\*:
  - **Schedule** - business meetings, committee meetings, programs, educational tours, optional tours
  - **Speakers/Programs/Tours and Entertainment**
  - **Selection of Dates**

- ▶ Held no earlier than the third week in September and no later than the second week in October. (NGC Standing Rules, *CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS*, Number 26.
- ▶ A Host State or Region shall **NOT** schedule a State Convention or Regional Meeting immediately preceding the Fall Board Meeting.
- ▶ Fall Board Meeting planning should be sensitive to religious holidays.
- **Number of Days**
  - ▶ **Definition of Fall Board Meeting** = essential committee meetings, programs and business meetings
  - ▶ Shall **not exceed four (4) days** - Wednesday through Saturday
  - ▶ Optional tours for members may be offered during essential committee meetings.
  - ▶ Pre-/post-fall board meeting activities (tours and refresher courses) are optional.
- **City** – should have an major airport nearby
- **Hotel - (*See Appendix #1 – Information Needed for First Hotel Visit*)**
  - ▶ **Space**
    - Hotel rooms available if needed: 150 (typical use – 125 rooms)
    - Banquet facilities: space for 400
    - Meeting rooms
    - Registration
    - 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 – Keep as close to \$100-\$150 as possible.
    - Amount of on-site parking and parking fees
    - Audio-visual availability and cost
    - **Hotel cannot be under construction or under receivership.**
  - ▶ **Contract**
    - Initial contract must negotiated **IN WRITING** and sent to the NGC Fall Board Meeting Coordinator for review and recommendations **BEFORE IT IS SIGNED.**
    - After approval by **NGC Fall Board Meeting Coordinator**, contract should be **signed** by the hotel management and the NGC Vice President\*.
    - No third-party contracts.
- 4. NGC Fall Board Meeting Coordinator can supply:
  - Previous attendance figures
  - Copies of previous hotel contracts

## Finances

1. Appoints a Fall Board Meeting Treasurer to set up a Fall Board Meeting account.
  - Should be someone **other than** the Registration Chairman.
  - Checking account must be setup with NGC's Federal Tax ID Number.
  - After a bank is chosen, contact NGC Headquarters to request paperwork needed to open the account.
2. Send a written request to NGC Treasurer for a cash advance to be returned as soon as registration permits (*NGC Standing Rules, CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS, #13.*)
  - In the even-numbered year or in the election year if not held in St. Louis - an advance of \$2,000 available three (3) years prior.
  - In St. Louis - an advance of \$1000 available one (1) year prior

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 the meeting.
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 the meeting.
  - Copy of the Certificate of Liability Insurance is available by contacting NGC Headquarters, if needed.
  - Please note this policy covers **NGC meeting space ONLY**.

<b>TWO YEARS PRIOR:</b>
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#### **NGC**

1. The Fall Board Meeting Chairman and Vice Chairman
  - Names are submitted by NGC Fall Board Meeting 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.

#### **Speakers/Programs/Entertainment/Tours**

1. Work with NGC Fall Board Meeting Coordinator and NGC Vice President\*
  - Submit list of local talent and/or speakers to the NGC Vice President\*
  - Plan speakers, workshops and entertainment, as well as time allotment for each.
  - Explore tour possibilities.
    - ▶ If one of the days is designated a Tour/Educational Day, it is the responsibility of the FBM Chairman and Tour Chairman to prepare the information for the tours, secure buses, luncheons, tickets, etc.
    - ▶ Have dry run of any tour/educational day to verify directions and timing.
  - Exhibits and Vendors – determine if there will be any
  - No VIP dinners should be planned.
2. Send contracts and IRS W-9 (be sure it is the most current one from IRS) to speakers, entertainment/programs using the **NGC Speaker Contract. (See Appendix)**

#### **Hotel**

1. Works directly with the assigned Convention Manager of the hotel.
2. Contract - works with NGC Fall Board Meeting 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 the meeting.
  - Designate rooms in the block of hotel rooms for the President, the NGC Executive Director and speakers.
  - **BEFORE signing the contract**, sends it first to the **NGC FALL BOARD MEETING COORDINATOR** and then the NGC Vice 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 meeting, the Fall Board Meeting 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 Vice President\* as to which committees will be meeting.
  - Committees with less than ten (10) members – other than the essential Committees designated by the NGC Vice President\* – may not have hotel meeting rooms; may meet in a member’s room, lobby, café, etc.
4. Meals
- Fall Board Meeting Chairman and Vice Chairmen meet with the hotel’s Catering Manager to select menus and to finalize prices.
    - ▶ Negotiate for smaller, less expensive meals whenever possible.
    - ▶ Negotiate price when contract is signed with only a small percentage for anticipated increase.
  - 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.
    - ▶ Decide what information needs to be on the Fall Board Meeting Registration form about Special Medical Food Allergy Diets and notify Registration Chairman.
  - 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 any special guest.
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 signs 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 FALL BOARD MEETING 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.  
**Note: No centerpieces for pre-board meeting break-out lunches.**
  - Number of people at head table for each meal
  - Copy of the budget allocated to this committee, *along with the **decision if table centerpieces will be sold or given away; to keep costs down, centerpieces can be used more than once.***
8. Give the appropriate Chairmen what has been planned; Ex. Workshops, Signs, Decorations, etc.

**Finances**

1. Preliminary Budget - prepared by Chairman, Vice Chairmen and Treasurer; **(See Appendix - Sample Budget); send a copy to NGC FALL BOARD MEETING COORDINATOR.**

<b>ONE YEAR PRIOR:</b>
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**Fall Board Meeting Chairman**

1. Arrange transportation for the NGC President
  - To and from the airport
  - For all FBM functions



2. Table Hostesses are not required for Fall Board Meeting.

### Hotel

1. Make room reservations for President and speakers, if it is in their contract.
2. Obtain promotional materials for the hotel and local area.

### Finances

1. Send a written request to NGC Treasurer for a cash advance to be returned as soon as registration permits (*NGC Standing Rules, CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS, #13.*)
    - In St. Louis - an advance of \$1000 available one (1) year prior
  2. Registration Packages (***See Appendix – Registration Form***)
    - Determine prices for meals based on final cost from hotel.
    - Determine prices for Full-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; usually \$40 for full-time
  4. Send **proposed** budget, **tentative** program and **draft** of the registration form to **NGC Fall Board Meeting Coordinator** for approval.
    - Registration fees must be a separate item in the budget and on the registration form. They may not be included with the meal package plan.
    - After approval, send to:
      - ▶ NGC Vice President\*
      - ▶ NGC Finance Committee Chairman
- NOTE:** • *Registration forms should be watermarked in some way to indicate it is a DRAFT that is for information only, so no Board Members use it for registering.*
- **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.**

### Speakers/Programs/Tours/Entertainment

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 entertainment and obtain resumes needed for introductions and publicity.
3. Finalize plans for decorations.

