

INTRODUCTION

There is no short cut to a successful Convention. The Regional Council membership will spend many months of planning and preparation for a successful Convention.

The first item that cannot be left to chance is the Local Convention Chairman's selection of Convention Chairmen. Chairmen are indispensable to a successful Convention! The Local Convention Chairman's primary responsibility is to delegate specific tasks to designated chairmen. In selecting the Convention Chairmen, it is important to consider experience and the ability of the individual as related to the Conventions specific job.

The chairmen and the co-chairmen need to be picked for the job to be done. It is wise not to try to spread the work evenly by chapters but to select chairmen according to who can do the best job regardless of chapter affiliation. It is wise to include the President of the Council hosting the Convention in the planning group. It is not necessary for the Council President to be a co-chairman with designated planning responsibilities. Even after the Convention Chairmen are selected, the Local Convention Chairman's responsibility is not completed. The Council President must carefully check the progress of the individual Chairmen and their responsibilities.

Once the Convention Chairmen have been appointed, they should be given the authority to do their job and are required to report results at specific intervals. It should be impressed upon them that they will be held responsible for the results. The Local Convention Chairman assigns tasks, but must be available to all sub-groups and must be fully informed on how the Conventions work is progressing.

Two weaknesses that the Local Convention Chairman must guard against: (1) not staying on top of the planning, and (2) the tendency to do everything yourself. In order to walk the fine line between these two extremes, a good Local Convention Chairman will be familiar with the basic responsibilities of each chairman and will be aware of their problems and their results.

Communication is all important in working with people. It is inevitable that a relatively small number of individuals will be making the decisions that govern the Convention. But, in making these decisions, the suggestion of every interested member must be taken into consideration. Once a decision has been made, it is important that this be shared with all parties.

Conventions are successful because a few key people take the time to do the basic planning, because a number of others carry out their assigned responsibilities, because the Chairman and immediate assistants check and double check to see that these responsibilities are carried out as planned and because nothing is left to chance.

No matter how well defined duties may be, keep in mind that the Convention **MUST BE PUT ON . . .** if certain individuals fail to do their specific duties or fail to take their specific responsibilities seriously, then someone else must do it. These things must be done to ensure a good Convention.

DUTIES / GUIDELINES

State Executive Board and General Board (As they relate specifically to State Convention)

CSC PRESIDENT - The CSC President plans and schedules all events for the Convention. The President has final say on all events. The CSC President works with the Local Chairman responsibilities include (but are not limited to):

1. Plan Convention Agenda and schedule and submit Agenda (times and activities) to the Local Convention Chairman by deadline date for printing by Convention Committee.
2. Notify Installing Officer officially after President-Elect has made the decision as to whom it will be (notify Local Convention).
3. Preside over the Convention.

4. Make seating arrangements for all head tables and sub-head tables; assign area at Banquet for seating any other special guests.
5. Designate time for Executive Board meeting and General Board meeting.
6. Approve the presentation of workshops and the Celebration of Life.
7. Notify Chairman if audio-visual will be needed.
8. Determine time and place for door prizes if door prizes are to be given.
9. Determine if there will be a Thank You Luncheon and Invitational Dinner.
10. The President's Reception and Invitational Dinner are the responsibility of the CSC President's Chapter and Council.
11. Forward the "Welcome" to the Convention Chairman for the Agenda book by date established.
12. A Convention Page should be assigned and available to run errands for the CSC President.
13. Coordinate with Keys President and IC Representative for additional activities as determined.

CSC PRESIDENT - Is the General Chairman of the Convention and will work very closely with the Local Convention Chairman and the CSC President, keep the CSC President advised of every aspect of the Convention. The Convention Committee needs to realize that the CSC President is as much a part of the Convention as the hosting Council. While it is nice to surprise the delegates, the CSC President must have complete knowledge of all aspects of the Convention. After the election, invite the CSC President to Convention meetings. Due to distance, the CSC President will work out a schedule and system for communicating. Finances will also play a part as the CSC Treasury may pay for one trip. Therefore, minutes of the meetings and notes, all e-mails, letters or telephone calls, will be most important.

The CSC President reviews the budget with the Local Convention Chairman and presents the proposed budget to the Executive Board for consideration, comments and approval. Following the review by the Executive Board comments will be sent to the Convention Chairman for adjustment and resubmittal. The CSC Treasury assumes a Convention deficit, and the CSC President has a responsibility to be sure there is none.

The Vice President is the custodian of the following flags and is to bring them to Convention and prepare them for the flag ceremony: ESA, Western States Regional Council, California State Bear, Interfaith, ESA Foundation, and American. The Vice President is also the custodian of the CSC Banner and will work with the flag ceremony presenter to designate where Council Banners are to be displayed. Most hotels do not allow banners displayed anymore, verify regulations with hotel first.

The CSC President is to submit a Welcome for the Convention Agenda by the date established by the Convention Chairman.

