

## DCCW CONVENTION GUIDELINES

### SUGGESTED CHANGES FOR 2022

*Verbiage to be deleted is crossed out; verbiage to be added is highlighted in yellow.*

Suggested by Barb Kerouac: An addition to DCCW President Responsibilities (Pg. 4)

- 1) *Add this bullet point to the 6<sup>th</sup> checklist item on Pg. 4 to cut down on the number of different deadlines:*

Contact Convention Co-Chair/Ways & Means/Registration/Hotel/Leadership/ Sponsorship chairs for revised forms .....

- When possible, coordinate the deadline dates among these chairpersons.

- 2) *Change Pg. 13, checklist item #8 to decrease Annual Report printing expenses by only providing paper copies to a few people, with the rest being sent via email:*

Compile these documents into an annual report; make copies for ~~all DCCW Board members (including Deanery Spiritual Advisors) and Affiliate Presidents, to be distributed at the Convention Board meeting.~~ DCCW President, Vice-President/President Elect, Secretary, Spiritual Advisor, Deanery presidents and their Spiritual Advisors, and three (3) copies for the file. E-mail copies of the annual reports to all other DCCW Board members and affiliate presidents.

- 3) *Add this as the 11<sup>th</sup> checklist item on Pg. 13 to place primary responsibility on the Convention Co-chair for preparing the detailed WOY booklet, and to decrease the number of detailed booklets that need to be printed:*

With help from the WOY Chair, prepare a separate detailed booklet to include every WOY's full bio and picture, by Deanery, to be given to every Woman of the Year. This will be a keepsake for the WOY to take home with them. One (1) copy will be given to each Deanery President for their archives, three (3) copies for the file, and one (1) copy each for the Bishop, Vicar General and Spiritual Advisor. (ref. pg. 28)

- 4) *Change the first checklist item on Pg. 14: To reduce printing costs, Barb has suggested eliminating the tri-fold banquet program that was placed at each place setting. Instead, the evening's program would be listed on a placard - four placards at each table, plus some at the head table. (See the attached placard information from the 2022 Convention as an example of how the placard would look):*

Prepare the program for the Banquet

~~Get Banquet menu from DOM/CO-DOM. (ref. pg. 19)~~

- Get a ~~list~~ **count of the number** of Woman of the Year honorees, **by deanery**, from Woman of the Year Chair (*ref. pg. 27*)
- ~~It's imperative that the deadlines are adhered to~~
- Print ~~enough~~ **four** copies for all banquet attendees, including each banquet table, **plus eight for the head table.**
- Give Banquet programs to ~~Head Hostess for hostesses to place on tables, at the discretion of the hotel.~~ **the hotel staff on Friday evening with instructions to place them in placards on the tables during banquet set up.**

5) *To reflect the above change to the Banquet program, make the following change to the last checklist item on Pg. 27, and add an additional checklist item:*

Send the list only (not the resumes) to the Convention Co-Chair to be included in the Convention program ~~and the Banquet program.~~ (*ref. pg. 14*)

**Send a count of the number of Woman of the Year honorees, by deanery, to the Convention Co-Chair for the Banquet program. (*ref. pg. 14*)**

6) *Add this bullet point to the 3<sup>rd</sup> checklist item on Pg. 14 regarding preparation of the Evaluation Form:*

- **Make extra copies of the Form to be placed next to Evaluation collection baskets.**

7) *Addition to checklist item #4 on Pg. 14 to assure that the location of the Prayer Room is known:*

Assist the DCCW President at the Convention making announcements (including **location of the Prayer Room**, changes in the program, location of restrooms, reminders to visit raffle and auction room, etc.

8) *Change the 7<sup>th</sup> and 8<sup>th</sup> checklist items on Pg. 14 to eliminate sending the actual convention Program to any of the business/organization sponsors – in an effort to reduce printing and postage expenses:*

~~Send a copy of Program and a “thank you” to the business/organization sponsors who purchased full page ads.~~

Send a photocopy of ad and a “thank you” to business/organization sponsors who purchased **full-page and** one-half page ads.

Send a “thank you” to all other non-CCW advertisers.

9) *Make this change to the first checklist item on Pg. 28 to clarify that the Convention Co-chair is mainly responsible for preparing the detailed WOY booklet, and to cut down on the number of detailed booklets that need to be printed:*

Assist the Convention Co-chair in preparing a separate detailed booklet ~~will be prepared with to include~~ every WOY's full bio ~~listed with a~~ and picture, by Deanery, ~~for every banquet attendee to refer to.~~ to be given to every Woman of the Year. This will ~~list the full bio on each woman and will~~ be a keepsake for the WOY ~~and their family~~ to take home with them. One (1) copy will be given to each Deanery President for their archives, three (3) copies for the file, and one (1) copy each for the Bishop, Vicar General and Spiritual Advisor. (ref. pg. 13)

10) *Make this addition to the last checklist item on Pg. 28:*

Submit all receipts to Treasurer within thirty (30) days of convention end.

- If prepayment by the WOY Chairperson for medals and corsages is prohibitive, arrangements can be made with the Treasurer for an advance to cover these costs.