### Program Booklet

1. Responsibility for printing:
  - Host State or Region
  - NGC Headquarters - if meeting held in St. Louis,
2. Content and style of program
  - **Must be pre-approved by the NGC President before printed**
  - Supervised by the Fall Board Meeting Chairman
  - Proofed by those designated by the NGC President (usually Parliamentarian and President)

<b>SIX MONTHS TO NINE MONTHS PRIOR:</b>
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### Fall Board Meeting Chairman

1. At least **six (6) weeks** before the NGC Convention prior to the FBM, send to NGC Executive Director, as these need to be approved by NGC Finance and Executive Committees and the Board of Directors at convention:

- Proposed budget (*See sample in Appendix*)
  - Tentative program
  - Registration Form (*See sample in Appendix*)
2. Present packet of budget, tentative program, registration form, Spouses/Guest registration form, refreshers, symposiums, tours, hotel reservation information to NGC Executive Committee and Board of Directors at NGC Convention prior to the Fall Board Meeting. *NGC Headquarters will print copies for distribution to Board members if received **at least six weeks ahead**, or Fall Board Meeting Committee can do its own copies.*

<b>5 MONTHS PRIOR (AFTER NGC CONVENTION):</b>
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**Fall Board Meeting Chairman**

1. Send approved registration form and Fall Board Meeting schedule by email to the NGC Website Chairman in WORD format.
2. Send Fall Board Meeting Committee Chairmen's names to respective NGC Chairmen (Credentials, Protocol and others with whom coordination is required for Fall Board Meeting).

**Hotel**

1. Determines needs, makes reservations and registers special guests and speakers.

**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
2. Pay for needed buses, transportation, tours, etc.
3. It is very important that all program and workshop speakers' requests have been finalized at least two months prior to the Fall Board Meeting before the meeting with the hotel audio-visual staff.
4. Two months before, meet with the Fall Board Meeting'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.**
5. Decides with Member Services Chairman amount of Member Services items to be sold

**Registration**

1. Registration Chairman informs the NGC Protocol Chairman and Parliamentarian as to NGC Board Members' and invited guests' registration upon receipt.

<b>LAST MONTH PRIOR:</b>
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**Speakers/Programs/Tours**

1. Verify details with speaker/s.
2. Send information concerning speakers to the person chosen by the NGC President to introduce the speaker.

## General Items

1. Prior to the meeting, send copies of printed program to:
  - NGC President
  - NGC Corresponding Secretary
  - NGC Resolutions Chairman
  - NGC Board Meeting Vice Chairman
  - NGC Parliamentarian
  - NGC Protocol Chairman
  - NGC Fall Board Meeting Chairman
2. Make sure that the NGC Fall Board Meeting Chairman's phone number (home, work or cell) is available for any questions or emergencies.
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. Communicate with all Chairmen as to their status on upcoming tasks.
6. Inform Committee Chairmen of the date their final report is due.

## Hotel

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

## Finances

1. Fall Board Meeting Treasurer uses the applicable registration forms to prepare and mail refund checks. Refunds needed later for any changes made during the course of the Fall Board Meeting should be mailed **after the meeting**.
2. Submit vouchers to NGC for up to a total of \$1,000 for expenses workshops

### ONE WEEK PRIOR:

1. Verify details with any **LOCAL** speakers/government officials as a courtesy.

### AFTER FALL BOARD MEETING:

1. Send any refund checks.
2. Send any final payments.
3. Submit to NGC Headquarters all financial records required by NGC.
4. Submit **NGC Fall Board Meeting Final Report Form (See Appendix and NGC website)**.
5. Prepare two Books of Evidence for use by future chairmen to be sent to NGC Headquarters
  - Composition of Book of Evidence
    - ▶ Make extra copies of information pertaining to the meeting during the planning
    - ▶ Add copies of final reports of Committee Chairmen
6. Report at the Pre-Convention Board of Directors Meeting **following** the Fall Board Meeting
  - Submit a written report (5) copies
    - ▶ Among topics to be covered:
      - Financial data
      - Attendance figures for events
    - ▶ Send copies to:
      - NGC President
      - NGC Fall Board Meeting Coordinator
      - Next Fall Board Meeting Chairman
      - NGC Headquarters – 2 copies
  - Give an oral report – written copy of oral report to NGC Recording Secretary
  - Presentation of any surplus funds (see page 12) at the end of oral report
7. After the Pre-Convention Board Meeting, the Chairman and Vice Chairmen no longer serve as members of the Board of Directors in that capacity.
8. Return previous Fall Board Meeting Record books promptly following Fall Board Meeting, or before, to NGC Headquarters.

## FINANCES

### NGC Financial Policies for Meetings (from NGC Standing Rules)

1. All financial activity for NGC Fall Board Meeting 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 Fall Board Meetings will use a checking account set up with NGC's Federal Tax ID Number.
  - After a bank is chosen, the Chairman or Treasurer shall contact NGC Headquarters to request paperwork needed to open the account.
  - The NGC Corporate Banking Resolution provides four signees for the account – NGC President, NGC Treasurer, Meeting Chairman and Meeting Treasurer
3. NGC Fall Board Meetings will use a checking account set up with the NGC Federal Tax ID number.
  - The bank chosen should have online access capability.
  - After a bank is chosen, the Chairman or Treasurer shall contact NGC Headquarters to request paperwork needed to open the account after the NGC Winter Executive Committee Meeting, two and one half (2 ½) years before the board meeting.
  - NGC Headquarters will provide Corporate Resolution signed by the NGC President, NGC Treasurer, NGC Convention Chairman and one additional person appointed by the NGC Convention Chairman.
  - The NGC Corporate Banking Resolution provides four signatories for the account – NGC President, NGC Treasurer, Meeting Chairman and Meeting Treasurer.
4. After the bank account for the meeting is open, the Treasurer is required to send NGC Headquarters each month the following:
  - NGC Check Register Form – list each check with support for each check written
  - NGC Deposit Ledger Form – list of all cash or checks received
  - Bank statements – copies must be sent by postal or electronic transmission

If there is no activity on the account for any given month, all necessary paperwork (NGC Check Register Form, NGC Deposit Ledger Form and Bank Statement) is still required. Indicate “No Activity” on each form and submit all three items to NGC Headquarters.
5. Contracts for NGC meetings shall be signed either by the NGC President or by a person authorized to sign the contract in a corporate resolution issued by the NGC President. The resolution should be only for a specific event.
6. A budget for the meeting shall be submitted to the Finance Committee for approval at its meeting preceding the event.
7. The final financial report is due to NGC Headquarters and the Finance Committee Chairman by the next Finance Committee Meeting after the Fall Board Meeting. Treasurers of NGC Fall Board Meetings in the even-numbered year and in the election year if not held in St. Louis shall issue a check for all remaining funds to NGC when closing the bank account after all bills are paid. Supporting bank statements, bills/invoices and receipts for all checks should be sent to NGC Headquarters by either hard copy or electronic scan. 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:
  - **Fall Board Meetings in even-numbered years** - 50% to the host State or Region and 50% to NGC Endowment Fund. One recognition for the 50% balance will be given at Headquarters 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. The amount of the 50% balance will determine the category of recognition.

