



District 6 Convention Guidebook

Table of Contents

Purpose of the Guidebook	1
Convention Co-Chairs	2
Decorations Chair	6
District Governor	8
Finance Chair	9
First Timers Chair	11
Friday Fun Night Chair.....	13
Hospitality/Greeter Chair	14
Hotel Liaison Chair.....	16
Lt Governor of Education and Training (LGET).....	20
Lt Governor of Marketing (LGM)	22
Program Chair	23
Public Relations Chair.....	25
Registration Chair	26
Sergeant-At-Arms.....	29
Signage Chair	30
Silent Auction Chair	31
Appendix A	34
Suggestions to consider for future conventions.....	34
Appendix B	35
Directory of documents and forms	35

Purpose of the Guidebook

District 6 takes pride in planning exciting and inspiring Conventions and Conferences for its members. This guidebook was developed for District 6 Toastmasters to use when planning a District Convention or Conference. The information contained in this document was compiled from many Toastmasters in District 6 who have worked on various portions of Conventions and Conferences over the years. It lists the missions of the various committees, the responsibilities/tasks of the committees, suggested committee members, budget information, templates and forms that have been used, and many suggestions and considerations.

This guidebook is just that – a guide for future Convention Chairs to use when preparing for their event. It is to be used as a starting point for planning and preparations, and ideally it will help the Chairs to create an extraordinary event for the District.

This guidebook is designed to be a living document, so as additional conventions and conferences are held, we hope that the Chairs will add their own thoughts and suggestions to continue to help future Chairs.

The master copy of this guidebook is currently maintained by Faye Hefele, DTM. Please send any comments or suggestions to Faye and she will create periodic updates for the district.

Convention Co-Chairs

1. Mission

The mission of the Convention Co-Chairs is to host a successful and enjoyable, reasonably-priced Convention (spring) or Conference (fall), to bring District 6 Toastmasters together to conduct district business, conduct the District speech contests, provide educational opportunities and provide an opportunity to network. Financially, the goal is for the convention to break even.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Convention Co-Chairs are to coordinate the efforts of all committee members to ensure all tasks are handled in a timely and efficient manner and the convention activities occur efficiently as planned. The team approach (co-chairs) works very well to divide out the responsibilities and prevent burn-out.

3. Suggested Committee members

Chairs for the following Committees: (co-chairs are welcome)

Decorations
District Governor
Finance
First Timers
Friday Fun Night
Hospitality/Greeters
Hotel Liaison
Lt Governor of Education& Training (LGET)
Lt Governor of Marketing (LGM)
Programs
Public Relations
Registration
Sergeant at Arms
Signage
Silent Auction

Additional Assistants:

Nominations Committee Chair
Resource Center
Past District Governor group
25-Year Clubs
Audio Visual

4. Budget

The overall budget for the Convention/Conference should make every attempt to break even.

Fees charged should be kept low enough to entice people to attend, and yet cover costs.

5. Templates/Forms

There are a number of documents that have been used in past conventions which are stored in a Zip file. See the directory "CoChairs" but also review all the other directories.

A sample listing of documents which will be helpful:

- Budget spreadsheet.
- Committee Meeting Agenda
- Committee Meeting Notes
- Committee Chairs Listing
- Convention Task List
- Promotional Blurbs
- Convention (overall) Evaluation form
- Educational Session Evaluation Form
- Registration Form
- Script

6. Other Information/Suggestions

Prepare a promotional flyer/posterboard early. Have it available at all district events (TELI, Prior convention, etc)

Prepare registration forms as soon as price for each event is confirmed. Note hotel information as well as meal choices. Be sure to distinguish meal versus non-meal events and pricing, and if hotel room rate information is displayed, clearly state that it is per night.

On the weekend of the convention, ensure the hotel staff knows that only designated person (usually the Convention Co-Chairs and the District Governor) are the ONLY people who can authorize additional services/expenses. Anything not authorized by this team will NOT be paid.

Select the right people for the Committee Chairs. Keep tabs on committee members to ensure they are performing their tasks.

Complete tasks as early as possible to avoid last minute glitches or delays.

Watch out for other activities planned on the same weekend at the same hotel.

Promote the convention early, and encourage early registration. However, if possible to secure meals for last-minute registrants, please do so as this is extra revenue for us.

Keep a focus on the budget. Request all committee chairs to report their expenses for comparison to budget. You may need to request this several times.

Maintain good communication with everyone. Use your judgment as to whether to have face-face meetings (very good idea for the first meeting and a final walk-through at the convention site) or just phone conference meetings in-between. Only invite people to the meetings who need to attend.

Coordinate communication to Toastmasters so information on all aspects of the convention are communicated. Consolidate communications from all committees so that not too many different communications are sent out.

Make several passes through the script, working with the District Governor and the Sgt at Arms. Carefully consider the timing of events.

In Spring 2011, the script was color coded for the trio, each person having a different color. This was very useful. A suggestion was made that the Sergeant-At-Arms sections also be color-coded.

In the script, be sure all room setup requirements are clearly identified, including all setup needs for the educational sessions. This is very helpful to the hotel.

Provide a copy of the script to the hotel staff when you do your walk-through, or even before. This gives them the chance to review and help refine the setup.

