

**E. C. &C. DISTRICT
CONVENTIONS
PLANNERS GUIDEBOOK**



REGIONAL DISTRIBUTION

OF PAST AND PROPOSED CONVENTION SITES

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FOREWORD

Apart from those matters covered in our by-laws, the following information is presented as guidelines only for a District convention and is not intended to be a rigid pattern that has to be followed in complete detail.

Convention sites, available facilities, and the wishes of the Governor will all have a bearing on the actual format of the convention. **The program content is prepared and supplied by the Governor and Governor elect.**

Local host committees are invited to call on the experience and assistance available from the District Convention committee and the District office.

While the District Board of Trustees have full management and supervision of all district conventions, it is important to recognize that a local club, or division, who volunteers to host and make the local arrangements can achieve a positive impact on local Kiwanis clubs and their community.

**Preparation of this Manual was a project of the
Past-Governors Committee.**

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Revisions by District Convention Committee

Edition No. 5	2006
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TABLE OF CONTENTS

General Information

1. By-Law	8
2. Convention application.....	11
3. Convention organization – structure & committees.....	17
4. Insurance.....	20
5. Reports required to be submitted.....	21
6. Monthly calendar.....	22
7. Convention responsibilities.....	28
8. Summary of convention proceedings.....	34
9. Host club responsibilities.....	36
10.District office space requirements.....	37
11.V.I.P.’s at Convention.....	39
12.Translation.....	40
13.Legal consideration in Convention contracts.....	41
14.Six month timetables for master acct. billing.....	42

Pre: Convention:

1. Budgeting.....	44
2. Promotion	45
3. Sponsorships – Need a policy.....	46
4. Accommodations – Hotels & Halls requirements.....	47
a) Inspecting Hotel properties.....	50
b) 101 Questions to ask	52
c) How can a hotel accommodate meetings.....	54
d) Convention hotel.....	55
e) 20 Key items in Hall contracts.....	57
f) Room set up.....	60
g) Negotiation key inclusion for hotel contracts.....	61
h) Negotiating Hall contracts	
i) Avoid hidden expenses.....	63
5. Audio Visual.....	64
6. Transportation.....	67
7. Role of partner`s and convention committee.....	68

Various tasks:

1. Guidelines on Registration/Checklist.....	70
2. Credentials.....	74
3. Youth Program.....	75
4. Protocol.....	76
5. Decoration, flowers.....	80
6. Music.....	81

Functions:

1. Opening Night.....	82
2. Luncheon Tips/Food & beverage.....	85
3. Banquets.....	87
4. Kiwanis Family luncheon.....	89
5. President’s luncheon.....	91
6. Awards.....	93
7. Celebration breakfast.....	94
8. Caucus.....	96
9. Elections.....	97
10.First & Second Plenary Session.....	98
11.Forums.....	102
12.Governor’s banquet.....	104

THE DISTRICT BY-LAWS

ARTICLE VIII – STANDING COMMITTEES

SECTION 9:

(a) The Governor Elect, by and with the consent of the Board of Trustees, shall appoint the Chairperson of the District Conventions Committee, and the Chairperson shall nominate the members of the Committee.

(b) The District Conventions Committee shall have the responsibility of receiving, reviewing and recommending for approval, applications to host District Conventions and to ensure that all necessary documentation has been received. The Committee shall meet with the various delegations and make necessary recommendations to the Board of Trustees for the selection of cities and sites for future conventions.

(c) The District Conventions Committee shall be responsible for the preparation of basic criteria which will need to be met before a club can apply to host a District Convention.

(d) The District Conventions Committee shall have the responsibility for examining the format, structure and programming of District Conventions and to make the recommendations it deems appropriate and necessary to the Board of Trustees.

ARTICLE IX- CONVENTIONS

SECTION 1:

The Annual Convention of the District shall be held at such place and date, between the first day of August and the fifteenth day of September, or such other time as shall be mutually agreed upon by the District Board of Trustees and the International Board of Trustees, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International.

SECTION 2: Location of the Annual Convention shall be determined in the following manner:

(a) The selection of the location for an Annual Convention of the District shall be made by the District Board of Trustees, considering the recommendation of the District Convention Committee, not later than four (4) years prior to such Convention, provided, that; where at a later time the District Board of Trustees considers circumstances that make a change of location necessary or advisable. The District Board of Trustees, in consultation with the District Convention Committee, shall have the power to substitute a different location at such later time.

ARTICLE X-CONVENTIONS (continued)

- (b) A club or division wishing to extend an invitation for the holding of an annual convention of the District shall deliver to the District Secretary –Treasurer, in writing, such invitation not later than the opening of the Annual Convention held during the fifth year preceding the Annual Convention for which the invitation is extended; provided that neither the order of receipt of invitation nor the act of extending an invitation shall bind the District Board of Trustees in the selection of a location or substitute location.
- (c) In selecting a location for an Annual Convention of the District, the Board of Trustees, on the recommendation of the District Convention Committee, may seek the guidance of a vote of the delegates at an annual convention held prior to the selection of a location or substitute location; provided that any such vote shall not bind the District Board of Trustees in the selection of a location or substitute location.

SECTION 3:

Special conventions of the District shall be called by the Governor upon the request of a majority of the chartered clubs “in good standing” or upon the request of three-fourths (3/4) of the members of the District Board of Trustees.

SECTION 4:

The District Secretary-Treasurer, or if he/she be unable to do so, the person designated by the Governor, shall transmit by mail and/or telecommunications to the Executive Director of Kiwanis International and to each chartered club, or publish in the District Bulletin, an official call to the Annual Convention at least sixty (60) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of the same.

SECTION 5: Supervision and Management of the Annual Convention shall be carried out in the following manner:

- (a) The District Board of Trustees shall have full supervision and management of all conventions.
- (b) In order that the District Board of Trustees may exercise effectively its responsibility for all conventions, all local convention committees hosting an annual convention, shall forward to the District Secretary-Treasurer, to the Chairperson of the District Convention Committee and to the Chairperson of the Host Committee for the next District Convention, the minutes of each of their meetings within thirty (30) days of each such meeting, beginning two (2) full years prior to convention time.
- (c) At each convention, or prior thereto, the Governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of five (5)

members; provided that three (3) members of each committee shall constitute a quorum to exercise the duties and power of the committees. All members of the Committee on Elections shall be delegates or delegates-at-large and the Chair of the Committee shall be the Immediate Past Governor.

Revised guidebook – January 2006

The District Convention Committee has reviewed the Convention guidebook and in an effort to streamline and make the guidebook workable we have re-arranged the sections in the guidebook in a fashion that Committees will be able to take out the section which is pertinent to the Committee responsible for this particular event , task or function.

In the **General Information** we are suggesting that this be looked at by the Convention Chair (s) and the information shared with all members of the host committee.

In the **Pre Convention** section along with **Various Tasks** and **Functions** all of these can be delegated to the various committees.

HOST DIVISION CONVENTION APPLICATION PROCEDURE

EASTERN CANADA AND CARIBBEAN DISTRICT OF KIWANIS INTERNATIONAL

REVISED CONVENTION HOST APPLICATION - `06

(To be sent to the District Secretary at least 5 years before desired date.)

Date Sent Date received by District Secretary

.....

Fill in as much information as is presently available

CLUB

ADDRESS

Contact Person

Phones Bus. () Res. ()

2nd Contact Person

Phones Bus. () Res. ()

YEAR DESIRED/or whenever available.....

Dates Suggested – 1st or 2nd Thursday in August, p.m., until Sunday
Noon.

(yes/no) or other suggested date

Proposed Chairman's Name

Administrative or Convention experience.....

.....

.....

NUMBER OF CLUB MEMBERS

NUMBER OF OTHER CLUBS WITHIN 100 KM. Clubs which are willing to participate in planning and which can provide active support in delivering the convention.

Is application supported by Divisional Resolution?

Does your community have the capacity (e.g. physical space, human resources, business community to help with sponsorships) to host a large convention? Describe the capacity of your community.

Name a few large convention groups including number of registrants your community has hosted in recent years.

1.
2.
3.
4.

NOTE: For those communities with new facilities and/or an emerging presence in the convention market, please highlight the strengths of your community to host a Kiwanis District Convention.

Will committee have use of computer for minutes, finance, program planning and registration?

..... (yes/no) Will there be a charge (yes/no)

Number of Km. To nearest major airport

Name major airline using airport

.....

Are there daily flights arriving from destinations in Eastern Canada and the Caribbean with which Kiwanians can connect?

REGISTRATION

Budget to be based on 500 Kiwanians, 200 partners and 10 children.

Registration fee maximum \$..... for a Kiwanian

for partner \$..... for child \$..... (no banquet ticket)

If separate function tickets are sold to non-registrants a \$..... surcharge is to be charged for convention overhead.

About twenty (20) complimentary registrations will be required.

As a suggestion these sources of funds should be strongly pursued. Do you anticipate support?

- Provincial Tourism Convention grant (yes/no)
- Regional or Municipal Grant (yes/no)
- Will local companies or the municipality sponsor, co-sponsor or

financially assist with the Opening Reception, the Governor's Banquet, a luncheon or the printing costs of the convention program? (yes/no).....

Does your community have available English/French translation equipment and staff (yes/no)
\$ cost for 3 hours per day for two days.

LOCAL TRANSPORTATION

Will local bus shuttle be required between hotels and the meeting site (yes/no)\$..... cost.

ACCOMODATIONS

Requirements:

- two suites, 5 nights
- 50 rooms, same hotel, 5 nights
- 400 room, 3 nights
- ten minutes walking time from meeting location is desirable.
- convention rate 15% - 20% off rack rate is usual discount.

Main Hotel

Number of rooms that can be guaranteed
Pre-assignment of specific rooms permitted (yes/no)

(Facilitates express check-in with keys ready in hotel registration envelope.)

Agrees to one free suite with each 50 (or?) rooms
or one free room with each 25 (or?) rooms.
Air conditioned

Hotel 2

Number of room that can be guaranteed

Pre-assignment of specific rooms permitted (yes/no)

(Facilitates express check-in with keys ready in hotel registration envelope.)

Agrees to one free suite with each 50 (or?) rooms
or one free room with each 25 (or?) rooms.
Air conditioned

Hotel 3

Number of rooms that can be guaranteed

Pre-assignment of specific rooms permitted (yes/no)

(Facilitates express check-in with keys ready in hotel registration envelope.)

Agrees to one free suite with each 50 (or?) rooms
or one free room with each 25 (or?) rooms.
Air conditioned

Hotel 4

Number of room that can be guaranteed

Pre-assignment of specific rooms permitted (yes/no)
(Facilitates express check-in with keys ready in hotel registration envelope)

Agrees to one free suite with each 50 (or?) rooms
or one free room with each 25 (or?) rooms.
Air conditioned

MEETING ROOMS

Name of facility

Largest room holdspersons (600 minimum) N/C or cost \$.....

Air conditioned (yes/no)

Four air conditioned meeting rooms for 150 persons available N/C
or cost \$.....

Two air conditioned rooms for offices available N/Cor cost \$.....

Opening Night location, minimum capacity 800 persons
N/C or cost \$.....
Air conditioned (yes or no)

Governor's Banquet location, minimum capacity 800 plus, dance floor
meal cost \$.....
Air conditioned (yes/no)

FOOD FACILITIES

Two Kiwanis breakfast buffets, approximately 250 persons
Locations meal cost \$

Two Kiwanis luncheons, approximately 600 persons
Locations meal cost \$

One spouses' luncheons, approximately 150 persons
Locations meal cost \$

Opening Night Reception, approx. 800 persons – air conditioned?
Locationssnack cost \$

Social Night, approximately 800 persons – air conditioned?
Locationscost \$

The professional accountant's name, who will prepare the windup financial statement, required by the District Office, is –
.....

CERTIFICATION

Club Approval Date
President

Divisional Support Date
Lt. Governor

District Convention Committee
Recommendation Date
Chairman

District Board Approval Date

CONVENTION ORGANIZATION

STRUCTURE AND COMMITTEES

EXECUTIVE

General Convention Chairman

Vice – Chairman (1 or more)

Note – Co-Chairman, 1 or more may be substituted for Vice-Chairman

District Convention Chairman – Appointed by Governor

Program Chairman

Treasurer

Secretary

President or President's of Sponsoring Club or Clubs

Lieutenant-Governors – Ex Officio

Governor – Ex Officio

GENERAL COMMITTEES

The Executive Committee will appoint a Chairman for each of these Committees with power to add, if desired.

