Aid to Convention Planning

Original 1983, Revised 1995, Revised 2016, Revised 2020

In addition to this document, please be sure to read

1. Bylaws Article XII Section (4) Meetings;
2. Policy and Procedures of Official Meetings
3. Policy ad Procedure Conventions; and
4. Guideline for Convention Chair

Remember that the President has the final decisions involving all state official meetings, plans the agenda and approves the schedule and printed program.

It is important to keep them information as well as state board members who are involved with convention. A visit to the facility will be in order for the President.

Different parts of this document may be distributed to various chairmen.

**Project Timeline**

1. Obtain a copy of the “Aid to Convention Planning” and Convention Planning Notebook/Planning Record
2. Determine facility based on proposals (try for three proposals)
3. Set Up meeting with facility to begin contracting process
4. Obtain loan from State for facility deposit
5. Sign contract and pay deposit to facility
6. Select theme
7. Determine committee members/chairs
8. Set schedule of meetings
9. Set budget for convention
10. Set convention registration costs
11. Be sure registration form is created
12. Set up bank account
13. Publish Registration Form in Grapevine, Oregon ESA website and Western Ways; add to mailboxes at state meetings
14. Establish convention schedule with State President
15. Choose event titles, themes, decorations, etc.
16. Articles in Grapevines
17. Visit Facility for tour; include State President. Schedule a Convention planning meeting at the facility
18. March 1st Deadline for Schedule and Program information
19. March 15th All decorations, nametags, signs, handouts, place cards, etc. are done (or at the printer)
20. Week prior to start of convention finish up Convention Program
21. All finances cleared within one week of event; Final financial report to Convention Chair
22. Final Financial Report published in Grapevine
23. Final reports from committee chairs to Convention Chair
24. Final Report to President and next year’s convention chair; include registration and financial information

**Master Schedule Book**

The Convention Chair creates and maintains a detailed outline of the activities and responsibilities for the convention.

Section 1 – List of all those with responsibilities

Area of responsibility, cell phone number, Space for hotel room number and any other contact information.

List of General Board members with contact information

List of hotel staff with contact information and area of responsibility

Section 2 - Overview of convention activities

Room layouts and event set ups (one page for each event) with person in charge and any required details

(including audio-visual requirements)

Meal set ups with person in charge and any required set up (including audio-visual requirements)

Copies of sections pertaining to various activities should be given to the specific chairs.

**Events Schedule**

Suggested order:

Friday

State President’s Luncheon Mid-day to 3:00 pm (their responsibility for costs and arrangements)

Hotel Staff meeting (on Friday afternoon prior to beginning of convention)

Registration and Credentials Desks Opens at 3:00 pm at the latest

Mixer Entertainment, possible fundraising activity

Candidate’s Fair Included in Mixer

Association of Arts Display

Saturday

Registration and Credentials Open at 7:00 pm

Rehearsal for Flag Ceremony Prior to General Assembly

Opening Ceremony and Flag Ceremony

1st General Assembly Saturday Morning

Lunch - Recognition and Awards

Potential workshops

Candidate Announcements (as needed)

Installation Rehearsal

Installation

Banquet

Incoming President Reception

Sunday

Celebration of Life

Brunch

2nd General Assembly

Retiring of the Flags

Closing Ritual

IC Attendees meet after closing of convention

Options to be scheduled as requested:

Gavels Meeting

Opportunities for exchange of files between old and new board members

Awards and Recognitions:

The President will incorporate the following into the schedule:

1. Outstanding Member
2. Distinguished Achievement
3. Awards
   1. Easter Seals
   2. Foundation
   3. Outstanding Chapter
   4. Rush
   5. Philanthropic
   6. Hope for Heroes
   7. St Jude
   8. Gold Link and Educational
4. Years of Service – Chapter and Individual

The Awards Chair will serve as the master of ceremonies for the Recognition Luncheon

The Corresponding Secretary usually presents the Years of Service

**The Planning Committee**

In order to share the responsibility of the planning, the various chairs may come from different Chapters. The exception should be that the Treasurer and Registration Chair should be close enough to make deposits in a timely manner.

Convention Chair

Convention Chair is a voting member of the Oregon State Council Board.

1. Work closely with the State President in the planning process
2. Create Master Schedule Book with all deadlines and outlines for the various convention activities
3. Schedule planning and work meetings.
4. Make all general arrangements for Convention, including
   1. Contracting with hotel
   2. Secure the facility
   3. Reserve rooms for meetings and housing
   4. Determine audio-visual needs
   5. Check meal prices and selects menus (with input from President)
   6. Determine prices for set ups, extra set up for coffee, etc., what is included and what will be extra charge.
   7. Confirm policy for room count, meal count and cancellations.
5. Check with General Board members for their needs at Convention
6. Keep copies of contracts, Letters of Agreement
7. Prepare the budget for the convention
8. Request State loan to be paid to convention committee as soon as facility has been selected
9. Request to sit in with the hotel staff prior to the beginning of the convention; inform who will be the contact person for the staff. (Note -limit the number of people who can make decisions or alter arrangements at the convention site. This will keep you from generating unexpected expenses.)
10. Prepare the Convention Program
11. The final report should be submitted by June 10th. This should include any suggestions for future conventions or other lessons learned. This goes to next Convention Chair, President and 1st Vice President.