In Spring 2011, the contestants took a LONG time going through microphone checks during the contestant meetings. This delayed the meals by about a half hour. The hotel staff was accommodating, but this irritated the attendees. Consider modifying the time for the contestant meetings to earlier, and perhaps also consider allowing only X minutes for each contestant to do their mic check.

Past District Governors (PDG) meeting – This group meets at every Convention for one hour. Need to provide a room to hold 15-20 people, and provide coffee

and cookies. Traditionally this meeting is held at the same time as the first educational session. The president of the PDG group is George Deliduka – email ;tmref@aol.com.

25-Year Club meeting – Toastmasters who have been in Tm for 25 years are more are invited to this meeting. This group meets at every Convention for one hour. Need to provide a room to hold 30-35 people, and provide coffee and cookies. Traditionally this meeting is held at the same time as the second educational session in the same room as the PDG session. A good contact is Stew Thornley (stew@stewthornley.net)

People respond well to food at the hospitality events (Friday Fun Night, Saturday after the contest, PDG meeting, 25-Year Club.)

For Saturday Breakfast the convention chair will need to pick out a march for the Parade of Banners.

There will be a large number of name tents needed. This could be a task that is delegated. There wasn't a specific line item in the budget for the name tents, so you may want to consider adding one.

Name tents:

- 20 – Contestant (to reserve seats for the contestants/ guests.)
- 2 – C&L & guest
- 20 – outgoing Division Governors and guests
- 20 – incoming Division Governors and guests
- 2 – Convention Chairs and their guests
- 2 – Sgt at Arms and their guests for the banquet
- 3 – Reserved (for AV, Sgt at Arms, Past District Governorsetc.)

Names tents for District officers:

- Division Governor
- Lt Gov. of Marketing
- Lt. Gov. of Education and Training
- District Treasurer, District Secretary
- District Parliamentarian
- Immediate Past District Governor
- Public Relations Officer
- and their guests if they are at the head table at the banquet.

Several ideas have been proposed for future conventions. See Appendix A for list of these.

Have Fun!

Decorations Chair

1. Mission

The mission of the Decorations Chair is to creatively prepare and set up attractive, tasteful decorations for the convention which fit the theme of the event.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Decorations Chair are to locate, purchase, prepare and set up decorations for the event. Consider decorations for Friday Fun Night, Breakfast, lunch and/or banquet. Set up early on Friday afternoon, otherwise an hour before the event. Work with Registration Chair and Convention Co-Chairs to determine how many tables you expect at the meals. Decorations may be placed on the walls (check with the hotel) or the tables. A side table display may also be used.

3. Suggested Committee members

A co-chair, if desired (recommended).

Volunteers to help set up the decorations on Friday afternoon prior to the event. Number of volunteers will be determined by what needs to be done and when they need to be set out, possibly two per meal.

Coordinate with Sgt at Arms for timing of when decorations can be set out.

4. Budget

Traditionally the budget for decorations has been \$200, but if possible, re-use decorations from other events or secure donations to keep costs low.

5. Templates/Forms

Budget spreadsheet.

6. Other Information/Suggestions

Start early.

Confetti is messy and hotels don't like it.

A bouquet of balloons can be a big hit at little cost.

Friday Fun night – very fun to have something people can wear or interact with (like star sunglasses one year)

Consider borrowing items or asking for donations from the Convention Committee.

Check with the hotel for items which could be used either for free or at a nominal cost.

Check with hotel on restrictions (you may not be allowed to light candles, but you may be able to have some on display.)

Shop dollar stores, clearance sales.

If items need to be set out prior to breakfast, may need to coordinate with the hotel staff and set wake-up alarms early!

May want to consider finding material to hang above and down the sides of doorways.

District Governor

1. Mission

The mission of the District Governor is to oversee the entire convention, and to approve the venue and all expenses.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the District Governor will be to secure a location for the convention, select convention co-chairs, and select other persons as needed to run various portions of the convention. The District Governor authorizes and approves all expenditures.

3. Suggested Committee members

Convention Co-Chairs

4. Budget

The District will pay for gifts for the Co-chairs and the Friday Toastmaster, and possibly for an international director or other dignitaries if attending. The amount may be about \$100.

5. Templates/Forms

Budget spreadsheet.

6. Other Information/Suggestions

Finance Chair

1. Mission

The mission of the Finance Chair is to process and track the revenue and expenses of the convention to ensure the convention stays on budget, and provide needed reports.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Finance Chair is to set up a realistic budget, adjust as planning continued while keeping costs in check, and approving all cost request prior to expenditures occurring. Costs over \$100 need approval of District Governor.

3. Suggested Committee members

The chair could be the District Treasurer. Or it could be a Convention Co-chair working with the District Treasurer. In any case, the District Treasurer should be an integral part of finance committee.

4. Budget

No specific budget for this committee.

5. Templates/Forms

Budget spreadsheet.

6. Other Information/Suggestions

Cancellations can be a problem. Both prior to and after the convention, need to review the reason for the cancellation, and work with Registration and the Convention Co-Chairs.

Monitor expenses throughout the planning process. Keep a focus on the budget. Request all committee chairs to report their expenses for comparison to budget. You may need to request this several times.

Encourage timely submission of expense reimbursements. Consider placing a deadline on submission of expenses – for example, two weeks after the event is over – to ensure expenses can be finalized.

If distributing Resource Center credits as gifts, put an expiration date on them or request they be used immediately so expenses can be tracked for the correct District year.