The Recording Secretary will work with the CSC President in coordinating and planning the Workshops for Convention and will provide the biographies of the workshop speakers for the Convention Agenda. The Recording Secretary is responsible for providing the Convention Chairman with the setups and equipment needs for workshops and is to submit the list of all Workshop titles to the CSC President. The CSC President establishes the times on the Agenda and sends them to the appropriate party by the deadline date for inclusion in the Convention Agenda.

ASSOCIATION OF THE ARTS CHAIRMAN - Responsibilities in the Convention are the Association of the Arts room and presentation of the awards for this portion of the Convention. It is important to communicate with the Chairman the requirements for space and tables needed. The CSC President establishes the times the room is open, time room will be closed for judging, and re-opened for viewing.

AWARDS CHAIRMAN - The Awards Program and presentation portion of the Convention will be handled by the State Awards Chairman. Communication between the Awards Chairman and the Local Convention Chairman pertain to space needed for presentation of awards. If space is an issue, a room may be shared with the Association of the Arts. Confirm with the CSC President before finalizing plans.

BOOK SALES - A table is needed in the registration area. The Convention Committee is responsible for the delivery

of the left over books to a suitable charity after convention. ***The donation is made in the name of CSC and a receipt will be provided to the State Treasurer.***

CHAPLAIN - Will work with the Convention Committee on the Celebration of Life. Funds are set out in the Convention Budget to defray costs of the program. Chaplain will confirm with the Convention Committee the room arrangements.

Tables maybe needed in the registration are for the following: ***Blue 'n Gold Editor, Disaster Fund Chairman, ESA Projects Coordinator, Registration Chairman, State Project Chairman and Western States Regional Council Chairman.***

DUTIES / GUIDELINES
Convention Regional Council
(As they relate specifically to State Convention)

LOCAL CONVENTION CHAIRMAN - Study any prior Convention reports, Convention budgets and financial reports. Establish a three year Convention Planning Calendar. Start by listing the things that need to be done. Discuss this list with the CSC President who is your Convention Advisor. When problems arise, don't hesitate to contact the CSC President. You will also be working very closely with the CSC President, who determines the schedule of events and approves the program.

Your bid will be officially accepted three years ahead. It is important that you be present at the Convention which immediately precedes the one you are planning. When the new President has been elected, meet and discuss all plans which have already been made. Between Convention and attending one of your planning meetings, most activity will be done by correspondence, e-mail or phone.

Invite the CSC President to review the Convention plans and visit the hotel. Funds may be budgeted in the CSC budget for the CSC President to attend one of your planning meetings. Have all your Convention Committees present for this meeting and have each report on plans and accomplishments.

Set May 1st of the Convention year as your deadline for all plans to be completed. If you are ready to stage your Convention at that time, every member of your Convention can have a couple of weeks of rest and then be able to enjoy the Convention.

First item is the selection of the Convention Chairmen. Your Co-Chairmen can divide the workload, with specific chairmen and their committees reporting to either. The person the convention chairmen report directly to should be stated in their duties. The overall responsibility can be shared in this manner, taking much of the workload off the shoulders of the Chairman. Even after the chairmen and committees are selected, your responsibility is not completed. You must carefully check the progress of the individual chairmen and their committees.

Specific Duties of the Local Convention Chairman are:

1. Coordinate all Convention matters and follow up on all planning activities.
2. Correspond with CSC President, keeping them informed on Convention plans and progress.
3. Schedule all meetings.
4. Make necessary arrangements with Convention hotel management (room arrangements, menu selections, complimentary sleeping rooms).
5. Work with Co-Chairmen and other chairmen and committees in planning the Convention. Confirm with CSC President before giving final approval on items directly related to their responsibilities.
6. Work with the Convention Treasurer for completion of Financial Review by the date prescribed in the *CSC Standing Rules*. Statement must be published in the **September** issue of the Blue 'N Gold. Statement is forwarded to the Editor with copies to the CSC President, Vice President, and the State Treasurer.
7. Prepare the final report of the Convention with copies being distributed to the newly elected CSC President and outgoing CSC President. Copies also go to the next Local Convention Chairman.

The registration Chairman will provide you with the total amount paid for each meal / function. You will notify the hotel as to the meal counts. Confirm in your contract the leeway regarding meal count, maybe as high as 15%, with the hotel and the time for specifying a meal count (typically 48 hours).

CONVENTION CO-CHAIRMAN OR CHAIRMEN - As Convention Co-Chairman, your responsibilities are to be the right and left hand of the Local Convention Chairman, to supervise and work directly with the Convention Chairman assigned to you. Monitor all activities to make certain they are performed and the due date is met. Request a written report of all the Chairmen's reports and send a copy to the Local Convention Chairman.

CONVENTION SECRETARY - The Secretary maintains accurate minutes of all meetings. The Secretary forwards minutes as soon as possible to the CSC President and other persons absent from the meeting. The Secretary handles all correspondence for the Convention Chairman and sub-committees. The Secretary works with the Local Convention Chairman if needed in preparing the Final Convention Report. The Secretary assists with writing thank you notes and handling other correspondence as required.