Hotel Accommodations

- To select suitable hotel or motel accommodations for approval by the Executive Committee. They should work in conjunction with the Halls and Equipment Committee as many of the requirements are related, such as, ballrooms, meeting rooms, etc. They are responsible to allocate accommodations on receipt of registration and to be available at all times during the convention to handle complaints and other matters pertaining to room accommodations.

Halls and Equipment

- (Decorations and Translations). This Committee is responsible for the proper selection of meeting and banquet rooms for the approval of the Executive Committee. They are also responsible for the required decorations and for French translation, when required.
Note: This Committee could be split in two, if so desired.

GENERAL COMMITTEES (continued)

Publicity and Exhibits

- This Committee is responsible for all pre-convention publicity and all promotional efforts required to bring delegates to the Convention. They would also be responsible for any exhibits, which would be required and approved by the Executive Committee. This Committee would be responsible for preparing and presenting the invitation to the Convention, which would be done at the preceding Convention.

Note: This Committee could be split in two, if so desired

Registration

- This Committee prepares registration form for approval of Executive. **(See guidelines on registration).**

Credentials and Elections

- This Committee is responsible for identifying the Official Club Delegates and conducting the elections, as required. This Committee should work closely with the District Secretary-Treasurer and with the Administrative Secretary.

Note: This Committee could be split in two, if so desired.

Reception and Information

- This Committee is responsible for organizing all reception activities and provides an information booth at the registration centre.

Transportation

- This Committee will organize and supervise all transportation requirements for the various Convention activities.

Note: This committee is responsible for local transportation only.

Catering:

- This Committee is responsible for arranging all the food requirements for all the functions at the Convention. They should work closely with the Halls and Equipment Committee.

Platform and Head Table

- This Committee function is to prepare and supervise the head table and various platform requirements. They will also be responsible to see that head table guests are properly seated according to the wishes of the Governor.

Note: See remarks on Protocol

Entertainment

- This Committee will organize and supervise all the entertainment requirements for the Convention. This includes sing-songs and any other musical programs.

GENERAL COMMITTEES (continued)

Youth Program

- This Committee will organize and supervise all activities required and take care of the youth attending the Convention

Outings

- This Committee will be responsible for planning and supervising any special activities, such as tours, boat trips, etc.

Printing

- This Committee is responsible for all printed matter required for promotions, programs, etc.

Partners' Activities

- This Committee will plan and supervise all activities for the partners.
Note: A set of guidelines has been prepared and should be made available to this Committee.

Special Committee

- Special Committee can be added at the wish of the Executive Committee to handle special events or supervise activities, which the Executive Committee wishes to highlight.

Protocol

- A special Committee should be in place to handle protocol only.

INSURANCE

Make sure that the Convention Committee and host group is covered for personal liability and fire legal liability claims. Kiwanis International insurance does not cover all situations. A modest premium will provide the essential coverage.

Consider this usual coverage –

Two million personal liability

Fifty thousand fire legal liability

Check with a local insurance agent.

REPORTS REQUIRED TO BE SUBMITTED

- 4 – 6 years prior - SUBMIT SITE APPLICATION FORM
- 18 months prior - submit draft budget
- 12 months prior - submit final budget
- make presentation to convention delegates
- 8 months prior - Mid- Winter Conference
- club kits for Lt. Governors
- presentation to Board
- 30 days post - prepare suggestion for improving future conventions
- 60 days post - submit AUDITED financial report

Policies & Procedures F115, twenty-five percent of the profits shall be returned to the host club or clubs after the audited reports are received, within the prescribed time limit period.

ESSENTIAL

MONTHLY MEETINGS SHOULD BE HELD FOR AT LEAST THE LAST TWO YEARS PRIOR TO THE CONVENTION. MINUTES MUST BE RECORDED AND SENT TO THE DISTRICT CONVENTION CHAIRMAN, THE DISTRICT OFFICE AND, DURING THE FINAL YEAR, TO THE GOVERNOR AND GOVERNOR ELECT.

MONTHLY COUNTDOWN CALENDARS

“THINGS TO DO” CHECK-OFF LIST

CONVENTION minus *FIVE – SIX YEARS*

- ... Obtain convention site application form and guidelines
- ... Gain Club and Division approval
- ... Submit application
- ... Make personal presentation to District Convention Committee
- ... Tentatively select hotels
- ... Consider tentative sites
- ... Rough-out committee responsibilities

CONVENTION minus *TWO YEARS*

- ... Set objectives
- ... Develop theme
- ... Set date
- ... Meet with District Convention Committee
- ... Finalize committees
- ... Encourage large attendance at this year's convention
- ... Sign hotel contract for facilities and services

CONVENTION minus *EIGHTEEN MONTHS* – **MID-WINTER CONFERENCE**

- ... Meet with District Convention Committee
- ... Present preliminary plan
- ... Present draft budget and fees
- ... Meet with Governor Elect

CONVENTION minus *ONE YEAR* – PRIOR CONVENTION

- ... Meet with District Convention Committee
- ... Chairman and key members should attend District Convention (if practical)
- ... Consider communication with previous committee
- ... Present invitation to convention at preceding District Convention
- ... Present draft program
- ... Present registration fee for approval
- ... Present final budget
- ... Appoint auditor

CONVENTION minus *ELEVEN MONTHS*

- ... Prepare and present draft registration form to District Office and District Convention Chairman

CONVENTION minus *TEN MONTHS*

- ... Submit draft and receive approval from District Office before printing bilingual registration form

CONVENTION minus *NINE MONTHS*

- ... Finalize and print registration form
- ... Make list of printing needs
- ... Set up schedule for “promotion”
- ... Check back issues of Convention program
- ... Prepare mid-winter presentation packages for Lt. Governors
- ... Consider spouses and youth programs
- ... Create theme art for mailings and meeting rooms
- ... Purchase souvenirs or theme giveaways
- ... Create list of physical requirements
- ... Create checklist for each meeting segment
- ... Meet with Governor to
 - ... Discuss speakers
 - ... Approve your plans
 - ... Approve his accommodations

CONVENTION minus *EIGHT MONTHS* MID-WINTER CONFERENCE

- ... Make presentation to District Board
- ... Give club kits to each Lieutenant Governor
- ... Meet with Governor and Governor Elect about program
- ... Meet with District Convention Committee at site

CONVENTION minus *SIX MONTHS*

- ... Invite local dignitaries, board members or VIP's
- ... Get list of audiovisual equipment needed by all speakers
- ... Inventory needs against supplies
- ... Order buses for special transportation needs
- ... Order locked storage space at hotel
- ... Arrange for receiving and shipping goods at hotel
- ... Confirm menus, coffee break timing, and receptions and clarify instructions
- ... Co-ordinate with District Office to identify needs for office space, meeting rooms and meal requirements for Lt. Governors' training sessions and Board meetings
- ... Send registration forms to clubs

CONVENTION minus *THREE MONTHS*

- ... Receive final program from Governor and Governor Elect
- ... Receive head table lists from Governor and Governor Elect
- ... Select VIP and speakers' gifts

CONVENTION minus *ONE MONTH*

- ... Reproduce materials to be distributed
- ... Make or order final visuals
- ... Arrange for photographer
- ... Set timetable for ground transportation
- ... Order necessary signs
- ... Alert press for coverage
- ... Make detailed arrangements' chart for each session
- ... Arrange for recording of sessions
- ... Arrange for shipping materials
- ... Arrange for computer and printer
- ... Arrange for photocopier, fax and telephone requirements
- ... Submit final program to printers

CONVENTION minus *TWO WEEKS*

- ... Assemble materials for meeting
- ... Submit final VIP list to hotel with instructions for special handling
- ... Check on shipping of materials
- ... Confirm meeting details with supplier
- ... Contact individuals on program to re-confirm agreements
- ... Submit detailed list of materials and services required to hotel
- ... Confirm specific hours and duties of hotel personnel to service meetings
- ... Establish deadlines for completion of all hotel and supplier services
- ... Check on decorations and/or special services
- ... Confirm all agreements in writing-speakers, suppliers, etc.
- ... Confirm all assignments in writing

CONVENTION minus *ONE WEEK*

- ... Obtain program from printer
- ... Prepare name badges
- ... Reconfirm date and time for speakers
- ... Invite speakers to major functions
- ... Prepare releases for invited press
- ... Make-up convention registration kits

CONVENTION minus *THREE DAYS*

- ... Full Host Committee to meet with Governor, Governor Elect, District Secretary-Treasurer and District Office Manager to review final plans

CONVENTION minus *TWO DAYS*

- ... Schedule final program rehearsals
- ... Review plans with hotel department heads
- ... Check on arrival of shipped materials
- ... Check on delivery of rented audiovisual equipment
- ... Place all materials and equipment in secured storage
- ... Order flowers, wine. Fruit as gifts for speakers or VIP's
- ... Remind press for coverage
- ... Training Conference for Lieutenant-Governors
- ... Meet with District Office for final planning, registration and credentials desk

CONVENTION minus *ONE DAY*

- ... Reconfirm plans for registration desk
- ... Check weather reports for possible effect on arrivals
- ... Check out operations of audiovisual equipment
- ... Review plans with electrician and housemen
- ... Check handout materials
- ... Arrange to meet speakers and guests
- ... Meet with hotel manager to co-ordinate plans
- ... Distribute duplicate room set-up plans to your committee
- ... Final briefing for your committee on responsibilities
- ... Reconfirm meal guarantees
- ... Reconfirm coffee-break times and menus
- ... Reconfirm hospitality room arrangements
- ... Clear system on messages with telephone operators

CONVENTION minus *TWO HOURS*

- ... Check room set-up
- ... Check ventilation and temperature
- ... Check mikes and PA system
- ... Check audiovisual equipment
- ... Check registration desk set-up
- ... Arrange handout material for use
- ... Check for necessary personnel
- ... Check for signs in place

CONVENTION minus *ONE HOUR*

- ... Introduce speakers to fellow participants
- ... Check on photographer
- ... Check on place cards
- ... Have speaker's VIP's gifts ready
- ... Check on tape recorder operator and simultaneous translation
- ... Check lectern light and stage props
- ... Give last-minute instructions to program participants

CONVENTION DAY (S)

- ... Hold an early morning review each day with those working on today's functions
- ... Note audience response to content and meeting format
- ... Inventory liquor
- ... Pick up papers and audiovisual materials left in meeting rooms
- ... Check all bills and record

CONVENTION **plus** *ONE DAY*

- ... Hold critique session with hotel department heads
- ... Check all charges
- ... Arrange for shipping back displays and materials
- ... Return rental audiovisual equipment
- ... Issue gratuities

CONVENTION plus *ONE WEEK*

- ... Critique meeting with executives present and /or involved
- ... Send “thank you notes” to meeting participants
- ... Make up “do’s and don’ts” report for next year’s planning committee
- ... Plan follow-up mailings to implement meeting objectives

CONVENTION plus *ONE MONTH*

- ... Submit report on suggestions for future convention committees

CONVENTION plus *TWO MONTHS*

- ... Submit audited final financial report

CONVENTION RESPONSIBILITIES

GOVERNOR

Total authority to determine

- content and participants of opening night and devotional breakfast programs
- content and participants in morning business sessions
- content and participants for Governors' night program
- content and participants in K-Family luncheon program
- list of all head table persons

GOVERNOR'S PARTNER

- to determine content and participants in partners' luncheon program

GOVERNOR ELECT

- total authority to determine content and participants in Lieutenant Governors' training program held the two days prior to the convention. The host committee makes the arrangements and the District pays.
- content and participants in the afternoon convention training session program.
- act as prime host for International Counsellor who is assigned to our District for the next administrative year.

IMMEDIATE PAST GOVERNOR

- content and participants for awards program
- chairs nominations and election procedures

DISTRICT CONVENTION COMMITTEE

Made up of Past Governor, appointed annually by Governor Elect, along with District Secretary-Treasurer, District Finance Chairman and others as required.

- recommend future convention sites to the District Board 4 years in advance.
- examine hosting plans and costs then recommend convention fees to the District Board one year in advance.
- oversee progress of host committee to insure a successful convention
- insure that the needs of the Governor, Governor Elect and District Office are properly arranged.
- strive for a smooth running, worthwhile convention with reasonable registration fees.

