

# CONVENTION GUIDELINES

## LUTHERAN WOMEN'S MISSIONARY LEAGUE EASTERN DISTRICT



*“Serve the Lord with Gladness”*

Psalm 100:2

August 13, 2023

# EASTERN DISTRICT CONVENTION RESPONSIBILITY CHART

Activity	Committee	District	District Meeting Time-Line Needs
			(Measured by Convention Date) (Even or Odd Numbered Years)
<b>Up-Front Planning:</b>			
Budget	Recommends	Approves	Spring-odd
Meals	Recommends	Approves	Fall-odd
Registration Fees/Form	Recommends	Approves	Fall-odd
Theme	Recommends	Recommends/Approves	Fall-even year (2 years prior)
Venue	Recommends	Approves	Spring-even year (2 years prior)
<b>Secondary Planning:</b>			
Banner/Logo	Recommends	Approves	Spring-odd year or earlier
Displays/Exhibitors	Recommends	Approves	Spring-odd
Entertainment	Recommends	Approves	Fall-odd
Favors/Decorations	Approves	Accepts Info Only	Fall-odd
Hospitality	Approves	Accepts Info Only	Spring-even
Housing	Approves	Accepts Info Only	Fall-odd
Ingathering - "Gifts from the Heart"	Recommends	Recommends/Approves	Fall-odd year
Interest Sessions	None	Sole Responsibility	Fall-odd
Manual- Acknowledgements Page	Recommends	Approves	Spring-even
Mite Walk	Approves	Accepts Info Only	Fall-odd
Music	Recommends	Approves	Fall-odd
Photography	Approves	Accepts Info Only	Spring-even
Properties	Approves	Accepts Info Only	Spring-even
Publicity	Recommends	Approves	Fall-odd
Servant Event	Recommends	Approves	Fall-odd
Special Needs/EMT/Nurse	Approves	Accepts Info Only	Spring-even
Tote Bags	Approves	Accepts Info Only	Spring-even
Tours	Recommends	Approves	Fall-odd
Transportation	Approves	Accepts Info Only	Spring-even
Ushers	Approves	Accepts Info Only	Spring-even

**Note:** For all assignments the Host Committee will share information with the District. All action steps that are indicated as "Recommends" must wait for approval back from the District before proceeding. "Approves" in the District column means Executive Committee signoff. The form of sharing the information with the District will come from the convention chair to the district president and/or convention liaison.

The president will be the official spokesperson for the District and communicate all approvals to the convention chairman.

# CONVENTION COMMITTEE PURPOSE

- The purpose of the Convention Committee is to plan all 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 committees, and District Liaison. The LWML Eastern District President is an ex-officio member of the Convention Committee.

## CONTENTS (CONVENTION GUIDELINES INDEX)

EASTERN DISTRICT CONVENTION .....	2
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.....	11
❖ CONVENTION PASTORAL COUNSELOR.....	11
❖ BANNER/LOGO .....	11
❖ DISPLAYS AND EXHIBITS.....	12
❖ ENTERTAINMENT .....	14
❖ FAVORS AND DECORATING .....	14
❖ HOSPITALITY .....	15
❖ HOUSING.....	16
❖ MEALS .....	18
❖ MITE WALK.....	19
❖ MUSIC .....	20
❖ PHOTOGRAPHY .....	21
❖ PROPERTIES .....	23
❖ PUBLICITY.....	25
❖ REGISTRATION.....	28
❖ SPECIAL NEEDS.....	30
❖ TOTE BAGS .....	31
❖ TOURS.....	31
❖ TRANSPORTATION .....	32
❖ USHERS.....	33
DISTRICT EXECUTIVE COMMITTEE (EC) and BOARD OF DIRECTORS (BOD) RESPONSIBILITIES .....	34
APPENDIX A – PAST CONVENTION EXHIBITORS.....	38
APPENDIX B – CONVENTION PLANNING TIMELINE SCHEDULE .....	41

# CONVENTION COMMITTEE GENERAL DUTIES

- Pray for guidance and for discernment of God's will for the convention.
- Prepare a written report of your committee's activities for each meeting and provide four copies (one for Secretary, one for Convention Chairman, one for the Convention Co-Chairman, and one for District Liaison).
- Prepare a written report of your committee's activities to be submitted at the final, post-Convention Committee meeting. The report should include suggestions for updating the convention guidelines.

## ❖ *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 the Visitors' Bureau or Chamber of Commerce in the area for assistance, if needed. The Chairman is to be contact person between venue staff and convention committee 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, fliers, 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: Ask District Liaison to determine if the Special Focus Committee also has suggestions to present to EC for their consideration.
  - After EC approves the "Gifts from the Heart" recipient, Co-Chairman could be directed to maintain contact with a spokesperson from the 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 the Convention Committee, need to be approved by the EC, or by District President, if time is a factor. Such approved organizations could be permitted to provide brochures only if the display area is filled. (See Appendix A for approved exhibitors from past conventions. Additional suggestions for possible exhibitors can be found in the National LWML Special Focus publications. See [www.lwml.org](http://www.lwml.org)).

- Interest sessions offered at the convention are the responsibility of district, but suggestions may be made for consideration at the Fall meeting of the EC in the year prior to convention (odd year). The EC should be informed of the number of break-out rooms available at the venue for interest sessions to ensure space (i.e., seating for an average of 30-40 per session).
- Venue space requirements include:

Need	Amount	Timeframe
Hotel rooms	Approximately 20	Thursday evening
Hotel rooms	Approximately 75 per night	Friday and Saturday nights
Main convention space	Holds 160 people	Friday noon to Sunday 12:00/1:00 p.m.
Exhibitor's area	As space allows	Friday noon to Saturday 5:00 p.m.
Registration area	Accommodate 2-3 people	Friday 3:00 to 7:00 p.m.
Convention meals	Holds 160 people (separate room)	Friday dinner through Sunday breakfast
Executive Committee	15 people	Friday morning
Executive Committee lunch	15 people (may be same room)	Friday noon
Board of Directors	35 people	Friday afternoon
Interest Sessions	3-4 additional rooms (20 people each)	Saturday afternoon

- Appoint Committee Chairmen who are willing to commit their services for two years and be responsible for all activities of their respective committees. It is recommended that convention committee 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 committee chairman should submit four (4) copies of her written report to be presented at such meetings. Copies to be distributed as follows: Convention Chairman, Convention Co-Chairman, Convention Secretary, and District Liaison. Be in contact with individual committee chairmen between meetings, if necessary, to offer assistance.
- Obtain suggested menus and costs from Meals chairman, along with lodging costs from Housing Chairman. You will need these for preparing a draft of the registration form with the Registration Chairman and Convention Treasurer; be sure to add required gratuity expense to meal costs. Provide a copy of the tax exemption form to the convention site business office. Submit draft of registration form to District Liaison for the EC's approval at their Fall meeting prior to convention year (odd year).