\$2,500 or more	12" x 18" Name Plate <b>STEWARDS OF TOMORROW</b> , Terrace Wall
\$1,000 to \$2,499	5 1/2" x 18" Name Plate <b>STEWARDS OF TOMORROW</b> , Brick Column
\$ 100 to \$ 999	Name of State Garden Club inscribed in <b>THE ROLL OF HONOR BOOK</b>

**Fall Board Meetings in odd-numbered years** - 75% to the NGC Endowment Fund and 25% to the garden club entity hosting the meeting in St. Louis. The name of the Fall Board Meeting Chairman in the odd-numbered years, if held in St. Louis, shall be entered in THE ROLL OF HONOR BOOK at Headquarters.

8. A Fall Board Meeting deficit shall be paid as follows: the host State Garden Club or host Region shall be responsible for any amount up to five hundred dollars (\$500). 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 income from the meeting, it is strongly emphasized that ***NGC Fall Board Meetings should NEVER be regarded as income producers for either NGC or the Host State or Region.***
2. Send a written request to NGC Treasurer for a cash advance to be returned as soon as registration permits (*NGC Standing Rules, CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS, #13.*)
  - In the even-numbered year or in the election year if not held in St. Louis - an advance of \$2,000 available three (3) years prior.
  - In St. Louis - an advance of \$1000 available one (1) year prior
3. The Fall Board Meeting Chairman pays all bills with the appropriate supporting receipts or documentation.
4. Online registration funds received via the NGC website will be placed in the Fall Board Meeting checking account; registration information will be forwarded to Host State or Region.
5. Checks cannot be issued by the Fall Board Meeting Treasurer without signed vouchers from the Fall Board Meeting Chairman.
6. **No refunds are made for cancellation after deadline unless there is revenue over expenses and the reason is exceptional; then refunds will be for meals only.**
7. A registration fee must be charged anyone attending the Fall Board Meeting.
  - **EXCEPTION:**
    - ▶ Garden club members who are there **ONLY** to work and do **NOT ATTEND** any function
8. Contributions of money, services, hospitality, etc. from industry or individuals should be recognized in the Fall Board Meeting program booklet.
9. 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 Fall Board Meeting, the Chairman and Vice Chairman will meet with Hotel to agree on the sum with any additional moneys for unexpected services required.

### **Paid by Fall Board Meeting Funds**

1. NGC President: one-bedroom suite (which can be complimentary from hotel) all meals (package plan), page's out-of-pocket expenses and other courtesies.
2. Audio-visual equipment for all Fall Board Meeting functions, including workshops.
3. Tips for hotel personnel.
4. Printing program booklet.
5. Security guards or key change fees, if needed, in Exhibit, Sales, Registration and Flower Rooms.
6. Fees for shipping remaining Member Services items back to NGC Headquarters.

#### **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. Optional 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.
2. Printing
  - Copy charges for recommendations to the Board of Directors.
  - Informational sheets for the Board of Directors printed at the Fall Board Meeting  
**NOTE:** Fall Board Meeting Committee is charged with locating a business in the area (ex. Fed Ex) for this purpose.
  - Voting cards, if needed for the business meeting
3. Fees for shipping Member Services items to the hotel.

### **FALL BOARD MEETING COMMITTEE CHAIRMEN**

**NOTE:** *The list of Fall Board Meeting Committee Chairman is **only a suggested list** based on past experience. Every Fall Board Meeting 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. Fall Board Meeting Chairmen and Committee Members should keep in mind at all times that a State or Region is the **host** of the NGC Fall Board Meeting, but **it is an NGC Fall Board Meeting**.
2. All decisions relevant to the planning of NGC Fall Board Meeting are made by the NGC Vice President\* for all NGC Fall Board Meetings 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 Fall Board Meeting Chairman or Committee without prior consultation and careful checks with the NGC Bylaws, Standing Rules and *NGC Fall Board Meeting Procedure Manual*.
3. Hotel
  - The Hotel Convention Manager takes his/her orders **only from the Fall Board Meeting Chairman** or a designated Vice Chairman.
  - All requests regarding the hotel must be made to the Fall Board Meeting 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 meeting, the Fall Board Meeting Chairman and Vice Chairman will meet with Hotel personnel to agree on the sum with any additional moneys for unexpected services required.

## DECORATIONS

This Chairman assumes the responsibility for coordinating table centerpieces and decorations throughout the Fall Board Meeting.

### Duties before the Fall Board Meeting:

1. Works closely with the **Flower Arranging Workroom Chairman** (duties listed separately).
2. Request theme and color scheme of the Fall Board Meeting from the Fall Board Meeting Chairman.
3. Obtain from the Fall Board Meeting Chairman:
  - List of dining room table sizes
  - Colors available for tablecloths, napkins, head table draping
  - List of all dining functions and other events needing decorations
  - Budget allocated to this committee
4. Form a committee; responsibilities may be allocated to several Vice Chairmen
5. Assure that decorations are planned for all events; **no decorations are needed for pre-meetings. REMEMBER IF CENTERPIECES ARE TO BE SOLD: Most attendees travel by plane and can't take certain types of centerpieces in their suitcase or on board the plane.**
6. Call a meeting at which ideas for centerpieces and decorations will be formulated.
7. To save cost, centerpieces can be used more than once by adding flowers or other components.
8. Prepare the list of items to be purchased/obtained with costs
9. Purchase the items at the appropriate time before Fall Board Meeting
10. Prepare a work schedule and notify all workers of their scheduled times
11. **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.
12. Arrange with the hotel, through the FBM Chairman, for:
  - Number of tables and chairs needed in the work rooms
  - Buckets of water to be provided in each room if there are no sinks in the room
  - Provisions for securing the rooms when they are unattended; this may incur a key change fee
13. 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.
14. Arrange for needed supplies: clippers, scissors, wire, tape, Oasis, paper towels, broom and dustpan, trash containers and bags, etc.

## PAGES CHAIRMAN

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

### Duties:

1. Select Pages for:

NGC President	Fall Board Meeting Chairman
NGC Parliamentarian	Fall Board Meeting Vice Chairmen
NGC Recording Secretary	Host State President or Host Region Director
	Others as needed

- *If pages are not members of the Board of Directors, they should sit in the meeting as a guest of the President in case they are needed.*
2. Instruct the Pages to be familiar with the hotel, learning where functions are to be held, with any possible shortcuts.
  3. Explain to Pages that the NGC President never carries anything - the Page carries everything.
  4. 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 the Fall Board Meeting 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 Fall Board Meeting 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.)*
  5. The Page for the NGC President should check the head table after all functions to be sure nothing has been forgotten, especially the gavel.
  6. Instruct the President's Page to sit in the front row at business meetings.
  7. Make sure all Pages wear some form of identification.
  8. Make provisions for tipping. (see section on "Tipping")
  9. Board members from within the region may be used as Pages if there are not enough available within the hosting state.

