

CONVENTION GUIDELINES

EASTERN DISTRICT

LUTHERAN WOMEN'S MISSIONARY LEAGUE



“Serve the Lord with Gladness”

Psalm 100:2

October 2015

EASTERN DISTRICT CONVENTION RESPONSIBILITY CHART

Activity	Zone/Committee	District
Convention Venue	Recommend	Approve
Convention Theme	Recommend/Notified	Recommend/ Approve
Banner/Logo	Recommend/Notified	Approve
Displays/Exhibitors	Recommend/Notified	Approve
Entertainment	Recommend/Notified	Approve
Favors/Decorations	Recommend/ Approve	Notified
Hospitality	Recommend/ Approve	Notified
Housing	Recommend/ Approve	Notified
Meals	Recommend/Notified	Approve
Music	Recommend/Notified	Approve
Photographer	Recommend/ Approve	Notified
Properties	Recommend/ Approve	Notified
Publicity	Recommend/ Approve	Notified/* Approve
Registration Fees	Recommend/Notified	Approve
Special Needs	Recommend/ Approve	Notified
Tote Bags	Recommend/ Approve	Notified
Tours	Recommend/Notified	Approve
Transportation	Recommend/ Approve	Notified
Ushers	Recommend/ Approve	Notified
Convention Manual	Notified	Recommend/ Approve
Nurse	Recommend/ Approve	Notified
Ingathering	Recommend/Notified	Approve
Mite Walk	Recommend/ Approve	Notified
Servant Event	Recommend/Notified	Approve

* District PR Director reviews and approves all written publicity.

See Appendix B for Planning Schedule

CONVENTION COMMITTEE PURPOSE

The purpose of the Convention Committee is to plan all of the physical needs of the convention. Anything that is not a physical need will be provided by the Eastern District Executive Committee, including the program. The Convention Committee will consist of the Convention Chairman, Co-Chairman, Secretary, Treasurer, Chairmen of all subcommittees, Zone Pastoral Counselor, and District Liaison. The LWML Eastern District President is an ex-officio member of the Convention Committee.

Contents (CONVENTION GUIDELINES INDEX)

EASTERN DISTRICT CONVENTION RESPONSIBILITY CHART.....	2
CONVENTION COMMITTEE PURPOSE.....	3
CONVENTION COMMITTEE GENERAL DUTIES:.....	4
CONVENTION COMMITTEE CHAIRMAN.....	4
CONVENTION CO-CHAIRMAN.....	6
CONVENTION SECRETARY.....	7
CONVENTION TREASURER.....	7
DISTRICT LIAISON.....	10
PASTORAL COUNSELOR.....	11
BANNER/LOGO.....	11
DISPLAYS AND EXHIBITS.....	11
ENTERTAINMENT.....	13
FAVORS AND DECORATING.....	13
HOSPITALITY.....	14
HOUSING.....	15
MEALS.....	16
MITE WALK.....	17
MUSIC.....	18
PROPERTIES.....	19
PHOTOGRAPHY.....	21
PUBLICITY.....	22
REGISTRATION.....	24
SPECIAL NEEDS.....	26
TOTE BAGS.....	27
TOURS.....	27
TRANSPORTATION.....	28
USHERS.....	28
DISTRICT GENERAL RESPONSIBILITIES.....	29
APPENDIX A - 2014 Convention Exhibitors:.....	31
APPENDIX B – CONVENTION PLANNING SCHEDULE.....	33

CONVENTION COMMITTEE GENERAL DUTIES:

- Pray for guidance and for discernment of God's will for the convention.
- Prepare a written report of your Subcommittee's activities, including suggested changes in the guidelines. This report is to be submitted at the final, post-Convention Committee meeting.
- A copy of all pertinent correspondence is to be submitted to the Convention Committee Chairman for insertion in the permanent records of the convention.
- No expense shall be incurred without the approval of the Convention Committee. Expenses shall be **within the established budget. All payment requests must include invoices/receipts for reimbursement.**

CONVENTION COMMITTEE CHAIRMAN

Prior to Convention:

- Coordinate the physical needs of the LWML Eastern District Biennial Convention including:
 - **Convention Site** - Determine options for the venue. Use Visitors' Bureau or Chamber of Commerce in the area for assistance, if needed. Chairman is to be contact person between venue staff and convention subcommittee chairmen.
 - The **convention theme** is provided by the LWML Eastern District Executive Committee (EC); suggestions from Convention Committee may be submitted to EC for consideration at their Fall meeting two years (even year) prior to convention.
 - **Logo and banner design suggestions** are to be submitted to the EC for approval at the February/March meeting (odd-numbered year preceding convention, if not earlier). The approved logo is to be used on all banners, posters, flyers and other materials pertaining to the convention.
 - Suggestion(s) for "**Gifts from the Heart**" ingathering may be submitted to EC for approval at their fall meeting prior to the convention (odd-numbered year). Note: According to 2012 District Leader's Manual, the District Special Focus Committee Chairman is responsible for planning and publicizing convention in-gatherings and servant events. Ask District Liaison to determine if the Special Focus Committee Chairman also has suggestions to present to EC for their consideration.
 - After EC approves "**Gifts from the Heart**" recipient, Co-Chairman could be directed to maintain contact with a spokesperson from organization and invite such person to attend convention, provide a display and to address convention (normally on Saturday afternoon). Maintain contact with District Special Focus Committee (SFC) Chairman so that SFC can publicize and prepare dedication litany.
 - Suggestions for **displays/exhibitors** to be submitted to EC for approval at spring meeting one year prior to convention (odd-numbered year). Organizations requesting participation after that date, either directly to District or Convention Committee need to be approved by EC, or by District President, if time is a factor. Such approved organizations could be permitted to provide brochures only, if display area filled. (See Displays/Exhibits Committee section for approved exhibitors from 2012-2014; also suggestions for possible exhibitors can be found in National LWML Special Focus publications. See www.lwml.org.)
 - Interest sessions offered at convention are responsibility of District, but suggestions may be made for consideration at the Fall meeting of the EC the year prior to convention (odd year). EC should be informed of number of break-out rooms available at venue for interest sessions to ensure space (i.e. seating for average of 30-40 per session).

- Appoint Subcommittee Chairs who are willing to commit their services for two years and be responsible for all activities of their respective subcommittees. It is recommended that convention subcommittee chairmen not be delegates from their societies. Encourage the Zone Counselor, or specially-appointed Convention Committee Counselor, to attend all meetings and provide spiritual guidance.
- Hold meetings during the two years prior to the Convention. Each subcommittee chairman should submit three (3) copies of her written report to be presented at such meetings. Copies to be distributed as follows: Convention Chairman, Convention Secretary and District Liaison. Be in contact with individual subcommittee chairmen between meetings if necessary to offer assistance.
- Receive suggested menus and costs from Meals Chairman, along with lodging costs from Housing Chairman, in order to prepare draft of registration form with Registration Chairman and Convention Treasurer; be sure to add required gratuity expense to meal costs and include banquet entertainment and special favor expense, if desired, to Saturday banquet cost. Be sure copy of tax exemption form is provided to the convention site business office. **Submit draft of registration form to District Liaison to present to EC for approval at their Fall meeting prior to convention year (odd year).**
- **Any contracts with convention site venue shall be signed by the LWML ED President.**
- **Upon approval of draft registration form, finalize the registration form with the Housing and Registration Chairmen for publication in the Winter (January-March) issue of the ED LWML LINK newsletter (year of convention). Note: Deadline to submit to newsletter editor is December 1.** The registration form will also be published in the Spring issue (April-June), and will be mainly for “late registration” use.
- Keep the District Liaison informed. Good communication is needed between the EC and the Convention Committee to keep everyone fully informed.
- Compile a list of acknowledgments relating to businesses or individuals who assisted the Convention Committee and provide to Vice President of Gospel Outreach/Organizational Resources by an agreed upon deadline (related to Convention Manual submittals). This list will be printed in the Convention Manual. Suggest the compiling of this list be assigned to Co-Chairman.
- Confer with District President (DP) on selection of pages to serve during the convention to deliver messages to and from the Presiding Officer during convention sessions. (In 2006, the EC adopted a standing rule that the District would cover the registration fee and the cost of meals during and around the time served by pages). The DP is responsible for any gifts presented to the pages for their service.

During Convention:

- Present report at District EC and Board of Directors meetings which meet on Friday of the convention.
- Light convention candle in opening session on Friday evening and extinguish same after worship service on Sunday.
- Extend greetings to convention assembly in opening session.
- Make necessary announcements throughout convention.
- Introduce Mayor, convention site manager (or representative) and “Gifts from the Heart” recipient.

Following Convention:

- Hold a final meeting after Convention to finalize the reports of all subcommittees.
- Prepare a final report for the convention wrap-up meeting.
- Be sure all copies of reports, minutes and correspondence for inserting in the permanent Convention file be passed on to the new convention committee for their use in planning the next convention, along with all District property items.