Supplies for Convention including copying, paper, all those listed under registration, Display Room, those required by the Local Convention Chairman and Secretary - in other words, any office-type supplies - should be listed and bought, if possible, in bulk by the Secretary which will help realize considerable savings.

CONVENTION TREASURER - Handles all funds of the Convention. Keeps a complete set of books and disburses money only upon receiving a voucher from the Convention Chairman or persons authorized to submit payment vouchers. Work very closely with the Chairman and the Registration Chairman during this time. Pays all outstanding statements at the close of the Convention and submits a final financial statement for review.

There are expenses involved at the beginning of planning the Convention so funds will be needed to work with. Consider a good Ways and Means Council project or a per-chapter or per-member assessment over a period of two years. Chapters may be able to loan money which would be refunded out of the Convention registration fees, after all bills have been paid.

When opening your account for the Convention funds it is to read: [Council Name] [Year] Convention Fund. Each ESA entity, whether a chapter, council or area council, is responsible for its own activities and each has no legal right to "encumber" any other ESA entity because of its activities. The reason the IRS requires each entity to have its own EIN is so it can be recognized as a stand-alone entity. ESA entities in good standing get the added benefits of the group exemption. By themselves, ESA entities are recognized as such. [Doug Mills, 2013]

The State will advance the hosting Council up to \$600. The sum of \$200 is advanced two years prior to your Convention, with the balance of \$400 one year prior. All advances are to be refunded to the State Treasury no later than **90 days** following the close of Convention. If necessary to secure the hotel, not food, an advance of no more than \$1,500 for the hotel deposit for meeting space, not food, may also be requested. **Funds will not be distributed without written request to the CSC Executive Board.** The letter is sent to the President with a copy to the Treasurer.

A proposed budget is to be submitted to the Executive Board for approval. For a sample copy see the *Sample Forms* section. A proposed budget is basically that - proposed financial guidelines, subject to changes and adjustment if necessary. Consult with the CSC President if you have any questions or problems.

If you find your proposed budget does not balance as you'd like, examine the following as partial solutions:

- Tote bags are optional.
- Consider meals at minimum prices - it is not always necessary to have prime rib or steak served at the banquet.
- Table decorations may be supplied free of charge by the Hotel and are also optional.
- Consider using one table decoration for all events.

Remember the great bulk of income is registration of the membership and this does not start coming in until

April/May of the Convention year.

The final Convention Financial Statement must be prepared by the Local Convention Chairman and the Treasurer. The financial statement should include a separate total of attendance and total cost for each food function rather than mass total called "food." For example, a luncheon which costs \$13.95 plus 8.25% tax and 15% gratuity added of \$2.26 would cost \$17.37 for each one served. If 300 people were served, the total bill for lunch would be \$5,211.00 (Note: On registration and in budget, this \$17.37 would be rounded up to \$17.50). Similar information should be listed in the financial statement for each food function.

1. The Treasurer works directly under the Local Convention Chairman but independently.
2. A tentative budget is prepared after the bid is accepted and sent for final approval to the CSC President (if not at the planning meeting where presented to the Convention) two years before Convention. May make additional suggestions at this time, prior to submittal to the Executive Board.
3. Arrange for a bank account with two signature authority, which includes the Local Convention Chairman and Treasurer. Determine if two signatures are needed to cash any checks.
4. When the budget is prepared, determine how monies will be paid - convention budget or each bill must have approval. Notify the status of funds to the Local Convention Chairman on a weekly basis once Convention draws near and funds are being received. Establish a schedule for reporting to the Local Convention Chairman the status of funds. This will include the amount of expenditures, the Convention Chairman asking to be paid and the amount of their budget limitation.
5. Any unusual expenditure or discrepancy should be reported immediately to the Local Convention Chairman.
6. Before Tuesday of Convention, if necessary, obtain the necessary petty cash money and money bags from the bank for registration and deliver it to the Registration Chairman, obtaining a signed receipt for the petty cash money. The Treasurer and the Registration Desk must balance out each time the Registration Desk checks out.
7. Prior to Convention, all budgeted items (provided there are funds) should be paid. At Convention, checks should be ready for any paid entertainment, etc.
8. The Treasurer must know exactly how much has been spent before arriving at the hotel for Convention. Treasurer must contact the Chairmen and Committees for reports of their activities and the exact amount the committees have spent for Convention. Treasurer will specify a date that these reports are due so a report can be compiled to be sent to the State Officers and the next convention site. Chairmen should be reminded the Convention Account at the bank will be closed after a specified date and no bills will be accepted after that date. It is suggested that everyone be told they have only 30 days in which to cash their reimbursement checks for the same reason. Chairman and Committee Reports must include the following:
 - a. Committee title
 - b. Chairman name
 - c. Others serving on committee
 - d. Duties of chairmanship and how they were carried out
 - e. Budget amount and itemized actual expenses
 - f. Suggestions for changes and/or ways to make the chairmanship easier
 - g. Attach an itemized statement with receipts if money is due from the Convention Treasurer
9. At all times the Treasurer should have a running balance of available funds. The ledger should be in keeping with requirements for an official financial review. A qualified person shall review the books following the Convention. The Convention books should be closed and a complete financial review completed within **60 days** of Convention.
10. The account at the bank should contain only Convention money and be arranged so that no service charge is made, if possible. Stress the date the account will be closed and all checks not cashed will be null and void after that date. This will help alleviate outstanding checks when the Convention Checking Account is closed.
11. On the CSC Convention proposed budget, before final food prices can be obtained, the cost for registration should be estimated as follows: present food costs plus tax and gratuity plus 18% inflation factor.