## **PROTOCOL CHAIRMAN FOR FALL BOARD MEETING**

This Chairman, along with the Fall Board Meeting 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 Fall Board Meeting functions and provides the names to the NGC Protocol Chairman.** NGC Protocol Committee is responsible for protocol at the Fall Board Meeting and 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 Fall Board Meeting 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.
9. Be available at all times to assist NGC Protocol Committee.
10. Keep smiling – be flexible.

### **Duties of the NGC Protocol Committee:**

#### **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, Fall Board Meeting Chairman, Vice Chairman and future Fall Board Meeting Chairmen, the same goes for Fall Board Meeting Committee Chairmen, those giving reports including Credentials & Registration.
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 Fall Board Meeting 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 Fall Board Meeting as a base number, and have additional chairs available.

### **REFRESHER/SYMPOSIUM CHAIRMAN**

**NOTE: Having a Refresher/Symposium is an OPTIONAL program that cannot be held unless the NGC Vice President\* gives her approval to hold one.**

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 Spring issue of *The National Gardener*.
2. Announce the refresher/symposium at the NGC Convention.
3. Coordinate any transportation needed with the Tours Chairman.

### **REGISTRATION CHAIRMAN**

The Registration Chairman is responsible for devising the procedures and forms for registration of Fall Board Meeting. **(See Sample in Appendix)** The Registration Chairman is responsible for making badges or appointing a Badges Chairman.

**NOTE: If Fall Board Meeting is held in St. Louis, registration is the responsibility of NGC Headquarters.**

#### **Duties:**

1. Immediately upon receipt of members' registration, send an acknowledgement of receipt of registration and payment and must contain the following statement from the IRS: "*The amount listed above shall not be considered a cash charitable contribution.*" (The IRS does allow deductions for expenses incurred in the performance of service on behalf of charitable organization.)
2. Shall prepare copies of registration information to NGC Credentials Chairman for Credential reports.
3. Prepares badges and other information to be given members and invited guests at time of registration.

## TOUR/EDUCATIONAL DAY CHAIRMAN

This Chairman is responsible for the planning and execution for any pre-Fall Board Meeting and post-Fall Board Meeting tours.

### **Types of Optional Tours:**

1. Pre-Fall Board Meeting tours/educational days - may take place before or during the essential NGC Committee Meetings held before the opening of the Fall Board Meeting.
2. Refresher/Symposium Tours
3. Post-Fall Board Meeting Tour – only one is recommended

### **Duties:**

1. Research places for tours and types of transportation.
2. Decide on places for tours and transportation and get approval from the Fall Board Meeting Chairman.
3. Make reservations, with any necessary advance payments, for locations and transportation.
4. 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**
5. A year before the Fall Board Meeting, all information, including costs and tour descriptions, shall be given to Fall Board Meeting Chairman. As much information should be given about all tour details as possible.
6. Recruit and schedule people to accompany each tour/bus; a bus or tour “leader”
7. 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
8. Should be present and available at least 30 minutes before a tour is leaving
  - Give instructions to each bus or tour “leader”
    - ▶ Take tickets or check badges 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
9. Notify all those registered for a tour if a significant change has been made to that tour.
10. Tours may be handled by a commercial company.

# **APPENDIX**

## ***NGC Fall Board Meeting Procedure Manual***

CHECKLIST OF HOTEL REQUIREMENTS

CHECKLIST OF ITEMS SENT TO NGC Fall Board Meeting COORDINATOR

COMMITTEE MEETINGS – Composition, Room Setup and Typical Schedule

FINAL REPORT FORM

SAMPLES

BUDGET

REGISTRATION FORM

REGISTRAR'S REPORT and CALCULATION

REGISTRAR'S SPREADSHEET HEADINGS

SPEAKER CONTRACT

VENDOR CONTRACT

## CHECKLIST OF HOTEL REQUIREMENTS For Evaluating Hotels and Writing Contracts

REQUIRED ITEMS	Number		YES	NO
<b>1. Hotel Rooms</b>				
		<ul style="list-style-type: none"> <li>• Attendees (enough rooms at the beginning or end for people going on tours)</li> </ul>		
		<ul style="list-style-type: none"> <li>• NGC President</li> </ul>		
		<ul style="list-style-type: none"> <li>• NGC President Elect (Installation year)</li> </ul>		
		<ul style="list-style-type: none"> <li>• NGC Executive Director</li> </ul>		
		<ul style="list-style-type: none"> <li>• Speakers</li> </ul>		
	3	<ul style="list-style-type: none"> <li>• Award of Excellence Non-Member Winners</li> </ul>		
		<ul style="list-style-type: none"> <li>• Convention Committee</li> </ul>		
<b>TOTAL</b>				
<b>2. Meeting Rooms</b>				
		<ul style="list-style-type: none"> <li>• Business Meeting</li> </ul>		
		<ul style="list-style-type: none"> <li>• Committee Meetings                             <ul style="list-style-type: none"> <li>▶ Executive – 19</li> <li>▶ Finance – 14</li> <li>▶ PH&amp;E – 13</li> <li>▶ Scholarship – 9</li> <li>▶ Organization Study – 14</li> <li>▶ Flower Show Schools – 23</li> </ul> </li> </ul>		
		<ul style="list-style-type: none"> <li>• Workshops</li> </ul>		
		•		
<b>3. Exhibit Space</b>		<ul style="list-style-type: none"> <li>• Secure?</li> </ul>		
		<ul style="list-style-type: none"> <li>• Any key/lock fees?</li> </ul>		
		•		
<b>4. Vendor Space</b>		<ul style="list-style-type: none"> <li>• Secure?</li> </ul>		
		<ul style="list-style-type: none"> <li>• Any key/lock fees?</li> </ul>		
		•		
<b>5. Registration Space</b>				
		<ul style="list-style-type: none"> <li>• Registration</li> </ul>		
		<ul style="list-style-type: none"> <li>• Credentials</li> </ul>		
		<ul style="list-style-type: none"> <li>• Information/Lost and Found</li> </ul>		
		<ul style="list-style-type: none"> <li>• Photographer</li> </ul>		
		•		
<b>6. Meals</b>				
		<ul style="list-style-type: none"> <li>• Dining Rooms for Convention Meals</li> </ul>		
		<ul style="list-style-type: none"> <li>• Receptions</li> </ul>		
		<ul style="list-style-type: none"> <li>• Regional Meals/Meetings</li> </ul>		
		<ul style="list-style-type: none"> <li>• State President's Breakfast</li> </ul>		
		•		
<b>7. Audio-Visual Availability &amp; Typical Charges</b>				

<b>8. Parking Availability &amp; Fees</b>				
<b>9. Transportation from Airport</b>				
<b>10. Tipping procedure</b>				
<b>11. Work room for design speakers</b>				
<b>12. Work room for table centerpieces</b>				
<b>13. Any signage provided?</b>				
<b>14. Risers on-site/owned by hotel or have to be rented?</b>				