LOCAL HOST COMMITTEE

- prepare a convention plan and budget
- make presentation at previous convention and mid-winter conference
- reserve necessary hotels and function space
- negotiate menus
- arrange spouses and youth program
- arrange content and participants in interclub luncheon program
- arrange local transportation, if necessary
- prepares and distributes promotional material
- handle pre-registration and hotel deposits
- arrange registration, credentials' desk, and house of delegates security staff
- arrange meeting room set-up
- arrange office for District Office personnel
- recommend content of social events
 - opening night party
 - fun night
 - entertainment for Governors' night
 - pre-business session music
 - provide liability insurance
 - prepare printed convention program
 - arrange French/English translation for sessions

Local Host Committee (continued)

IMPORTANT

- Keep Governor, District Office and District Convention Chairman informed through distribution of minutes of regularly scheduled convention committee meetings.

- The Governor and Governor Elect should cooperate with the Convention Chairperson to ensure that last minute changes to the Convention Programs are **NOT** requested at the Convention. All items should be established as early as possible before the start of the Convention.

DISTRICT OFFICE WILL PREPARE:

List of Lieutenant-Governors Designate

Send notice of Training Conference to Lieutenant-Governors Designate

Obtain information form Lieutenant-Governors Designate as to attendance, biographies, mileage's in Division for budget purposes

The Governor Elect should prepare first draft of agenda as soon as possible, following his training conference in March.

The Governor Elect should choose and confirm all members of the faculty and advise District Office. He should also choose and instruct the panel chairmen for the convention.

Faculty members should advise District Office of their requirements, such as audiovisual equipment, flip charts, etc.

All instructions and material should be in the District Office no later than six (6) weeks prior to the Training Conference. The agenda should be finalized no later than May 31st, since a great deal of time is necessary to make the proper preparations.

District Office will supply copies of previous agendas and material on request for the assistance of the Governor Elect.

AWARDS PROGRAM

District Office will prepare lists of award winners and will have available the awards and appropriate ribbons, crests, etc.

DEVOTIONAL BREAKFAST

To date the District Office has not been involved in those function.

CREDENTIALS

The District Office will supply forms for the Credentials Committee reports to the House of Delegates and International.

ELECTIONS

The District Office will advise of requirements for ballots and ballots boxes. The Immediate Past Governor chairs the nomination and election sessions.

RESOLUTIONS

The District Office will send out letter of instructions from the Chairman of the Laws and Regulations Committee regarding Resolutions and by-laws in April.

At the Convention, the District Office will prepare sufficient copies of all resolutions and by-laws for all delegates in both French and English.

BOARD MEETINGS

The District Office will negotiate with the host committee for space and meal arrangements for the Fourth Board Meeting of the outgoing Board, and space arrangements for the First Meeting of the Incoming Board.

The Governor and Governor Elect should instruct the District Office on the items for the agenda. The District Office will prepare the kits, place cards, arrange for gong and gavel, microphone and have available all necessary documentation.

CONVENTION – GENERAL

The District Office will supply, as requested, directories, lists of Officers, requirements for accommodation and meals for Training Conference and Board meetings.

For the program, they will supply photographs of all officers, In Memoriam list and a list of award winners.

The District Office will negotiate with the host committee for meeting rooms for Laws and Regulations Committee, Past Governors' Committee, Finance Committee or any others, when requested to do so.

The District Office will supply flags only of nations in the District. The host committee will supply stands.

National anthems are available upon request from the District Office.

DISTRICT OFFICE AT THE CONVENTION

A room near the business sessions is preferable. It should contain a desk, computer, printer and telephone (not an extension of Convention Office telephone), duplicating equipment, chairs, separate small table or desk.

It should NOT be a storage room, Convention Office, Information Office or any other activity. The District Office Manager should have a key and there should be a local person, not necessarily a Kiwanian, to relieve the District Office Manager. The office should be open at all times during business sessions.

CHANGE OF COMMAND

The District Office will supply Past Officer buttons and Certificates of Election. The Governor and Governor Elect should collaborate as to the procedure to be followed and appoint a Chairman.

POST – CONVENTION

The District Office will submit a report, audited statement and copies of Minutes of meetings to International.

CONVENTION PROCEEDINGS

This should include action taken at business sessions, as well as a summary of social events. The District Office Manager is not involved in much of the activity because of office commitments, so the Secretary-Treasurer or someone he/she appoints should do this. The report is part of the District Annual report and should be brief and concise.

SUMMARY: TRAINING CONFERENCE

	<u>Prepared by</u>	
Draft of Agenda	Governor Elect	April
List of Lt. Governor Designates	District Office	June
Bilingual Instruction re by-law Amendments and Resolutions	District Office Laws & Regulations Committee	April
Notice of Conference	District Office	May
Information sheet re Attendance	District Office	May
Contact Faculty	Governor Elect	May
Finalize Agenda	Governor Elect District Office	June
Finalize Meeting Room arrangement	District Office	June
Receive International materials	District Office	July

SUMMARY – CONVENTION

Attend meetings of District Committee	District Office	as required
Provide Guidelines to Host Committee	District Office	when invitation accepted
Provide directories with changes	District Office	As requested by Host Committee
Receive copies of Minutes of meetings of Host Committee	District Office	Regularly
Receive list of names, addresses, telephone numbers of Host Committee members	District Office	As soon as possible
Send out Call to Convention	District Office	60 days prior to convention
Send out Election of Delegates form	District Office	60 days prior to convention
Send out instructions from Laws and and Regulations Committee	District Office	60 days prior to convention
Order Awards	District Office	April – May
Supply photographs and list of awards for program	District Office	When requested by Host Committee
Prepare District Secretary-Treasurer's Report	District Office	July
Prepare Resolutions and by-law Amendments	District Office	At Convention
Prepare above in French	District Office	At Convention

SUMMARY-CONVENTION (continued)

Attend Board Meetings and table Minutes	District Office	4 th day before Convention following 1 st day after Convention
Prepare kits for Board Meetings	District Office	3 weeks prior to meeting
Contact Committee Chairman for Board Meeting	District Office	June
Arrange meeting rooms for Laws and Regulations Committee and Past Governors' Committee	District Office	as requested
Supply flags and anthems of District Nations (no stands)	District Office	at Convention or upon request
Certificates of Election and Past Officers' pins	District Office	At Convention

The District Office does NOT

- Prepare Agenda
- Arrange In Memoriam ceremonies
- Stipulate Head Table seating
- Arrange Education Forums
- Contact of confirm faculties or Chairman

HOST CLUB RESPONSIBILITIES

- Monthly minutes of regular Convention meetings are required each month starting about two years before the Convention. Copies to District Chairman, District office and District Governor. Failure to comply with the by-law requirement will alert the District Convention Committee to a serious situation and require prompt action.
- File application for site at least 5 years prior.
- Get Board approval of site 4 years prior.
- General concept approval by District Convention Committee 2 years prior.
- Tentative detailed convention plan and budget for examination at Mid-winter conference 18 months prior.
- Final approval of budget, plan and fees 1-year prior.
- **The District is responsible for any financial liability for Convention deficit beyond \$1,000. Therefore, all contracts need to be reviewed and signed by District Office and a copy sent to the Chair of District Convention Committee.**
- Governor and Governor Elect to supply business agenda. Convention Committee pays for expenses for any guest speakers required by Governor.
- Convention Committee supplies suites, rooms and registration for about ten officers and wives.
- Convention Committee makes arrangements for two-day District Training Conference for 50 delegates immediately, prior to Convention on the advice of District Office and Governor Elect. District pays.
- Registrations, accommodations, credentials and House of Delegates security manpower supplied by host club.
- Entertainment program, meals, spouses and youth program, local transportation, protocol, VIP reception committee, printing and decoration are local host responsibilities.
- Gifts for VIP's and invited speakers are host responsibility.
- Final year will require one volunteer person on a half-time basis. Final four months will require several daily volunteers.

HOST CLUB RESPONSIBILITIES (continued)

- A Convention presentation is required, preferably with a video production, reception, information desk, etc. at the prior convention.
- Advance promotion is to be restricted to 5% of the budget.
- No paid agencies or exclusive-booking agents can be used or contracted.
- The total registration package and fees are to be ready for circulation by the January Mid-winter Conference, as Lieutenant Governors are important promoters.
- Provision of simultaneous translation will be coordinated by District Office.
- A professional auditor's final financial statement is required.
- A registration fee of about \$150 per partner and \$240 per member, including the Governor's Banquet and two luncheons is about the maximum acceptable. If the second night is an entertainment or special function, the price can be increased to include it.
- A Convention Office and District Office will be required during the Convention with volunteer staff, as required.
- Make arrangements for fourth and first District Board Meetings on advice of the District Office. District pays.

DISTRICT OFFICE CONVENTION SPACE REQUIREMENTS

District Office at the Convention

A room near the business sessions is preferable. It should contain a desk, computer, printer and telephone (not an extension of Convention Office telephone), duplicating equipment, chairs, separate small table or desk.

It should NOT be a storage room, Convention Office, Information Office or any other activity. The Administrative Secretary should have a key and there should be a local person, not necessarily a Kiwanian, to relieve the Administrative Secretary. The office should be open at all times during business sessions.

District Office requires a safety deposit box. 24-hour access is required, starting three days before the Convention.

Lieutenant-Governors' Training Conference

- Meeting Room – 40, banquet style
- Banquet Room – 80 to 100

Fourth and First Board Meeting

- Meeting Room – 60, banquet style
- Food requirements

Committee Meetings

- District will notify Host Committee of any requirements.

Materials

- District and International Office usually pre-ship materials to Convention. Local Kiwanian is required to accept shipments, to store and transport to hotel, if necessary.

V. I. P'S AT DISTRICT CONVENTION

POSITION	FREE ROOM?	HOW LONG	FREE REG.?	COMMENTS
Governor	Yes (suite)	6 nights	Yes*	All room charges paid. Extra Nights to be paid out of Governor allowance
Immediate Past Governor	Yes	6 nights	Yes	All extra cost paid by Immediate Past Governor
Governor Elect	Yes (suite)	6 nights	Yes*	All extra costs are paid by Governor Elect.
Int. Counselor	Yes	4 nights	Yes*	All room charges/extra nights to be paid by International Counselor.
Int. Trustee	?	4 nights	Yes*	If sufficient complimentary rooms are negotiated, this Courtesy should be extended.
District Conv. Chair.	Yes	5 nights	Yes	All room charges/extra Nights to be paid by District Convention Chairman.
District Sec. Treas.	Yes	5 nights	Yes	All room charges/extra Nights to be paid by District Office (as part of the total function arrangements), however, room charges of a personal nature (liquor, pay movies, etc.) will be refunded to the District.
District Off. Man.	Yes	8 nights	Yes	Same as above.
Admin Ass't/bookkeeper	Yes	5 nights	Yes	Same as above
Circle K Governor	Yes	4 nights	Yes	All extra costs to be paid by attendee. Will share With another youth Governor of the same sex.
Key Club Governor	Yes	4 nights	Yes	Same as above

* Spouses receive free registration.

TRANSLATION

Approved District Policy requires that English/French simultaneous interpretation facilities are provided for the Governor's business sessions and the Host Ctee. pays.

Every effort should be made to provide separate afternoon training forums in French and English. Many capable experienced and willing French-speaking Kiwanians may be asked for assistance.

LEGAL CONSIDERATIONS IN CONVENTION CONTRACTS

Contract between Sponsoring Organization and Exhibit Hall Owner

- . Exhibition period
 - Active exhibition period
 - Period for set-up of exhibits
 - Period for dismantling and removal of exhibits
- . Specific facilities available, including related office space and meeting rooms
- . Requirements regarding master plan for exhibition
 - Required elements
 - Timetable for submission and approval
- . Maintenance and repair of facilities
 - a. Obligations of respective parties
 - b. Remedies available
- . Responsibility for obtaining any necessary licenses, registrations or governmental approvals
- . Responsibility for safety of overall exhibition
- . Responsibility for security in the exhibition area and related facilities
- . Special services, including any requirements regarding use of particular service contractors (for decorating, drayage, carpentry, electrical work, etc.)
- . Designation of prohibited or restricted activities
 - Use of equipment or animals in exhibits
 - Attachments to walls, floors or ceilings of exhibit facilities
 - Dispensing of food, drink, product samples or other materials
 - Recording of proceedings
 - Conduct of hazardous activities
- . Liability and indemnification
- . Insurance and bonding requirements
- . Specification of remedies

PRE-CONVENTION

SIX-MONTH TIMETABLE FOR MASTER ACCOUNT BILLING

Phase one

Pre-convention Timing

- 6 months prior to meeting date

Advise hotel, in writing, of any special billing requirements and instructions, as prescribed by the sponsor organization (planner) including a request for meeting with hotel controller. Copy key hotel departments.