Convention Chairmen

The success of the Convention depends entirely upon the convention chairmen and committee members. The chairmen should attend all meetings and keep all of their committee members informed of any developments. If the Local Convention Chairman has co-chairmen, it is well to divide the responsibility by having specific committees report to either the Local Convention Chairman or the Co-Chairmen, thus dividing the workload.

In some cases a convention chairman will need others to assist but in other cases only a few will also need to serve. Discuss the amount of help required for your committee and give the names of those individuals serving on your committee to the Local Convention Chairman.

Deadlines are important and must be met. Contact your Local Convention Chairman if you cannot meet your deadline.

Every committee and sub-committee must keep accurate accounting of expenses and report to the Convention Treasurer regularly. Clear any unbudgeted expenses with the Chairman in charge who in turn will clear it with the Local Convention Chairman. An exact amount of expenditures must be known just prior to the opening of the Convention. Your Convention Report is vital and needed. For the report, prepare a written report about your Chairmanship for your Local Convention Chairman. This should be prepared in duplicate, no later than 10 days following the close of Convention (refer to *Sample Forms* for outline format), and provided to the following year convention chairman.

FACILITIES CHAIRMAN - One or more persons should be appointed to keep track of details during the progress of the Convention. Check each meeting room as it is being set up and inform the person in charge as to any last minute changes or problems. **IMPORTANT:** Be sure American Flag is in the place of honor at the podium. Hotel staff sometimes MOVE THEM INCORRECTLY. Request a copy of the *Flag Protocol* from the CSC President to have on hand at Convention.

All checkers should be very familiar with the layout of the hotel and should visit it before Convention starts. Items to check include the following:

1. Meeting rooms to confirm that all equipment to be used is operating properly.
2. If using a spot light or some other equipment that has an operator, provide that person with all necessary material (i.e. scripts, instructions, etc.). Some hotels require the operator of the spot light to have training in the use of the spot light. A "union" hotel may not allow a non-union member to operate the spot light even though trained. Check to see if this item has to be budgeted.
3. Confirm decorations are in place at appropriate functions at the designated times.
4. All workshop rooms to be sure all requested equipment (easel, podium, water, etc.) is there and room is set up correctly (theater, school room, etc.)
5. Hotel bulletin board to be sure that daily events have been posted correctly.

HOSPITALITY CHAIRMAN - Should be in charge of the courtesies (i.e., flowers) if any, extended to VIP's. Confirm with the President if hospitality baskets are needed. If so, is responsible for collecting, assembling, and delivering to the following: Executive Board Members, IC Representative, Past IC Presidents, Keys, prior year Outstanding Woman, Outstanding First Year Member, and any special guests named by the CSC President.

Is in charge of all Tote Bag material, if there are to be tote bags. Chapters to provide a report on what they have collected and the total number. Is responsible for a Committee to help stuff the tote bags at a specified time, making certain they are presentable no later than May 1st.

Plan welcome for IC Representative and CSC President - small gift if possible.

PAGE CHAIRMAN - Secures individuals to assist with all errands for the Local Convention Chairman, State Officers,

and anyone else who needs assistance. They are particularly busy during the general assemblies. Pages should be easily identifiable.

The Vice President, Local Convention Chairman and/or Local Convention Co-Chairman, may leave messages for Pages.

During the general assemblies and functions, Pages should be stationed near the head table, near the doors and in the center of the rooms. They will be available to assist with various duties as needed.

Prior to the doors opening to any function, the Pages should be stationed outside the area. About 15 minutes before the function is to begin, the Pages should urge people to go into the meeting room so that the doorways will not be blocked and people will take their seat more rapidly.

PRINTING CHAIRMAN - Responsible for printing the Agendas, name tents for the head tables, signs for the Registration Desk, Credentials Desk, Workshops, and any other pertinent assignments as directed by the Local Convention Chairman. Tents for the head table should be in bold print and large enough to read from the assembly floor.

PUBLICITY CHAIRMAN – Will coordinate with the CSC President and they must be creative in the advance publicity of the Convention. Good publicity will influence a larger attendance:

1. Announcement of location and date, program information (if known).
2. Flyer to be on tables at 3rd General Assembly of prior year Convention.
3. Promotion done at Leadership prior to Convention, with flyers and registration form distributed.
4. Reservation forms with information on who check is made out to and where forms/checks are mailed.
5. Pertinent information and photographs of hotel which will interest and attract Convention registrants.