CHECKLIST OF ITEMS  
to SEND to  
NGC CONVENTION COORDINATOR

REQUIRED ITEMS	Due Date	Sent by	Date Sent
<b>1. NAMES OF CONVENTION CHAIRMAN &amp; VICE CHAIRMEN</b>			
	As soon as they are selected	Host State President	
<b>2. HOTEL CONTRACT</b>			
• Preliminary Contract for Review		Convention Chairman	
• Final, Signed Contract		Convention Chairman	
<b>3. LIST OF COMMITTEE CHAIRMEN</b>			
	As soon as they are selected	Convention Chairman	
<b>4. BUDGET</b>			
• Preliminary Budget		Convention Chairman	
• Final Budget	6 weeks before NGC Fall Board Meeting in year prior to Convention	Convention Chairman	
<b>5. REGISTRATION FORMS</b>			
• Preliminary forms for review			
• Final versions of all forms	6 weeks before NGC Fall Board Meeting prior to Convention	Convention Chairman	
<b>6. FINAL REPORT FORM</b>			
	As soon after the close of convention as possible	Convention Chairman	
<b>7. PRINTED CONVENTION PROGRAM</b>			
	At the convention	Printing Chairman	
<b>8. TNG ARTICLES</b>			
	After Winter issue (Nov 1 deadline) goes to the printer	TNG Editor	

## NGC CONVENTION Standing Committee Meetings Committee Makeup, Room Setup and Typical Schedule

### Executive Committee – 19 members

- NGC President
- Three (3) Vice Presidents
- Recording Secretary
- Treasurer
- Corresponding Secretary
- Historian
- Parliamentarian
- PH&E Trustee Director
- Eight (8) Regional Directors
- NGC Executive Director

### Finance Committee - 14 members

- Chairman (Second Vice President)
- Six (6) Finance Committee Members
- NGC President
- First Vice President
- Third Vice President
- Treasurer
- PH&E Director
- Parliamentarian
- NGC Executive Director

### Organization Study Committee – 14 members

- Chairman (Third Vice President)
- Eight (8) Organization Study Committee members
- NGC President
- First Vice President
- Second Vice President
- Parliamentarian
- NGC Executive Director

### Permanent Home and Endowment Trustees Committee – 13 members

- PH&E Trustees Director
- Five (5) PH&E Trustees
- NGC President
- Three (3) Vice Presidents
- Treasurer
- Parliamentarian
- NGC Executive Director

### Scholarship Committee – 9 members

- Chairman
- Eight (8) Regional Directors

### Flower Show Schools Committee – 23 members

- Chairman
- Twenty-two (22) FSS Committee Members

### ROOM SETUP: Conference Room Style

## Typical Schedule

First day of Convention:	Morning -	*Finance Committee
	Lunch -	Finance and PH&E
	Afternoon -	*PH&E Trustees Organization Study Scholarship
Second day of Convention:	Morning -	Executive Committee Flower Show School Committee
	Lunch -	Executive & Flower Show School
	Afternoon-	Executive Committee Flower Show School Committee

### NOTE:

- \*These two Committees cannot meet at the same time since members of the Executive Committee attend both.
- Organization Study Committee must meet at a time when some of the Executive Committee Members can attend, usually after the PH&E Trustees meeting.
- The Finance Committee, PH&E Trustees and Organization Study Committees must meet prior to the Executive Committee Meeting since if there are any recommendations from any of these Committees, they must be copied and distributed to the Executive Committee for their Approval.
- Scholarship Committee meeting cannot be held at the same time as Executive Committee, as the Regional Directors are members of both committees, but can be held at the same time as Finance or PH&E.
- Normally, the Calendar Committee (11 members) does not meet at an NGC Convention; or if they do, it is just for a short meeting.
- The Flower Show Schools Committee has been meeting in the evening of the first preconvention day and has a morning and evening session on the second preconvention day.

### FOR ALL OTHER NGC COMMITTEES

After NGC Vice President\* has determined the FINAL Committee Meetings Schedule, contact NGC Committee Chairmen to obtain the following information:

- Verify the committee will hold a meeting at FBM
- If committee will or will **NOT** have a breakout room available for a meeting. (*Page 6 - Committees with less than ten (10) members – other than the essential Committees designated by the NGC Vice President\* – may not have hotel meeting rooms; may meet in a member's room, lobby, café, etc.*)
- Any adjustment needed to the time that has been allotted.



NGC CONVENTION FINAL REPORT

HOST STATE OR REGION:

DATE OF CONVENTION:

ATTENDANCE

1. Registration

Full-time registrations:

Part-time registrations

Spouses:

Workers:

Guests:

Other:

TOTAL Part-time:

TOTAL ATTENDANCE:

2. Events (workshops, tours)

(Description/Title)

Event 1:	Attendance:
Event 2:	Attendance:
Event 3:	Attendance:
Event 4:	Attendance:
Event 5:	Attendance:
Event 6:	Attendance:
Event 7:	Attendance

HOTEL

1. Number of Hotel Rooms Booked/Contracted

- Night 1
- Night 2
- Night 3
- Night 4
- Night 5
- Night 6
- TOTAL

2. Number of Hotel Rooms Used

- Night 1
- Night 2
- Night 3
- Night 4

Night 5

Night 6

TOTAL

3. Number of Meeting Rooms Used

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

4. Number of Meals Served (break down per meal each day)

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

5. Did you meet the obligation of the number of rooms blocked for the convention?

6. How large was the Exhibit space?

Was Exhibit space able to be locked? YES\_\_\_\_\_ NO \_\_\_\_\_

7. How large was the Vendor space?

Was Vendor space able to be locked? YES\_\_\_\_\_ NO \_\_\_\_\_

8. Was there free transportation to the hotel, or did you have to arrange transportation? If transportation was not free, what was the cost whether provided by the airport or by your arrangements?

ADDITIONAL INFORMATION

**CHAIRMEN**

1. How did you divide the main duties among the Convention Chairman and Vice-Chairmen?
  
  
  
  
  
  
  
  
  
  
2. List the Committee Chairmanships that you had.
  
  
  
  
  
  
  
  
  
  
3. In hindsight, would you have combined or separated any of those Committee Chairmanships?
  
  
  
  
  
  
  
  
  
  
4. Are there any chairmanships that you would have eliminated?

**MEALS**

1. What options did you offer for special dietary needs?
  
  
  
  
  
  
  
  
  
  
2. What did you give attendees to use at meals to designate that they were the to receive a special meal?
  
  
  
  
  
  
  
  
  
  
3. How well did the hotel handle the meals for special dietary needs?

4. What did you instruct the hotel to do in serving the special meals? Did they do it?

### **CENTERPIECES/FLOWERS**

1. What was your budget for table centerpieces?
2. How was each meal table centerpiece handled – given away, sold, etc?
3. Were too many table centerpieces left over that caused an issue with disposing of them?