CONVENTION CO-CHAIRMAN

- Work with the Convention Chairman and perform any tasks requested by the Chairman.
- If requested by Chairman, compile a list of acknowledgments relating to businesses or individuals who assisted the Convention Committee and provide to Vice President of Gospel Outreach/Organizational Resources by an agreed upon deadline (related to Convention Manual submittals). This list will be printed in Convention Manual.
- Coordinate arrangements with the District Special Focus Chairman for the “**Gifts from the Heart**” ingathering, including publicity and creation of the litany.
- Notify Displays Chairman if there is a need for table(s) in display area or other location for the “**Gifts from the Heart**” recipient.
- If a local agency or organization is to be the recipient of the ingathering, asks the contact person with the group or a representative to speak at the convention Saturday afternoon session and make arrangements for delivery of items gathered.
- Arrange purchase of welcome gifts and delivery to rooms of LCMS District President (if in attendance and staying at hotel), LWML District President, convention keynote speaker and national LWML representative.
- Compile background information for the banner including who designed the concept, and created the banner for the convention manual.
- Prepare a list of exhibitors for District Liaison to have published in acknowledgment page of convention manual.

CONVENTION SECRETARY

- Keep a complete and accurate record of all business transacted at all Convention Committee meetings.
- **Maintain a roster of Convention Committee members**, including name, address, phone number and email address, and position on the Committee and **provide this list to the members of the committee**.
- **Submit a copy of the minutes to the Convention Chairman, Co-Chairman, Subcommittee Chairmen, Pastoral Counselor, District Liaison, District President, District Editor and District Counselors**.
- Handle the correspondence of the committee, as directed by the Convention Chairman.
- Provide a copy of all correspondence to the Convention Chairman for insertion in the permanent Convention file.

CONVENTION TREASURER

Prior to Convention:

- Request advance of funds from Eastern District Treasurer following established District procedures. This will be the first deposit into the bank account and must be returned at the conclusion of the Convention. Historically, the standard advance has been \$500.00, however, this may be raised to \$1,000.00 to handle venue down payments and still have starter money to work with. (Note: the District may have previously made deposit for hotel/venue which will also need to be reimbursed).
- Establish a checking account at a local bank using the Federal I.D.# for LWML Eastern District.
 - Title account “LWML Eastern District 20__ Convention.
 - Number of checks ordered should approximate 75, in addition to any “starter” checks.
 - One check signature – convention treasurer. For added protection, may want to include either an assistant treasurer or the convention chairman.
 - Provide copy of paperwork for account set-up to Eastern District Treasurer for full disclosure.
- Make copies of LWML sales tax exemption certificate (either New York or Pennsylvania depending on venue) and have available for each meeting.
 - Encourage use of tax exempt forms.
 - Remind committee that no sales tax will be reimbursed.
- Make copies of “Expense Form for Reimbursement” and have available at each meeting. Payment to committee members will be made based upon this form, with appropriately attached receipts.
- Meet with Chair (Co-Chair) and other appointed personnel to establish and review convention budget.
- Inquire or determine with the Chairman whether insurance coverage is required by the hotel/venue. If the convention is not covered by the hotel’s liability insurance, the District will be covered under the existing District Liability Insurance, consider consulting with District Treasurer and District President on Insurance.

- Review guest and Board of Directors registration forms prior to publication. Prices on form should be in line with hotel/venue contract prices and provide for other budget needs.
- Inform Registration Chair of bank account and procedures for depositing all monies.
- Review and discuss with Registration Chair the registration form, all fees to be collected and or waived, and basis for any refunds or charges to be made. Provide Registration Committee with tracking sheet and instruct in use. (See detail list with Treasurer’s records and tracking templates)
- Pay all bills upon authorization of the Chair as indicated by approval on the “Expense Forms for Reimbursement.”
- Reconcile bank account monthly and provide Chair with monthly financial report.
- Attend all meetings and provide a financial status report.
- General expenses guidelines:
 - Committee pays for everything from convention funds.
 - District pays for the cost of registration, meals, and housing for the Board of Directors based upon two per room.
 - District pays for the cost of registration, meals, housing and travel expenses of young women representatives from each zone.
 - District President will provide a District expense reimbursement form to all guest speakers and provide the names of such/spouses and estimated expenses to the Convention Treasurer. The Convention Treasurer will pay these expenses upon approval by the Committee Chair, plus any honorariums.
 - A list of honorariums should be prepared and presented to the Chair and District President for final approval.
- Communicate with Convention Chair or hotel contact to ensure there is a secure room to count offerings and a secure place to store offerings.
- Receive deposit records and tickets from Registration Chair, as deposits are made. Serve as independent “check and balance” on monies being deposited as reconciled to “counts.” Counts will include such things as lodging days, various meal counts, tours, and may include choir participants and interest sessions.

One-Month Prior to Convention:

- Prepare a list of all Board of Directors members, Young Women Representatives, and Other Guests and cross-compare to the related costs as known by the Registration Chair. Present the list to the District Liaison for verification. Upon verification, the Convention Treasurer should forward this “invoice/bill” to the District President for approval who will forward to the District Treasurer by June 1. The District Treasurer will then release the necessary funds to the Convention Treasurer to be deposited just prior to the Convention. As this amount is substantial, it is needed for cash flow purposes to meet the hotel bill.
- Determine designated person(s) to count the offerings during the convention. Establish procedures for counting, recording, and safeguarding of offerings. Assemble supplies (i.e. secure bank bags, currency and dollar wraps, and count sheets) for the “count-team” and have ready for convention. If bank is local, determine if a runner can make a nightly deposit drop.

- Prepare for communications required to convention body on how to prepare/write offering checks for the various offerings and any ingathering. (Convention offerings will be approved by the Board of Directors at the Spring Meeting prior to the Convention (year of convention).
- Determine designated person on Hospitality Committee who will be responsible for count of meal tickets or other form of meal count (i.e. when name badges are used to designate meals), and reporting to Convention Treasurer. This count is used to justify the final meal count numbers on the invoice presented by the hotel.
- Maintain close contact with Registration Chair for needed counts and financial information.

One-Week Before and During Convention:

- Obtain master registration log sheet from Registration Chair. Review all dollar amounts and counts.
- Based upon detail information, prepare independent estimate of hotel invoice. This will be used to gauge whether the final hotel invoice as presented is reasonable.
- Finalize plan for check payment and distribution of checks at convention. Inquire of Chair and/or District President as to their participation in preparing or signing thank-you cards. Insert checks in with thank-you cards for all services rendered (honorariums, interest sessions, other services). Determine Committee Chair or designated person to safeguard and present the card/check.
- Provide support to Committee Chair and Registration Chair as needed.
- Receive hotel/venue invoice from Committee Chair and review for accuracy and against independent estimate previously prepared. Together with Committee Chair verify all information. After obtaining final approval and signature from the Committee Chair, prepare check for the hotel/venue.
- Receive offering count and prepare mini-report for the Committee Chair. All offerings are announced following their collection.
- Prepare a check for the “LWML Eastern District” for the offering for the LWML Treasury (historically offering #1) and give it to the District Treasurer.
- Prepare checks as necessary for other offering and any in-gathering recipients. This may be done while at convention or within a week after.

Following Convention:

- Review all financial information and pay any remaining expenses.
- Monitor bank account for checks clearing. If it becomes apparent that there are outstanding checks, make contact with the recipient to assure that the check will be cashed. If not, ask for the return of the check.
- Remit any remaining balance (excess amount) to the District Treasurer.
- After the final check has cleared, close the bank account (approximately August or September following the convention) and provide evidence of same to District Treasurer.
- Destroy any unused checks.

- Prepare final financial report.
- Complete Convention Report Book (black book). This book is historical in nature and has been maintained for all conventions since 1976. The final report should be inserted.
- Submit the Convention Report Book to the District Treasurer for final review prior to the September Executive Committee meeting.
- Purge and update Treasurer files (both manual and electronic) for transfer to the next Convention Committee.
- Upon return of Convention Report Book to District Treasurer, submit complete set of files to next Convention Committee to be used as a guide. At the end of the next convention, the previous treasurer's records can be further purged, destroyed and or archived.

DISTRICT LIAISON

- Serve as liaison between the Convention Committee and the District LWML Executive Committee and attend all Convention Committee meetings. Report to the District President on convention planning status.
- Become familiar with the Convention Guidelines, especially in sections where assistance is needed of Liaison. Specifically this includes Displays & Exhibits, Entertainment, Housing, Meals, Properties, Publicity and Transportation.
- **Coordinate information on guest speakers and National LWML Representative with District President and Convention Committee.**
- **Provide speaker biographies and photos to LWML District Editor (Note: In 2012, these were obtained by District President and Editor without assistance from Liaison).**
- Provide to the **Registration Subcommittee and Convention Treasurer** a list of the Board of Directors members whose expenses are paid for by the District. A preliminary number can be given in consultation with District President. This preliminary number is used to assist with setting convention budget. A final list will be given before registration deadline.
- **Introduce the Convention Committee and acknowledge their service at the appropriated time during convention proceedings.**

PASTORAL COUNSELOR

- Attend all meetings of the Convention Committee.
- Present opening devotions at Committee meetings.
- Offer advice/assistance wherever possible to the Committee.