Coordinate all activities with the Local Convention Chairman and CSC President. Responsible for submitting four articles to be published in the Blue N Gold; confirm the due dates with the Blue N Gold Editor.

REGISTRATION CHAIRMAN - Confirm with CSC President the date and method of mailing the registration packets. Mailings should include Council and Chapter Presidents, the State Executive Board, the IC President and Representative, and posted on the CSC Website and Facebook.

The Registration Chairman receives all registrations, records them in detail. Registration Chairman's name is printed on all registration forms. Must keep an accurate record of all money received and works directly with the Convention Treasurer in depositing funds received.

The CSC President will notify you when you will present your report at the General Assembly. Your report will contain the following information: # Members, # Men, # MALs, # Guests, # total Registered.

You are responsible for ordering all of the badges for the registrants attending Convention. The Chamber of Commerce badges with white background and block letters are best, or you may use others. List the person's name and Chapter in large letters using an over-size print or black lettering. A light color background makes easier reading. Ribbons or colored dots may be attached, check with the President on preference. Colored ribbons or stickers are purchased to designate the person's position. The ribbons or stickers are attached to the name tags. Colors are determined by the Registration Chairman and the method set out in the Agenda booklet. The following is an example: Executive Board (gold), General Board (blue), 1st Time Convention Attendee (green), Key (red), Delegate (pink), etc.

The Registration Chairman handles reserved seating. Request from the CSC President the head table seating assignments and any reserved seating by a specific date. You are responsible for notifying the Convention Chairman the total paid for each meal function / event. This meal count can be made from your registration cards. Counts should be made at mid-day and at each day's closing until final registration is closed. Be sure that the proper persons within hotel management and Convention Chairmen are advised.

Meet with your Committee several times to explain their duties for all women working at the Registration Desk during the Convention. Confirm that you have the necessary signs for the registration area and request that the Sign Chairman provide them to you by a certain date.

Your Committee will work the Registration Desk. Meet with them several times to explain the duties and the shifts the desk will be open. Have one person stationed at each file box, except registration, which will require two. This enables one to prepare card/name tags and the other to give tickets, collect money, etc. Be sure that at least two alternates are assigned to every shift. The Registration Chairman or Co-Chairman should be available and within the area at all times. Confirm with the CSC President the hours Registration is open.

After all information is recorded on the master record form from the pre-Convention registration form, should set up a card file on each attendant, alphabetically, being sure all information from master posting is transferred to the card. It is at the Registration Desk where the attendee registers, clarifies any previous information sent or pays any amounts due.

The Registration Desk should be set up near the entrance of the meeting rooms, well in advance to the opening of the Convention. It should be clearly identified with signs. It is suggested that Registration work in shifts and it is wise to have each shift check any money turned in with the new shift starting with a new bank. Only the Registration Chairman should handle the completed cards at the Registration Desk.

REGISTRATION DESK DUTIES - The following is just a guideline to help you get started.

Registration Supplies - 5 x 8 color coded cards, alphabetical file for correspondence, ledger book for registration money received and for entering registrants at Convention (10 or more columns will be needed).

Additional Supplies that may be needed, adjust to your needs: notepads, pencils and erasers, pins, scissors, receipt books, staplers and staples, cash box(s), masking tape, clipboards, endorsement stamp for checks, adding machine with extra tape, extra name badges, paper clips. Most of these supplies will be needed at the registration table so pack plenty.

Registration Cards: Filed by name, rather than by Chapter. Be sure to note the breakdown of A to M and N-Z. The names of the attendees are listed alphabetically within these files. Attach name tags and all meal and function tickets. (Envelopes may be used for these.) Do not check off which Convention events the attendees will attend until they actually check in and confirm at the Convention Registration Desk.

Registration Procedure:

- Locate card or envelope
- Ask attendees to confirm their meal and function tickets and sign for them. This is extremely important. Indicate by date and initials on the Registration Card any extra meal tickets that are sold.
- Verify proper ribbon or sticker is on badge.
- Give name tag, tickets, program and direct attendee where to receive their tote bag **if there is one**.
- Explain that program has all convention information and that tickets are for meal functions.
- Do not replace Registration Card in file - place it in your box for completed registration.
- Shifts are not considered completed until cash/checks and tickets have been tallied.
- Accept checks for exact amounts only.

Ledger Book - Maintain the book indicating name, Chapter, town, and amount of money received. Establish a 10 column ledger with ability to insert additional pages. Header on columns to read: date received, amount, special events, name, town, and date funds deposited and/or transferred to Convention Treasurer. During the Convention, the Registration Chairman should enter only those persons who register at Convention in the ledger book. Everyone else should be entered before Convention registration begins - additions to indicate extra functions paid for upon arrival will need to be made as delegates pick up their registration.