### **AUDIO-VISUALS**

1. When the hotel contract was signed, what was the estimated cost for audio-visuals?
2. After the convention, what was the actual cost of audio-visuals? Did the hotel make any adjustments and for what reason?

### **SPEAKERS/PROGRAMS**

1. What were some of the prices for individual speakers/programs? (Ex. A Design Speaker, a Horticulture Speaker, a speaker with a PowerPoint or Movie presentation, a workshop speaker, etc)
2. Did you hold a Refresher/Symposium? If so, how many people attended?

### **FINANCES**

1. How did you raise funds?
2. Did you ask all the clubs in your state/region to donate? If so, what was the total amount donated from clubs?

3. Did you receive any corporate donations? If so, how much?

4. Did you “pad” meal prices?

### **PHOTOGRAPHER**

1. What photographer did you use?

2. Did you have the photographer sign the Vendor’s Contract or was there a special contract for the photographer?

3. What were the terms of the contract and what was offered as complimentary to the photographer?

4. Where was the photographer’s table?

### **VENDORS**

1. How many vendors did you have?

2. Did more vendors apply than could be accommodated or did you have to seek vendors?

3. What was the price structure for vendors?

4. What hours were the hours for shopping for each day?

5. List the companies that were vendors.

**GENERAL**

1. Was anything given to attendees other than their registration materials? If so, what?
  
  
  
  
  
  
  
  
  
  
2. What did you not anticipate about any aspect of the convention?
  
  
  
  
  
  
  
  
  
  
3. What would you do differently?
  
  
  
  
  
  
  
  
  
  
4. Are there any other issues/suggestions/comments about the NGC Convention that you would like to make?
  
  
  
  
  
  
  
  
  
  
5. Do you have any suggestions for information that needs to be added or deleted to the *NGC Convention Procedure Manual*?

Include with this form:

- Final financial report

Send to:

- NGC Convention Coordinator
- Host State or Region

Sample Budget  
For NGC Convention

INCOME			
Advances			
NGC Cash Advance		5,000	
From other Sources		10,000	\$15,000
Registration Fees			
Full Time	250 @ \$40	10,000	
Part Time	200 @ \$40	8,000	
In-State Garden Club members	150 @ \$10	1,500	\$19,500
Meals (number of meals vary per convention)			
Lunch for Finance, PH&E	18@\$36	648	
Lunch for Exec & FFS Committees	55@\$36	1,980	
Banquet - Life Member	300 @\$75	22,500	
	50 non-Mbrs @\$75	3,750	
Breakfast - State Pres & Reg Dir	75@\$30	2,250	
Luncheon - Opening	500@\$45	22,500	
Banquet - Design	500@65	32,500	
Luncheon	500@\$45	22,500	
Banquet - Awards	500@\$65	32,500	
Regional Lunches	500@\$40	20,000	\$161,128
Donations			
Corporate Sponsors		1,500	
Individual Sponsors		5,000	
Host State Garden Club		5,000	
Workshops-NGC Donates up to \$1000 (with expense vouchers)		1,000	\$12,500
Fundraising			
Opportunity Tickets for a donated item		2,000	
Design Program Benefit		4,000	
Additional		12,000	\$18,000
Vendors			
20 w/single or multiple tables		7,000	\$7,000
Tours			
(Tours have various prices, amount based on complete sellout of each tour)			
6 Pre-Convention Tours		17,000	
4 Spouses Tours		4,000	\$21,000
TOTAL			\$254,128

Sample Budget  
For NGC Convention

EXPENSES			
Advances			
NGC Cash Advance		5,000	
From other Sources		10,000	\$15,000
Fundraising			
Printing		500	
Postage		300	
Fees for any needed permits		250	\$1,050
Decorations			
Table Centerpieces for Meals		10,000	
Decorations/Staging		2,000	\$12,000
Hospitality			
Complimentary Meals		3,000	
Music/Entertainment		1,500	
Meals			
Pre-dinner Fellowship (1 bartender & cashier per 100 people per event)	4 events @ \$700	2,800	
Hotel Meal Cost		157,578	\$160,378
Registration/Credentials		2,000	\$2,000
Programs/Workshops			
Speakers/Programs		10,000	
Audio-Visuals		20,000	
Workshops		1,500	\$31,500
General Operations			
Administrative Expenses		2,500	
Hotel Staff Gratuities		1,000	
Printing Program Booklet		4,000	
Printing - Signs, etc.		500	
Hostesses		200	
Freight/Storage		1,000	\$9,200
Tours			\$21,000
Vendors			
Table rental	20 @ \$50	1,000	
	10 @ \$100	1,000	\$2,000
TOTAL			\$254,128



*SAMPLE REGISTRATION FORM for CALL sent by NGC Headquarters  
Remove information about check and mailing information before sending to NGC website*

National Garden Clubs, Inc.  
2012 Convention  
(HOTEL with address)  
(DATES)  
(THEME, if any)

REGISTRATION FORM

DEADLINE: APRIL 16, 2012

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Name for badge \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please check \_\_\_ if we can e-mail your acknowledgement.** *Be sure you have given your e-mail address.*

State Garden Club \_\_\_\_\_ Region \_\_\_\_\_

If any of the following designations apply for 2011-2013, please check:

NGC Elected Officer  NGC Appointed Officer  NGC Board Member  Regional Director

State President  International Affiliate  Spouse  Guest

NGC Life Member # \_\_\_\_\_ (not needed) New NGC Life Member since 2011

**REGISTRATION FEE - required for ANY function, including Tours**

Full-time attendees, Spouse/Guest for more than one event	\$40.00 _____
New York and Ohio garden club attendees	10.00 _____
Spouse/Guest for Only One Event	10.00 _____

**MEALS**

Full-time attendee 5-meal plan – (May 18-Opening luncheon and Design Banquet, May 19 – Regional Breakfast, Saturday Luncheon and Awards Banquet)	225.00 _____
May 16 – Lunch - Finance, PH & E and Organization Study Committees	26.00 _____
May 17 – Lunch – Executive and Flower Show Committee	26.00 _____
May 17 – Life Member Banquet – NGC Life Members	55.00 _____
May 17 – Life Member Banquet – Guests	65.00 _____
May 18 – Breakfast – Regional Directors and State Presidents	35.00 _____
May 18 – Opening Luncheon	55.00 _____
May 18 – Design Banquet	75.00 _____
May 19 – Regional Breakfast	25.00 _____
May 19 – Saturday Luncheon	55.00 _____
May 19 – Awards Banquet	65.00 _____

**SPECIAL PACKAGE PLANS**

Full-Day – May 18 – Opening Luncheon, Design Banquet, Flower Show & Seminars	110.00 _____
Half-Day – May 18 – Opening Luncheon, Flower Show and Seminars	40.00 _____
Half-Day – May 19 – Saturday Luncheon, Flower Show and Seminars	40.00 _____