First Timers Chair

1. Mission

The mission of the First-Timers Committee is to ensure First-time attendees at the convention are not left out and get the information they need to enjoy the convention.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the First Timers Chair are to create promotional materials to distribute to first-timers, and provide a way for them to get information during the convention if needed. .

3. Suggested Committee members

Veteran Toastmasters who are willing to be approached with questions or to specifically mentor a first timer.

4. Budget

The budget for the First Timers was \$50.00

5. Templates/Forms

Budget spreadsheet.
First Timers "Ask Me" Ribbon
Posterboard Display
First Timer Brochure

6. Other Information/Suggestions

This position was new with Spring 2011.

Connect with veteran Toastmasters who are willing to help out at the event.

The "First Timer –Ask Me" ribbon worn in Spring 2011 by veteran toastmasters was good, but it may have been confusing. Perhaps "Ask Me" would be better.

In prior years we have had a "First Timer" ribbon or an identifying dot/sticker on the name badge to identify those in attendance who were first timers. This is a

good way to identify them, so veteran Toastmasters can go up to them and introduce themselves. First Timers may be reluctant to ask questions themselves.

Consider a mentor-mentee program when each first timer is paired with a veteran Toastmaster – the Veteran could seek out the First Timer on Friday to say hello and help answer questions.

Feedback on the Spring 2011 brochure: One veteran Toastmaster thought it was too wordy and should have had more bullet points. One First-Timer said it was extremely helpful and appreciated the detail.

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Friday Fun Night Chair

1. Mission

The mission of the Friday Fun Night Chair is to coordinate a fun activity to occur after the Friday contest that will be enjoyable by most Toastmasters. The event should involve something fun and encourage participation by all convention attendees.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Friday Fun Night Chair are to select an activity (approved by the Convention Co-Chairs and the District Governor), make all arrangements for the event and host the event. If something or someone needs to be reserved (such as a karaoke machine), be sure to secure that as far in advance as possible.

3. Suggested Committee members

A Co-Chair if desired

Team of committee members if needed to handle parts of the event.

Coordinate with Hospitality/Greeters Chair if you need assistance in running the event or distributing food.

Coordinate with Convention Co-Chairs on whether food can be brought in or if hotel food must be purchased.

4. Budget

Traditionally the budget has been \$200 or less.

5. Templates/Forms

Budget spreadsheet.

6. Other Information/Suggestions

Music and/or karaoke is usually well received.

Dancing (if simple) usually works well.

Trivia or game-show ideas work well.

Hospitality/Greeter Chair

1. Mission

The mission of the Hospitality/Greeter Chair is to act as the Host Division for the convention and to welcome Toastmasters to the convention.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Hospitality/Greeter Chair include creating a welcome speech to be delivered at the Saturday morning breakfast, arranging for greeters to be available during peak registration times to point them to the room locations of our convention, provide ticket-takers if needed for meals, and assist with hospitality /food as needed for Friday Fun Night and after the Saturday contest. May work with District Governor to secure a guest speaker (such as the City's Mayor) to speak at the Saturday breakfast. Work in conjunction with the Convention Co-Chairs and District Governor to select appropriate snacks. Traditionally the Hospitality Chair is the Division Governor or an Area Governor of the Division in which the convention is held.

3. Suggested Committee members

Co-Chair may be helpful.

Volunteers to assist as greeters.

Volunteers to assist as ticket-takers if needed.

4. Budget

The budget for the Hospitality Room snacks and beverages for Friday and Saturday together may run \$400-500 if hotel food must be used, or less if we can bring in our own snacks.

5. Templates/Forms

Budget spreadsheet.

6. Other Information/Suggestions

Be sure to have plenty of signage up to indicate where the TM events are in the hotel, especially when some events (such as educational sessions) are not in the immediate vicinity of the banquet /main rooms.

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Leverage signage to help when distances are great or there are not enough greeters available.

Consider greeters to point to education sessions, especially if these are located away from the other main activities.

It is helpful if the greeters wear something to identify themselves. The district has yellow sashes that can be used.

Coordination of volunteer signup. Would be nice to have on-line signup, perhaps at the time of registration? Could coordinate with other areas needing help, such as Registration, Silent Auction, and Credentials Desk.

Hotel Liaison Chair

1. Mission

The mission of the Hotel Liaison Chair is to assist the District Governor in the selection of the venue for the convention and work with the Hotel to arrange for facilities, meals, etc. for the convention. This function can be handled by one of the Convention Co-Chairs, but recognize that it is a lot of work, so you may want to arrange for someone else to do this.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Hotel Liaison Chair is to make all arrangements with the hotel and manage activities during the convention to ensure things are handled as expected and problems are identified and resolved in a timely manner. This position is usually filled by one of the Convention Co-Chairs.

Generally, the date and location of a Conference or Convention is selected by the District 6 Governor who will be seated during the time of the Conference or Convention. However, you may be involved with the negotiations with the site, especially when it comes to meals.

It is also possible that you will be asked to help find a venue. If that is the case, it may be beneficial to go through an event planner. Event planners will find a list of hotels that will meet your needs in terms of space, break-out rooms, sleeping accommodations, etc. Event planners are free. They are paid by the hotels... think of them as a travel agent, except instead of air fares, accommodations, and rental vehicles – they find you space for your event. They will even help you negotiate prices.