BANNER/LOGO

- The subcommittee chairman shall submit designs for a logo and banner at the Spring meeting of the Convention Committee in the **odd numbered year** preceding the Convention. The designs are then submitted to the District Executive Committee for approval. Design needs to include the name of the organization (LWML) and the district (Eastern District).
- Submit to Chairman and Publicity Chair information about the creators of the logo and banner, a description of what the logo represents and how it fits with the theme. This information will be used for publication in the LINK.
- Responsible for preparing a banner as a backdrop to the stage, based on the theme of the Convention. The size should be in proportion to the set-up, tables, etc. (*for example the 2000 Convention Banner was 8' high X 5' wide*). The Scripture verse for the theme should appear on the banner and logos used.
- Provide to the Convention Publicity Chairman a copy of the logo which will be used on all publicity for the Convention.
- The subcommittee is not responsible for hanging the banner but should consult the Properties subcommittee to see when the banner is to be delivered to them.

DISPLAYS AND EXHIBITS

Coordinate displays and exhibits for the Convention.

Prior to Convention:

- **Submit list of potential exhibitors to District Executive Committee for their consideration at the Spring meeting two years prior to convention.** Previously approved exhibitors include those listed in Appendix A, and those listed in National LWML Special Focus Resources (see www.lwml.org). Other exhibitors not on the list or in the National LWML resources may be considered but must be approved by the District Executive Committee.
- Secure information from the convention chair or hotel contact as to how many tables are available, table size, if they are skirted, and how much space is available for exhibits and if there is a charge for same. Inform District Executive Committee of any such charge so they can set table fee accordingly.

- One year prior to convention, write (email works best) to the exhibitors approved by the EC Committee to inform them about the Convention and request their participation. Contact the local branch of Thrivent Financial to set up a display.
- Send letter to Concordia Publishing House (CPH) to confirm that they will be sending someone to set-up and man their exhibit. If not, decide if subcommittee has the manpower to set-up and man the exhibit. Note: In 2006 CPH chose not to send a representative and an alternate exhibitor was used (see below).
- CPH is allowed to sell items with the permission of the District Executive Committee. Note: In 2006 CPH chose not to send a representative and permission was received to allow a local Christian Book Store, owned by a LCMS member, to provide items for sale. Normally no other items are to be sold except for LWML materials that are coordinated with the District Christian Life Chairman.
- A confirmation letter (email preferred) is sent six months prior to the Convention to remind exhibitors of the date and place. **Inform exhibitors of table fee as determined by Executive Committee. (Was set at \$25 per table for 2012 and 2014 conventions.)** Note: Check with District Liaison to see if any such table fees will be waived by Executive Committee before sending letter. Also confirm that this amount covers the hotel charge.
- Request affirmative responses be received three months prior to the Convention; also request information such as space needed, need for electrical outlet, if they have a floor display which would require additional space or if they have material to hang on a wall, etc. (Contact the hotel for approval of appropriate material with which to hang posters, etc. on the wall; have this material on hand for use as needed.)
- Upon receipt of affirmative response, send exhibitor's registration forms and inform them of the need to submit the form along with payment for meals and/or lodging if they plan to stay at the convention site. Inform the exhibitors that registration forms **need to be submitted by the registration deadline**. Note: The registration fee is waived if exhibitors do not plan to attend convention business proceedings.
- Inform exhibitors at least 2-3 weeks before the Convention of setup and dismantle times and the hours the displays will be open. (In the past, exhibits have been set up on Friday a.m. and dismantled by 5:30 p.m. on Saturday.) District Executive Committee determines times exhibits are open and Liaison will inform Displays Chairman of these times.
- "Gifts from the Heart" recipient should be invited to also have a display, if feasible, at the convention by the Convention Co-chairman, and she, in turn, will inform Displays/Exhibits Chairman of need for table(s). Table fee will be waived.
- District Liaison to inform chairman if District Archivist/Historian, Christian Life Committee, Special Focus Committee, Public Relations Director or any other District committees will have displays so tables can be reserved for them. For District committees, the display table fee is waived.
- If agencies or organizations not currently on the approved list of exhibitors, permission needs to be obtained from District. Make contact with these organizations asking of their desire to attend and have exhibit. Inform District Liaison of such inquiries and if space allows and District EC approves, then so inform such agency or organization of table fee and other information already shared with approved exhibitors. If table space is limited or it is a late approval, they could be invited to send brochures only for distribution in convention packets (also as approved by District).

Time of Convention:

- At least two people are needed to carry out the work of this committee to help set up and to help in the display area whenever it is open. Plan for one person to be available early on Friday morning since some LWML District committee chairmen need to set up their displays before they attend Board meetings.
- Place a sign on the tables indicating which space is reserved for each exhibitor.
- Arrange for signs with Properties Chairman, if necessary, prior to convention arrival time to direct people to display area.

See Appendix A for Approved Exhibitors list from previous Convention.

ENTERTAINMENT

- Contacts should be made early to various musical groups regarding availability for entertainment. Recommendations shall be submitted, via the District Liaison, to the District Executive Committee for approval. It is suggested that the entertainment be reasonable in length. The cost of the entertainment should be **within the established budget**.
- The Chairman shall submit plans for the Entertainment subcommittee's activities to the Convention Committee for approval.
- Contact entertainment group to determine any AV needs. Contact chairman or hotel contact to secure proper AV supplies. Identify how much set-up time is required by entertainment group and work that out with the hotel.

FAVORS AND DECORATING

- Responsible for providing and placing favors at the table settings and for providing centerpieces for the banquet tables. A centerpiece is needed for the head table for the banquet.
- The Chairman shall submit plans for the Favors and Decoration Subcommittee's activities to the Convention Committee for approval.
- Provide a written prayer and/or favor to be placed on each table setting for the following meals;
 - Friday Dinner
 - Saturday Breakfast
 - Saturday Lunch
 - Saturday Banquet
 - Sunday Breakfast or Brunch
 - Sunday Lunch
- **Provide to the Convention Co-Chairman a list of the suppliers of favors to be included in the acknowledgements of the Convention Manual.**

HOSPITALITY

The primary responsibility is to see that all visitors are properly welcomed and made to feel at home throughout their stay. Subcommittee members should be familiar with all details of the convention in order to answer questions promptly and fully. This may include such information as the time and place of various activities, whereabouts of Convention Committee members, and where emergency assistance is available.

The Chairman shall submit plans for the Hospitality Subcommittee activities to the Convention Committee for approval including the following:

- Provide hostesses to welcome visitors as they arrive at the convention site.
- Provide help with luggage and ingathering items as needed. Note: May want to coordinate with the Convention Co-chair with a location for collecting ingathering items.
- Arrange for light refreshments on Friday evening after first session. Depending upon venue, the committee may need to arrange with hotel to provide refreshments, but perhaps permission could be obtained to provide cookies donated by members of host zone societies if punch and coffee are purchased.
- Arrange for a Hospitality Room, if possible, to be available Friday afternoon and during the day on Saturday. Snacks and beverages can normally be provided by host committee, rather than venue, and free-will donations could be accepted to cover costs. Such a room is especially helpful for guests and workers who are not staying at the hotel and times should be announced when it will be open.
- Provide hostesses at each meal to collect tickets (or other method for counting meals). Tickets are to be counted and turned over to Convention Treasurer, along with the count, for verification with convention bill.
- Provide hostesses at each meal to offer help in finding suitable seating and to aid those needing special assistance.
- Hostesses should wear some appropriate clothing item to identify themselves as hostesses which should be worn throughout the convention

HOUSING

Purpose of Subcommittee: To arrange for the housing of all convention attendees through the maintenance of proper records and coordination with hotel staff. **Suggest that the Housing Chair be the main contact with hotel.**

Prior to Convention:

- Plans for the Housing Subcommittee's activities should be submitted to the Convention Chair for review and approval.
- Obtain name of hotel manager responsible for housing from the Convention Committee Chair. Notify Convention Committee Chair of any and all communications with hotel personnel. Some hotels suggest having people register directly with them. **It is highly suggested that this is not done due to losing control over ensuring needs are met and would require a change to the registration form and process.**
- Make contact with the hotel housing manager and obtain a copy of hotel schematic. Review the hotel schematic for rooms and determine types of rooms, handicapped accessibility, special suites, and the like.
- Working with the District Liaison and Convention Committee Chair, consider special housing needs for dignitaries/guest speakers, use of suites, and designation of a hospitality room with food for fellowship. The District Liaison will determine special needs of the Executive Committee and communicate the same to the Convention Committee. In general the following guidelines should be considered:
 - LWML District President entitled to own room.
 - Convention Chair/Co-Chair should be in same room or in close proximity.
 - Guest speakers entitled to own room if not traveling with spouse.
 - All other rooms will be generally assigned two (or four to a room) unless a specific request and an additional payment is made for the cost increase.
 - Special guests, young women representatives and the District Board of Directors are generally assigned to the same areas.
 - Some Board of Directors members will arrive on Thursday evening. House them with their preferred roommates, if possible (two to a room). For Friday and Saturday night there may be some shifting of Board members needed.
- Receive housing and roommate requests from the Registration Committee. Review the housing assignment needs with the designated hotel manager and coordinate rooming lists, special needs and floor requests to assist the hotel in assigning rooms.
- By requested deadline, provide list of names and rooming requests to the hotel. This may need to be done once and then again a day or two before the convention start-date for any last minute changes.
- Stay in close contact with registration subcommittee chair and the designated hotel manager in the last three weeks leading up to the convention dates.
- Obtain from Registration Subcommittee a list of attendees in alphabetical order and by room number order to facilitate registration at time of convention.
- Prepare a report for the Convention Treasurer which shows the number of attendees housed each night (Thursday, Friday, Saturday), the room number and the type of accommodation (i.e. how many in the room). This information will be used to cross-compare to the final invoice as submitted by the hotel for payment.

At Convention:

- At the time of the convention, the hotel will be responsible for checking-in the guest with the hotel and handing out the room keys.
- Have two members of the Housing Subcommittee “on-duty” at the registration table to assist with last minute issues and coordination with the hotel.

Following Convention:

- Prepare a written report of the Housing Subcommittee’s activities, including suggested changes for the guidelines. This report is submitted for the final post-Convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chair for insertion in the permanent records of the Convention.

MEALS

The primary function of this subcommittee is to consult with the convention site management and review with them the menus that will be served at the convention. Act as liaison with the convention site management to arrange any special requests the Convention Committee might have. **Consider combining this subcommittee with Housing.**

Prior to Convention:

- The chairman shall submit plans for the Meals Subcommittee’s activities to the Convention Committee for approval.
- Visit the convention site with the Convention Chairman and select meals from the suggestions presented by the food services.
- **Obtain meal prices in writing**, along with any possible price increases by time of convention, from food services and submit to Convention Chairman. **A tax exemption form will be filed with convention site management, so there will be no sales tax**; however, factor in the required gratuity fee when figuring cost of each meal. Final meal prices will be set by the Registration and Convention Chairman who are responsible for preparing the Registration Form for approval by the District.
- Prepare list of meals to be presented to District by convention chairman and have such list subsequently duplicated to be included with the guest registration materials to be distributed at the District Spring meeting prior to convention (year of convention).
- Committee might be requested by District President to arrange for the District BOD and Executive Committee to receive Friday breakfast and lunch the weekend of the convention. If so, arrange for separate billing for these meals and present statement(s) to District President for approval who will forward to the District Treasurer for payment. All other meals will be listed on final convention billing to be paid by convention treasurer, along with lodging, etc.

- Arrange for break time refreshments during the District EC and Board meetings Friday morning and afternoon of convention. Arrange for separate billing for these refreshments and present statement(s) to District President for approval who will forward to the District Treasurer for payment.
- Be sure registration form includes space for indicating any dietary restrictions and consult with Registration Chairman if any registrants specify need for special diet consideration. Contact such individuals(s) prior to convention for clarification of what alternatives are needed to selected menus as distributed with registration materials.
- Receive banquet agenda from District Liaison so table clearing is appropriate and ample time is allowed for finishing meal. Communication needs to be made with convention venue staff to ensure table clearing does not interfere with program. In addition, consult with District Liaison as to how many seats are to be reserved at banquet head table and for remaining Board of Directors at regular tables.

Time of Convention:

- Have a subcommittee member present at each meal to see the food is served correctly.
- For persons requesting special diets, inform hotel management in advance and provide a large meal ticket or card to be placed on the table to identify such individuals for serving staff.
- Offer assistance to Hospitality Subcommittee for the Friday evening reception which is planned by that committee.
- District committee chairmen might request reserved seating for certain meals (i.e. Young Women Representatives need reserved seating at Saturday lunch to meet with District President, National LWML representative, Leader Development Chairman and Co-Chairman; might also request reserved seating for additional meals.)
- Be sure tellers counting ballots after Saturday morning session receive their lunch as they might arrive late to dining area. Alert staff to keep food fresh if such counting is delayed.

MITE WALK

- Have an appropriate route planned and marked. The Mite Walk should be a 1-mile walk for which pledges are obtained to support the new Mite Goal. It should be on-site or at a location convenient to the convention site. If the walk is held off-site, secure transportation to and from hotel. Mite Walk can be held Saturday morning or in the afternoon as an interest session.
- Have someone to greet each walker at start and finish.
- Provide water and consider snack bars for walkers.
- Create a mite walk pledge sheet to be included with Registration Confirmation.
- Publish route, location and time.
- Collect the mites and pass on to the District Financial Secretary to be counted at the convention site.
- Report the amount of mites collected to the Convention Chair for announcement to the convention body.

MUSIC

The purpose of this subcommittee is to arrange for the musical needs of the convention. The chairman shall submit plans for the Music Subcommittee activities to the Convention Committee for approval.

- Arrange for a choir director and organist (pianist or keyboardist if no organ available) as suggested by the Convention Committee. Choir director and accompanist would need to be available for choir rehearsal on Saturday afternoon and for the worship service on Sunday morning. In addition, the organist would need to be available for the opening worship service as well as business sessions, depending on scheduling of music. Inform the Senior District Counselor of how to contact organist prior to convention so he can provide same with order of service prior to convention. Follow through to make sure communication has been made between them in ample time. Provide organist with convention schedule as soon as possible so music needed is known.
- If no organ or tuned piano is available at convention site, arrange for borrowing an adequate keyboard from local congregation, if possible, and arrange for delivery to convention site.
- Submit three (3) musical numbers appropriate for soprano/alto voices to the Senior District Counselor, requesting him to choose one and return them with his first choice selection in ample time to order music for choir.
- Make sure registration form has space for individuals to indicate if they want to participate in the choir and then arrange for the mailing of the choir music to them. The Registration Committee will have the names and addresses available by May 1. Also, make sure choir members are informed of appropriate dress (white top, black skirt or pants) when registration confirmation letter or music is mailed.
- Submit names of choir director and organist to convention treasurer, as well as any additional musicians which might be needed for choir selection or for music break times (i.e. guitarists, violinist or flutists), with amount of honorariums for them. Such honorarium amounts need to be approved by District EC prior to convention.
- Arrange for a person, or persons, to lead music at break times. Suggestions for such music are to be submitted to Senior District Counselor for approval in timely manner to allow for inclusion in convention manual if needed. (See copyright regulations below.) The Counselor is responsible for determining or approving such music for breaks, as well as approving the choir music selection.
- Obtain copyright permission for use of music by contacting the District VP of Communication, currently responsible for maintaining copyright records for District, CCLI license and assisting with any copyright issues in general.

PROPERTIES

The Properties Subcommittee is responsible for providing the required physical appointments and making certain that all is ready well in advance of need. It is recommended that at least one other person be recruited to assist the chairman in the initial set up and to be available to help with unforeseen problems and requests.

The Chairman shall submit plans for the Properties Subcommittee's activities to the Convention Committee for approval. Chairman should also request Convention Chairman to arrange a meeting with convention site management for Properties Chairman to discuss some of the pertinent duties listed below.