**NON-MEAL EVENT**

May 19 – Flower Show Only 12:00 pm – 3:45 pm	15.00 _____
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**TOURS – (space is limited)**

May 16 – Tour A: “National Historic Landmarks”	43.00 _____
May 16 – Tour B: “Architectural Highlights”	40.00 _____
May 17 – Tour C: “A Natural Wonder of the World”	49.00 _____
May 17 – Tour D: “Art in Buffalo”	45.00 _____
May 17 – Tour E: “Buffalo Jewels” (Includes Lunch)	75.00 _____
May 20 – Tour F: “Explore the Wonders (Plus)” (Includes lunch)	75.00 _____

TOURS – "SPOUSES ONLY"

May 18 – Tour 1: "Around the Town"	60.00 _____
May 19 – Tour 2: "Power and Play" (Includes lunch)	60.00 _____
LATE FEE after April 16, 2012	50.00 _____
TOUR LATE FEE after April 16, 2012	20.00 _____
	TOTAL _____

SEMINARS - Please check the Seminars you plan to attend (no additional charge)

- May 18 - Secrets of Extraordinary Gardens       May 18 - The Great Lakes - Natural Wonders
- May 19 - Nature's Contrasts                       May 19 - Buffalo, Queen City of the Great Lakes
- May 19 - What's New-The 11<sup>th</sup> Edition of RONR!       May 19 - Innovative Horticulture in the Lake Erie Region

Please indicate any dietary restrictions due to allergies or for medical reasons

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NOTE: No refunds after April \_\_, 20\_\_ and no Walk-Ins will be accepted.

Check payable to: NGC, Inc., 20\_\_ Convention

Mail Check and Registration Form to: Sally Sunshine, 1000 Garden Street, Fun City, MO 44444-3333, • 123-456-7899 [sally@verizon.net](mailto:sally@verizon.net)

International Affiliates: For questions or concerns please contact Susie Gardener at [Susie@aol.com](mailto:Susie@aol.com), 111-222-3333.

Please contact the hotel directly to make room reservation: Adam's Mark, 120 Church Street, Buffalo, NY 14202 1-716-845-5100

## REGISTRATION REPORT

Madam President,

The preliminary registration report as of 2:00 PM, May 27, 2011, is as follows:

Voting Strength	= 286
Spouses	= 43
Guests & Speakers	= 42
Non-voting Garden Club members	= <u>152</u>
Total	= 523

Poss Tarpley, Registrar  
2011 NGC Convention

## CALCULATION OF REGISTRATION REPORT

Voting Strength	= _____
Spouses (list # minus # of packets not picked up)	= _____
Guests (list # minus # of packets not picked up)	= _____
Speakers (list # minus # of packets not picked up)	= _____
Garden Club members (list # minus BOD members minus delegates minus #of packets not picked up)	= _____
Total	= _____

## HEADINGS ON MAIN REGISTRATION SPREADSHEET

Delegate	Lunch 5/25
Special Diet	Ex Committee/FS Committee lunch 5/26
Tri-Refresher	Life member Banquet 5/26
Registration #	Life member #
Last Name	Breakfast 5/27
First Names	Opening Lunch 5/27
Name for Badge	Design Banquet 5/27
Spouse <i>(in case we needed to find in the hotel)</i>	Lunch 5/2
Address	Award Banquet 5/28
City	Inspirational Breakfast 5/29
State	Regional Lunches 5/29
Zip	Installation Banquet 5/29
Country	Board of Directors Breakfast 5/30
Phone	
Email	Late Fee
State Garden Club	Total Registration/Meals
Region	Total Tour registration(fee)
Email ok	Credit Card charge (10%)
NGC Elected Officer	
NGC Appointed Officer	
NGC Board of Directors' Member	Grand Total
Regional Director	
State President	
International Affiliate	
Spouse (if registrant is spouse in attendance)	
Guest	
Garden Club Member	(The Life member # is in two different places to aid in sorting fast for the LM Chairman and Protocol.)
Speaker	
NGC Life Member	
NGC Life Member #	
New Life Member? (if checked, yes)	
Full Package	
Full Package (NCAGC member)	
Partial Package	
Partial Package (NCAGC Member)	



## National Garden Clubs, Inc.

4401 Magnolia Ave  
 St. Louis, Missouri 63110-3492  
 314-776-7574  
[www.gardenclub.org](http://www.gardenclub.org)

### **SPEAKER CONTRACT**

This Speaker's Contract (the "**Agreement**") is set forth and signed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between National Garden Clubs, Inc. ("**NGC**") and \_\_\_\_\_ ("**Speaker**") for the purpose of establishing terms and conditions for a presentation by the Speaker for the NGC-sponsored program named below and further described in **NGC PROGRAM AND SPEAKER PRESENTATION DETAILS** form included with this contract.

**NAME OF NGC PROGRAM:**

**DATE OF NGC PROGRAM:**

#### **MATERIALS**

NGC will provide plant material, containers, a workroom and volunteer assistance. A detailed list of all plant material, supplies, containers and other materials required must be supplied to \_\_\_\_\_ by the Speaker at least \_\_\_\_\_ weeks prior to event.

#### **TECHNICAL EQUIPMENT**

NGC will provide sound equipment, lighting, and staging necessary for the presentation. A list of any special staging requirements is to be detailed and supplied to NGC at least \_\_\_\_\_ weeks prior to the program. If this deadline is not met, the Convention Chairman cannot guarantee requests.

#### **TRANSPORTATION**

NGC will reimburse the cost of either

1. Round-trip coach airfare
2. Mileage at the rate of \$0.\_\_\_\_ per mile

#### **LODGING**

NGC will provide hotel accommodations as specified by NGC for one on 1 (day/s), (Month) (date), (year).

#### **MEALS**

NGC will provide the following meals:

#### **FEE**

\$ \_\_\_\_\_

#### **DOCUMENTATION OF EVENT**

NGC reserves the right to document the event with photographs, video, and/or audio and to create complete works or compilations of some or all of Speaker's Presentation in print, electronic, film, video, still photograph or other media. In addition, NGC may retain copies of any materials provided by Speaker to NGC or NGC Program attendees and may retain said copies of such materials in print,

electronic, film, video, still photograph or other media. All intellectual materials and copyrighted materials remain the property of the Speaker. Credit will be given to the speaker as the author of any materials used in the publications and on the website of National Garden Clubs, Inc.

#### **INDEPENDENT CONTRACTOR:**

The Speaker, its officers, agents and employees (if applicable), in the performance of this Agreement shall act in the capacity of an independent contractor and not as an officer, employee or agent of NGC. The Speaker agrees that it shall take such steps as may be necessary to ensure that any subcontractor or contractor shall be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture or partner of NGC. NGC shall have no responsibility to pay income, unemployment, withholding, social security, or other taxes related to the payments made under this Agreement. Speaker shall be solely responsible for filing all returns and paying any income, social security, or other tax levied on Speaker with respect to the payments or other consideration tendered to Speaker under this Agreement.