SPECIAL EVENTS CHAIRMAN - Responsible for all decorations being done by the Chapters assigned to work on specific decorations for a function. Should be notified by the assigned Chapter(s) as to the progress of all the decorations being made at scheduled intervals. Responsible to see that all functions requiring decorations are ready at the designated time and that transporting them to the hotel planned.

Historically, the following events have been held at State Conventions. (Check with CSC President to confirm what events are planned)

- a) Thursday No Host Luncheon for Executive Board and Convention Committee. CSC President to supply guest list. Convention Committee responsible for planning and coordinating with CSC President.
- b) Thursday President's Invitational Dinner - the CSC President decides if one is to be held. The CSC President's Chapter and Council are responsible for planning and will have a separate contract with the hotel. The Convention Committee may be asked to assist with set up, etc.
- c) Friday President's Thank You Luncheon. Open to all.
- d) Friday No Host Dinner / Mixer - Open to all if a no host affair is planned.
- e) Saturday Awards Luncheon - Open to all.
- f) Saturday Night President's Reception. CSC President's Chapter and Council are responsible. Convention assists with plans for room, etc. May be combined with Incoming President's Reception.
- g) Saturday Banquet/Installation of Officers - Open to all.
- h) Newly Installed President's Reception. CSC President's Chapter and Council are responsible. Convention assists with plans for room, etc. May be combined with retiring President's reception.
- i) Celebration of Life - Open to all.
- j) Sunday Brunch (if one is held) - Open to all.

MISCELLANEOUS ACTIVITIES

Always refer to the current *CSC Bylaws* and *Standing Rules*. Always keep in contact with the CSC President. Below is a breakdown by event of the responsibilities and procedures for hosting a Convention.

Agenda - The CSC President is responsible for and has final approval of the Agenda. Provide a date when all information is due to the Convention. Determine the size of the Agenda, how will it be reproduced, who will type it, and who will design a cover for it.

The Local Convention Chairman works with the President in preparing the draft of the Program/Agenda. The contents of the Agenda should contain the entire Convention schedule. The President determines the contents of the Agenda.

Advertising within the Agenda may be sold. However, an amount covering the cost of the Agenda should be budgeted.

Association of Arts/Awards Display Room - The Convention Committee is responsible for securing rooms for the Association of Arts and Awards displays. It is possible to have the Association of the Arts and Awards share a room; however, confirm with the CSC President. The schedule for being open is decided by the CSC President and listed in the Agenda. It is the responsibility of the Awards and Association of Arts chairmen that members are on hand to staff the room at all times that it is open; however, the Convention is responsible to ensure that the door is locked during the posted closed times. If the State Project Fundraiser Baskets are not displayed in the assembly room, the Convention Committee is responsible for securing a room for display/storage. If possible, the baskets may be in the Association of Arts/Awards display room.

Audio-Visual - Confirm with Installing Officer what will be needed for the Installation and budget for those expenses. Confirm with the President the microphone / podium needs for meetings. Coordinate with Recording Secretary if screen and LCD projector will be required for workshops

Awards Luncheon (Saturday) - The second largest food function and decorating event of the Convention. It should have a theme in keeping with the overall theme. The Awards are handled by the CSC Awards Chairman. Favors are optional. They may be hand-made, give-away items, or purchased. The luncheon is included in the general registration fee. The Awards Chairman and Convention Committee should coordinate requirements for this luncheon

Brunch (Sunday) – If one is held, the Sunday Brunch should have a theme in keeping with the overall theme. The Committee will decorate that morning and take down the decorations following the Assembly. Check with the President (both the newly installed and the outgoing) to see if any special items will be needed. Handouts for the CSC Leadership and the next year's convention are placed on the chairs/tables at this event.

Celebration of Life - Communication with the State Chaplain should begin at least two months prior to Convention. Assist the State Chaplain in the room arrangements. The day of the Celebration of Life program is determined by the CSC President. The Chaplain plans and prepares the program. Ushers assist with seating people toward the front so late-comers may be quietly seated in the rear seats with little disturbance. The front rows are reserved for the State Executive Board and Past CSC Presidents. The doors are closed once the service starts.

Committee Attire - If you plan to dress alike, make decision early, select style and provide all information to the members. Invite CSC President to join in dressing as the Committee and send all the information.

Deadlines - Suggest December 1st for decorations and menu covers. Also establish deadline dates for loan money from Chapters / Council or from Council Ways and Means projects.

Decorations (Optional) - If used, coordinate all Convention decorations throughout the entire Convention. This includes rooms, tables, mixer, luncheons, no-host affairs, banquet, signs, place cards, meal tickets and any other items. All decorations must be set up 30 minutes before doors are scheduled to open. Doors should be open 30 minutes before each function is scheduled to begin.