Check to see if a given Venue has been used by the district in the past. If so, it is possible they will still have detailed records of what was used and at what times, set-ups of rooms, etc. This could be a real time saver for you. You can just tweak what was done in the past to meet your needs.

3. Suggested Committee members

Not generally needed. You will be working with the other Convention Committee Chairs and the Event Planner/Liaison from the Hotel.

4. Budget

The hotel may charge you a flat fee to use rooms in addition to meal charges. The full cost will be determined by additional charges needed, such as for any AV equipment, plus the meals (including tax and gratuity).

5. Templates/Forms

Budget spreadsheet.
Hotel conference room layout
Hotel Meal Pricing sheets

6. Other Information/Suggestions

Things to keep in mind when looking for locations/Dates:

- Is there a room large enough for the meals and contests for both nights? Consider width and depth of the room. Long, narrow rooms are not as conducive to people being able to see/hear.
- Are there enough breakout rooms of the right sizes to meet your needs?
 - o Resource Center
 - o Break-out education sessions (depending on how many you want to be going on simultaneously)
 - o Silent Auction
 - o Perhaps space for other vendors (example: where TM authors can sell their books)
 - o Where will you put Evaluation or Table Topics contestants? Ideally close to the contest area. If too far away, this makes for longer than the customary minute of silence between contestants.
- Will people have to wait around as rooms are divided/reunited with temporary walls? Are you prepared for this?
- Menu options (some people need special diets)
- Parking... is it free? Is it convenient?
- Handicapped accessibility – some hotels have the conference rooms on multiple levels and only one set of elevators on the opposite end of the building making it difficult for those with disabilities to get around and get to the different sessions on time.
- Price (for use of meeting rooms, meals, AV equipment, other
- What else is happening in town on the same weekend?

Set the price you want to charge for each meal and then ask the hotel for what they can provide for that price. This is a great way to save money, as the hotel wants to sell meals. If the price is too high, fewer people will buy meals.

If setting up a buffet, see if the hotel can have at least two buffet tables set up (to allow four lines of people going through the line.) This will eliminate long wait times for people to get their food.

Hotel change: For Spring 2011, we contracted with the Radisson in Plymouth. The hotel was bought out by Crowne Plaza. We had to verify our contract remained in force. What we should have done is checked to see if prices had changed (see comment on guaranteed room rate above).

Room rate guarantee – get the best rate. See if you can't ensure if the general rate goes down, that our guaranteed rate will also go down. In Spring 2011, our guarantee was \$99/night. A few weeks before the convention, someone got a rate of \$89 calling and reserving via phone without mentioning TM, and we found \$76 by reserving on the website.

Event manager at the hotel: Ensure the Event Manager/ Convention Services contact remains the same. For Spring 2011, our connection changed. We were fortunate that our new contact was very knowledgeable and easy to work with, so we had no issues.

Conduct one or two meetings at the hotel very early on with the Convention Co-Chairs and District Governor, also SAA if available. Decide what rooms will be used for which events. Consider the size and placement of the stage and head tables. If something special is needed, such as a dance floor, what is the size and where will it be located. Where will buffet/dessert/snack tables be set up? Consider where the dignitaries will line-up for the banquet procession – many may be in wheelchairs or unable to walk long distances or stairs.

Silent Auction will need a place to secure items over night, but tables in hallways work wonders to get more people to bid on items. Consider where you might place such tables.

The main foyer area must hold at least 12 tables for registration and displays, and more tables are desirable if there is space, especially to support promotional displays for candidates.

Provide the hotel contact with a copy of your script as far in advance as possible. They will use this to help determine room setups, staffing, and the timing of setups and meal service. Times are VERY important for meals – as they expect to serve at the time indicated. Be sure to indicate when they should start and stop serving for each meal.

Conduct a hotel walk-through at least one week prior to the event. Meet the person or persons who will be present during the event and be your contacts during the event. Confirm all room locations and placement of stages, head tables, etc. Confirm # of people you can seat across the head table for various

events. (Head tables at the end of a long narrow room will hold fewer people across. This occurred in Spring 2011, and we had to create four rows of head tables with 10-12 seats across to accommodate everyone.)

In general, be very pro-active in working with the hotel, especially with any kind of delays or changes needed (such as meals). They can keep food warm for a period of time if we cannot start our event on time. . They are usually more than willing to accommodate your requests. Also be sure to let them know how well they are serving you.

Lt Governor of Education and Training (LGET)

1. Mission

The LGET is responsible for soliciting and scheduling educational speakers. This may include a keynote speaker for one of the meals, and will also include six to nine educational session presenters the educational sessions. The LGET also ensures all contestants for the contests are identified and ready to participate. Acts as the Toastmaster on Saturday evening for the Spring International Contest.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the LGET

- Prepare materials to solicit educational presenters. Provide detailed information on what is expected and the submission deadline. Post on the website at least 2 ½ months ahead of the event. Ideally you will have a theme for the presentations, one that may tie to the overall convention theme, so that the presenters will have some idea what to do. Give potential presenters 3-4 weeks to make their submissions, then select the presenters and prepare PR materials for the website.
- Select the educational presenters and notify them. Ensure they understand they need to register for at least the Events portion of the convention.
- Select conveners for each educational presentation, and instruct them on their responsibilities
- Copy Education Session Evaluation Forms
- Prepare Presenter packets for the conveners – which include:
 - o Basic information about the presentation and introduction
 - o Evaluation Forms
 - o Timing cards
 - o Timing device
 - o Announcements to be read at the end of the session
- Deliver convenue packets to the Registration table for pickup
- Verify all speech contest contestant's eligibility.
- Contact all contestants and confirm their attendance; contact second place winners if needed to fill in.
- Contact all contestants and ensure they know they need to register for at least the contest event.
- Ensure Program Chair has the correct spelling of all contestants' names.
- Act as the Toastmaster on Saturday evening for the Spring International Contest.
- Prepare list of contest winners for publication of the District website after the convention.