- Property items should be received from the past Properties Subcommittee early in the planning stage to become acquainted with what is available and what needs to be obtained.
- Following items will be needed for use during the convention: banner poles/stands, convention candle and oil, head table drape with LWML logo, Christian and American flags. (Note: Christian flag and flag pole and stand are among items belonging to LWML; American flag and pole and stand might be available to borrow from convention site.)
- Provide ballot boxes (plastic "buckets" for this purpose will be among items passed on from last convention).
- Provide an altar (small covered table or portable altar from local church) for opening and closing worship services.
- Provide offering plates, altar linens, cross, candles, wine and wafers. NOTE: Communion ware is with properties and is passed on from past convention. Suggest contact be made with District Pastoral Counselor prior to May 1 of convention year to inform him of arrangements and to ascertain if anything else is required for the services.
- Consult with Banner Subcommittee Chairman about hanging the banner for the backdrop (i.e. size, weight, other requirements). Properties Subcommittee will need to arrange for the banner to be hung, Consult with hotel staff to see if there are any problems in affixing or hanging the banner behind the dais and the availability of staff or the need to obtain volunteers to help in this regard. The banner is to remain in place throughout the convention.
- Provide audio-visual, power point equipment and screen needed for any speaker or presenter to the convention. This should be coordinated through the District Liaison in order to have the necessary equipment available when needed. This also includes the needs of interest session presenters. Ideally, such needs will be determined at least a full month or two before the convention date.
- Determine needs for adequate seating in designated areas for the delegates, Board of Directors, Young Women Representatives and guests. The estimated number in each category can be obtained from the Registration Chairman. Subcommittee Chair will be in contact with the District Planner regarding room set-up and might request schematic of meeting and banquet room prior to convention. Depending on the convention site, the idea would be to have a room set up for Friday opening worship service and first business session and Sunday worship in theater style since there is no voting to take place that evening; Saturday sessions need to be set up classroom style with Board of Directors and delegates in rows with conference-style tables and rows of chairs set up behind this section for guests. (The need to re-set the room from theater-style Friday to classroom-style Saturday and back to theater-style might be a difficult task for convention site staff, so some compromise might need to be made).
- Make certain the public address system is working in meeting areas before each session; coordinate needed equipment (extension cords, microphones, etc.)

- Make certain that the required tables and correct number of chairs are placed on the dais in accordance with the District Liaison. Said dais needs to be on a raised platform and a podium with microphone is needed at each end of the table(s), for a total of two podiums; one for use by District President; other for those making reports and announcements. In addition, a microphone on a stand is to be available in the center aisle in the event a delegate wants to address an issue.
- Place the Convention Candle in the proper location, making certain it is high enough to be clearly visible. (A 7' flower stand from a local congregation was used in 2006 and the candle was positioned on the left-side facing the dais, on the flower stand which was at the floor level).
- Make certain there is proper lighting and ventilation. Ascertain, in advance, who on the convention site staff should be contacted if air conditioning needs adjusting or if there are electrical or sound problems. Locate necessary outlets for audio-visual equipment.
- Check with other subcommittees to ascertain any special needs they might have, such as tables and signs.
- Provide following suggested signs; consult with convention site management for assistance or restrictions on posting such signs.
 - Mark entrance to registration area at convention site and parking lot if special spaces will be designated for the group. Have signs in parking lots leading to registration area if needed.
 - Mark areas where special groups will meet. (i.e. Board of Directors meetings, Interest Sessions, Tellers, Servant Event, if any)
 - Mark areas designating Registration and Housing tables.
 - Mark areas directing people to dining area, if necessary.
 - Mark areas for convention floor (Check with District Planner before making such signs as she will have some of them.)
 - District Board members to be seated in first rows;
 - Delegates will be seated in the front of the meeting area behind Board;
 - Young Women Representatives normally are seated with their respective zones.
 - Place signs at both ends of each row to identify seating by zones.
 - Check with Convention Co-Chairman regarding "Gifts from the Heart" ingathering to ascertain if anything is needed.
 - Have sign-making materials on hand if additional signs are needed.
- NOTE: Some signage is passed on from past convention.
- Reserve front row of Sunday worship for District officers.
- Inform District Planner through Liaison the limit for seating at banquet head table. She, in turn, will inform you of how many seats are needed and how many tables in front of head table should be reserved, if any. District Planner will provide name tents for head table.
- Prepare diagrams and seating charts for sessions, worship services and banquet after conferring with District Liaison.
- Tellers will need designated room(s) to count ballots from elections for grants and officers, normally after morning session on Saturday, prior to lunch.

PHOTOGRAPHY

Purpose of subcommittee: To secure and work with a photographer to memorialize happenings during the entire convention for publicity and archival purposes. This subcommittee may be combined with the Publicity Subcommittee.

Prior to Convention:

- Secure the services of a volunteer photographer who has a digital camera.
- Develop an understanding with the photographer for the extent and types of photographs to be taken at the convention.
- Photography supplies and needs should be considered and in line with the budget and all invoices submitted to the Convention Chair for approval.
- Attend convention committee meetings to work closely with and have an awareness of ideas and needs or suggestions made by the other subcommittees.

At Convention:

- The photographer is expected to take photographs as directed by these guidelines with appropriate information which includes date, names of persons in the photo and the specific event.
- Photographs of a clean, crisp, and colored nature are best for publication. Suggestions include:
 - Stage backdrop
 - Zone President w/banners and young women representative before processional
 - People registering (Friday)
 - People leaving for tour (Friday)
 - Executive Committee (Friday morning meeting)
 - Board of Directors meeting (Friday afternoon)
 - Participants in opening ceremonies (Friday evening)
 - President opening the Convention (Friday evening)
 - Each speaker as she/he appears at the podium
 - Presentation of charter to a new society
 - Mission grants presentation (Friday evening)
 - Refreshments at Friday evening reception
 - LCMS District President or representative while speaking
 - Young women representatives
 - YWR devotions/assisting in Ingathering Service (Saturday afternoon)
 - Individual or group picture of newly elected officers
 - Group activities (Bible study, marking ballots, listening to a speaker, Saturday evening banquet)
 - Gifts from the Hearts items prior to dedication ceremony
 - Gifts from the Hearts dedication ceremony (Saturday afternoon)
 - Each interest session and Pastors' event (Saturday afternoon)
 - Convention Committee as they are introduced Saturday afternoon
 - Convention Chairman making announcements
 - Pages (usually sitting at the side of platform)
 - Receiving line before Saturday evening banquet
 - Head table at banquet
 - Saturday evening entertainment (entertainers and group reaction)

- Installation of newly elected officers (following Sunday morning worship)
- District LWML President with national LWML Representative
- Oldest member attending/generational families
- Any unusual happenings deemed newsworthy or unique to the convention.
- Past District Presidents

Following Convention:

- All photographs should be reviewed by the photographer, convention chair and /or convention committee. Those of poor quality or duplicates should be deleted and the remaining photographs should be archived to CDs or DVDs. These finalized CDs/DVDs can then be sent to the Convention Publicity Chairman, the Editor of the LINK (District Newsletter), the District President, District Public Relations Director and the Archivist/Historian.

PUBLICITY

Purpose of Subcommittee: To arrange for all publicity related to the convention, noting the following:

- The Publicity Chair will be solely responsible for publicizing the physical aspects of the Convention (i.e. site, committee, tours, etc.)
- The District Executive Committee will provide program information via the District Liaison (i.e. LWML National reps., keynote/guest speakers, worship services, Bible studies and interest sessions),
- **The Publicity Chair should work in close coordination with the District Liaison who will be in regular contact with the District Public Relations Director and the Editor of the “LINK”.**
- **All written publications, letters, and news releases must be approved by the District Public Relations Director prior to their distribution.**

Prior to Convention:

- Develop an overall plan and strategy for communications over the two years leading up to the convention. Meet early with the Convention Chair. Submit plans for the Publicity subcommittee activities to the Convention Committee for review and approval.
- Attend all convention committee meetings to work closely with and have an awareness of ideas and needs or suggestions made by the other subcommittees.
- Prepare articles for submission to the District Editor for “The Link” based upon the following issues, deadlines and topics:
 - From end of previous convention (even year) to approximately Spring of odd year – nothing required.
 - Summer Issue – odd year (Jul–Sep) – deadline: June 1
 - Basic information – brief “teaser” article – “its coming”; theme, date, venue.
 - Fall Issue – odd year (Oct-Dec) – deadline: September 1
 - Convention logo – description of creator and thoughts while designing
 - Basic information – brief “teaser” article – plans underway
 - Convention site - photograph
 - Chair/Co-Chair/District Liaison – photograph with names

- Winter Issue – even year (Jan-Mar) – deadline: December 1
 - Convention logo
 - Basic information – longer article
 - Convention Committee/Committee at work – photograph with names
 - List of subcommittee chairman
 - Tours
 - Ingathering – wish list items
 - Registration form

- Spring Issue – even year (Apr-Jun) – deadline: March 1
 - Convention logo
 - Detailed information for Convention
 - LWML Representative biography (District President/Liaison)
 - Keynote speaker(s) biography (District President/Liaison)
 - Young women representatives (District Leader Dev. Chair/Liaison)
 - Other guests (District President/Liaison)
 - Missions grants to be on convention ballot (District Mission Grants Chair)
 - Candidates for elected office (photos and bios – District VP GO/OR)
 - Offerings to be taken at convention; specifics on writing checks
 - Servant Events/In-gathering information
 - Tours
 - Registration form – last time (issue needs to mail on April 1st – due to April 30th deadline)
 - Other items of interest

- Summer Issue – even year (Jul-Sep) – deadline: immediately after convention
 - Approved missions grants and dollar amount
 - Other convention highlights
 - New officers elected (with photograph)
 - Thank you to unsuccessful candidates for office
 - Cash offerings collected (recipient and amount)
 - In-gathering donations and cash offerings
 - Thank-you Article(s) – offering recipients, young women representatives, others
 - Other items of interest: stage backdrop; presentation of charter to a new society.