- 3 months prior

Advise hotel controller, in writing, the date of 3-month review of arrangements and need to present and discuss Billing Instruction Sheet. (Specimen form) Discuss room and master folio requirements and secure specimens.

- 1 month prior

Communicate rate (FAP, MAP or EP), other charges, billing procedure and sample room bill to meeting attendees. Copy key hotel departments. (Specimen Form). This item can later also be included in attendee's information kit.

Phase Two At The Hotel

- 3 days prior to meeting
 - Meet and review master account requirements with:
 - hotel comptroller
 - front office manager
 - head front office cashier
 - accounts receivable supervisor
- Verify all previously communicated accounting requirements.
- Inspect:
 - Early arrival room folios for accuracy of set-up.
 - "Master Account" and "Incidental Folio" identification and/or splits.

BUDGET SIX-MONTH TIMETABLE FOR MASTER ACCOUNT BILLING

(continued)

Arrange for a periodic review of master account charges with supporting detail. Establish a time, place and hotel staff member identification for this review.

Establish a date, time, and place and hotel staff identification for a post meeting review of master account.

Phase Three Post Meeting

- 1-2 days after meeting
Attempt, before departing hotel, to:
 - Review prepared master account bill and original or photocopies of charges.
 - Approve correct charges properly presented.
 - Identify and list disputed charges. Attempt to settle disputed charges.
 - Identify and list missing or delayed charges.

BUDGETTING

PROMOTION

Presentation at Prior Convention

15 minutes allowed

Audiovisual presentation/Power Point

Brief Verbal outline of highlights

Handouts

Presentation at Prior Mid-Winter Conference

2/3 of all clubs traditionally send delegates to District Conventions and you will, without much effort, get registrations for 500 – 600 club officers and partners.

The Governor and the Lieutenant Governors are the most important promoters for you convention for the balance of Kiwanians and partners who may attend.

Make a 10-minute Board presentation

Hand out 300 club kits to the Lieutenant Governors containing a registration form and other material for distribution as he/she visits each club. Package them in bundles with the names of the Lieutenant Governors and with enough for each of their clubs and the Lieutenant Governors.

Club Mail-Out March 15

Unfortunately, many of these are not brought to club members attention.

Send 4 registration forms, local information and a convention outline.

Prepare Registration Kits

REMEMBER:

CONVENTIONS ARE FOR ALL KIWANIANs, NOT JUST THE OFFICERS

ACCOMMODATIONS – HOTELS & HALLS

HOTEL REQUIREMENTS

With an accurate picture of your physical requirements, you can negotiate price with a hotel. Many convention planners choose possible sites and then check prices on the accommodations they require. Beware of comparisons on price only and be especially wary of the unusually low estimates. Often you lose out on service.

<u>Check</u>	<u>Details</u>
... Dates of the convention
... Total Number of days convention will run
... Rooms required
... Singles
... Doubles
... Connecting rooms
... Suites
... What types?
... Meeting rooms needed daily
... General sessions
... Concurrent
... Will convention include a banquet?
... Will you need a hospitality room?
... Will you need an office?
... Will you need a room for permanent displays?
... Other room required?
.....
... How many group breakfast?
... How many group lunches?
... How many coffee breaks?

Negotiations:

Before signing a contract, get the following information and/or commitments from hotel management. All agreements should be in writing and acknowledged by both you and the sales manager.

... Any physical changes at hotel planned before your convention?
... Copies of the plans available
... All bedrooms and suites air-conditioned?
... Closed circuits T.V. set-up in Hotel?
... Any charges?

- ... Complimentary cocktail receptions?
- ... Complimentary rooms or suites?
- ... Free mailers?

Negotiations:

- ... Regular checkout time?
- ... Late checkout policy?
- ... Union regulations affecting your meeting?
- ... Special fire regulations?
- ... Special projection regulations?
- ... Concurrent meetings which might conflict:
- ... Registrations
- ... Set-up
- ... Dismantling
- ... Meeting rooms
- ... Rehearsals
- ... Props
- ... Audio-Visual Equipment
- ... Socially
- ... Professionally
- ... Hotel will notify as meetings are booked around you?
- ... Names of groups of comparable size which have met here?
-
- (Get contact information both to check out hotel and tips on coping with special problems.)
- ... Pre-register attendees according to your directions?
- ... Registration equipment available?
- ... Any charges?
- ... Best spot for registration desk
- ... Supplemental lighting necessary?
- ... Room service hours
- ... Dining rooms and capacities of each
- ... Dining room hours
- ... Price ranges for all meals
- ... State or local liquor restrictions
- ... Hotel's liquor policies
- ... Charge for bartenders
- ... Bar hours
- ... Best method for buying liquor for functions
-
- ... Best way to buy hors d'oeuvres
- ... Individual in charge of cocktail parties
- ... Meeting headquarters available?
- ... Private phone hookup available
- ... Photocopy service available?

- ... Limousine service to the airport?
- ... Taxi rates to airport
- ... Parking rates and restrictions
- ... Final menus submitted by what date?

Negotiations:

- ... Tip and taxes included in platter charge?
- ... What are hotel security arrangements?
- ... Hotel sign regulations or restrictions?
- ... In-house sign painter?
- ... What lead-time is necessary?
- ... Sign rates
- ... Directional signs necessary?
- ... Hotel supplies them?
- ... Person in charge and phone number
- ... Hotel supplies locked storage facilities?
- ... Location and size
- ... Dimensions of elevators and weight limit
- ... Hotel's recommendations on tipping
-
- ... Personnel assigned to your meeting?
- ... Hotel's preferred outside suppliers
-
- ... In-house audio-visual equipment repairman?
- ... Recording equipment in hotel?
- ... Cost for recording sessions
- ... Accounting procedures agreed upon?
- ... In-house health services?

INSPECTING HOTEL PROPERTIES

Once you determined your meeting objectives, the size and composition of your group, your preferred location and type of facility, the schedule of accommodations and meeting space requirements, it is time to examine and negotiate with potential hotels.

As you begin this process, be aware that “price” is only one of many considerations. The most important factor to consider is the overall quality of the accommodations and services you will receive. The following checklist highlights factors to consider during your hotel site inspection.

GENERAL

- . Facility name
 - Address
 - Telephone
 - Company affiliation and local representatives.
- . Type of Hotel
 - Downtown, suburban, airport, resort, conference center
- . Contacts at the hotel
 - Sales manager
 - Banquet manager
 - Conference services
 - Manager
 - General Manager
- . Accessibility to transportation and airport
- . Parking
- . Number of rooms

Singles	Kings
Doubles	Queens
Twins	Suites
Twin Doubles	Parlors
Other	
- . Published rates for singles, doubles, suites, etc.
- . Taxes
- . Service charge policy for individual and group rooms and food service
- . Room guarantee policy
- . Check-in and check-out times
- . Credit cards accepted
- . Does hotel pre-register guests

Site Inspection (continued)

- . Billing policies
 - Master billing, rooms to company/individual, other charges to company/individual
- . Quality of appointments and upkeep
- . Planned renovations and timing
- . Guest services
 - Valet
 - Room service
 - In-house movies
 - 24-hour concierge,
 - Twice-daily maid service,
 - Complimentary shoe shine
- . Special services for VIP's
- . In-house dining, entertainment, recreational services, room service and shopping
- . Specialty restaurants, entertainment and shopping
- . In-house and contractual meeting services-audio-visual, interpreting and translating, photocopying and shipping
- . Electrical voltage cycle and tape requirements for audio-visuals
- . Deposit policy
 - When due
 - How much
- . Penalty charges and cancellation fees

101 QUESTIONS TO ASK ON CONVENTION SITE INSPECTIONS

Registration of participants

- . Where is registration tables?
- . Do you have registration tables?
- . What signs do you have that show where registration is done?
- . Do you have computers?
- . What facilities do you have for handling cash?

Convention bureau assistance

- . Who is the head of the bureau?
- . Does it have a centralized hotel reservation service?
- . Will the bureau provide any complimentary staffs help?
- . Can the bureau put together a list of restaurants and sightseeing attractions?
- . What services does the bureau normally provide?

Meetings logistics

- . Where do people check coats? What are costs?
- . What size meeting room tables do you provide? Is there any cost? How many of each type can you provide?
- . Do you have the following equipment?
Chalkboard, chartpads, easels, flag, lecterns - standing and table. Is there a charge for any of this equipment?

101 Questions to ask on convention site inspections

Room setup

- . Where are the controls for the lights? Can we control the lights?
- . Is there air conditioning for each room?
- . Where are the speakers in the rooms? Can we control volume.
- . What kind of speaker platforms do you have?
- . When do you need to know what setup will be used in each room and how many people to set the room for?
- . How do you handle placement of ashtrays, no-smoking signs, placement of water and cups, room cleaning, waste baskets, duplicating, incoming telephone calls?
- . What is decibel rating of your dividing walls?

- . Where do you recommend service for the coffee breaks be set up?
- . When can-meeting rooms are set up?
- . Can evening meetings be held? Is there an extra charge?
- . What audio-visual service do you recommend?
- . Does the hotel keep extra equipment here during a show?
- . Can we operate any of the equipment?
- . Are there any lighting requirements for which special or additional temporary lighting may be needed?

HOW A HOTEL CAN ACCOMMODATE YOUR MEETING

- Facility

Does hotel have the guest rooms you require?

Guestroom rates for your group for your group

How will reservations be handled and guaranteed?

Cut off date for room reservations

Complimentary guest room policy

Will there be other groups in the hotel at the time of your meeting?

Activities in the hotel that can affect your functions (rehearsals, construction, motivational meetings)

Access to and rates for spa, golf, tennis, swimming pool and other sports

Meeting services

Does the hotel have the meeting space you require (ask for facts sheets, Floor plans and capacity charts.)

Meeting room charges

In-house and outside services

Local audio-visual equipment, electrical voltage and outlets

Sample menus and prices

Tax and service charge on food functions

Meal guarantee policy

How the catering department will tailor menus

CONVENTION HOTEL

- . Can we bring any of our own equipment?

Catering

- . What catering service do you have?
- . Is there a place to hold a meal function here?
- . Do you have a kitchen?
- . Can you hold a dinner here?
- . How much lead-time is needed to guarantee a meal?
- . Can we get copies of typical menus that will available?

KEY PEOPLE

- . Who will our key contact person be? Can I take all of my inquiries and requests to that one person?
- . Can I have the names and extension numbers of the following people:
 - Audio-visual engineer
 - Set-up supervisor
 - Overall coordinator
 - Air conditioning engineer?

SPECIAL CONSIDERATIONS

- . What provisions have you made for medical services?
- . Have you implemented features to service the handicapped?

CONVENTION SITE INSPECTIONS

CHARGES

- . What are your charges for the use of the hall? For meetings? What does the charge include?
- . Do you require any deposit?

- . How do I make sure I am the only person to sign on master charge?

ADMINISTRATION

- . What information do you need from me on our meeting needs?
- . What further information will you require? When do you need it?
- . Where are pay telephone booths located?
- . Where are rest rooms?

EXHIBITIONS

- . Are there any restrictions that you have for any of the following: Type of exhibit; use of entertainment; use of costumes; food & beverage service?
- . What insurance do you carry?
- . What are fire regulations?
- . What is your PA system for exhibit announcements?
- . What are your recommendations for the following services: Signs; decorator; telephone; photographer; security; florist; ticket takers; shipping and receiving firms?
- . What are your charges for exhibit space? What do charges include? What gratuities do you think we will have to give? Exhibitors to pay charges direct?
- . Can I review your floor plans to be sure that I understand the following: Floor loads, electrical connection, ceiling height, columns, lighting, ventilation, air pressure, loading and unloading area, storage for crates?

20 KEY ITEMS IN HALL CONTRACTS

To avoid costly convention surprises, planners are advised to carefully study contracts with convention centers. The following categories highlight key considerations in convention contract negotiations.

- . **Labor rates.**
What are the rates for straight time and overtime? What are straight time and overtime hours? Make sure exact hours are pinpointed.
- . **Labor availability.**
Planners sometimes mistakenly assume that, if they're willing to pay overtime, the help will be available. Have a guarantee in writing that the help will be there when you need it.
- . **Room setup charges.**
This is an often-neglected area in which managers can "save-or lose-a bundle." You don't have to pay the setup fees at convention center charges.