- Any contracts with convention site venue shall be signed by the District President and a copy given to the Convention Committee Chairman.
- 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 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.
- Confer with District President on selection of pages to serve during the convention to deliver messages to and from the presiding officer during convention sessions. The District President is responsible for any gifts presented to the pages for their service.

### **During Convention:**

- Present report at the District EC and Board of Directors meetings which occur on Friday of the convention.
- Light the 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 the convention.
- If the Mayor is asked to bring greetings, introduce him(her), the convention site manager (or representative) and “Gifts from the Heart” recipient.

### **Following Convention:**

- Hold a final meeting after the convention to receive final reports and folders from all committees.
- Prepare one final summary report of all sub-committees and suggestions for the Convention Guidelines and future conventions.
- Pass all copies of reports, minutes, and correspondence for inserting in the permanent convention file on to the new convention committee for their use in planning the next convention.

## **❖ CONVENTION CO-CHAIRMAN**

- Work with the Convention Chairman and perform any tasks requested by the Chairman.
- Compile a list acknowledging businesses or individuals who assisted the Convention Committee and a list of exhibitors at the convention. Provide this list to the Convention Committee Chairman for final review, as it will be printed in the Convention Manual.

- Coordinate arrangements with the District Special Focus chairman for the “Gifts from the Heart” ingathering, including publicity and creation of the litany. Publicity happens through the LWML LINK and Zone convention packet mailings.
- Notify Displays chairman if there is a need for a table(s) in the 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, ask the contact person with the group or a representative to speak at the convention Saturday afternoon session and introduce that person. Arrange with the organization to pick up the items.
- Arrange for the purchase of welcome gifts and delivery of them 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 for the convention manual, including who designed the concept, and who created it. Submit this information to the District Liaison.

### ❖ ***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, 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 Committee Chairman, Co-Chairman, Committee Chairmen, Pastoral Counselor, District Liaison, and District President.
- 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:**

A rolling Convention bank account through Lutheran Federal Credit Union (LFCU) is established. This account will live on from convention to convention. Contact the District Treasurer who is the “owner” of the accounts and have signature authority transferred from previous Convention Chairman and Treasurer to current Convention Chairman and Treasurer.

- Request advance from the Eastern District Treasurer using the Lutheran Credit Union Convention Account. (Note: District may have previously made a deposit for the hotel/venue which will also need to be reimbursed).

- Make copies of LWML sales tax exemption certificate (either New York or Pennsylvania depending on venue) and have it available for each meeting.
  - Encourage use of tax-exempt forms.
  - Remind the committee that no sales tax will be reimbursed.
- Make copies of “Expense Form for Reimbursement” and have them available at each meeting. Payment to committee members will be made based upon this form, with appropriately attached receipts.
- Discuss with the committee other ways to raise funds. A church group or committee may qualify to receive Thrivent Choice Dollars and Action Team Grants.
- Meet with Chairman (Co-Chairman) 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, which is generally handled at time of contract signing.
- Inform the Registration Chairman of bank account and procedures for depositing all monies.
- Pay all bills upon authorization of the Convention Chairman as indicated by approval on the “Expense Forms for Reimbursement.”
- Reconcile bank account monthly and provide Chairman and District Treasurer with monthly financial report.
- Attend all meetings and provide a financial status report.
- General expenses guidelines:
  - The committee pays for everything from convention funds.
  - The district pays for the cost of registration, meals, and housing for the BOD 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 pays for the cost of registration, meals, housing, and travel expenses of past District presidents.
  - The District pays for the cost of registration and meals for convention pages.
  - The District pays for both Pastoral Counselor’s wives to attend the LWML Eastern District Convention, up to \$350.00 per person for registration, hotel, and some meals. NOTE: Standing Rule from February 19, 2022.
  - 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 Convention Committee Chairman plus any honorariums.



- Communicate with Convention Chairman or hotel contact to ensure there is a secure room to count offerings and a secure place to store them.
- Coordinate with the Mite Walk Chairman to ensure procedures are in place to collect the mites and pass on to the District Financial Secretary; provide oversight duties as needed.
- Receive deposit records and tickets from Registration Chairman, as deposits are made. Serve as independent “check and balance” on monies being deposited are reconciled to “counts.” Counts will include such things as various meal counts, tours, and may include choir participants and interest sessions.
- Prepare check(s) for tour payment(s) and give to the tour committee who will handle payment to the tour company.
- Coordinate with the Ushers Chairman who will provide at least two ushers to count the offerings. The Convention Treasurer oversees the counting by providing a counting/tracking sheet for each offering. The Convention Treasurer will verify the amount upon receipt from ushers. She will also provide the offering amount in a written form to the District Planner. The Planner provides this amount to the District President for announcement.

### **One-Month Prior to Convention:**

- Receive from the District Planner a list of all BOD members, YWR, and other guests and cross-compare this to the related costs as known by the Housing and Registration Chairmen. Upon verification, the Convention Treasurer should forward this “invoice/bill” to the District President for approval and forward it 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.
- Coordinate with the ushers to 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 the bank is local, determine if a runner can make a nightly deposit drop.
- Prepare for communications required for the convention body on how to write checks for the various offerings and any ingathering. (Convention offerings will be approved by the BOD at the Spring meeting prior to the convention (year of convention)).
- Maintain close contact with Housing and Registration Chairmen for needed hotel and meal counts and financial information to compare with the final hotel invoice.