3. Suggested Committee members

Generally none. Work closely with script chairs / SAA – times are critical.....

4. Budget

The budget for printing education evaluation forms is usually \$50.00

5. Templates/Forms

Budget spreadsheet.
Samples of past programs
Education Session Evaluation Form

6. Other Information/Suggestions

Gifts for speakers are handled by the Recognition Chair.

Request a summary of the educational sessions (for the program) from presenters as soon as the presenters are selected. Summary should be no more than 70 words.

Confirm needs of presenters asap for room layout, screen, flipcharts, etc. Identify all needs in detail for the script to ensure room setup will be correct.

Request a photograph from the presenters as soon as the presenters are selected. Photographs should be good quality, 300 dpi.

Remind presenters that they **MUST** register for at least the Events portion of the weekend.

Lt Governor of Marketing (LGM)

1. Mission

The LGM acts as the Toastmaster on Saturday evening for the Fall Humorous Contest. The LGM also escorts the mayor or other City official on Saturday morning.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the LGM is to observe all activities, serve as Contest Toastmaster for the Fall Humorous contest, and escort the city official to the Saturday breakfast meeting..

3. Suggested Committee members

None.

4. Budget

None.

5. Templates/Forms

Script

6. Other Information/Suggestions

None.

Program Chair

1. Mission

The mission of the Program Chair is to create effective programs covering the convention as a whole and each of the main events (Friday Fun Night, Saturday Breakfast, Saturday Luncheon, and Saturday Banquet.)

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Program Chair are to coordinate with all other committees and lay out the activities and events into easy readable and informative programs. Ensuring accuracy of information, especially times, is paramount. Work with Convention Co-chairs to determine the date(s) when programs need to be at printers for publishing prior to the convention.

Work with Convention Co-Chairs, District Governor and LGET to get all information needed for the programs. Verify time match exactly to the script.

If possible, secure donations to cover part or all of printing costs.

3. Suggested Committee members

Chair may opt to obtain a Co-Chair. Work closely with script chairs / SAA – times are critical.....

4. Budget

The budget for programs depends on who will be printing the programs and whether we can negotiate a discount or secure any free printing. It can range from \$200 - \$900. Depending on donations.

5. Templates/Forms

Budget spreadsheet.
Script
Samples of past programs

6. Other Information/Suggestions

Tie to theme/colors of the convention, use the convention logo

Color is nice but can be expensive.

Check early with printer on all photos/logos etc. to be used in the program to ensure they print clearly.

Proof the programs several times; comparing to script to ensure accuracy. Use spellcheck to ensure correct spelling of words. Double-check spelling of all names. Each event program needs to coordinate with overall program, and with script.

To get them done on time, need to finalize script 4 weeks ahead with everything except contestant names.... Get contestant names as they are identified. Note - you may have last-minute contestant names changes if a first-place division winner is unable to attend.

Deliver early be sure they are stapled...

Get contract with the printer to ensure everything is spelled out - delivery date and what it includes.... Folded, stapled etc.....

Public Relations Chair

1. Mission

The mission of the Public Relations Chair is to prepare and distribute promotional material to advertise the convention to Toastmasters as well as to the community at large, to attract a large number of attendees.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Public Relations Chair include posting convention information on the District 6 website, Facebook and other media. Included will be information about the key events, educational speakers, link to registration information, convention time schedule.

3. Suggested Committee members

This is usually handled by the District Public Relations Officer and District Website Editors.

4. Budget

The District foots the bill for any expenses.

5. Templates/Forms

Budget spreadsheet.

6. Other Information/Suggestions

Provide information to Division and Area Governors to use to promote event to clubs.

Promote the event on the website as early as possible. Include the address of the hotel on the front page, with a link to directions to the hotel.

Be ready to make changes as necessary in the weeks before the convention as things change.

Registration Chair

1. Mission

The mission of the Registration Chair is to accurately process all registrations for the convention.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Registration Chair is to coordinate registrations providing reports as needed of attendees, meal counts etc., preparation of registration packets for all attendees, and man the Registration table at the event.

3. Suggested Committee members

Co-Chair to assist. Duties may be divided between a Finance Co-Chair and an Administrative Co-Chair. See [Registration Co-Chair Duties.doc](#) for breakdown of tasks each might handle.

Assistant(s) to help assemble the registration packets.

Volunteers to help man the registration table throughout the event.

4. Budget

The budget has been \$150 - \$200 to cover name badge holders and inserts, envelopes, registration form printing, meal ticket printing, stickers, additional ribbon purchases, etc. Amount actually used will depend on what is left over from prior conventions.