#### **LIABILITY**

- (a) Speaker agrees to hold NGC harmless from any loss, claim, damage or liability of any kind involving Speaker, or an employee, officer or agent of the Speaker arising out of or in connection with this Agreement.
- (b) The Speaker is solely responsible for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, fees required by unions and similar organizations, and similar costs. The Speaker shall indemnify NGC against any liability or damages, including attorney fees, which may arise as a result of violation of Speaker of copyright laws.

#### **ASSIGNMENT OF CONTRACT**

This contract shall not be assignable by the Speaker in whole or in part without the written consent of NGC. This agreement may not be altered or modified in any manner except by mutual written agreement of the parties.

#### **CANCELLATION**

The failure of either party, for any reason whatsoever, to comply with any covenant or obligation herein contained shall be cause for the other party to refuse to perform and/or to suspend performance or suspend and retrieve payment, free of any obligation, except: In the event that performance of any of the covenants of this Agreement by either party shall be prevented by Acts of God, morbidity, physical disability, acts or regulations of public authorities or labor unions, labor difficulties, strikes, civil tumults, war, epidemic, interruption or delay of transportation service or any cause beyond their or its reasonable control, either party may cancel the balance of the engagement upon notice to the other party. In the event that such a cancellation takes place, payments made or to be made to the Speaker by NGC shall be reimbursed to the extent that the Speaker has not incurred any out-of-pocket expenses or other engagement-related commitments of those funds.

#### **GOVERNING LAW**

This Agreement, and any disputes arising hereunder, shall be governed in accordance with the laws of the State of Missouri and shall be deemed to have been executed and entered into within the State of Missouri. If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

**SIGNATURES**

Those signing this Agreement represent that they have all necessary authority to sign for the persons, agency, and/or corporations that they represent.

**SPEAKER**

**NATIONAL GARDEN CLUBS, INC.**

\_\_\_\_\_  
Name of individual or entity

BY: \_\_\_\_\_  
Signature

TITLE: \_\_\_\_\_  
(If party is an entity)

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please sign and return both copies of the contract and ***SPEAKER PRESENTATION DETAILS*** form as soon as possible. The agreement will be countersigned and a copy promptly returned to you.

Forward the signed contract to:

For additional information please contact:

**NGC PROGRAM AND SPEAKER PRESENTATION DETAILS**

**SPEAKER NAME AND CONTACT INFORMATION**

Name:  
Address:  
Telephone:  
Cell:  
Fax:  
Email:

**DESCRIPTION OF NGC PROGRAM**

NGC Program Name, Purpose and Description:

NGC Program Location:

**LOCATION AND DETAILS OF SPEAKER'S PRESENTATION**

Location:  
Date:  
Time:  
Length of Program:  
Approximate Size of Audience:

**TITLE AND DESCRIPTION OF SPEAKER'S PRESENTATION**

Title:  
Description:

Volunteer Assistants Needed? YES\_\_\_\_\_ NO\_\_\_\_\_

**MATERIALS TO BE PROVIDED BY NGC**

**MATERIALS TO BE PROVIDED BY SPEAKER**

**EQUIPMENT TO BE PROVIDED BY NGC – Please indicate your choice**

**Microphone:** Stationary\_\_\_\_\_ Portable\_\_\_\_\_ Lavalier\_\_\_\_\_  
**Projector (type):**  
**Lectern** \_\_\_\_\_ **Podium**\_\_\_\_\_  
**Audio/Video:**  
**Other:**



**National Garden Clubs, Inc. 82<sup>nd</sup> Annual Convention**  
*A Capital Congress*  
**May 26 - May 29, 2011**

JW Marriott, 1331 Pennsylvania Avenue, N.W., Washington, D.C. 20004

**VENDOR CONTRACT**

In order to present a quality Convention, the following will apply:

1. Commercial vendors will sell no foods.
2. Vendors will NOT sell items identical to those being sold by NCAGC or NGC.
3. Smoking is NOT permitted by order of the Fire Marshal.
4. Vendors will refrain from consuming alcohol during sales hours.
5. Convention committee will disallow items of suggestive or questionable nature.
6. Vendors are responsible for collecting and remitting District of Columbia Sales Tax. If you do not have a District of Columbia Sales Tax Permit, you must contact District of Columbia Department of Consumer & Regulatory Affairs, 1100 4<sup>th</sup> St., S.W., Washington, D.C. 20024; www.dc.gov
7. Vendors will refrain from early breakdown/ dismantling of booths.
8. Booths MUST be manned during published sales room hours. (9:00 a.m. to 5 p.m.)
9. Vendors must provide a copy of their Business License, District of Columbia Sales Tax permit and a copy of their Certificate of Liability Insurance upon request. Please have these papers with you and available for inspection PRIOR to set up.
10. Vendors are to provide their own change funds, cash boxes, wrapping materials, bags, receipt books and other items needed for transacting business.
11. Vendors are responsible for any storage fees incurred at hotel prior, during and immediately following Convention.

**BOOTHS**

**Location:** Adjacent to Lobby, JW Marriott Hotel, Washington, D.C.

Booths 8' X 10' include 1 table, draped & skirted, 2 chairs and a sign.

Table size: 1 - 8' table (\$200 each), 2- 8' tables (\$350), Each additional table \$150

**EXTRAS**

Table(s), telephone and electricity: exact prices/ charges available six months prior to event

**SET-UP / UNLOADING INFORMATION**

Vendors may begin setting up on Thursday, May 26, 2011 at 8:30 a.m..

Sales room opens at 1:00 p.m. on May 26, 2011. Booths should be finished prior to 1:00 p.m.

**SECURITY**

The Vendor Room will be secured and locked after hours. Neither the NCAGC, NGC nor the JW Marriott Hotel assumes any liability for theft, breakage, loss or damages.

**BREAKDOWN INFORMATION**

Vendors may dismantle on Saturday, May 28, 2011 at 5:00 p.m.

**BOOTH RESERVATIONS**

By remitting deposit, you agree to conditions and terms as set forth above.

***Booths will be assigned in order of when reservations and deposits are received.***

Cut Here and Return with Remittance

**Your Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone w Area Code** (\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

**Business Name (As you want to be listed)** \_\_\_\_\_

**Special Needs (Electricity, wall, corner, etc.)** \_\_\_\_\_

**Please list type of merchandise to be sold** \_\_\_\_\_

**Number of Tables Requested** \_\_\_\_\_ **Deposit Enclosed** \_\_\_\_\_

**Deposit of 1/2 Booth Fee is due with this contract, Balance due by February 28, 2011**

**Make checks payable to: 2011 National Garden Club Convention**

**Mail checks & form to: Mary Sunshine, 2011 Vendor Chairman**

**1234 Tree Lane, Anywhere, MO 11111**

**Deadline for reservations: February 28, 2011. No refunds after: March 28, 2011**