Convention Chairmen to seek authority from Executive Board to sell any convention items at least 90 days prior to start of Convention and, if approved, set price. Money from sales is given to Convention Treasurer and leftover items are returned to the appropriate chapters. Work with the CSC President on the method to handle the decorations (i.e. pulling numbers, etc.), this will enable the method to be added to the Agenda.

Door Prizes - The Convention is responsible for securing door prizes and gifts given during the Convention; however, door prizes are optional. Door prizes may be solicited from local merchants, chapters, etc. The time and place for door prize drawings are determined by the CSC President and listed in the Agenda. Remember, prizes should be easily packed for the trip home.

Entertainment - Coordinate all of the necessary entertainment during the entire Convention. Provides whatever equipment may be necessary for various functions and coordinates with the Audio-Visual Chairman. A partial listing of functions where entertainment or audio-visual equipment may be needed:

- Opening Ceremony – Microphone, podium, etc.
- First, Second and Third General assemblies - Speaker needs
- Friday Night Mixer (Coordinate with Mixer Chairman) - Music, etc.
- Saturday Awards Luncheon - Coordinate with Awards Chairman
- Saturday Installation / Banquet - Coordinate with Installing Officer
- Celebration of Life - Coordinate with Chaplain at least two months before Convention
- Workshops - Confirm all equipment is operating 30 minutes prior to scheduled time

Executive Board Meeting - The CSC President usually holds the Executive Board Meetings in the suite, if one is provided. If a suite is not provided, a room is to be designated for this use. If a meal is planned, confirm with the President for the time and place for holding the meal. It usually starts at 6:00 pm Wednesday. The hospitality

baskets (optional) for the members of the Executive Board are delivered to the meeting room at their luncheon break on Thursday and the Board is registered for Convention at that time.

Favors - The use of favors is optional. The amount should be budgeted and an estimation of the approximate number required so that you don't have too many left over. Confirm with the CSC President if you may sell any left over favors. Historically, the CSC President has had a favor to share at the invitational events. Confirm if assistance is needed in putting the favors out before the event.

Flag Ceremony - The CSC President appoints the party to conduct this ceremony. Convention Committee coordinates to assist and coordinate the needs with the assigned party for this event. If a room is needed for storage, the Convention Committee will make the necessary arrangements.

General Board Meeting - Plan for two, the Incoming and the Outgoing, with about 30 attending each. The CSC President will advise dates and time, usually Friday and Sunday morning. CSC President will state who will be at the head table.

Gifts (Optional) - Might obtain from the hosting City a small token to be presented to the Executive Board and the IC Representative at the Thursday luncheon.

Greeters - The main purpose for having greeters is to make everyone feel welcome. Greet everyone with a smile and an enthusiastic welcome, don't wait for those you don't know to come up and speak. Know where and when the events are being held so that you can give directions and furnish instructions and direct delegates to the Registration Desk.

Installation - The President-Elect designates the Installing Officer. The Installation Ceremony Chapter and Council should carry out the plans and wishes of the Installing Officer. The Committee shall communicate with the Installing Officer to what their needs are with reference to staging, ushers, flowers, etc.

Installation Banquet – This is the Presiding President's banquet. A theme for the banquet is chosen which will correlate with the overall theme and the President's theme. The banquet is always considered the most elegant affair of the Convention. Set up all tables as soon as possible. The Committee for the banquet should be large enough to have everything in place at least 45 minutes before the doors are scheduled to open. Tables close to the Installation stage are reserved for the CSC President and Incoming President's family, friends, guests, Chapters, and Councils.

Key's - Past President's Auxiliary - Contact the President of the Keys concerning their plans. Offer to help in arranging or reserving a room for their meeting, typically held on Thursday night. Give a deadline date to respond.

Meal Tickets (Optional) – May be provided for all regular functions and all no-host affairs. The extra and/or no-host affairs for which tickets are required will be separate from the regular functions. The meal tickets are given to the Registration Chairman for inclusion in the packets. Determine who will collect meal tickets and how. Method will depend upon arrangements made with the hotel.

Meetings (Planning Functions) - To save some time while planning the Convention, check with the Hosting Council President to determine if any planning meetings may be held at a regular Council meeting without interfering with conducting normal business.

Mixer (Friday Night) - This is a casual, fun gathering. Food is optional and depends on your budget, confirm with hotel if snacks may be brought in to the meeting room. Snacks should be included in the budget as well as the entertainment and decorations. If a fee is involved, publicize this to the membership. Entertainment to be appropriate for our organization. The Mixer usually has bar set-up; have ample table and chairs for the attendees.

Photocopying - Reproduction is a large cost. Survey your membership - try for freebies from various working

members. Consider standardizing size of menu covers to help with the costs.

Signs - Many signs will be required for the Convention. Remember to check with the CSC President about additional requirements. Offer to provide the next Convention Chairman with any signs in good condition.