5. Templates/Forms

Budget spreadsheet
Loader spreadsheet (for online registration)
Ribbon Inventory
Name Tag (Label) template
Registration Co-Chair Duties.doc

6. Other Information/Suggestions

Plan for being VERY busy during the last week before the event. Suggest start preparing registration packets very early in the week for those people who have pre-registered. It takes longer than you think to print and assemble things.

Use color-coded meal tickets for each meal. This helps the hotel staff to ensure only paid registrants receive meals, and helps them identify the meal choice when alternatives are offered. Print the tickets small enough to fit inside the name badge.

Be prepared with extra meal tickets in the event someone loses theirs. (It happens every year.) Just check they have paid before you give them a replacement.

Be sure to have extra name badges and name badge holders available on the day of the event for walk-ins

Consider possibility of having Credit Card Processing available at the Registration Table during the event.

Work with the Convention Co-Chairs on how many meals, if any, can be sold at the door (and what type if there is a meal choice).

As walk-ins occur who purchase meals, work with the Hotel Liaison (Generally one of the Convention Co-Chairs) who will work with the hotel staff to ensure meals are ok.

Keep details on all walk-ins and which events they pay for, for ease of reconciling cash received and expense outlays (Especially for meals). Report paid counts for all events to the Convention Co-Chairs immediately after the event.

Deposit checks with the Treasurer as soon as received.

Bring "change" along to the event to break larger bills for walk-ins.

Be sure to watch the cut-off date for preregistrations (especially for meals) and stick to it as stated by the Convention Co-Chairs. If there are complaints or emergency situations, coordinate with the Convention Co-Chairs to ensure accommodations can be made. This may include switching meals or requests for late registrations with meals.

A suggestion was made to consider putting a "deposit" (Maybe \$5) on the name badge holder – and when it's returned they'd get their deposit back. This could

help prevent having to buy new ones each year. We also could consider investing in nicer badges that could be re-used.

Coordination of volunteer signup. Would be nice to have on-line signup, perhaps at the time of registration? Could coordinate with other areas needing help, such as Registration, Silent Auction, and Credentials Desk.

Sergeant-At-Arms

1. Mission

The mission of the Sergeant-At Arms (SAA) is to provide support throughout the preparation for and during the actual event. The SAAs work with the District Governor and the Convention Co-chairs.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the SAA is to set up and take down all signage and equipment during the event, and act as timer for the various events including speech contests, business meeting, candidates' forum, speeches by district officers and special guests. For Evaluation and table Topics contests, escort the contestants from the secure room. Open all events and introduce dignitaries, including all seated at head tables.

SAAs are key to developing the detailed event script, to ensure event timing is accurate.

3. Suggested Committee members

May request additional helpers as needed to assist with AV needs, escorting contestants, or other setup.

4. Budget

Nothing specific. Replenishment of supplies is covered under general district funding.

5. Templates/Forms

Budget spreadsheet.
Script

6. Other Information/Suggestions

Signage Chair

1. Mission

The mission of the Signage Chair is to create meaningful signage at a reasonable cost.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Signage chair is to reuse prior standard signs (like “Welcome to the Spring Convention” or “ResourceCenter”, and create necessary signs, including:

- Sign for each educational presentation – name of presenter, time, room and topic
- Sign for overall convention with times of major events
- Signs to identify Silent Auction, District Reports, Candidates Corner, etc. These may be available for re-use from past conventions – check with Sgt at Arms.

3. Suggested Committee members

Not usually needed for this committee.

4. Budget

Past budget for signage has been up to \$200, although if you can get part or all of the items donated, that would be wonderful.

5. Templates/Forms

Budget spreadsheet.
Samples of past signage

6. Other Information/Suggestions

Welcome signs should be placed at all entrances, with directional arrows if appropriate.

Silent Auction Chair

1. Mission

The mission of the Silent Auction Chair is to solicit auction items and present them for auction at the convention, to generate revenue for the District.

2. Responsibilities/Tasks / Suggested Timelines

The primary responsibilities of the Silent Auction Chair it to solicit and collect items for the silent auction, preparation of the bid sheets, create a donor list for display at the convention and/or placed in a convention brochure, set up the items, monitor the bidding, and collect from the high bidders.

3. Suggested Committee members

Volunteers to watch the items during the auction, summarize the bidding and collect from the high bidders May want about 14 volunteers, one-hour shifts each.

4. Budget

The budget traditionally includes up to \$25 for printing expenses.

5. Templates/Forms

Budget spreadsheet.

Receipt to donors

Bid Sheet

Volunteer Schedule

List of Past Donors

PR articles

List of supplies to bring to the auction

Form letter to end out to Division/area/clubs..... Create this?????????

6. Other Information/Suggestions

Start early! Recruit a Co-Chair early.

Get the word out ASAP to Division Governors and all TM that you are soliciting donations. Ask for their help.

Promotion can include: Emails to Division governors, Attending Division contests, Publish information on the D6 website

Need location to store donations as they are received.

Contact local theaters to find out what their procedure is to acquire possible donations. The Guthrie has a website to request a donation.

Offer to provide a basket for products when a business is offering a gift certificate only.

Review list of past donors as many will be repeat donors.

Don't forget the men! Many silent auction items lean toward the taste of women.