### **One-Week Before and During Convention:**

- Obtain master registration log sheet from Registration Chairman. Review all dollar amounts and counts.

- Based upon detailed information, prepare an independent estimate of the hotel invoice. This will be used to gauge whether the final hotel invoice as presented is reasonable. The hotel may request a portion of the total invoice as a good faith payment ahead of the final invoice the weekend of the convention.
- Finalize plan for check payment and distribution of checks at convention. Inquire of Chairman 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 chairman or designated person to safeguard and present the card/check.
- Provide support to Convention Chairman, Housing, and Registration Chairmen as needed.
- Receive hotel/venue invoice from Convention Chairman and review for accuracy and compare it against the independent estimate previously prepared. Together with Convention Chairman verify all information. After obtaining final approval and signature from the Convention Chairman, prepare check for the hotel/venue.
- 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 offerings and any in-gathering recipients. This may be done while at the 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, contact the recipient to assure that the check will be cashed. If not, ask for the return of the check.
- Prepare final financial report for submission to the District Treasurer.
- 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.
- Contact the District Treasurer in order to prepare paperwork to release the account to the next convention committee.
- 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 EC 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 from Liaison. Specifically, this includes Displays and Exhibits, Entertainment, Housing, Meals, Properties, Publicity, Registration and Transportation.
- Coordinate information on guest speakers and national LWML Representative with District President and Convention Committee.
- Receive speaker biographies and photos from the District President and provide to the Publicity Committee and/or District Editor.
- Introduce the Convention Committee and acknowledge their service at the appropriate time during convention proceedings.

## ❖ ***CONVENTION PASTORAL COUNSELOR***

- Attend all meetings of the Convention Committee.
- Present opening devotions at committee meetings.
- Offer advice/assistance wherever possible to the committee.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ ***BANNER/LOGO***

This committee is responsible for the design of the banner and logo in support of the convention theme.

- Submit designs (chairman) for a logo and banner at the Spring meeting of the Convention Committee in the odd numbered year before the convention year. The designs are then submitted to the EC for approval. The design needs to include the name of the organization (LWML) and the district (Eastern District).
- Submit to Convention Chairman and Publicity Chairman 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 LWML LINK.
- Determine from the Convention Committee Chairman, if the hotel will allow a banner to be hung. The hotel contract may contain conditions. If allowed, obtain measurements and permitted method(s) of hanging prior to making or purchasing.

- Prepare or secure 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. The Scripture verse for the theme should appear on the banner and logos used.
- Work with the Properties Chairman who will assist with hotel logistics of space, size, and hanging of the banner.
- Provide to the Convention Publicity Chairman a copy of the logo which will be used on all publicity for the convention.
- Consult the Properties Committee to see when the banner is to be delivered to them; however, the committee is not responsible for hanging the banner.
- Prepare a written report of the Banner/Logo Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ ***DISPLAYS AND EXHIBITS***

This committee coordinates displays and exhibits for the convention.

### **Prior to Convention:**

- Submit list of potential exhibitors to the EC for their consideration at the Spring meeting two years prior to the convention. Previously approved exhibitors include those listed in Appendix A and those listed as an LCMS Recognized Service Organization (<https://www.lcms.org/how-we-serve/mercy/recognized-service-organizations>). Other exhibitors not on the list or in the National LWML resources may be considered but must be approved by the EC.
- Secure information from the Convention Chairman 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 this.
- Write (email works best) to the exhibitors approved by the EC one year prior to the convention, informing them about the convention and requesting their participation. Contact the local branch of Thrivent Financial to set up a display. Review Appendix A in the guidelines and call them for updated contact information since it changes constantly.
- Send letter to Concordia Publishing House (CPH) to confirm if they will participate and be sending someone to set-up and man their exhibit. If not, decide if committee has the manpower to set-up and man the exhibit.
- Confirm permission of the EC for CPH to sell items. Sometimes CPH chooses not to send a representative and permission is received to allow a local Christian Book Store, owned by an 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.

- Send a confirmation letter (preferably email) six months prior to the convention to remind exhibitors of the date and place. Inform exhibitors of table fee as determined by EC. NOTE: Check with District Liaison to see if any such table fees will be waived by EC before sending a letter. Also, confirm that this amount covers the hotel charge and any limitation on the number of displays.
- Request affirmative responses be received three months prior to the convention. Also request information such as space needed, need for an 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).
- Send the exhibitor's registration forms on receipt of an affirmative response 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 two to three 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 morning and dismantled by 5:30 p.m. on Saturday.) The District President determines the hours exhibits are open in accordance with the overall convention program agenda. The Liaison will inform the Displays Chairman of these times.
- Invite the "Gifts from the Heart" recipient to have a display, if feasible. This is the responsibility of the Convention Co-Chairman. She, in turn, will inform the Displays/Exhibits Chairman of the need for table(s). The fee will be waived.
- District Liaison will inform Displays Chairman if District Archivist/Historian, Christian Life Committee, Special Focus Committee, Public Relations Director, Legacy of Love Coordinator, or any other district committees will have displays so tables can be reserved for them. For District committees, the display table fee is waived.
- Permission needs to be obtained from the district if agencies or organizations are not currently on the approved list of exhibitors. Contact these organizations, asking if they desire to attend and have exhibits. Inform the District Liaison of such inquiries and whether space is allowed. If the EC approves, inform such agency or organization of the 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 Thursday evening or 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.
- Prepare a written report of the Displays and Exhibits Committee activities, including suggested changes in the Guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the Convention.

## ❖ **ENTERTAINMENT**

This committee is responsible for entertainment at the Saturday night banquet.

- Make contacts early to various musical or other entertainment groups regarding availability for entertainment. Recommendations shall be submitted, via the District Liaison, to the EC for approval by September year prior to the convention (odd- numbered year). It is suggested that the entertainment be reasonable in length, i.e., no more than 1 hour.
- Set the cost of the entertainment should be within the established budget.
- Submit plans for the Entertainment Committee's activities to the Convention Committee for approval.
- Contact entertainment group to determine any AV needs. Contact Properties Chairman either to secure or inform her regarding AV equipment. Identify how much set-up time is required by the entertainment group and coordinate with the Properties Committee. Generally, the entertainment is held in the same space as the Saturday banquet, so space needs to be considered.
- Prepare a written report of the Entertainment committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ **FAVORS AND DECORATING**

This committee is responsible for providing and placing favors at the table settings at various meals. Additionally, providing centerpieces for the banquet tables and a centerpiece for the banquet head table.