- Prepare simple poster or “save the date flyer” for Retreat folders (September – even year).

- Prepare Poster for March (odd year) BOD meeting to be approved by BOD (this could be the same as Retreat Flyer or possibly more detailed).

- Prepare information sheet to be included in the guest registration packets for societies/congregations to use (include logo, theme, dates, venue, gifts from the heart, tour, Mite Walk, Servant Event, local attractions, restaurants and any other pertinent information). These packets must be available for the Spring Board of Directors meeting (even year/year of Convention). A packet will be given to each of the Zone Presidents at the meeting for distribution to their societies. Send this information to Registration Chair to be included with Registration Confirmation.

- Encourage local pastors to attend the convention.

- If desired by the District President, contact the municipality’s mayor or chief officer and invite him/her to extend greetings at the Convention. The designee(s) should be informed of the time allowed (typically 10 minutes). The District Liaison should be informed of the name and proper title of this person to forward to the District Public Relations Director.

- Establish contact with the local newspaper(s) and prepare a pre-convention article for publication. This article should be published within the week prior to the convention if possible. **The District Public Relations Director will approve the article prior to submission.**
- Assist the District Public Relations Director to prepare **final news release format** and **make arrangements for the subsequent copying** of approximately 250 issues. The venue may provide computer and copy services. If not, these needs should be considered such as a Church that is close by or a copying service (i.e. OfficeMax, Staples).

At Convention:

- After all convention business has concluded on Saturday afternoon, assist the District Public Relations Director with finalizing the last news release and obtaining copies of the news release. This copy is intended for the local newspaper and for each of the convention attendees to take home to their home locales. Assist with dissemination including a post-convention news release to local newspaper(s).

Following Convention:

- Prepare a written report of the subcommittee activities, including suggested changes for the guidelines. This report is submitted for the final post-Convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chair for insertion in the permanent records of the Convention.

REGISTRATION

The Registration Subcommittee is responsible for handling the registration of delegates, Board of Directors members and guests and for all registration activities at the time of the Convention.

- The subcommittee chair shall submit plans for the Registration Subcommittee activities to the Convention Committee for approval.
- Meal prices are set in coordination with the Meals and Convention Chairman. [From Meals Subcommittee Section: **Obtain the prices for each meal in writing along with any possible price increases by time of convention.** A tax exemption form will be filed with convention site management, so there will be no sales tax; however, factor in the required gratuity fee when figuring cost of each meal. Final meal prices will be set by the Registration and Convention Chairmen who are responsible for preparing the Registration Form for approval by the District.]
- Prepare registration forms with Convention Chairman and submit to EC for approval. Provisions need to be included to identify Guests, Delegates and District EC/BOD. The form will be included in the January issue of the District Newsletter, the "LINK". Delegate forms are distributed at the February Board of Directors meeting. Be certain registration fee is included in package price and a deadline date for accepting registration. NOTE: 2014 had many issues with people complying with deadlines. Suggest that deadline be emphasized throughout the planning process.
- Receive registration requests from all delegates, Board of Directors members and guests. District Liaison will provide a list of the Board of Directors members whose expenses will be paid by the District Treasurer with a check made payable to the Convention account. Costs are paid at the rate of two per room; the Board member is responsible for payment of the adjusted cost if housed in one board member per room.

- Send registration forms to Special Guests to obtain information needed—i.e., arrival and departure, special needs, etc.
- Registration fee is waived for Clergy, exhibitors (not attending business sessions), and spouses not attending Convention sessions. No registration fee is required for those attending only the worship services, banquet and entertainment.
- Deposit all monies collected into the Convention Account and provide deposit information to the Convention Treasurer.
- Obtain appropriate name badge holders and ribbons. Prepare name badges. These should **boldly** identify delegates and Board of Directors members for seating and voting purposes.
- Obtain folders (i.e. from Thrivent Financial) in which to place materials to be given to each registrant. Items placed in the folder may include an information sheet listing restaurants and other places of interest in the area, room devotions, pencil, pad of paper, survey, talent sheets, Convention Manual, and items provided by National LWML. Talent sheets are provided by the VP Gospel Outreach/Organizational Resources. Convention survey is provided by District Public Relations Director. The District Liaison will coordinate/ask other District officers for additional items to be included in the folders.
- Assign each registrant a number as the registrations are received. Verify that the prices on the form correspond to the dollar amount received. Note the assigned number on the original registration request, the registrant's folder, the registrant's ticket envelope and identification card.
- File the original registration forms alphabetically by name.
- Send confirmation letter acknowledging receipt of registration request, designating the amount of money received and events which were requested and covered (meals and activities). In the confirmation letter inform the registrant that the letter should be presented when registering. It is suggested to also include "Bring a Bible" on the form.
- Keep accurate list of each registrant's name, address, dates to be housed, preference of housing (noting special health needs which require housing near activities), time/place of arrival, mode of transportation. Keep records on a computer spreadsheet to be shared with the Housing and Convention Treasurer.
- Provide a list of names of interest to: Special Needs, Tour, Transportation, Music, and Mite Walk Subcommittee Chairs. Send the list of registered pastors to the District Public Relations Director and Pastoral Counselors.
- Provide a list to the Property Subcommittee with the number of delegates, Board of Directors, Young Women Representative and guests so that adequate seating may be arranged.
- Handle registration at the time of the Convention. The registration area shall be determined in consultation with the hotel management. Familiarize yourselves with the facility and the schedule. You are the first person everyone meets and will be expected to answer questions. Handicap accessible does not always mean handicap equipped; if someone requests this provision, check with the hotel about grab bars, raised toilet, etc. It is recommended that you have extra meal tickets, highlighter, white-out, pens and felt tip markers at the registration table.
- Arrange for methods for counting meals such as printing of meal tickets (a different color for each meal and activity) or designating meals on name badges.

- Place applicable tickets covering meals, tour, as paid by each registrant, into small envelopes and place in the name badge holder or indicate meals on name badge.
- Prepare a report to be presented to the final meeting of the Convention Committee prior to the Convention indicating the number to be housed each night and the number registered for each meal.
- Prepare and announce to the Convention body, the registration reports as requested by the District President:

Number of delegates registered	
Board of Directors Members	
Total voting members	
Number of guests registered	
Clergy	
Special Guests	
Young Women Representatives	
Total of Non-voting members	
Total in attendance	

This report shall be given at various times throughout the convention. A copy of this report shall be given to the District Recording Secretary to be filed with the minutes of the Convention.

- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.
- Prepare a written report of the Registration Subcommittee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.

SPECIAL NEEDS

- The Chairman shall submit plans for the subcommittee activities to the Convention Committee for approval.
- Coordinate needs with the Transportation Subcommittee for those registering who indicate special needs due to physical limitations.
- Acquire deaf interpreters, if any registrants are from deaf congregations. **Confer with the District Treasurer on special funding options and coordinate with the VP of Christian Life/Special Focus.**
- Secure a nurse to be “on duty” for the duration of the Convention in case of a medical situation arises. **For insurance purposes, the nurse is a volunteer position. The nurse should have a first aid kit (provided by Properties Chair) and should have phone numbers of the nearest “open pharmacy” and emergency room. She may want to call the local hospital to alert them there is a convention with 250+ persons for the weekend in case of an emergency.**
- Provide the Convention Chairman with the nurse’s name and room number.
- Other assignments may be made to this Subcommittee by the Convention Committee or by the Convention Chairman as needs arise.

TOTE BAGS

The Convention Committee may choose to provide or not to provide tote bags to each person attending the Convention. This subcommittee is not necessary if they decide not to have tote bags. If they choose to have tote bags, then the function of this subcommittee is to select a tote bag design for the Convention and submit estimated cost to the Convention Committee. The cost of the tote bags **is the responsibility of the host Zone and is not be funded by convention receipts.**

- The Chairman shall submit plans for the subcommittee's activities to the Convention Committee for approval.

TOURS

This subcommittee is responsible for securing information for a pre-convention tour to be approved by the Convention Committee.

- The Chairman shall submit plans for the subcommittee's activities to the Convention Committee for approval.
- No tour may be run during the time of the Convention. A tour is generally offered on Friday afternoon, but may be offered any time before or after the Convention.
- Provide details of the tour to the Registration Subcommittee in a timely fashion so it can be included on the registration form.
- Obtain payments for the tour company from the convention Treasurer and handle payment to the tour company. No tour can be funded from Convention registration funds. It must be self-supporting from the money paid by tour attendees.
- A member of the subcommittee should be with the tour.
- Provide a list of areas of interest and restaurants in the area to the Registration Committee for inclusion in the registration packet.
- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.
- Prepare a written report of the Tours Subcommittee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.