Good items: Big ticket items, e.g. tickets to the Guthrie Theater; Coffee companies (Starbucks, Caribou)

Calculate needed table space as you go. May get 6-7 items on a table, depending on item size. Work with SAA, Convention Chairs and Hotel Liaison to ensure enough tables are reserved. If necessary, you could fit tables into a hallway if you have many items.

Displaying items on long tables in a hallway with lots of traffic ensures more bids.

Donations must be monitored or locked up at all times. If they will be displayed in a hallway, the tables containing the items should be moved to a locked room overnight or monitored when other events are taking place.

Ensure Silent Auction is announced often throughout the convention.

Use tabletop signs to advertise flat bid sheets such as gift certificates and flyers.

Be sure to clearly announce when auction closes and the procedures for pick-up of items.

Plan that there will be few items that are not picked up (people left early or they did not know they were the high bidder.) Plan to contact them the next day and arrange for payment/pickup.

Coordination of volunteer signup. Would be nice to have on-line signup, perhaps at the time of registration? Could coordinate with other areas needing help, such as Registration, Silent Auction, and Credentials Desk.

Appendix A

Suggestions to consider for future conventions

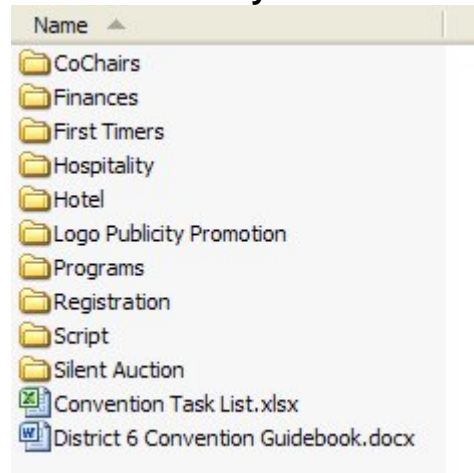
1. Have an Authors table
 - a. Use for Toastmasters to promote their publications/books
 - b. Do not know if we would want to allow selling of books..... would need to consider what guidelines should be enforced, such as “no one competing in a contest could display”
2. Consider selling ads in the programs
 - a. Toastmaster clubs
 - b. Businesses
 - c. Would need to consider size of ad and prices
3. “Host a Toast”
 - a. Toastmasters coming to the convention who need a place to stay
 - b. Toastmasters living near the convention site who could offer a room
 - c. Set up an online place for Toastmasters to connect
4. Consider creating a “Decorations List”
 - a. Contact past Convention helpers for items we could use or borrow for upcoming conventions
 - b. Could include things like lights, artificial flowers, disco ball, decorations around a particular theme

Appendix B

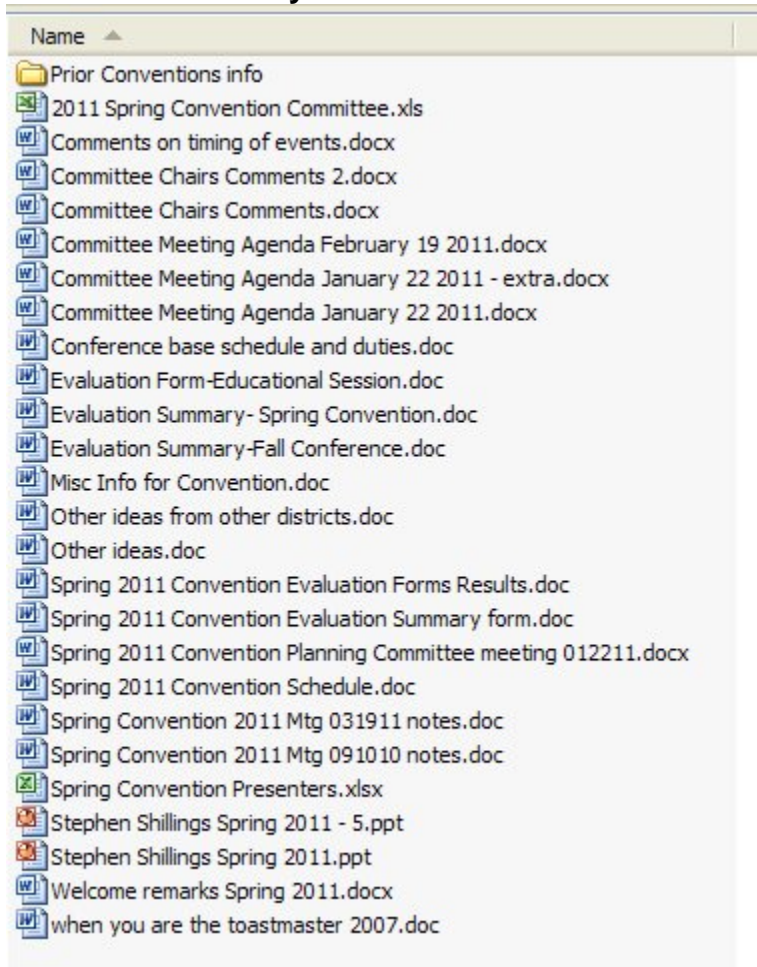
Directory of documents and forms

The Directory.Zip File contains many documents and forms that can be used by the Convention Co-Chairs and Committee members to perform their duties. Below is a listing of the main directories and their contents.