Instead, design a core setup to remain intact throughout the show, and then have minor changes made around it.
- . **Lights and power charges.**
Exactly when is air conditioning and/or heat turned on? Who decides when such power is appropriate? Does it cost extra to have the power on during 24-hour move-in/move-out?
- . **Total cost.**
Is the total cost for space and service that which you negotiated? If not, send the contract back.
- . **Gross space.**
Is the amount of space what you negotiated? If you are supposed to be the only group using the hall, does that mean the exhibit hall, or the building.
- . **Exclusive service contracts.**
Electricity... plumbing...garbage disposal... Does the hall have exclusive contracts? With whom? Will the services of these companies meet your needs? If not, how much will it cost you to "buy out" the services of the firm?

HALL CONTRACTS (continued)

- . Exclusive caterer.
Due to some sophisticated show audiences, this is one area in which “buying out” can really come in to play.
- . **Damage liability.**
Because most hall contracts state that the user is liable for damages, go over their contracts with a lawyer. Damage liability is not chiseled in stone. Things may be crossed out or rewritten to satisfy all parties involved.
- . **Sign limitations.**
Can signs be put anywhere? Must they be of a certain specification? Who can place the signs? What are requirements concerning the large exterior boards featured by many conventions centers?
- . **Payment schedule.**
When is money due? How much? On specific dates?
- . **Parking.**
Is parking available? How much does it cost? If not enough parking is available in the hall, what other arrangements can be made?
- . **Garbage & clean- up.**
Who is responsible for clean up during the show? After the show? Who is responsible for carting the garbage away? Is this service included in the contract?
- . **Material storage.**
There are very few halls left that let you store materials on the exhibit floor-even in areas not being used. Some managers think they will be able to use ‘extra’ an area for storage and that is often not the case. Find out where shipping materials may be stored. When is there access to the to that area? Who may enter?
- . **Fire & Safety regulations.**
If the contract says ‘All must conform to safety regulations, it’s not enough to agree to this clause. Find out whose codes, whose regulations and what those regulations are.
- . **Hall security.**
When do you have to assume responsibility for hall security?

HALL CONTRACTS (continued)

- . **Personnel.**
What types of personnel does the hall provide under the contract?
Ticket-Takers? Ushers? Security? Traffic control.
Can one type of personnel substitute in another area?

- . **Hall control.**
Do you have any control over other entities sharing the hall facilities?
How is use of shared areas controlled?

- . **Health considerations.**
Is a registered nurse required to be on duty during show hours?

ROOM SET-UPCHECKING MEETING ROOM LOGISTICS

Before Any Meeting Start:

- . Is the sign identifying seminars outside this room on an easel?
- . Is there a landing table right outside the room for literature?
- . Is the door of the room closed during the rest of this check?
- . Does the room have a wide center aisle?
- . Is there a border at the back and sides of this room for “standing room only” people?
- . Is there a pocket in the chairs at the entrance to this room?
- . Are there enough chairs in the room? What is the number of chairs in the room?
- . Is there a pocket cut out from the chairs around the projector stand?
- . Is the first row of chairs at least two screen widths away from the screen?
- . Is the last row of chairs no more than six screen widths away from the screen?
- . Are ashtrays removed from the left-hand section?
- . Is the “no-smoking sign” in place near the left-hand section of the room?
- . Is the lectern in its proper place (opposite entrance/screen)?
- . Does the light on lectern work? (Turn it on.)
- . Can you see the screen from the lectern?
- . Are lights in ceiling focused on the lectern?
- . Do the lights focused on lectern bleed onto the screen?
- . Is “moderator’s notice” taped to the lectern?
- . Does the microphone work okay? (Is it on? Is the level correct?)
- . If mike is a lavalier, is the cord long enough for speaker to walk around?
- . Is the speaker platform the right height for the room?
- . Is the platform draped?
- . Does the platform/speaker area look neat/nice?
- . Do the table mikes work. (Are they on? Are the levels correct?)
- . Are there enough chairs for the speakers?
- . Is there water service on the table for the speakers?
- . Are the speaker signs set up?
- . Are all the curtains in the room closed?
- . Are the phones in the room turned off?
- . Are all audio-visual wires taped down? Do they look neat?
- . Is the room cool enough? (It will heat up as people come in.)

NEGOTIATION KEY INCLUSIONS FOR HOTEL CONTRACTS

Your hotel contract defines how the hotel will fulfill the requirements of your meeting and delineates the responsibilities of both the client and the hotel. Review it carefully to clarify any misunderstandings. Since it is a legally binding document, you may want to have it reviewed by your attorney. Make sure the contract reflects all your requirements and needs. Most hotels have standard letters of agreement that include the following items:

- Guest room requirements:
 - Number and types of rooms and suites required
 - Exact dates rooms are reserved (including any early arrivals or late departures)
 - Specific rates guaranteed for those rooms
 - Agreed procedure for reserving and confirming reservations to the individuals attending
 - Complimentary rooms agreement
 - Special amenities to be provided
 - Cut-off date for hotel receiving specific names for room reservations
 - Deposit requirements
 - Check-in and check-out times
 - Payment procedure
- Functional schedule:
 - List of all private function rooms for conferences, meal functions, coffee/tea breaks and receptions
 - Specific times each function room will be in use
 - Anticipated attendance at each function
 - Type of set-up required
 - Meeting room rental or service charge

NEGOTIATION KEY INCLUSIONS FOR HOTEL CONTRACTS

Functional schedule:(**continued**)

Dates when final function specifications are due and when food and beverage attendance guarantees are required.

- Deposit requirements:

Hotels generally require deposits. These advance payments can include a combination of one night's lodging for you attendees and a percentage of your meeting's food and beverage costs.

- Cancellation Clauses:

Cancellation charges are necessary for hotels to protect themselves against loss of revenues due to last minute cancellations. Make sure the hotel clearly states its cancellation policy and that you understand any liability you may have in case you need to cancel your conference or significantly reduce its size on short notice.

AVOID HIDDEN EXPENSES IN HOTEL CONTRACT

Even the best-negotiated contract with a hotel may contain some hidden costs. While it may be impossible to spot them all, here's a list of some the extra charges that can find their way into a meeting contract:

- . Labor
- . Staff food and beverage
- . Taxes
- . Overtime
- . Additional' printing
- . VIP hospitality
- . Badge Cases
- . Rehearsals costs
- . Flowers/centerpieces
- . Sleeping rooms have comps
- . Tables
- . Chairs
- . Movement of walls
- . Staging, lighting
- . Insurance
- . Marquee usage
- . Internal communications
- . Linens
- . Heating/air conditioning
- . Meeting rooms
- . Resets
- . Water
- . Pads and pencils
- . Easels
- . Gratuities
- . Staff Rooms
- . Subsistence of service contractors
- . Contributions, donations
- . Legal fees
- . Small meal surcharge
- . Baggage charge
- . Corkage fee
- . Auditing charges
- . Medical service
- . Cost of walkie-talkies
- . Ashtrays

QUESTIONS FOR AUDIOVISUAL ROOM INSPECTION

Site Inspection Questions on Audiovisual Requirements

- . Does facility have contract with or recommend a particular supplier?
- . What are union regulations (especially in convention centers), restrictions on set-up, operating of equipment? This is sometimes negotiable.
- . 24-hour hold on rooms. It is automatic or is there an extra charge? (It can affect audio-visual cost if repeated setups and teardowns are necessary.)
- . Who unlocks and locks room? When? Does additional guard service need to be hired overnight?
- . Is engineer/in-house contractor on duty full-time? If not, what hours?
- . When are room sets normally done-the nights before or in the morning?
- . Is loading/unloading area and service elevator accessible to outside contractors for bringing in equipment? Is there a secure storage area for audio-visual equipment?
- . Speaker rehearsal room. Locate an area for one, if desired.

Questions on Small Meeting Rooms

Floor plans don't always show the following, so look for:

- . Clear ceiling heights...What is "true" ceiling height?
- . Low hanging chandeliers or other objects, which affect ceiling height
- . Column obstructions,
- . Mirrors
- . True room dimensions capacities (as opposed to printed materials).
- . Windows. Can they be blacked out with existing drapes or does contractor need to drape them?
- . House phones in room. Can they be disconnected?
- . Portable walls. Is sound bleeding a problem?

- . Sound system

Is there one installed in room? Is it good quality? Is it complete?
(Sometimes only speakers are installed and an amplifier must be brought in with microphone.)

If none installed, is one realistically needed for size of room? (Don't blanket order: "One mike in each room".) If sound is needed, should it be installed via:

- Portable sound lecterns

Audiovisual Room Inspection)

- Auxiliary sound systems with amplifier and separate speakers

If recording in meetings, can you patch out of house system? Is an in-room location needed, or will central amplifier location do for recording personnel and equipment? Who provides access to house sound patch? Is there a "patching" fee? Who handles sound requirement?

- House staffs (i.e. engineering)
- In-house contractor (outside company)
- Outside contractor
- Lighting controls

Are they inside room? Easily accessible?

Are there working lights for taking notes during audio-visual presentations? If not, task lights may need to be installed.

Can remote switches be installed if needed?

- Entrances/exits

What doors can/cannot be blocked due to fire regulations?

Do doors squeak, close securely, lock automatically?

Will access to room by latecomers distract audience? When door opens, will light from outside wash out screen?

- Room set-up

Facility must be aware of screen placement in room, so that head tables platforms risers don't conflict with audio-visual set up.

How does facility normally set the room? Why?

Are lecterns provided by facility? Lighted? Blackboards? Easels?

Questions On Large Meeting Rooms

Watch for all of the requirements for small meeting rooms, plus the following:

- Room set-up

Charges for advance set-up/move-out days? 24-Hour hold?

Is there ample space for audience and audio-visual set-up? (Can take up to 50 percent more space than normally allocated for audience size.)

Is there a permanent stage in ballroom? Is it feasible for your use? What features does it have installed?

Are there any intercom headsets or communications systems installed in the room?

What is location of sound/projection room? Is it feasible for your presentation?

TRANSPORTATION

The best plan is to avoid the need for busses. If possible, try to obtain a site, which concentrates accommodations and meeting facilities within walking distance.

It is extremely difficult to satisfy delegates with regular shuttles at peak time capacity. In the evenings, many people wish to return early from social events.

Check to see if school busses are available as a less expensive form of transportation.

ROLE OF THE PARTNERS CONVENTION COMMITTEE

1. Recognition of Governor's partner most essential.
2. There should be a definite liaison between the Partners Program Chairman and the Governor's partner– consultation as to program, plans, official partners' luncheon, etc. Do not forget that a growing number of Kiwanians' partners are male.

This should be done as soon as plans are formulated, with continued rapport.
3. The partner of the Lieutenant-Governor of the Host Division should be a member of the Committee, if possible
4. Partner's Official Luncheon
Governor's partner will chair the Luncheon. Partner's program Chairman may extend welcome to the City. Then introduce the Governor's partner, who will preside over the luncheon at the head table, which should include the International Counselor's partner and any International Officers' partners who may be present, partner of the Governor Elect, Lieutenant-Governor's partner of the Host Division, guest speaker and Partners Program Chairman. (5-6 people)
5. Reserved tables for all Past Governors' partners and recognition of them by introduction (by Governor's partner). (10-12 people)
6. The Governor's partner and the International Counselor's partner should be privately driven to all functions so they will be at the site to receive guests, or least be visible. If the Convention is the home site of the Lieutenant Governor, his spouse could look after this function for the lady's events. If not, the Convention Committee should appoint someone to personally look after (his or her) transportation. (There is nothing more frustrating for these two people than to be late in arriving at a luncheon, etc. because of having to depend on the "buses", etc.)
7. A Hospitality Suite should be provided at a suitable location, with coffee and information available.
8. A list of local shopping center's, hairdressers, Churches and baby-sitter is appreciated.
9. Information as to events and dress code should be sent prior to the Convention.

10. The partners Host Committee should be easily identified with ribbons, hats, scarves, etc.
11. Entertainment should be in keeping with the Kiwanis ideals with good speakers, good, quality, and wholesome entertainment.

GUIDELINES ON REGISTRATION **DISTRICT OFFICE LIAISING WITH REGISTRAR**

1. COMMITTEE

Groups of dedicated Kiwanians are needed on this Committee because they will work for several months, meet often, and will not be finished with their task until the end of the Convention. The Committee should have a strong leadership - probably three (3) to start with – with a drawing card of many more as the demand merits.

2. Two types of registration may be considered:

- i. All inclusive
Luncheons and Governor's Ball

3. ADVANCE REGISTRATION

A discount is given to Kiwanians for early registration.

4. CANCELLED REGISTRATIONS

Penalty of approximately \$50. deductible per registration for cancellation. This policy should be printed on the registration form.