- The Chairman shall submit plans for the Favors and Decorating Committee's activities to the Convention Committee for approval and a budget plan.

- 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
  - It is not necessary to have a favor for every meal if something extra special for the Saturday banquet is planned. Prayers should be at all meals.
- Provide to the Convention Co-Chairman a list of the suppliers of favors to be included in the acknowledgements of the Convention Manual.
- Prepare a written report of the Favors and Decorating Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ **HOSPITALITY**

The primary responsibility is to see that all visitors are properly welcomed and made to feel at home throughout their stay. Committee 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 Committee 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 in-gathering items as needed. NOTE: May want to coordinate with the Convention Co-Chairman with a location for collecting ingathering items.
- Arrange for light refreshments on Friday evening after the first session. Depending upon the venue, the committee may need to arrange with the hotel to provide refreshments. The hotel may grant permission to allow cookies donated by members of host zone church or groups to be used. If so, have written agreement of this arrangement in the hotel contract. If this is not possible, a refreshment package and the cost will need to be considered and ordered from the hotel.
- 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 the host committee, rather than the venue (confirm with the hotel that this can be done), and donations can be accepted to cover costs. These donations will be given to the Convention Treasurer. 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 greet guests at the door and verify meals as each participant enters the dining area. These hostesses also will offer help in finding suitable seating and aid those needing special assistance.
- Hostesses should wear some appropriate clothing item throughout the convention that identifies them as hostesses.
- Suggested responsibilities for volunteer hostesses:
  - Be familiar with the details of the convention in order to answer questions promptly and fully. This includes time and place of activities, ability to find location of Convention Committee members and for emergency assistance.
  - Serve in the Hospitality Room.
  - Assist in the foyer of the hotel to greet and direct new arrivals.
  - Hostess at meals, assuring meal tickets are labeled for the specific meal being served and assist with suitable seats for all including those with special needs.
  - Identify yourself as a hostess (all hostesses will have the same identification).
  - Be on site at least 15 minutes before the start of the assigned time to be ready for the task at hand.
  - Assist as needed for favors, prayer favor, table decorations.
- Prepare a written report of the Hospitality Committee activities, including suggested changes in the Guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the Convention.

## ❖ ***HOUSING***

This committee arranges for the housing of all convention attendees through the maintenance of proper records and coordination with hotel staff. It is suggested that the Housing Chairman be the main contact with hotel.

- If housing is to be handled directly by the hotel, then the Housing Committee only needs to arrange for the EC, BOD, and special guests.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.
- The Chairman shall work closely with the Registration Committee.

### **Prior to Convention:**

- Obtain the name of the hotel manager responsible for housing from the Convention Committee Chairman. Notify the Convention Committee Chairman of all communications with the hotel personnel.
- Submit plans for the Housing Committee activities to the Convention Committee for approval.



- Contact the hotel housing manager and obtain a copy of the hotel schematic. Review the hotel schematic for rooms and determine types of rooms, handicapped accessibility, special suites, and the like. If housing is to be handled directly with the hotel, then the housing committee needs only to reserve for the EC, BOD, and special guests.
- Working with the District Liaison and Convention Committee Chairman to 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 EC and communicate these to the Convention Committee. In general, the following guidelines need to be considered:
  - LWML District President entitled to her own room.
  - Convention Chairman/Co-Chairman should be in same room or in close proximity.
  - Guest speakers are entitled to own room if not traveling with spouse.
  - Special guests, YWR, and the District BOD are generally assigned to the same areas.
  - Some BOD members will arrive on Thursday evening. As the Planner is handling BOD registration this will be known ahead of time. Any adjustments for Friday and Saturday night can be made as needed.
- Obtain 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.
- Provide a 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 committee members handling registration and the designated hotel manager in the last three weeks leading up to the convention dates.
- Obtain from the Registration Committee 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 are in the room). This information will be used to cross-compared 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 Committee “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 Committee’s activities, including suggested changes in the Guidelines. This report is submitted for the final, post-convention meeting.

- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ **MEALS**

The primary function of this committee is to assist the Convention Chairman with meal selections at the hotel to cost out a reasonable plan keeping registration/meals fees in mind working the costs into the budget. The committee acts as liaison with the convention site management to arrange any special requests the Convention Committee might have.

### **Prior to Convention:**

- The Chairman shall submit plans for the Meals Committee'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. Negotiate with the hotel to lock in contract prices and avoid escalation before the 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 (generally 21-22%). Final meal prices will be set by the Housing, 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 this list duplicated to be included with the guest registration materials to be distributed in January/February of the convention year.
- The committee might be requested by District President to arrange for the District BOD and EC 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.
- 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 or entertainment if all held in the same room. In addition, consult with district liaison as to how many seats are to be reserved at the banquet head table and for remaining BOD at regular tables. The planner will provide name plaques for all people sitting at the head table.

## **Time of Convention:**

- Have a committee member present at each meal to see the food is served correctly.
- Inform hotel management in advance of people requesting special diets. Meals will be clearly marked on the registrants' name tag and any special dietary needs identified. Assist hotel staff in identifying these people.
- Offer assistance to the Hospitality Committee for the Friday evening reception which is planned by that committee.
- District committee chairmen might request reserved seating for certain meals (i.e., YWR need reserved seating at Saturday lunch to meet with district president). The national LWML representative, the Leader Development Chairman and Co-Chairman; might also request reserved seating for additional meals.
- Prepare a written report of the Meals Committee activities, including suggested changes in the Guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.

## **❖ MITE WALK**

This committee is responsible for organizing and conducting a mite walk during the convention.

- Have an appropriate route planned and marked. The Mite Walk should be a one 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 the hotel. The Mite Walk can be held Saturday morning or in the afternoon.
- Have someone 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 the convention materials packet for Zone Presidents.
- Publish route, location, and time.
- Ensure procedures are in place to collect the mites and pass them on to the District Financial Secretary to be counted at the convention site. The Convention Treasurer may be consulted and provide oversight duties.
- Report the total amount of mites collected to the Convention Chairman for announcement to the convention body.