Convention Co-Chair (if needed) (See also Secretary)

1. Work directly with Convention Chair providing support when requested
2. Provide publicity and communication
   1. Grapevine Articles
   2. Article to Webmaster
   3. Article for Western Ways
3. Solicit and prepare advertising for the Convention Program
4. These duties may be performed by the Secretary in the absence of a Co-Chair

Treasurer

1. Work with Chair to set Registration Fees
2. Work with Registration Chair to create the registration Form
3. Create expense vouchers
4. Open checking account
5. Work with the Chair to establish convention budget
6. Receive loan from State
7. Deposit registration fees and advertising payments
8. Pay bills as authorized by Chair
9. Keep accurate balance sheets and provide to Chair as requested
10. Prepare final accounting and provide to Chair to be published in June Grapevine

Registration Chair

1. Work with Treasurer to create Registration Form
2. Publish Registration Form to Grapevine and Website
3. Collect registrations
4. Provide payments to Treasurer for deposit
5. Provide registration information to Chair for accurate meal counts
6. Provide registration information to Chair for seating at meetings and meals
7. Provide detailed registration information to Chair regarding 1st time attendees, pledges, and out of state attendees.
8. Assist Chair in meal seating charts
9. Provide initial Registration Report at 1st General Assembly and any changes at the final General Assembly
10. Create Name Tags
11. Determine items for Registration table:
    1. Pens
    2. Meal tickets
    3. Name Tags
    4. Bags or portfolios
    5. Convention Program
    6. Any additional items, as needed or requested
12. Prepare (or request) signage for Registration Area

Secretary (See also Co-Chair)

1. Take minutes and maintain record of convention planning meetings
2. Work with Convention Chair on Convention Program, if requested
3. Sees to any printing needs for convention
4. Create Grapevine Articles and Article for website, and Western Ways in absence of Co-Chair
5. Prepare a “Needs” form for State Board and place in mailboxes at Leadership prior to convention.
6. Provide “Needs” information to Chair
7. Maintain Convention Office on convention site.
   1. Schedule staff
   2. Provide office supplies, printer, snacks for volunteers, etc.

Events Coordinator

1. Receive the “needs” of the other chairs for each of the meetings and workshops for the convention
2. Ensures that all needs are met and in place 10-15 minutes prior to the beginning of the event. This includes:
   1. Determining that outlets are available and in the room prior to the meetings
   2. Audio-visual needs
   3. Work in conjunction with Convention Chair to request any additional services from the hotel
   4. Put out the place cards for head table
3. Coordinate with the Secretary for storage of items for support of convention activities

Convention Hostesses

1. Be available to answer questions, direct attendees and take requests, run errands and take messages for the convention committee
2. Have aprons, pins or other items that clearly identify the Convention Hostesses
3. Greet attendees with a smile and welcome them to the convention.
4. Staff the Registration area
5. Assist International Council Representative and other VIP attendees

**Committee Chairs Overall**

1. Keep the Convention Chair up to date on activities
2. Stay on schedule
3. Keep accurate record of expenses; maintain receipts and report to Treasurer as expenses are incurred
4. Clear any unbudgeted items with Convention Chair and Treasurer prior to spending money
5. Within 10 days after the convention submit report of your activities with suggestions or concerns for future planning to the Convention Chair.

**Facility Requirements**

Rooms:

1. Provide estimate of rooms needed for attendees (review previous convention numbers)
2. A President’s Suite (usually comped by hotel based on other rooms booked)
3. Banquet/Meeting Room(s) for General Assemblies and meals, Memorial service
4. Room for Association of Arts (needs to be securable)
5. Registration area
6. Room for IC Representative
7. Convention Office and storage area for convention supplies and flags

Meals:

1. Lunch on Saturday
2. Banquet on Saturday night
3. Brunch on Sunday Morning
4. (Optional - light snacks on Friday evening at mixer)
5. (Optional – coffee Service on Saturday mid-morning)

Verify tips and any additional service charges are detailed in the contract with the facility. Plan on an 18% increase in costs of food and service from the confirmation date to the date of the convention. Be sure to verify that there are no additional costs.

Make the estimate for the guaranteed number of meals low. The last date of cancellation should coincide to the date when the final number of meals is required. The number of meals prepared by the facility is usually 10% above the number ordered. In instances where the entire table is not full, have “No Meal” cards at the extra seating places.