5. ACKNOWLEDGEMENTS

The Registration Committee has the opportunity of providing good public relations through its work because it is usually the first contact with the visiting Kiwanians. The committee is encouraged to acknowledge both the registration and to insist upon the hotel room reservation being confirmed on a return mail basis, if possible.

6. LATE REGISTRATIONS

Every Convention Committee experiences the arrival of Kiwanians and their families without registration or room reservation. Knowing in advance that this will happen, provide contact persons with a preconceived procedure as to how the situation will be handled.

7. RIBBONS

Order delegate, delegate-at-large and host ribbons. District Office provides credential book and Life Member ribbons.

8. DISTRICT OFFICE UPDATES

On a weekly basis, Fax or E-Mail updated registration list to the Committee.

GUIDELINES ON REGISTRATION (continued)

9. REGISTRATION AND CREDENTIALS

Your registration table is the “front door” of your meeting. The reception your attendees get there creates an important first impression of your meeting – and the staff which is running it. If registration is chaotic, a confused and bumbling process, your attendees’ resentment and frustration will spill over into your business sessions. Your job and that of your program participants will be much more difficult because of your initial bad beginning.

The secret of successful registration procedures is careful attention to detail. Make your registration plans as though the success of your convention depended upon them. They often do.

Check	Details
... What hours will registration and credentials be open?
... Will an official be present for on-the-spot decisions?
...What information will you need at registration?
... Have you decided upon the form you will use?
... Are badges ordered?
... Where will tables be located?
... Are they easily seen, yet out of lobby traffic?
... Do you have sufficient personnel manning the table?
... Will you need signs?
... Telephone?
... Will lighting be adequate?
... How many tables will you need?
... Computer and Printer ordered?
... Blackboard or bulletin board for notices?
... Sufficient chairs?
... Local sightseeing, literature available?
... Other

□ **CHECKLIST**

The Registration Area

A convention's clearinghouse: the place for entry, information, and directions. What does it take to keep this engine humming!

LAYOUT

- Try to get exclusive use of the area during the convention.
- Make sure the area is well lit and well ventilated, as well as attractive and quiet. Carpets absorb noise and soothe feet.
- Arrange desk and other furniture for easy traffic flow; use cordons to demarcate lines.
- Have one area for pre-registrants to pick up kits, another for onsite registrants to fill out forms and handle money.
- Provide well-kit writing areas and several chairs away from central action.

PERSONNEL

- Have at least a computer literate person. You may also want a messenger, an interpreter, a general information person, and etceteras.
- See if the convention bureau can supply personnel or help you find people to hire. Other sources are your staff, volunteers and hotel personnel.
- Most volunteers will need training, as will others not familiar with registration (rehearsal and role-playing are good ideas).
- Make sure enough people are on hand during peak days and hours. Post someone after hours for delayed arrivals and stragglers.
- Supply a kit with a complete agenda to all workers: times and locations, contact names, and incidental information, such as dress codes and bus pick-up areas.
- If there is telephones with private lines, authorize who may use them.
- Be sure someone can handle minor maintenance and repair work. Stress the importance of keeping the area clean and orderly.
- Make sure someone in authority is present or can be easily contacted at all times to make decisions.

CHECKLIST The Registration Area (**continued**)

POLICIES AND PROCEDURES

Provide model forms and a list of fees for reference:

- ❑ exact information required on forms:
- ❑ requirements and procedures for special forms:
- ❑ ticket prices, various fees, and extra charges.
Make procedures clear on how to handle common problems:
- ❑ delegate wants a refund:
- ❑ advance registration mailed but not on record:
- ❑ delegate claims membership, but no card in file:
- ❑ replacement of lost badges:
- ❑ request to bill registration fees to delegate's company:
- ❑ payment for individual sessions only:
- ❑ request for press passes:
- ❑ unauthorized or unrecorded guests.

SECURITY

- ❑ Have only enough cash on hand to make change, and have it handled only by a bonded cashier.
- ❑ Define procedure for removing cash each day: specified hours; specified place; personnel involved.
- ❑ Depending on the cash flow, you may want a security guard.
- ❑ Determine who will have access to the supply room.

SUPPLIES

All orders should be placed in writing:

- ❑ computer and printer
- ❑ computer disks, printing paper and labels
- ❑ paper, pads, carbon paper, stickers, pens, pencils, markers, highlighters, whiteout;
- ❑ blackboards, corkboards, easels. Artists' boards;
- ❑ masking tape, clear tape, paper clips, staplers and staples, glue, chalk erasers, thumbtacks, letters for grooved boards;
- ❑ scissors, tool kit, measuring tape, spray cleaner, paper towels;
- ❑ ashtrays, wastebaskets, cardboard boxes;
- ❑ file boxes, cash drawers or strong boxes, receipt books;
- ❑ water pitchers, cups, napkins, mints and sugarless candy.

CREDENTIALS

Certification is the responsibility of the District Office and the Past Lieutenant Governors Committee as per Policy & Procedures.

- ... Club Delegates' Form
- ... Club Dues payments
- ... Supplying Credentials book to the Host Committee
- District Office
- ... Delegates' Ribbons, District Office
- ... Sergeant-at-Arms for Delegates Session-Host of Committee

YOUTH & CHILDRENS ACTIVITIES

1. Committee structure:

A well-selected committee will plan for youth involvement. In addition to the Kiwanians on the Committee, partners, Circle K and Key Clubbers could become involved.

2. Activities:

The Committee should be able to plan well, keeping in mind your local points of interest, historical sites, amusement areas, swimming, bowling, movies, picnics, disco dancing, games room, meeting place and simple youth food.

3. Friendships:

Friendships are made at Conventions and encourage the buddy system in all activities.

4. Co-ordination:

Be certain to plan events so as to coincide with the parent's events; timing is very important.

5. The Convention Committee should consider setting up baby sitting services for Kiwanians with young children for the special events so that both parents can attend functions like the OPENING SESSION and the GOVERNORS BANQUET. This could influence the attendance of younger Kiwanians at Conventions. Consideration be given to those who have a Red Cross certificate and / or staffers on duty meets provincial requirements for "clearance" to be a worker among young children

PROTOCOL COMMITTEE

Remember, that at a District Convention, the order of importance is as follows:

1. The Governor
2. The Governor Elect
3. The District Counselor
4. The District Trustee
5. The Immediate Past Governor
6. The District Secretary-Treasurer
7. The Lieutenant Governors

Responsibilities

The Protocol Committee is responsible for the head table seating for all functions, including general sessions and House of Delegate meeting, arrangements and other amenities, as designated by the Governor or the local committee.

Invitations for the day seating shall be sent to the individuals. A list will be provided for the head table seating arrangements. Copies of these lists shall be provided to the local committee, the Governor and the chairman introducing the head table.

The name of each person seated at the head table shall be typed on a 3" x 5" card. One copy shall be kept to check the names when lining up the head table. One copy shall be placed in advance on the head table to avoid errors and to expedite entrance of guests at the head table.

Arrange for Meeting Special Guests, Speakers

Arrange for meeting special guests upon arrival at airport, hotel, etc., as specified by the General Chairman or the Governor.

During Convention, advise special guests or speakers as to functions, where to line up, time at which expected, how to dress and how to reach the site of the particular meeting.

Tickets for Special Guests, Speakers

See that special guests or speakers are not annoyed with the handling of tickets or identification or control. Either extend tickets in advance, or preferably see that nothing is requested inadvertently by members, waiters, security guards, etc.

Protocol Committee - (continued)

The Head Table

The head table at a banquet is a place to seat the speaker, the Master of Ceremonies and the distinguished guests. The head table also is a center of attention for the audience, a showpiece for your club, a captive audience for selling your programs. A joy, a headache, and some time a disaster. Still, a few guidelines might help to ease the headaches and avoid disaster.

First, place cards are a must. They act as guides for your guests. Don't permit your head table guests to straggle one by one to their seats. March them to the head table in seating order. A march is much more impressive than a straggle. To organize this, you need a drill sergeant, preferably with a couple of assistants, to round up the head table guests. You need a place to organize the march. A small room or hallway will do.

It is disconcerting to the Master of Ceremonies to reach the podium and find that his head table has a couple of gaps in it, like missing teeth. Empty seats at the head table suggest your club is disorganized, your speaker is a bore, or the other head table guests have foul personal habits. As soon as you know that certain guests are not coming, stand-ins should be invited to the head table. Of course, stand-ins should be warned in advance.

Remember, for an hour or two, the audience will be looking at the head table, talking about its occupants, commenting on their appearance, criticizing their manners and catching a bit of the spirit they display.

Don't seat a man and a wife next to each other at the head table. They may have nothing to say to each other that they want to say in public, and might sit there as animated as a couple of toadstools.

If it is a black-tie dinner, make sure everybody, especially your head table guests, know that they are supposed to wear dinner jackets. Your guests from out of town can't be expected to know local customs.

If there are women at the head table, be sure they know how they are expected to dress. Many women have spent an uncomfortable evening in a short dress when every other woman was wearing a long one.

Worry and fuss over the seating at the head table. The audience tends to judge a person's importance by where he sits at head table. If you invite the mayor or the local university president, seat him at the head table in a place commensurate with his stature, regardless of how you feel about him personally. If you seat him at the end of the table, you are belittling what he stands for. He won't be happy about it; neither will his friends.

Protocol Committee, The Head Table - (continued)

Be sure you have enough room at the head table for people to eat. Banquet halls have standard seating arrangements, which ordinarily are adequate. But, check the space between place settings. Sometimes, to avoid lengthening or shortening the table, the banquet manager will squeeze or stretch out the seating. Either way can hurt.

An extra 15 centimeters (six inches) between place setting tends to isolate people and make it difficult for them to talk to their companions. You want a little talk to animate the head table. Too little room and everybody has trouble eating, particularly, if there happens to be a couple of left-handed at the table. Or worse, consider what happened to a friend who neglected to tell the banquet manager the nature of his guest, the coach and seven linemen from the local university football team, average height 1.93 meters (6 feet, 4 inches), average weight 113 kilogram (250 pound).

Place the head table on a platform, particularly at formal banquets. The platform should back up against a wall, otherwise, unwary guests may walk off the platform which may be hilarious to the audience, but, painful to the guests.

The banquet cloth, which covers the table, should reach nearly to the floor or platform surface. Check this if you are dealing with an establishment with little experience in putting on banquets. People at the head table tend to think that they are visible only from the waist up. The banquet cloth should act as a curtain, hiding, among other possibilities, inelegant lag arrangements of the head table dowager in short skirts. It can also hide a multitude of other aberrations.

Your job of entertaining and comforting head table guests includes telling them in advance whether they are expected "to say a few words". Nothing is more upsetting than to be called upon without notice. If "a few words" is all you want, be sure your guests know it. Otherwise, they may talk the audience into a deep slumber. Introduce the head table during dinner, preferably while dessert and coffees are being served. Make the introductions brief but sufficient to indicate that the head table is comprised of people of distinction.

Notify all head table guests of any special instructions, i.e., time, line up area, special dress, etc.

Continuous Presence

It is felt advisable to be continuously present and available during banquets and meetings. Though "Protocol" as such is circumscribed as a function by designated limiting factors, "courtesies" as a related function of the Committee should be given the broadest possible interpretation. The simple gesture of a willingness to "gossip" with delegates who want to talk, leaves a good impression and enhances the reputation of the host club.

Protocol Committee, The Head Table - **(continued)**

Complimentary Accommodation

This applies to the following persons:

Governor
Governor Elect
Local Key Club Governor
Local Circle K Governor
International Counselor
Chairman of General Convention Committee
District Secretary-Treasurer
District Office Manager
(optional) Our District Trustee, if sufficient complimentary rooms
have been negotiated.

Confirmation of accommodation should be sent to the above well before the
District Convention.

DECORATIONS, FLOWERS AND OTHERS

- ... Develop THEME
- ... Headquarters signs and decorations
- ... City welcome signs and banners
- ... Merchants welcome to delegated posters
- ... Main meeting room theme banner
- ... Flowers
 - VIP Suites – Head Tables – Governor’s Ball

 - Changing of the Guard ceremony requires:
 - 4 bouquets
 - Immediate Past Governor’s partner
(Immediate Past Governor is leaving Board)

 - District Secretary-Treasurer’s partner

 - District Office Manager

 - New Governor’s partner

 - 1 gift (not flowers)
 - International Counselor and partner
minimum of \$100.00 – packed for travel)

(Value to a

MUSIC

Piano – Organ – Sing-Song Leader?