- Other Mite Walk Suggestions:
  - Supplement mite walk excitement with a thank you gift/award to the three highest pledge walkers and take time to recognize them and emphasize the mites/mission grants program,
  - Replace a morning mite walk with an outdoor sunrise devotional.
- Prepare a written report of the Mite Walk committee activities, including suggested changes in the Guidelines. This report is submitted for the final, post-convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ *MUSIC*

The purpose of this committee is to arrange for the musical needs of the convention.

- The Chairman shall submit plans for the Music Committee 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. The choir director and accompanist need to be available for choir rehearsal on Saturday afternoon and for the worship service on Friday evening or Sunday morning. In addition, the organist needs to be available for the opening worship service as well as business sessions, depending on scheduling of music.
- Provide the Senior District Counselor with the organist's contact information so that he can provide the order of service to her/him prior to convention. Follow through to make sure communication has been made between them in ample time. Provide the organist with a convention schedule as soon as possible so the music needed is known.
- If no organ or tuned piano is available at the convention site, arrange for borrowing an adequate keyboard from local congregation, if possible, and arrange for delivery to convention site. A sound system or other needs in hooking up to the hotel sound should be made known to the Properties Committee. They will work with the hotel.
- 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 the 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 a registration confirmation letter or music is mailed. A uniform dress code is optional and at the discretion of the Choir Director.
- 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 total 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 a 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.
- Prepare a written report of the Music Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the Convention.

## ❖ ***PHOTOGRAPHY***

This committee is to secure and work with a photographer to memorialize happenings during the entire convention for publicity and archival purposes. This committee works under the Publicity Committee.

### **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.
- Discuss the budget limitations with the photographer. All invoices should be submitted to the Convention Chairman for approval.
- Attend all convention committee meetings.
- Assign a member of the committee to work with photographer during the convention.

### **At the Convention:**

- Take photographs as listed in these guidelines.
- Keep a record of the photographs taken including names and dates of the people in the photograph and the specific event.

- Suggested photographs include:
  - Stage backdrop
  - Zone banners with Zone President and YWR
  - 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)
  - District 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)
  - YWR devotions
  - YWR assisting with Ingathering (Saturday afternoon)
  - Each nominee for election
  - Group photo of newly elected officers
  - Current District President transferring gavel to newly elected District President
  - Newly elected and outgoing Presidents exchanging President's pins
  - Group activities such as Bible Study, marking ballots, listening to a speaker and Saturday evening banquet
  - Each interest session and the Pastor's Event
  - Convention Committee as they are introduced Saturday afternoon
  - Convention Chairman making announcements
  - Pages (usually sitting at the sides of the platform)
  - Receiving line before Saturday evening banquet
  - Head table at banquet
  - Saturday evening entertainment and audience reaction
  - Installation of newly elected officers following Sunday morning worship
  - District LWML President with national LWML representative
  - Oldest member in attendance and multigenerational families
  - Any unusual happenings deemed newsworthy or unique to the convention
  - Past District Presidents
  - National LWML Representative honoring outgoing District President

### **Following the Convention:**

- All photographs should be reviewed by the photographer, convention chairman and/or convention publicity 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 LWML LINK, the District President, District Public Relations Director, and the Archivist/Historian. Photos should also be made available to district members via website or other digital formats.

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

## ❖ **PROPERTIES**

The Properties Committee 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 Committee'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 reviewed from the past Properties Committee early in the planning stage to become acquainted with what is available and what needs to be obtained.
- The following items will be needed for use during the convention:
  - Banner poles/stands
  - Convention battery-operated candle
  - Head table drape with LWML logo
  - Christian and American flags. (NOTE: Christian flag, flagpole, and stand are among items belonging to LWML; American flag, flagpole, and stand might be available to borrow from convention site or local church.)
- 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. Wine and wafers are usually provided by the host church. The Properties Committee needs to find out who is bringing the 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/Logo Committee Chairman about hanging the banner for the backdrop (i.e., size, weight, other requirements). Properties Committee 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. These needs will be determined at least two months before the convention.
- 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. Properties Chairman 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 reset 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 has been used in the past and the candle is positioned on the left-side when 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 committees to ascertain any special needs they might have, such as tables and signs.
- Provide for separate room (preferably locked) that can be used by clergy as a robing room.



- 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 the 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 tables.
  - Mark areas directing people to the dining area, if necessary.
  - Check with Convention Co-Chairman regarding “Gifts from the Heart” ingathering to ascertain if anything is needed with a dedicated area for collection.
  - Have sign-making materials on hand if additional signs are needed.

NOTE: Some signage is passed on from past conventions.

- 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 the head table should be reserved, if any. District Planner will provide name plaques for the head table.
- The Planner will prepare diagrams and seating charts for sessions, worship services and banquet after conferring with District Liaison. She will provide the information to the Properties Chairman.
- Assist the District Planner with set-up. She will have a schematic design and the signs for:
  - District Board members seated in first rows,
  - Delegates sitting behind Board, and
  - Young Women Representatives normally are seated with their respective zones.
  - Place signs at both ends of each row to identify seating by zones.
- Prepare a written report of the Properties Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.
- Provide a copy of all pertinent correspondence to the Convention Chairman for insertion in the permanent records of the Convention.

## ❖ **PUBLICITY**

This committee arranges for all publicity related to the convention.

- The Publicity Chairman will be solely responsible for publicizing the physical aspects of the Convention (i.e., site, committee, tours).
- The Publicity Chairman oversees the photographer.
- The District Executive Committee will provide program information via the District Liaison (i.e., LWML national representative., keynote/guest speakers, worship services, Bible studies and interest sessions).

- The Publicity Chairman 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 LWML LINK.
- All written publications, letters, and news releases must be approved by the District Public Relations Director prior to their distribution. The VP of Communication is copied on all convention publicity.
- The Convention Publicity Chair, District Publicity Chair or VP of Communication should submit information about conventions, retreats, etc. to the LCMS Eastern District Enews in the summer, fall and winter of odd years and the spring of the spring of the convention even year.