TRANSPORTATION

- The chairman shall submit plans for the subcommittee's activities to the Convention Committee for approval.
- One responsibility of this subcommittee is to provide welcoming hostesses at the airport, railroad or bus stations and transport arriving individuals to the convention site who have indicated this need on their registration form. Departing transportation is also to be arranged for those requesting it. Registration Chairman will inform the chairman of such individuals.
- The subcommittee will also provide transportation service as needed for dignitaries (special guests, exhibitors) based on information provided by the District Liaison. NOTE: It is the policy of the LWML Eastern District that all transportation activities comply with local laws (i.e. driver licensing, vehicle registrations, and automobile insurance).
- Chairman should confirm travel plans with such individuals and provide them with contact information for possible last minute changes in travel schedule (i.e. flight delays).
- Subcommittee is to work with Special Needs Subcommittee Chairman to provide assistance at convention sites for those guests whose physical ability might require help to get them to the main centers of activity.
- Arrange for transportation for Sunday morning service if not held at convention site.

USHERS

The responsibility of this subcommittee is to provide ushers for the Friday opening service, all convention sessions, Bible studies and Sunday worship service. Also, offer assistance to Hospitality Subcommittee for help needed with banquet seating.

- The Chairman shall submit plans for the subcommittee's activities to the Convention Committee for approval.
- Carefully note the name badges of persons entering the convention floor and direct those for whom places have been reserved to their proper seating.
- Make certain that these spaces are reserved and that only the proper persons are seated there. Properties Committee is responsible for reserving such areas.
- Distribute programs at the opening and closing services of the convention, as needed. Coordinate with the District Counselors any other ushering needs for the Friday evening and Sunday morning worship services.
- Distribute materials for Bible study and sessions, as needed.
- Gather offerings as required. Offerings are taken at Friday opening service, during Saturday afternoon session and at Sunday closing service. If possible, get offering plates for counting as soon as possible after offerings are gathered to facilitate counting of same. Check with Properties Committee Chairman to make sure offering plates are available and where they will be located.
- Coordinate with the Convention Treasurer and offer to provide at least two ushers to count the offerings in secure area and give to Convention Treasurer when finished. Banking and deposit slips maybe provided by Convention Treasurer, who will verify the same.

- Offer assistance to Hospitality Committee for help with banquet seating or in the gathering of banquet tickets.
- Ushers when on duty should wear some appropriate clothing item to identify them as members of the Host committee.

DISTRICT GENERAL RESPONSIBILITIES

The District EC and BOD are generally responsible for all programmatic aspects of the convention.

- The **EC** is responsible for the following:
 - Approve Convention Venue
 - Approve Convention Theme at Fall meeting, 2 years prior (even year)
 - Approve Logo/Banner Design at Spring meeting, 1 year prior (odd year)
 - Approve “Gifts from the Heart” recipient at Fall meeting, 1 year prior (odd year)
 - Approve list of Displays/Exhibitors at Spring meeting, 1 year prior (odd year)
 - Authorize CPH or others to sell items at Exhibit booths. Only District Christian Life Committee is automatically authorized to sell items at Convention.
 - Approve Exhibitor Table fee. District Committee table fees are waived.
 - Approve Registration form (including all fees) at Fall Meeting, 1 year prior (odd year)
 - Approve interest sessions at Fall meeting, 1 year prior (odd year)
 - Approve recommended Entertainment.
- The **District President (DP)** is responsible for the following:
 - Sign contract for Convention Venue
 - Preparing the Convention Agenda including Exhibit hours and Banquet Agenda.
 - With **District Planner**, identifies all speakers, pages, interest sessions. Consider one interest session for Pastors led by PR Director. DP is responsible for gifts to pages.
 - With **EC and applicable BOD members** determines Eastern District Exhibitors (Christian Life, Archivist/Historian, Public Relations, Special Focus, Gospel Outreach, Leader Development).
 - Approve honorarium amounts and list (Choir Director, Organist, Speakers, Interest Session Leaders).
 - Prepare thank-you notes for speakers and others.
 - Approve invoice for BOD convention registrations.
 - With, **District Liaison** obtains speaker biographies/photos, invites Mayor to speak at convention and provides expense reimbursement forms to speakers.
 - Identifies EC/BOD meals and refreshments; approve invoice for payment.
 - With **District Planner**, provide room set-up guidance, and special seating requirements for convention and banquet. Planner may provide name tents for Speakers, EC, BOD. Communicate this information to the Convention Chairman and Properties Subcommittee Chair.
- The **VP of Communications** is responsible for:
 - Review of Song and Hymn copyright/permissions.
 - With the **VP of Gospel Outreach/Organizational Resources**, assisting with the assembling of the Convention Manual
- The **VP Christian Life/Special Focus** is responsible for
 - Coordinating Deaf Interpreters, as needed.
 - Preparing and presenting charters for new societies.

- The **District Treasurer** is responsible for:
 - Upon approval of the **DP**, provide advance funding to the **Convention Treasurer**.
 - Receive from the **Convention Treasurer** bank account set-up paperwork.
 - Upon approval of the **DP**, provide the **Convention Treasurer** payment of the BOD convention invoice.
 - Upon approval of the **DP**, provide the **Convention Treasurer** payment of the EC/BOD pre-convention meals and refreshments invoice.
 - Receive offering #1 check from **Convention Treasurer**. This check may be provided to the **District Financial Secretary** for deposit.
 - Receive any remaining balance of convention account after convention.
 - Receive from **Convention Treasurer** evidence of account closure.
 - Receive convention report book and review prior to Fall EC meeting following convention.

- The **District Financial Secretary** is responsible for receiving and depositing any monies donated from the Convention Mite Walk.

- The **District Public Relations Director** is responsible for:
 - Reviewing and approving all convention publicity.
 - With assistance from Sr. Pastoral Counselor, prepare a letter addressed to host Zone's clergy, encouraging their participation at the Convention. The letter should be sent in early Spring
 - Prepare follow up letter to attending Pastors with info from Counselors on assisting with worship, robes, stoles, etc. The Pastoral Counselor may wish to suggest duties for volunteers – assistance with communion, processional for service, etc.).
 - Preparing for and leading a Pastoral Interest Session.
 - On Saturday, following Saturday afternoon sessions, prepare the convention News Release with assistance from the Convention Publicity Chair. It is helpful to have the format of the news release ready and to just insert the specifics following the Convention Business – candidates elected, grants approved. News Release needs to be finalized, copied and distributed to all convention attendees. Assist the Convention Publicity Chair with disseminating to local newspaper(s), as needed.

- **District Counselors** are responsible for:
 - Assist District Public Relations Director with the preparation of a letter to host Zone Clergy encouraging their participation at the Convention. The letter should be sent in early Spring
 - Assist District Public Relations Director prepare a letter addressed to registered host Zone clergy,. The Pastoral Counselor may wish to suggest duties for volunteers – assistance with communion, processional for service, etc.).
 - Preparing and leading worship services
 - Reviewing songs/hymns that will be printed in Convention Manual
 - Selection of the Choir Anthem for Sunday Worship Service.
 - Preparing and leading Bible Studies
 - Assisting the DP and EC.

- The District **Special Focus Committee** is responsible for assistance and oversight of the convention “Gifts from the Heart.”

- The **District BOD** is responsible for selection and approval of convention offerings at the Spring meeting, the year of convention.

APPENDIX A - 2014 Convention Exhibitors:

<p>LAMP Lutheran Assoc. of Missionaries and Pilots Contact Person: Walter Heinz 28485 Hagen Chesterfield, MI 48051 586-749-3990 wally@lampministry.org</p>	<p>Pioneer Camp and Retreat Center, Inc Contact Person: Rev. Alex Knowles 9324 Lake Shore Rd. Angola, NY 14006 716-549-1420 Alex.Knowles@pioneercamp.org</p>
<p>LWML Gifts of Love Ministry Contact Person: Linda Gage 11810 Old Main Rd. Silver Creek, NY 14136 716-946-8111 lindagage.lwml@gmail.com</p>	<p>Concordia Deaconess Conference – LCMS Contact Person: Deaconess Nancy Lingenfelter 225 Dogwood Dr. Apt 302 Philipsburg, PA 16866 814-342-1713 nlingenfelter@verizon.net</p>
<p>Eastern District Lutheran Layman’s League/ Lutheran Hour Ministries Contact Person: Ginger Strom 67 Parliament Circle Rochester, NY 14616 585-227-3828 EDLLLStrom@aol.com</p>	<p>LINC Rochester Contact Person: Scarlett Aeckerle, LMSW, ABD 17227 Roosevelt Highway Kendall, NY 14476 585-659-5070 C:585-451-6408 scarlett.aeckerle@gmail.com</p>
<p>POBLO International Ministries Contact Person: Cynthia Khan 3555 Garfield Clinton Township, MI 48120 586-477-1530 C: 248-659-2063 Cynthia@poblo.org</p>	<p>Lutheran Braille Workers Contact Person: Rose Jaimes PO Box 5000 Yucaipa, CA 92399 909-795-8977 rose@LBWinc.org</p>
<p>LWML-Christian Life (LWML Store) District VP Christian Life/Special Focus (see LWML ED Directory)</p>	<p>Lutheran Church Extension Fund Contact Person: Rick Porter 5111 Main St. Williamsville, NY 14221-5295 716-634-5111 x11 Rick.Porter@lcmsed.org</p>
<p>Concordia Publishing House Contact Person: Debbie Bochenek 3558 S. Jefferson St. Louis, MO 63118 314-221-7496 debbie.bochenek@cph.org</p>	<p>Thrivent Financial Contact Person: Rebecca O’Brien 14 Larchmont Rd. Owego, NY 13827 607-223-4529 rebecca.obrien@thrivent.com</p>
<p>Life Ministries, LCMS Contact Person: Alice Pfonner 136 Hamilton Blvd. Kenmore, NY 14217 716-873-9377 or 716-510-6142 alicepfonner@aol.com</p>	<p>Lutheran Bible Translators Contact Person: Sharon Vega 303 N. Lake St. PO Box 2050 Aurora, IL 60507-2050 630-897-660 1-800-532-4253 x22 svega@LBT.org</p>