Official Opening – Anthems – Musical Presentation

Pre-Morning Meeting Sing-Song

Anthem each morning

Luncheon music?

Special musical intermission?

Dance Band

Closing – Auld Lang Syne – Retiring of Flags

OPENING NIGHT CEREMONIES

Chairman - Governor

Time – 8:00 p.m., Opening Day

Duration – Max. 2-1/2 Hours

OBJECTIVE -

Conventions are really a time for Fun and Fellowship. For meeting new people and renewing old friendships. Opening sessions should not be long and drawn out. They should be tailored to set the tone for the whole convention. They need to be upbeat and with lots of energy.

There should be no business at this session, all business should be conducted at the morning sessions where it is meant to be.

1. To have the convention officially opened in a proper manner.
2. To recognize the 14 different countries in E.C. & C. District, by displaying their flag and playing and singing of their national anthem.
3. The selection of who will carry the flags onto the stage should be left with the Convention Committee with the approval of the Governor of the day.
4. The vision is that it should be so organized to create an air of enthusiasm and excitement for what is to come. For that reason it is suggested that no business or presenting of awards be entertained at this ceremony.
5. The recognition of the Nation Flags should not be a long drawn out affair, and it is suggested that all flag bearer march onto the stage in line of file and stand behind their respective flags after placing it in its stand, Suitable music should be played by either the band or whatever is decided as the medium for the occasion to march on the flag bearers.
6. Each Anthem is played in short form (approx. 12 bars of the music). The Host country of the convention would have its Anthem played in full following all other anthems.
At the start of each Anthem the flag bearer will lift the flag from its stand and hold it at an angle of approximately 30 degrees to the vertical during the playing of the Anthem and place it back in the stand at the conclusion.
7. The order of recognition of each Nations Flag is the established priority at present used, which is to go in order that the respective Nation entered the E.C.&C. District.

OPENING NIGHT CEREMONIES (continued)

8. At the conclusion and when each of the Nations has been Recognized, the flag bearers would be given the order to march off the stage. The order need not be verbal, but could be as simple as notifying the flag bearers that when a certain March or specific piece of music is played that the lead flag bearer indicates to the others to make ready to exit the stage.
9. To have musical entertainment, such as a band, choir or organist to keep the continuity of the evening flowing and entertaining.
10. To have greetings expressed by civic, provincial and federal leaders.
11. To have an inspirational speaker on a timely topic (non-political).
12. Present our two most prestigious awards.
13. Finally, to have the host chairman and partner present their programs for the convention.

TYPICAL PROGRAM AGENDA

MUSICAL INTERLUDE	- Band/organ/piano
CALL TO ORDER	- Governor
INVOCATION	- (District Committee Spiritual Aims)
SALUTE TO THE FLAGS	- Parade and Anthems
GREETINGS	- Civic, Provincial, Federal
MUSICAL INTERLUDE	- Band/organ/piano
FOUNDATION CITIZEN OF THE YEAR AWARD	- Foundation President
INTRODUCTION OF SPEAKER ADDRESS	
APPRECIATION	- Governor
SPIRIT OF SERVICE AWARD	- Governor
PRESENTATION OF CONVENTION PROGRAM	- Governor
PRESENTATION OF PARTNERS' PROGRAM	- Host Chairman
BENEDICTION	- (District Committee on Spiritual Aims)

OPENING NIGHT CEREMONIES **(continued)**

AUDIENCE COMPOSITION

Kiwanians and their families' attendance is usually good and will comprise at least 8/10ths of your total registration.

SESSION DESIGN

Chaired by the Governor. Stage or platform set-up with floor lectern and chairs (if possible, arm chairs)

RESOURCES

Governor, Lieutenant-Governors, speaker, District Chairman Spiritual Aims, Master Ceremony, Band, Choir, Pianist, Organist, Trumpetor, Song Leader, Cadet Corps, Scout Troop, Girl Guides, Key Clubbers, Circle K Clubbers, District Convention Committee.

ROOM SET-UP

Auditorium style.

NECESSARY AIDS

1. Flags and music for national anthems of all countries. (Available through District Office.)
2. District Gong and Gavel. (District Office)
3. Flag Poles and stands.
4. Floor lectern.
5. Small table for gong and gavel. Close to lectern.
6. Arm chairs. One for each platform participant.
7. Piano or Organ.
8. Any platform decoration found necessary.
9. Proper stage and audience lighting.
10. Proper amplification

LUNCHEON TIPS WARD OFF LAST-MINUTE SURPRISES

It's a simple luncheon with speaker...only one of many food and social events comprising your total convention. So how many things can possibly go wrong?

Be sure you can answer all these questions to help avoid mishaps at your next luncheon function:

- . Has the menu been double-checked?
- . Is table seating eight, nine or ten per table?
- . Any reserved tables?
- . Are tickets to be collected at head table?
- . Can single tickets be purchased?
- . Where can single tickets be purchased?
- . What is the price of single tickets?
- . Is there an invocation?
- . Has hotel been notified of invocation?
- . Is there music at the luncheon?
- . Will the National Anthem be played at the start of the event?
- . How many are seated at head table?
- . Where will head table guests assemble?
- . Who will line up head table guests?
- . Are there lighting cues?
- . How many microphones are needed?
- . Who will open the doors when the program ends?
- . Who will close the doors when the invocation begins?
- . Where is the script for the luncheon-at the podium or in the toastmaster's hands?
- . Where is the air-conditioning control?
- . After the dessert, who gives the cue to the toastmaster to start the program?
- . What is the color of the table linen?
- . Are there centerpieces?
- . Should there be material on the tables?
- . Is there a press table?
- . Is there a table for "head table" spouses?
- . Are there any audio-visuals?

FOOD AND BEVERAGE

LUNCHEON TIPS WARD OFF LAST-MINUTE SURPRISES (continued)

- Are there any last minute announcements that must get into the toastmaster's hands?
- Who escorts the guest speaker out of the room following the program?
- Who signs the luncheon check for the property?
- Has the check been properly identified?
- Who is responsible for return of audio-visual equipment?

BANQUETS

Planning a luncheon or Governor’s ball can be the most difficult part of meeting planning. It’s easy to get overwhelmed by the minutiae of covers, guarantees and table assignments – and lose sight of your real role, that of a gracious and considerate host, a representative of your organization.

Banquets have been defined as “ a meal with a purpose”. Good planners emphasize the purpose in all their preliminary planning. If you do it too, you will be a successful host because once you set objectives for your meal – many details will fall into place and your task will be easier.

Check

Details

- ... Do you want to honor members of your organization
- ... Spotlight a big-name speaker or entertainer?
- ... Introduce new officers?
- ... Traditional finish to a meeting?
- ... How long will it take to accomplish these goals?
(List time needed for each)
- ... Introductions
- ... Speeches
- ... Award presentations
- Total time allotted should not be more than one hour. Experts say you should allow 1-1 ½ hours for eating and you should never keep banquet guests seated more than 2-1/2 hours. If you find you don’t have enough time, maybe you’re trying to accomplish too much at one function. Why not consider a luncheon for those important presentations?
- ... When is final guarantee due?
- ... How many people attending?
- ... When must final menus be chosen?
- ... Special menus ordered?
- ... Cost decided?
- ... Does it include tip and taxes?
- ... Will wine be served?.....Red?.....White?.....Both?.....
- ... Reception preceding dinner?
- ... How will drinks be charged?.....By the drink?.....By the head?.....
Cash Bar?.....
- ... Arranged to shut down the bar promptly?
- ... Table arrangements decided?
- ... Tables numbered?
- ... Seats assigned?
- ... Will you need VIP tables?
- ... Head table set-up?
- (Allow 2 ft. per person, plus 2 more for the lectern)
- ... Head table assembly?
- ... Will you need staging facilities?

BANQUETS (continued)

- ... Permanent stage?
- ... Lectern?
- ... Special lighting?
- ... Photographer?
- ... Decorations ordered?
- ... Flowers?
- ... Microphones?
- ... Speakers chosen and invited
- ... Head table introductions written
- ... Will there be dancing?
- ... Have you allowed time in your program?
- ... Musicians hired?
- ... Any Union restrictions?
- ... Additional requirements

KIWANIS FAMILY LUNCHEON

CHAIRMAN – Governor

Time – 12:15 p.m.

DURATION – 1-1/2 Hours

OBJECTIVE - To honor our Kiwanis sponsored organizations and have the International Counselor as the guest speaker. This Agenda is also critical so as to stay within the 1½ hour limit allowed, in order that the Forums to start sharp at 2:00 p.m. The Forums have suffered miserably over the past few years because the previous programs ran overtime and it is just not fair to have that happen after all the preliminary work that has been put into organizing them.

The suggested Agenda shown has **No Awards** to be presented the Luncheon. The Sponsored Youth Speakers should be organized and designated by the Sponsored Youth Administrators and the Governor as there is only time for **one address** from each of the three Sponsored Organizations (Circle K, Key Club and Builders Club) with **5 minutes Max, for each**. It is therefore suggested that the Sponsored Youth speakers be selected each year in an alternating sequence so that each area of responsibility gets to address the K Family Luncheon once and cannot speak from the same area until all of the other areas have had their turn.

The Kiwanis International Counselor would be the main speaker for this luncheon. (Time Limit 15-20 minutes)

Caterers for each Luncheon **Must be warned** that the Luncheon Should be ready to be served at 12:10 **p.m. sharp**.

EVENING FREE: It is felt that perhaps we should keep the evening free after the first full day of convention activities. This will allow the Delegates and Kiwanians a chance to see something of the Convention City and dine out with their friends if they so desire, it also gives them an opportunity to enjoy the local flavor which in some cases they have traveled many miles to see.

K FAMILY LUNCHEON (**continued**)

PROGRAM AGENDA

1. Invocation
2. National Anthem
3. Toast to the Queen
4. Meal service
5. Introduction of Head Table - Chairman
6. Introduction of International - Governor
7. Address
8. Appreciation - Chairman
9. Adjournment

AUDIENCE COMPOSITION

Kiwanians – all of your Kiwanis registrants who indicated they would attend and have prepaid with their registration.

SESSION DESIGN

Kiwanis luncheon meeting.

RESOURCES

Governor, Immediate Past Governor, Governor Elect, District Secretary-Treasurer, Host Speakers' Committee, District Office Manager, Local Club President, Pianist.

ROOM SET-UP

Banquet style.

NECESSARY AIDS

1. Flags and stands
2. Host Club banners
3. Table lectern
4. Gong and Gavel
5. Proper audio amplification
6. Bar set-up previous to luncheon, closed during luncheon
7. Gift for speaker
8. Piano

KIWANIS CLUB PRESIDENTS LUNCHEON

CHAIRMAN – Host Club President

Time – 12:15 p.m.

Duration – Max. 1-1/4 Hours

OBJECTIVE – To set example to Kiwanis Club leaders as to the functioning of a luncheon meeting. Receive Governor's Report.

Again no award presentations to slow down the meeting. The proposed Agenda should keep the meeting within the 1½ hour time limit and also allow the main speaker 20 minutes for his-her address.

PROGRAM AGENDA : 12:00 noon – 1:30 pm

1. Chairperson: A President from the Host Division
2. Call to Order
3. Invocation
4. Anthem of Host Country
5. Objects of Kiwanis
6. Luncheon
7. Introduction of Head Table - Chairman
8. Introduction of Presidents
9. Introduction of the Speaker - Governor Elect
10. Address of the Speaker
11. Appreciation - Chairman
12. Adjournment

AUDIENCE COMPOSITION

Kiwanians – all of your Kiwanis registrants who indicated they would attend and have prepaid with their registration.

SESSION DESIGN

Kiwanis luncheon meeting. With a Club President from each Division at Head Table, selected by the Lieutenant Governor.

RESOURCES

Governor, Immediate Past Governor, Governor Elect, District Secretary-Treasurer, Host Speakers' Committee, District Office Manager, Local Club President, a Club President from each division, Pianist.

KIWANIS CLUB PRESIDENTS LUNCHEON (continued)

ROOM SET-UP

Banquet style.

NECESSARY AIDS

1. Flags and stands
2. District and Club Banners
3. Table lectern
4. Gong and Gavel
5. Proper audio amplification
6. Bar set-up previous to luncheon, closed during luncheon
7. Gift for speaker, if other than Governor
8. Piano

AWARDS BREAKFAST AT THE IMMEDIATE PAST GOVERNOR DISCRETION

SUGGESTIONS - It is suggested that a Committee be organized to evaluate all of the awards now being presented as it takes some considerable time to present them all. It has been observed that when awards are presented at any of the other official programs that they consume so much time that the regular programs loses its importance and interest to the majority of the Kiwanians in attendance.