**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 Chairman. Submit plans for the Publicity committee 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 committees.
- Prepare articles for submission to the District Editor for LWML LINK based upon the following issues, deadlines, and topics. Some items are the responsibility of the Board of Directors.
  - 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 – “it’s 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
    - Chairman/Co-Chairman/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 committee chairman
    - Tours (or self-paced options)
    - Ingathering – wish list items
    - Registration form
  - Spring Issue – even year (Apr-Jun) – deadline: March 1
    - Convention logo
    - Detailed information for Convention
    - National LWML Representative biography (District President/Liaison)
    - Keynote speaker(s) biography (District President/Liaison)
    - Young women representatives (District Leader Dev. Chairman/Liaison)
    - Other guests (District President/Liaison)
    - Mission grants to be on convention ballot (District Mission Grants Chairman)
    - 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 (or self-paced options)
  - Registration form – last time (issue needs to mail on April 1st – due to April 30th deadline)
  - Other items of interest
- Prepare simple poster or “save the date flier” 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 Flier 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 February/March 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 Chairman 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 plan for the subsequent copying of approximately 250 issues. The venue may provide computer and copy services at a significant cost. 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 producing 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 Publicity Committee 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 Chairman for insertion in the permanent records of the Convention.

## ❖ **REGISTRATION**

The Registration Committee 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 chairman shall work closely with the Housing Committee.

### **Prior to Convention:**

- Submit plans for the Registration Committee activities to the Convention Committee for approval.
- Meal prices are set in coordination with the Meals and Convention Chairman. Final meal prices will be set by the Housing, Registration and Convention Chairmen who are responsible for preparing the Registration Form for approval by the District.
- Prepare registration form 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 LWML LINK. Be certain the registration fee is included in the package price and a deadline date for accepting registration. Emphasize the deadline throughout the planning process.
- Receive registration requests from all delegates, Board of Directors members and guests. The District Planner 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 one board member per room. The District Planner will coordinate the board of directors' registration forms.
- The District President or Planner (at President's discretion) will send registration forms to Special Guests to obtain information needed—i.e., arrival and departure, special needs.
- 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. Meal selections are also a key component. The committee notes/folder from the past convention will provide an example.

- 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 will be 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.
- Arrange a time to ready the folders and tote bags well in advance. This task should not be left until the weekend of the convention or while on-site.
- Consult with the District Liaison to determine what items are available from national LWML. The District President will be consulted and asked to order the items in January of the convention year.
- 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, and name badge.
- File the original registration forms alphabetically by name.
- Send confirmation letter or email 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. The letter can include other items to bring such as Bible, sweater for sessions, monies for convention offerings and the like.
- Keep an accurate list of each registrant's name, address, special health needs, time/place of arrival, mode of transportation. Keep records on a computer spreadsheet to be shared with the Convention Treasurer.
- Provide a list of names of interest to: Special Needs, Tour, Transportation, Music, and Mite Walk Committee Chairmen. Send the list of registered pastors to the District Public Relations Director Pastoral Counselors and the person handling the Pastoral Interest Session.
- Provide a list to the Property Committee with the number of delegates, Board of Directors, Young Women Representative and guests so that adequate seating may be arranged and consult the Planner for seat assignments.
- 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 (acquired from the hotel) and the number registered for each meal.
- Reconcile delegate/voting members with registration forms for accurate count. List of delegates comes from the District President. Planner provides the list of Executive Committee and Board of Directors members.

**At Convention:**

- 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 a highlighter, whiteout, pens and felt tip markers at the registration table.
- Each name badge lists the purchased meals. This information comes from the registration form.
- 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 written once at the beginning of the convention (Friday) and on Saturday at the appropriate time prior to voting. A copy of this report shall be given to the District Recording Secretary to be filed with the minutes of the Convention.

**Following Convention:**

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

**❖ SPECIAL NEEDS**

This committee is responsible for special needs requests of convention attendees.

- The Chairman shall submit plans for the committee activities to the Convention Committee for approval.
- Coordinate needs with the Transportation Committee 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 or EMTs 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 Chairman) 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+ people for the weekend in case of an emergency. Inform the EMTs/nurse that there is an ED Board Crisis Management committee that needs to be consulted/informed of any event that may occur.
- Provide the Convention Chairman with the EMT or nurse’s name and room number.
- Other assignments may be made to this Committee by the Convention Committee or by the Convention Chairman as needs arise.
- Prepare a written report of the Special Needs Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.
- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.

### ❖ **TOTE BAGS**

The Convention Committee may choose to provide or not to provide tote bags to each person attending the Convention. This committee is not necessary if they decide not to have tote bags. If they choose to have tote bags, then the function of this committee 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.**

- The Chairman shall submit plans for the committee’s activities to the Convention Committee for approval.
- Prepare a written report of the Tote Bag Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.
- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.

### ❖ **TOURS**

This committee is responsible for securing information for a pre-convention tour or tour on your own options to be approved by the Convention Committee.

- The Chairman shall submit plans for the committee’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 Committee 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 committee should be on the tour.
- Provide optional tour info (on your own time) if no scheduled tour happens. This should be determined early to include information on the registration form and other publications.
- Provide a list of areas of interest and restaurants in the area to the Registration Committee for inclusion in the registration packet.
- Prepare a written report of the Tours Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.
- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ ***TRANSPORTATION***

This committee is responsible for the transportation needs of convention attendees.

- The chairman shall submit plans for the committee's activities to the Convention Committee for approval.
- One responsibility of this committee 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. In general, arrival is by car with the exception of any keynote speaker, national LWML representative or special guest traveling a distance and arriving by air.
- The committee 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).
- The District Liaison will confirm travel plans via the President and with such individuals and provide them with contact information for possible last-minute changes in travel schedule (i.e., flight delays).
- Committee is to work with Special Needs Committee 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.
- Prepare a written report of the Transportation Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.



- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.