No Host Bars

There are generally two no host bars – one for the mixer and one for the banquet. Be certain to know the specific costs as there may be a minimum required and if the minimum is not met the convention will be charged accordingly.

Audio Visual Requirements:

1. Microphones and audio for meetings and meals
2. Possibly overhead projector (and computer to run it) for presentations.

These costs will be high, so be very clear on what is needed and what is included. This is an area prone to “cost creep”. Although members may provide equipment, the facility needs to provide the connections. Often due to the charges for connection and support nothing is saved by providing our own equipment. If the facility equipment is used the staffing should be included.

**The Budget**

Work with the treasurer to establish the budget early in the planning process, incorporate item amounts as soon as they are determined. Review the budget from the previous convention for reference.

Expenses: Income:

Facility Registration Fees

Meals (including additional guests) Ad Revenue from Convention Program

Audio-visual Late Registration Fees

Office supplies Loan from State Board

Printing Additional meal guests

Decorations/Favors

Gifts for IC Rep & President

Return of Loan from State Board

The loan from the state should be equal to the deposit required by the facility.

The registration fee should be set based on cost of the facility, medium-priced meals plus gratuity, plus $10.00 for incidentals. An additional amount per member will be added to the registration if a set-up fee is charged. An additional fee of $150 may be added to the facility to cover the costs of the International Council Representative. Attendance numbers are now estimated at 90 attendees, plus 10-12 additional attendees for the banquet.

Refunds should be the registration fee less $10.00. The request must be in writing and received by the Convention Chair and Registration Chair by the time of the final count for meals is provided to the facility.

Please note that in the case where the costs do not meet the budget, the deficit or profit is absorbed by the convention organizers.

**Registration Form**

The registration should be formatted with information on the top of the page and the form for individual’s registration information on the lower part of the page. Includes:

1. Convention Theme
2. Name
3. Address
4. Chapter Name/Number
5. Specific attendee type, i.e., gavel, first-time attendee, guest, etc
6. Dates of Convention
7. Place of Convention
8. Registration Fee
9. Hotel Information
   1. Address
   2. Room Costs
   3. Telephone number for reservations
10. Name and Address of Registration Chair
11. Deadline for registration and information for cancellation (date and refunds)
12. Special meal requirements

**Set Ups:**

Registration Area:

The registration area open on Friday afternoon no later that 3:00 pm. Is open the rest of Friday until the mixer, and from 7:00 am until the beginning of the 1st General Assembly on Saturday morning.

Registrations may be ordered alphabetically or by Chapter.

**Requirements**

1. Signage:
   1. Registration
   2. Credentials
   3. Information
2. 4 long tables
   1. Registration staff (1.5 tables) facing registrants
   2. 1 table behind registration area to hold registration materials.
   3. Credentials chair (.5 table)
   4. ESA Foundation (.5 table)
3. 4-6 chairs
4. Binder with Registration Forms
5. List of registrants by chapter to sign in, including place for hotel room number
6. Name tags (including name tag holders)
   1. Name
   2. Chapter Name
   3. State Board Office
   4. First Time Attendees \*
   5. Guests
   6. Pledges \*
   7. Gavels \*
7. Meal Tickets (Incorporated into Name Tags)
   1. Additional slips should be made available where there are menu options for meals and/or
   2. Special meal cards
8. Convention Programs
9. Pens and notepads
10. Staffing Schedule
11. Wastebasket
12. Area for Announcements and Lost and Found
13. Basket for Rosters to be dropped
14. Information about hotel and surrounding area (maps and brochures)

\*Can be noted as symbol with reference in the Convention Program.

Office and Storage Area:

1. Printer (hotel may have business center with computer and printers available for a cost)
2. Paper
3. Staples, tape, paper clips, adding machine, scissors, other office supplies
4. Storage area for flags and stands
5. Storage for decorations for activities and meals
6. Table and chairs for staff and staff meetings

Mixer:

1. No host bar
2. Stage area with audio
3. Special requests per event chair

Assemblies:

1. Head table
   1. Risers with space for
      1. President
      2. 1st Vice President
      3. 2nd Vice President
      4. Jr Past President
      5. Treasurer
      6. Recording Secretary
      7. Recording Secretary
      8. Parliamentarian
      9. IC Rep
   2. Water service at Head Table
   3. Name tents for officers
   4. Tabletop Podium with audio
   5. Standalone Podium with audio
   6. Small table for presentations
2. Seating for attendees – preferably with tables
3. Water service

Lunch:

1. Risers for presentations
2. Standalone podium with one microphone
3. Small table for presentations
4. Table Numbers (supplied by facility)
5. Visual (if requested)
6. Table for attendees
   1. May be sorted at random, or by s system of mixing up attendees among different tables
   2. One table reserved for guest speaker, other guests, presenters

Banquet:

1. Risers for Installation and presentations
2. Standalone podium with microphone and reading light
3. No host bar
4. Seating Chart –
   1. Seating by chapter
   2. Seating for guests and families
5. Table decorations, menu cards or booklets

Flag Ceremony:

Will be performed during Opening and Closing Ceremonies. Requirements will be provided by Flag Ceremony Chair

Convention Chair will ensure an American Flag can be provided by hotel.