The proposed Awards Breakfast would take care of all the award presentations not previously shown on any of the previous programs. Please also note the *suggestion to save time* on the proposed agenda format.

CELEBRATION BREAKFAST

CHAIRMAN – Governor or District Committee
Chairman on support of
Spiritual Aims

Time – 7:00 a.m.

Duration – Max. 1-1/2 Hours

OBJECTIVE –

This Breakfast is our extension of the first object of Kiwanis International, to give primacy to the human and spiritual rather than the material values of life, and should be considered as a permanent convention function. Details of the programming will vary from chairman to chairman, and should be formed in close co-operation with the current chairman.

Caution – Our district embodies many faiths and the program should reflect this.

PROGRAM AGENDA

1. Breakfast – Meal service or buffet
2. Call to Worship
3. Hymn
4. Scripture Reading
5. Morning Prayer
6. Speaker
7. Soloist
8. Meditation
9. Hymn
10. Benediction

AUDIENCE COMPOSITION

By special ticket only – the Convention Host Committee will print, distribute and sell the tickets for this function. All Kiwanians and family may attend.

SESSION DESIGN

Tables set for buffet or service with head table on slightly raised platform.

RESOURCES

District Chairman on Support of Spiritual Aims, Administrative Secretary, Governor, Past Governors, Host Convention Committee on Guest Speakers, International Counselor.

BREAKFAST (continued)

NECESSARY AIDS

1. District Gong and Gavel
2. Table lectern
3. Ticket check at door (possible door sales)
4. Proper audio amplification
5. Gift for speaker

BUDGET

Separate convention budgeting, self-supporting with ticket sales. Best results if offered with Convention Registration Form.

DIVISIONAL CAUCUS MEETINGS

Time – 11:00 a.m. or 4:15 p.m.
First day

CHAIRMAN – Immediate Past-Governor

OBJECTIVE –

Each division in the District has a Divisional Caucus Meeting composed of the delegates to the Convention from within the Division, chaired by the Lieutenant-Governor. (See District By-laws Article XI, sections 4. Nomination and Election of Governor and Governor-Elect)

PROGRAM AGENDA

Divisional Caucus Meeting.

AUDIENCE COMPOSITION

Lieutenant Governor and Delegates

SESSION DESIGN

Small group discussions

RESOURCES

Immediate Past-Governor, District Secretary-Treasurer.

ROOM SET-UP

Large ballroom with Head Table for Immediate Past-Governor and District Secretary-Treasurer.

Table and chairs benches or seats, in informal groups corresponding in number to the Divisions in the District.

NECESSARY AIDS

1. District Gong and Gavel.
2. Table lectern.
3. Numbers for designated areas corresponding to Divisions in the District.
4. Proper audio amplification.
5. Proper forms supplied by District.

ELECTIONS

EXCERPT FROM DISTRICT BY-LAWS

At each convention, or prior thereto, the Governor shall appoint a Committee on Credentials, to consist of five (5) members, and a committee on Elections, to consist of five (5) members, who are delegates or delegates-at-large to the convention; provided that three (3) members of each committee shall constitute a quorum to exercise the duties and powers of the Committee.

The Immediate Past Governor is in charge. He chairs the following events:

- Nomination speeches
- Nomination
- Election of Governor
- Election of Governor Elect
- Election of Trustee, when opening occurs

District Secretary-Treasurer will supply the ballots and cast the official ballot when only one candidate is nominated.

See procedure in **Policy and Procedures Manual Page 57 No. A407** under E.C.& C. District Election Procedures.

FIRST PLENARY SESSION

CHAIRMAN – Governor

Time – 8:45 a.m.

Duration – Max. 2-1/2 Hours

OBJECTIVE

It is extremely important that each Plenary Sessions Agenda be so designed that the 2 ½ hour time limit be strictly observed so as not to encroach on the K Family and Presidents Luncheons that follow. The M.C. should sound the gong at the stated time to signify the close of discussions.

1. Keynote speaker
2. Entertainment
3. Introduction of the current Lieutenant-Governors and Committee Chairman
4. Presentation of the Fred McAlister Award (Kiwanian of the Year)

TYPICAL PROGRAM AGENDA

1. Entertainment 8:30 am (Local Talent Group)
2. Call to Order Governor (**start on time**)
3. Invocation
4. Introduction of Head Table
5. District Governors Report
6. Greetings from Kiwanis International Trustee
7. Introduction of International Trustee
8. Presentation of Distinguished Lieutenant Governor Awards (By Immediate Past Governor)
9. Presentation of the Award of Excellence (I.P.G.)
10. Break
11. Report: Kiwanis International Foundation
12. Report: Canadian Foundation and Presentation of Kiwanis Foundation Canada Award
13. Introduction of Candidates for the Office of Governor & Governor Elect (Immediate Past Governor) (Each candidate has 5 minutes to present his/her platform speech)
14. District Secretary Treasurer's Report
Presentation of Resolutions
15. Builders Club Representative Address
Nominations Governor-Designate and Governor-Elect
16. Resolutions and Amendments
17. Adjournment

FIRST PLENARY SESSION (**continued**)

AUDIENCE COMPOSITION

All Kiwanians and their families. Good attendance. Try not to start partners' program until after this function.

SESSION DESIGN

Chaired by the Governor. Stage or platform set-up with floor lectern and chairs.

RESOURCES

Governor, Lieutenant-Governors, International Counselor, speaker, District Committee Chairman on Spiritual Aims, all District Committee Chairmen, Kiwanian Song Leader, Master Ceremony, Entertainment, Pianist or Organist. Key Clubbers, Circle K Clubbers, District Convention Committee.

ROOM SET-UP

Auditorium style. Up to $\frac{3}{4}$ of your total registration.

NECESSARY AIDS

1. Floor lectern.
2. Flags and stands.
3. District Gong and Gavel and small table.
4. Chairs for Lieutenant-Governors, District Committee Chairmen and guests.
5. Piano or organ.
6. Any platform decoration found necessary.
7. Proper stage and audience lighting.
8. Proper amplification.
9. Simultaneous interpretation

SECOND PLENARY SESSION HOUSE OF DELEGATES SESSION

CHAIRMAN – Governor

Time – 8:45 a.m.

Duration - Max. 2-1/2 Hours

OBJECTIVE

- Official Business Session
- Voting
- Invitation to next Convention
- Changing of the Guard
- Closing

PROGRAM AGENDA

1. Entertainment: 8:30 a.m.
2. Call to Order (Governor)
3. Delegate Session
4. Reports
 - Credentials Committee
 - Resolutions Committee (Discussion-Vote)
 - Nominations Committee
5. Election of Officers
 - Election for the Office of Governor
 - Election for the Office of Governor Elect
6. Next Years Convention Committee Presentation
7. Break
8. Report of the Elections Committee
9. Comments by Governor-Designate
 - Changing of Guard Ceremony: It is suggested that we do away with the **Changing of the Guard Ceremony** and have the two full days of convention following the Opening Ceremony.
 - The items that normally occur at this ceremony you will notice have been incorporated into the other programs and you will observe that the Governor of the day introduces His/Her Board of Trustees at the opening ceremony.
 - Likewise the Governor Designate would introduce the new Board of Trustees following the report of the Elections Committee and the Governors and Governor Elects speeches at the Second Plenary Session.
10. Comments by Governor-Elect
11. Governor Designate Introduces his Team of Lieutenant Governor's who will serve next year. (All of the Lt. Governor's for next year's Board will be seated on the front row.)
12. Exchange the Governor and Governor Elect Banners.
13. Adjournment

SECOND PLENARY SESSION – HOUSE OF DELEGATES SESSION (continued)

AUDIENCE COMPOSITION

Delegates to Convention	- designated section
Families and non-delegates	- designated section

SESSION DESIGN

Platform or Stage – Head Table – chaired by Governor. Table lectern.

RESOURCES

Governor, International Counselor, District Secretary-Treasurer, District Office Manager, Past Governors, District Chairman Laws and Regulations, Succeeding Host Convention Committee, District Convention Committee, District Committee on Spiritual Aims, Pianist or Organist.

ROOM SET-UP

Auditorium style. 4/10ths of total registration – restricted sections for delegates and designated sections for observers. As motions and debate will be coming from the floor, it is essential that floor microphones be available to the delegates. Knowledgeable Kiwanians briefed by the Governor and District Secretary-Treasurer should police the restricted area.

NECESSARY AIDS

1. Flags and stands
2. Head table on platform or stage
3. Floor microphones
4. District Gong and Gavel
5. Gifts available for presentation
6. Certificates of Election and Pins – Governor, Governor Elect, Lieutenant-Governors
7. Ropes or dividers
8. Piano or organ
9. Proper stage and audience lighting
10. Any decoration found necessary – table skirts, etc.
11. Proper audio amplification
12. Ballots and Ballot Boxes
13. Simultaneous Translation

AFTERNOON FORUMS

GOVERNOR ELECT – selects session content, speakers and panelists.

Time -2:15 p.m. - 3:15 p.m.
3:30 p.m. - 4:30 p.m.

SUGGESTION – It is suggested that the forums be 2 hours in length and that be only one forum per topic. (No Repeats). It is also suggested that the title might better be :**Forum and Training Sessions** training for incoming Club Presidents and Secretary's could be organized to occur during the two afternoon sessions.

OBJECTIVE -To train and inform incoming club officers, chairpersons and Interested Kiwanians.

SOME SUGGESTED FORUMS

- Presidents
- Secretaries
- Young Children priority one
- Kiwanis Education
- Growth, Retention and Vitality
- Fund-raising
- Community Services
- Sponsored Youth
- New Club Building

AUDIENCE COMPOSITION

All Kiwanians

SPACE

Nine (9) separate rooms for nine (9) concurrent sessions French and English.

Forums' using our experienced pool of French-speaking Kiwanians, to do translation is well accepted and productive.

RESOURCES

Committee Chairmen, Past Governors, Past Lieutenant Governors and experienced Kiwanians.

AFTERNOON FORUM (**continued**)

ROOM SET-UP

- nine (9)rooms, each with 75 person capacity
- floor mikes for questions
- head tables for six
- lectern
- table at rear for handouts

GOVERNOR BANQUET AND BALL
DISCRETION OF GOVERNOR

CHAIRMAN – Governor

Time – 6:45 p.m.

Duration -

Banquet – Max. 2-1/2 Hours

Ball – till?

OBJECTIVE – To present this year’s Kiwanis Administrative Team.

After the singing of “Auld Lang Syne” it would be **“ON WITH THE SHOW”** as with the opening Ceremonies entertainment.

It has been noted that whenever we wind the evening up with a dance, people start to leave after it has been underway for a short time and very few stay to the conclusion. The entertainment should not cost very much as most communities have very good amateur entertainment and that would give Kiwanians a taste of the flavor from the area holding the convention. Again it is stressed that the emphasis is on lively entertainment. This is the last chance to leave a good impression with the convention Attendee’s Make it a Fun Evening.

PROGRAM AGENDA

1. 6:00 p.m. Reception
2. 7:00 p.m. Banquet
3. Introduction of Past Governors and Partners. (VIP Introducer selected by Governor)
4. Introduction of the Head Table
5. Invocation
6. National Anthem
7. Toast to the Queen
8. Dinner is served
9. Toast to the Kiwanis – Immediate Past Governor
10. Reply – K.I. Counsellor
11. Toast to our Partners (Governors Selection)
12. Presentations
13. Appreciations
14. Recognition of Host Committee (Announcements if any)
15. Retire the Flags
16. Auld Lang Syne
17. Entertainment

GOVERNOR'S BANQUET AND BALL (continued)

AUDIENCE COMPOSITION

Kiwanians and their families - all your registrants.

SESSION DESIGN

Banquet and ballroom style.

RESOURCES

Governor, Past Governors, District Office Manager, District Secretary-Treasurer, Lieutenant Governors, International Counselor, local dance band, local entertainers, dance groups, choirs, etc.

ROOM SET-UP

Head table usually very large – sometimes necessary to have two or three tiers.
DRESS: Formal – tuxedo or dark suit for the men, as pre-determined by the Governor in consultation with the LG Class..

NECESSARY AIDS

1. District Gong and Gavel
2. Table lectern
3. Flags and stands
4. Table decorations
5. Necessary audio amplification
6. Bar set-ups
7. Any needs required by entertainers and dance band
8. Any needs required by Governor
9. Any needs required by Lieutenant-Governors
10. Inform all VIP's on official attire