## ❖ **USHERS**

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

- The Chairman shall submit plans for the committee'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 people are seated there. The 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.
- Plan for the District Counselors to meet with the ushers and provide any specific instructions for assistance with serving communion.
- For Sunday worship service prepare communion elements and make Pastors aware additional wine is located.
- 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 may be provided by the Convention Treasurer, who will verify the same.
- Offer assistance to the Hospitality Committee for help with banquet seating.
- Ushers when on duty should wear some appropriate clothing item to identify them as members of the Host committee.
- Prepare a written report of the Ushers Committee activities, including suggested changes in the guidelines. This report is submitted for the final, post-Convention meeting.
- A copy of all pertinent correspondence is to be submitted to the Convention Chairman for insertion in the permanent records of the convention.

# DISTRICT EXECUTIVE COMMITTEE (EC) AND BOARD OF DIRECTORS (BOD) 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, at Spring meeting (2 years prior – even year)
  - 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** 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
  - The District President is responsible for gifts to pages
  - Provide speaker biographies and photos to LWML District Editor and VP of Communication
  - 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. Coordinates the list with the Planner
  - 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 plaques for Speakers, EC, BOD. Communicate this information to the Convention Chairman and Properties Committee Chairman.
  
- The **VP Christian Life/Special Focus** is responsible for:
  - Coordinating Deaf Interpreters, as needed
  - Preparing and presenting charters for new societies

- The **VP of Communication** is responsible for:
  - Review of Song and Hymn copyright/permissions. Be proactive reaching out to the Convention Music Chairman and District Pastoral Counselors.
  - Responsible for creating and publication of the Convention Manual with input from Board of Directors and assistance of the VP of Gospel Outreach/Organizational Resources.
  - Receive all PowerPoint materials for convention sessions (general and interest sessions) at least 4-6 weeks prior to the convention.
  - Create a convention slide deck which includes convention agenda, convention rules, songs, PowerPoint of guest speakers, in-gathering recipient, LWML national representative, mission grant presentation, bylaw changes, worship service and the like.
  - Provide the finished slide deck to the individual running the slides for the convention
  
- The **VP of Gospel Outreach/Organizational Resources** is responsible for:
  - With the Mission Grants Committee prepare a slide presentation of grants on the convention ballot.
  - Prepare ballot for candidates for elected office and mission grants ballot
  - Assist with the assembling of the Convention Manual with the VP of Communication
  - Introduce candidates running for office
  
- The **District Treasurer** is responsible for:
  - Upon approval of the District President, provide advance funding to the Convention Treasurer.
  - Assist and authorize the Convention bank account set-up (LFCU)
  - Upon approval of the District President, provide the Convention Treasurer payment of the BOD convention invoice.
  - Support the Convention Treasurer with any request she may make for assistance
  - Upon approval of the District President, 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 a deposit.
  - Receive any remaining balance of convention account after convention
  - 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 and convention offerings.
  
- The **District Public Relations Director** is responsible for:
  - Reviewing and approving all convention publicity and notifying VP of Communication
  - Preparing for and lead a Pastoral Interest Session, or make arrangements to have someone else lead, with assistance from District counselors.
  - With assistance from Senior, 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 information 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.).

- On Saturday, following Saturday afternoon sessions, prepare the convention News Release with assistance from the Convention Publicity Chairman. 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 Chairman with disseminating to local newspaper(s), as needed.
- **District Planner** is responsible for:
    - Board of Directors registration forms working with the Housing and Registration Committee Chairmen.
    - Works with the District Treasurer for payment of the registration forms
    - Providing the list of Executive Committee and Board of Directors members to the Housing and Registration Chairmen
    - Works with Properties Chairman for convention seating and room set-up
    - Providing name plaques for EC, BOD, Speakers, and Guests
    - Providing name plaques for head table at the banquet
- **District Counselors** are responsible for:
    - Assisting District Public Relations Director or designated person leading the Pastoral Interest Session with the preparation of a letter to host Zone Clergy encouraging their participation at the Convention. The letter should be sent in early Spring.
    - Assisting District Public Relations Director or designated person leading the Pastoral Interest Session 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. Communicate early with the Convention Music Chairman and Ushers Chairman regarding duties for services.
    - Reviewing songs/hymns that will be printed in Convention Manual, coordinate with VP of Communication and Convention Music Chairman.
    - Selecting the Choir Anthem for Sunday Worship Service with the Convention Music Chairman.
    - Preparing and leading Bible Studies
    - Assisting the District President and EC
- The District **Special Focus Committee** is responsible for:
    - Assistance and oversight of the convention “Gifts from the Heart” which includes publicizing prior to convention and coordinating at convention.
    - The Special Focus Committee is also responsible for creating the “Gifts from the Heart” dedication litany. Work closely with the Convention Co-chairman and District Counselor.
- **Zone Presidents** are responsible for:
    - Ensuring that proper delegate registration has been made and a list of delegates is sent to the District President 60 days prior to convention
    - Ensuring delegate duties and attendance at convention is clear and adhered to
- The District **BOD** is responsible for selection and approval of convention offerings and approval of the mission grants on the ballot at the Spring BOD meeting, the year of convention.

- The **District Editor** is responsible for the convention review in the Summer Issue of the LWML LINK. The news release is one source of input but there will be others. Look at the list below for suggested items to include:
- Summer Issue – even year (Jul-Sep) – deadline: immediately after convention
    - Approved mission 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, and
    - Other items of interest: stage backdrop; presentation of charter to a new society

## APPENDIX A – PAST CONVENTION EXHIBITORS

(Recommend updating after each convention)

<p>American Bible Society          Contact Person: Rob Dickson          1865 Broadway          New York, NY 10023          Rdickson@americanbible.org</p>	<p>Bethesda Lutheran Communities          700 Hoffman Dr.          Watertown, WI 53094</p>
<p>Bible League International          Contact Person: Connie Reitsma          3801 Eagle Nest Dr.          Crete, IL 60417-1993</p>	<p>Concordia Deaconess Conference – LCMS          Contact Person:          Deaconess Nancy Lingenfelter          225 Dogwood Dr. Apt 302          Philipsburg, PA 16866          814-342-1713          nlingenfelterman@gmail.com</p>
<p>Concordia Publishing House          Contact Person: Debbie Bochenek          3558 S. Jefferson          St. Louis, MO 63118          314-221-7496</p>	<p>Eastern District Disaster Relief          Contact Person: Rev. Sean Walters          c/o Christ Lutheran Church          1302 E. Washington Street          New Castle, PA 16101</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>Eastern District Parish Nurse          Contact Person: Bonnie Fleissner          C/o Christ Lutheran Church          1302 Washington St.          New Castle, PA 16101-4416          blfeissner@hotmail.com</p>
<p>LAMP          Lutheran Assoc. of Missionaries and Pilots          Contact Person: Walter Heinz          28485 Hagen          Chesterfield, MI 48051          586-749-3990          wally@lampministry.orgremeiss@aol.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 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>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>