Memorial Service:

Same set up as for General Assembly with possibly additional table for photos, candles.

Brunch:

Same set up as for General Assembly. There needs to be table seating for board; they need not eat at the head table.

New President’s Reception:

There may be a reception line at the back of the banquet room or in the hallway outside the banquet room. The Installation officer will provide requests and instructions

Installation:

The installation officer will provide specific requests and instructions for chairs, chair covers and tables.

Note that any additional requirements for installation (over the budgeted amount in the state budget) will be the responsibility of the installing officer (and/or the incoming president’s chapter).

**Printing/Signage:**

Name Tags – Registration Chair/committee

Signs – Secretary

* 1. Registration
  2. Credentials
  3. Information
  4. Signs for Head Table
  5. Signs for Tables (other than numbers)
     1. President
     2. 1st Vice President
     3. 2nd Vice President
     4. Jr Past President
     5. Treasurer
     6. Recording Secretary
     7. Recording Secretary
     8. Parliamentarian
     9. IC Rep
  6. Lists of new board (get from Incoming President)

Meal Tickets - Registration Chair/committee

1. Do not Serve
2. Specific meal requirements
3. Meal options

Convention Program – Convention Chair in conjunction with State President

Print enough for each attendee

Certificates – Awards Chair

Design and print Awards; President signs them

List of awards and recipients

Registration Forms – Registration Chair/committee

Print enough to distribute at state meetings and to provide to Grapevine, webmaster, Western Ways

Expense Vouchers – Treasurer

Booklets for meals – Meal Committees

Program for Awards Luncheon

Program for Banquet

Seating Charts for Meals – Convention and Registration Chairs

The meals requiring seating charts are Recognition Luncheon and Banquet.

The meal table assignments are determined with input from the State President. The tables are numbered, and a small diagram may be used for configuring. The table numbers and assignees can be provided to Convention Hostesses.

Check with Hotel for signs for rooms and on the reader board for the hotel activities.

**Convention Program**

The Convention Program is created by the Convention Chair with input from the State President.

Look at previous programs for ideas and guidance on format and contents.

Included in the program are:

Title Page

Table of Contents

Welcome from State President (with photo)

Welcome from IC President (with photo)

Welcome from Convention Chair

Introduction (with photo) of IC Representative

Schedule of Activities

Meeting Agendas

List of State Board

List of Past Presidents and Conventions

Roll Call pages with spaces for room numbers

Thank you listing for donors

Map of facility

Paid Advertising

It may be printed and bound in folder or bound by printer.

**Publicity:**

1. Registration Forms distributed at previous year convention
2. Announcement made at previous year convention
3. Presentations at Leadership and Winter Meeting
4. Articles in each of the Grapevines of the year following the previous year’s convention
5. Registration Forms on Oregon State Website, in Grapevines and Western Ways
6. Information provided to ESA Headquarters
7. Invitations (with Registration Forms) sent to International Council Executive Board
8. Coordinate with State Publicity Chair for pronouncements from Mayor/Governor

**Courtesies and Gifts:**

Convention City is responsible to provide housing and convention meals for International Council

Representative. Transportation from/to the airport is offered.

A letter of welcome and a small welcome gift – flowers or small gift basket may be provided for the IC Rep in their room, at the discretion of the Convention organizers and State President.

Other meals may be provided for guests, i.e., Easter Seals Family, Easter Seals Rep, St Jude Rep.

The State Presidents (Incoming and outgoing) are responsible to pay for any meals for their banquet guests.

Any additional gifts to Outgoing President and/or IC Rep are at the discretion of the Convention Committee.

**Evaluations:**

Convention surveys will be provided to attendees at the 2nd General Assembly. Include in the survey will be questions related to each activity, the facility, the food, service and rooms. The results will be tallied and included in the final convention report.

A survey of Convention Committee members will also be distributed requesting suggestions and feedback on planning and activities. Again, the results will be tallied and included in the final convention report.

**Reports:**

The Registration Chair reports at the 1st General Assembly. The Convention Chair reports at the 2nd General Assembly.

A final report of the convention including evaluations, suggestions and lessons learned as well as final financials will be provided to Incoming and Outgoing State Presidents, and the next Convention Chair by June 10.

The Financial Report will be published in the next Grapevine.