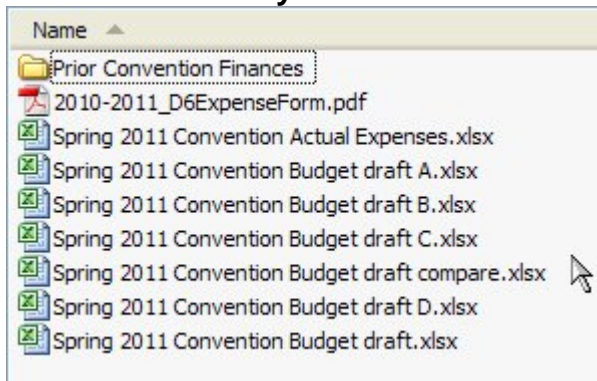
Overall Directory



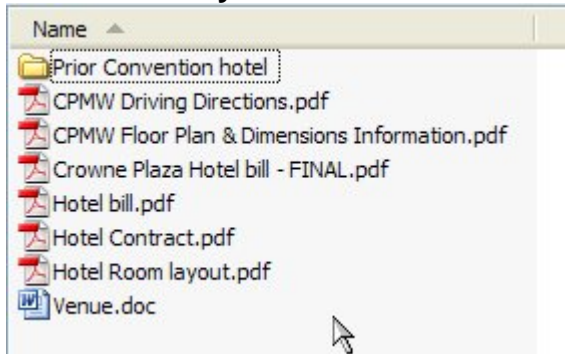
Co Chairs Directory



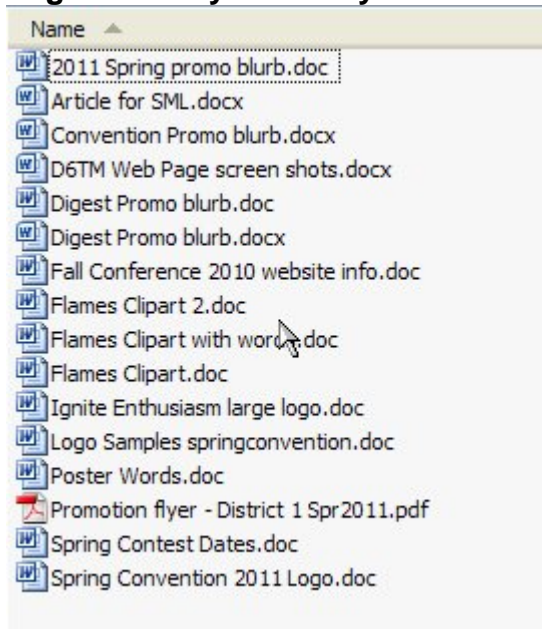
Finances Directory



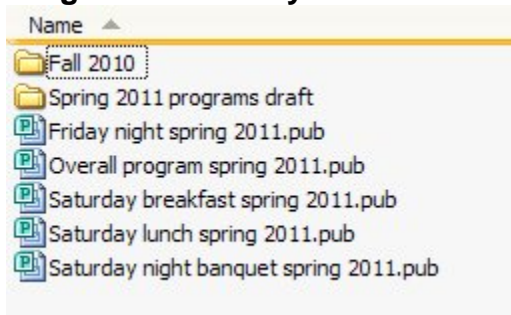
Hotel Directory



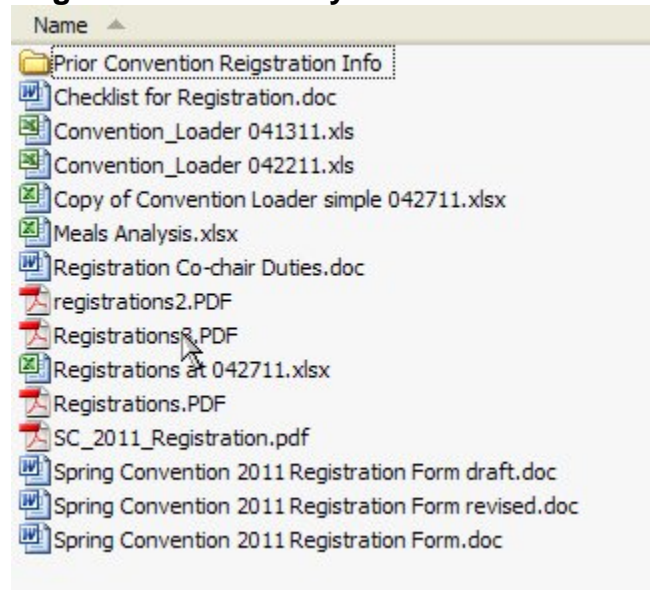
Logo/Publicity Directory



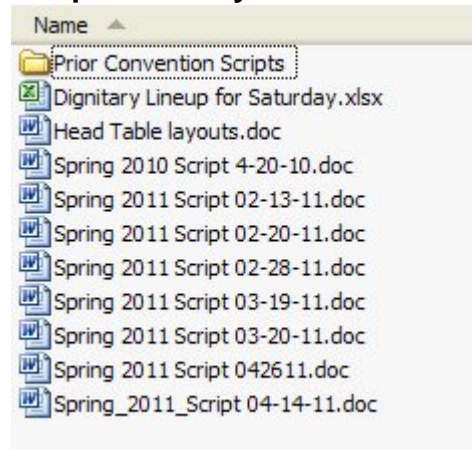
Programs Directory



Registration Directory



Script Directory



Silent Auction Directory