Other approved Exhibitors:

<p>Lutheran World Relief 1333 S. Kirkwood Rd. St. Louis, MO 53122 1-800-248-1930 X1380 lcms.worldrelief@lcms.org</p>	<p>Lutheran for Life Contact Person: Lowel Highby 1120 S. G. Ave., Bldg B Nevada, IA 50201-2778 lhighby@lutheransforlife.org</p>
<p>Lutheran Service Society Contact Person: Sue Lichtenthal 6680 Main St. PO Box 1963 Williamsville, NY 14221 s.lichtenthal@lssofny.org</p>	<p>Lutheran Assoc. for the Devel. Disabled Contact Person: Robert Meissner 62 St. Mary's Place Hamburg, NY 14075-5234 716-649-2662 remeiss@aol.com</p>
<p>American Bible Society Contact Person: Rob Dickson 1865 Broadway New York, NY 10023 Rdickson@americanbible.org</p>	<p>Orphan Grain Train Contact Person: Cliff Kraft 89 Line Rd. Malvern, PA 19355 kraftcm1@verizon.net</p>
<p>Wheat Ridge Ministries 1 Pierce Pl. Ste. 250-E Itasca, IL 60143 www.wheatridge.org</p>	<p>Samaritan Pastoral Counseling Center 322 Old Falls Blvd. N. Tonawanda, NY 14120 www.wnycounseling.org</p>
<p>Lutheran Prison Ministry Contact Person: Al Hanson 301 S. Schultz Dr. El Paso, TX 79907 915-858-2588 lutheranprisonministry@ylm.org</p>	<p>Eastern District Parish Nurse Contact Person: Bonnie Fleissner C/o Christ Lutheran Church 302 Washington St. New Castle, PA 16101-4416 blfeissner@hotmail.com</p>
<p>MOST- Missionaries Opportunities Short Term Contact Person: Carly Stevens 4090 Geddes Rd. Ann Arbor, MI 48105 734-994-7090 MOST@mostministries.org</p>	<p>Lutheran Immigration and Refugee Services Contact Person: Linda Hartke 700 Light St. Baltimore, MD 21230-3850 www.irs.org</p>
<p>Bible League International Contact Person: Connie Reitsma 3801 Eagle Nest Dr. Crete, IL 60417-1993</p>	<p>Lutheran Ministries Media DBA worship for Shut-ins 5 Martin Luther Dr. Fort Wayne, IN 46825</p>
<p>Valparaiso Guild Valparaiso University Valparaiso, IN 46383</p>	<p>Bethesda Lutheran Communities 700 Hoffman Dr. Watertown, WI 53094</p>
<p>Eastern District Disaster Relief Contact Person: Rev. Kris Bjornstad c/o Peace Lutheran Church 60 E. Parker St. Scranton, PA 18509</p>	

APPENDIX B – CONVENTION PLANNING SCHEDULE

NOTE: ALL LWML DISTRICT CONVENTIONS ARE HELD IN EVEN NUMBERED YEARS

Year of Previous Convention (EVEN NUMBERED YEAR):

At Previous Convention (June):

- Prepare a promotion skit to be presented at the Convention
- Pick up convention properties (banner poles and stands, LWML head tablecloth, etc.) after the convention from the Properties Subcommittee. A complete list of items should be included.
- Prepare a flyer for convention folder or page for convention manual

June-August:

- Choose a Convention Chairman and Chairpersons for the various Convention Subcommittees.
- Do research and make list of options for a convention site.
- Submit the suggestions to District President.

September:

- District Executive Committee Meeting (held at Pioneer Camp & Retreat Center)
 - The theme will be selected.
 - Have a report on the convention site and progress forming the Convention Committee.
 - Schedule the first Convention Committee meeting for October.
 - Prepare a Flyer for retreat folders

October:

- First Convention Committee meeting.
 - Review the duties of each subcommittee and obtain willing volunteers.
 - Ask for logo and convention banner (back drop) ideas based on the bible verse or theme. Ask for ideas at each Zone Fall Rally to be submitted to the Convention Chairman along with rough draft (drawing).
 - Schedule a Convention Committee meeting for January.

Year before the Convention (ODD NUMBERED YEAR)

January:

- Convention Committee meeting.
 - Select a logo or logos and banner ideas that will be submitted to the District Executive Committee meeting which meets in February/March.
 - Continue to review committee duties.

February/March:

- District Board of Directors Meeting
 - Submit the logo and banner designs
 - Report on the progress of the Convention Committee.
- Inform the Banner Subcommittee of the banner design that was chosen by the Executive Committee.
- Schedule a Convention Committee meeting for April/May.

April or May:

- Convention Committee Meeting.
 - Have a picture taken of the Convention Chairman, Co-Chairman, District Liaison, and Counselor. The photo will be published in the LINK (Eastern District publication).

June:

- Set up budget with the Treasurer.
- Schedule Convention Committee meeting for August.
- Continue to review duties with the committees.

August:

- Convention Committee meets. The following items are **due to the District Editor by Sept. 1:**
 - A photo of the Chairman, Co-Chairman, District Liaison, and Counselor, (Please no writing on the back of the photos)
 - A photo of the convention site, the theme, the logo, and a brief article.
- Information on the Ingathering and tours, if possible.
- Prepare a convention flyer and skit for September Retreat.
- Prepare items for the September Executive Committee Meeting (see September)

September:

- Executive Committee Meeting (held at Pioneer Camp & Retreat Center)
 - Submit – first draft of the Convention Registration form
 - Submit – Convention Poster for approval which will be distributed to all of the societies in February.
 - Report on Convention Committee activities/progress
 - Schedule for Convention Committee meetings.
- Schedule a Convention Committee meeting for October.

October:

- Convention Committee meeting. The following items **due to the District Editor by Nov. 1:**
 - Final Registration Form
 - Photo of all Committee Chairmen
 - Ingathering information
 - Tour information.
 - Convention article.

November:

- Convention Committee meeting.
 - Inform all of the subcommittees of items that will be needed for packets that will be prepared at the January meeting.
 - Schedule a January Convention Committee meeting.

Year of the Convention (EVEN NUMBERED YEAR)

January:

- Convention Committee meeting.
 - Compile Personal Invitation packets for each society in the District. (150+)
 - Include a letter of invitation from the Convention Chairman and Co-chairman.
 - Hotel Brochure
 - Convention Flyer
 - Registration Forms
 - Menu
 - Tour Brochure and Information
 - Ingathering Information along with servant event and mite walk information
 - Delegate Registration forms, if available
- Schedule Convention Committee a February meeting for after the District Board of Directors meeting.

February:

- District Board of Directors meeting
 - Distribute Invitation Packets to Zone Presidents
 - The Zone Presidents will distribute to societies in the zone.
 - Report on Convention Committee activities.
- Convention committee meeting. The following items are **due to the District Editor by March 1.**
 - Photo of the Committee working
 - List of all Subcommittee Chairman
 - Any other news not already covered.
 - Schedule a March Convention Committee meeting.

March:

- Send a letter of invitation to the Zone pastors, inviting them to the convention. [District PR]
- Convention Committee Meeting
 - Coordinate information and convention agenda received at the February District Board of Directors meeting.
 - Schedule an April Convention Committee meeting.

April:

- Convention Committee Meeting;
 - Organize convention workers and schedules.
 - Visit the convention site if not done before.
 - Schedule a May Convention Committee meeting.

May

- Convention Committee meeting
 - Stuff the Convention Tote Bags
 - Schedule a post-convention meeting.

June

- Post Convention meeting
 - Final Committee Reports due
- Mark-up Convention Guidelines if necessary.