<p>Lutheran Braille Workers  Contact Person: Rose Jaimes  PO Box 5000  Yucaipa, CA 92399  909-795-8977  rose@LBWinc.org</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>Lutherans for Life  Contact Person: Lowell Highby  1120 S. G. Ave., Bldg. B  Nevada, IA 50201-2778  lhighby@lutheransforlife.org</p>	<p>Lutheran Immigration and Refugee Services  Contact Person: Linda Hartke  700 Light St.  Baltimore, MD 21230-3850  www.irs.org</p>
<p>Lutheran Ministries Media  DBA worship for Shut-ins  5 Martin Luther Dr.  Fort Wayne, IN 46825</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>Lutheran Service Society  Contact Person: Sue Lichtenthal  6680 Main St.  PO Box 1963  Williamsville, NY14221  s.lichtenthal@lsssofny.org</p>	<p>Lutheran World Relief  1333 S. Kirkwood Rd.  St. Louis, MO 53122  1-800-1930 X1380  lcms.worldrelief@lcms.org</p>
<p>Lutheran Service Society  Contact Person: Sue Lichtenthal  6680 Main St.  PO Box 1963  Williamsville, NY 14221  s.lichtenthal@lsssofny.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>MOST- Missionaries Opportunities Short Term  Contact Person: Carly Stevens  4090 Geddes Rd.  Ann Arbor, MI 48105  734-994-7090  MOST@mostministries.org</p>	<p>Orphan Grain Train  Contact Person: Cliff Kraft  89 Line Rd.  Malvern, PA 19355 kraftcm1@verizon.net</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>Samaritan Pastoral Counseling Center  322 Old Falls Blvd.,  N. Tonawanda, NY 14120  www.wnycounseling.org</p>

<p>Thrivent Financial – use local agent  Contact Person: Rebecca O’Brien  14 Larchmont Rd.  Owego, NY 13827  607-223-4529  rebecca.obrien@thrivent.com</p>	<p>Valparaiso Guild  Valparaiso University  Valparaiso, IN 46383</p>
<p>We Raise Foundation  1 Pierce Pl. Ste. 250-E  Itasca, IL 60143  www.wheatridge.org</p>	



# APPENDIX B – CONVENTION PLANNING TIMELINE SCHEDULE

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

## **Year of Previous Convention (EVEN NUMBERED YEAR):**

Prior to previous Convention:

- Do research and make a list of options for a convention site. This can be done by the Zone board.
- Submit the suggestions to District President.
- Present venue choice and dates at the February/March EC/Board of Directors meeting for approval.

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 Committee. A complete inventory of items should be included.
- Prepare an invitational flier for convention folder or page for convention manual with venue and dates.

June-August

- Choose a Convention Chairman and Chairpersons for the various Convention Committees.

September

- District Executive Committee Meeting (generally held at time of fall retreat).
  - 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 flier for retreat folders.

October

- First Convention Committee meeting.
  - Review the duties of each committee and obtain willing volunteers.
  - Ask for logo and convention banner (back drop) ideas based on the Bible verse or theme.
    - 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.
  - Set up budget with the Treasurer.

### February/March

- District Board of Directors Meeting
  - Submit the logo and banner designs.
  - Convention Budget.
  - Report on the progress of the Convention Committee.
- Inform the Banner Committee 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 LWML LINK (Eastern District publication).

### June

- Set up a 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 flier and skit for September Retreat.
- Prepare items for the September Executive Committee Meeting (see September).

## September

- Executive Committee Meeting (generally held at time of fall retreat)
  - Proposed Saturday night Entertainment.
  - Proposed Convention Meals.
  - Proposed Ingathering – “Gifts from the Heart”.
  - Proposed Servant Event.
  - Proposed Music.
  - Proposed Tours.
  - Proposed Interest Sessions (District responsibility).
  - Submit – first draft of the Convention Registration form for approval.
  - Submit – Convention Poster for approval which will be distributed to all of the societies in February/March of Convention year.
  - 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 December 1**
  - Final Registration Form.
  - Photo of all Committee Chairmen.
  - Ingathering information.
  - Tour information or Tour on your own options.
  - Convention article.

## November

- Convention Committee meeting.
  - Inform all of the committees 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 Zone/society in the District (150+).
  - Include a letter of invitation from the Convention Chairman and Co-chairman.
  - Hotel Brochure.
  - Convention Flier.
  - Registration Forms.
  - Menu.
  - Tour Brochure and Information or Tour on your own options.
  - Ingathering Information along with servant event and mite walk information.
  - Mite Walk Pledge Form.
  - Delegate Registration forms.
- Schedule a February Convention Committee meeting for after the District Board of Directors meeting.

## February

- District Board of Directors meeting
  - Distribute Invitation Packets to Zone Presidents to distribute to societies in the zone.
  - Report on Convention Committee activities.
  - As the EC/BOD generally meets at the convention site, arrange for a tour for everyone to learn the venue space, if it has not been done already.
- Convention committee meeting. The following items are **due to the District Editor by March 1.**
  - Photo of the Committee working.
  - List of all Committee Chairmen.
  - Any other news not already covered.
  - Schedule a March Convention Committee meeting.
- Send a letter of invitation to the Zone pastors, inviting them to the convention. [District Public Relations Chairman or designee].

## March

- 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/July

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

## September

- Executive Committee Meeting
  - Final Convention Report submitted to EC.
  - Committee Chairman folders are submitted to the next Convention Committee.
- Convention Guidelines are reviewed for inclusion of learnings from the most recent convention, approved by EC and Board of Directors within 6 months of convention conclusion.