- a) Suggested signs:
 - Poster Signs / Door Signs (tailor to fit the plans)
 - Association of Arts Display Room
 - President's Receptions
 - General Assemblies
 - Workshops (include theme, type, etc.)
 - Invitational Dinner and Luncheon
 - No-Host Dinner / Mixer Party (tailor to fit the plans)
 - Awards Luncheon
 - Banquet / Installation
 - Celebration of Life
 - Brunch
- b) Table Poster Signs
 - Confirm with the CSC President the requirements for tables at meals and at registration area.
 - Reserved signs for Vice President's Chapter and Council at Installation Banquet.

CSC President's Reception - Sponsored by the Chapter and Council. The CSC President will designate if the reception is open to all or if by special invitation only. It is normally held in the suite. The CSC President's Chapter may request punch, tea, or coffee, etc., and pays for refreshments served. Arrangements for payment should be indicated in advance.

The newly installed CSC President may want a reception after the installation. The above comments would apply to the request.

If agreeable to both incoming and outgoing president's, the receptions may be combined and costs shared.

Thank You Luncheon (Friday) - A favor may be provided for this function, but confirm with the CSC President before finalizing favors.

Theme - The Convention theme should be determined by the Convention Council. The Chairman works with the CSC President in determining whether each function, including no-host affairs, should have an individual theme (keeping with the overall theme). Remember, **the Saturday night banquet ties into the theme for the presiding CSC President.**

Historically, each affair, no matter how small, has a theme for which decorations may be made. If it is determined to carry on tradition, work with the Chairman of all these affairs in coordinating the overall design, preparing samples of all decorations with sufficient detail.

When choosing the overall theme as well as individual themes, request many ideas from all of the persons within the Convention Council. These ideas then may be considered by the Convention Committees. These people all working together can arrive at a singular theme for the individual function. Be sure to consider the coordination of the overall design, though, when final decisions are made.

Thursday Celebration Dinner – This event is the responsibility of the CSC President's chapter and council. The Convention Committee may be asked to assist with set up, etc.

Welcome - Check your local area for a representative of your Community (newspaper editor, television celebrity,

Mayor, Council Member, City Manager, etc.) to address and welcome the assembly to your City. This is done at the 1st General Assembly. Request the hotel have a representative welcome the assembly to their facility, also done at the 1st General Assembly.

HOTEL ARRANGEMENTS

The Hotel is a vital part of planning the Convention. Below are guidelines to assist with this aspect of Convention Planning.

Arrangements - Samples for various events and arrangements are included in this booklet for your use. These are basically guidelines and each Council may change to meet their particular needs. Hotels will provide you with a copy of their events planning sheet, this is what they will use for each event. Review this carefully and make any necessary changes / adjustments.

Contract – Must be approved by the Executive Board and signed by the President prior to final signature by Convention Chairman and hotel. Confirm with hotel if checks will be accepted. If yes, add to contract. Confirm with hotel if a fee will be charged for parking, and if possible, have this fee waived and add terms to contract.

General Information - Set dates for Convention with hotel and tentatively schedule all meeting rooms needed for Convention. Written confirmations need to be sent to the hotel and reconfirmed by hotel in writing.

Convention Chairman and Co-Chairmen visit the hotel and all of the meeting rooms, discuss room arrangements with the catering staff and choose the menus. Determine the policy of the hotel in connection with displays of Convention signs and such in Convention areas. Advise the Signs Chairman of the hotel policy. If your group has special requirements which are relative to hotel service, be sure the hotel is alerted. At an ESA Convention nearly everyone checks out of the hotel at the same time on Sunday. Request the hotel have sufficient staff to handle checkouts on Sunday and request late checkout. Coffee shop breakfast waits can be eliminated when you alert the hotel that there will be extra people. Little things like this help your Convention run more smoothly. Other trips may be needed later, but should be kept to a minimum.

Coordinate with CSC President to prepare a schedule which includes the following details on each activity of the Convention:

- a. Room to be used and what it is used for.
- b. The day or days to be used and the hours.
- c. The time it should be set up by the hotel (this time must be set to give Convention group time to decorate prior to activity).
- d. A detailed list of everything the hotel needs to have in the room.

Copies of the Draft Agenda are to be provided to the hotel at least six weeks prior to Convention so they can check them over and make any necessary changes. You will be provided with a *hotel arrangement sheet* used by the hotel for your function. Confirm that they have listed all your needs and events. Copies of those sheets pertaining to individual functions should be given to the person or group in charge; i.e., Installing Officer, etc., in time for them to recheck to see that nothing is left off. Arrange for Credentials Desk setup. Work with the Credentials Chairman to determine table space and number of chairs needed. Signs for Credentials Desk will be made by the Sign Chairman.

A seating chart for each head table function is prepared by the CSC President and given to the Local Chairman. The CSC President indicates for each function where everyone is to sit. Copies of these should be given to the Decorations Chairman for place cards.

Just prior to Convention review all arrangements with the hotel. Determine the key contact persons for services to be rendered throughout the Convention. Request that the hotel give you the name and extension number of one

person in authority you may always be able to contact. It works best if one Convention person is the contact for ESA rather than twenty different members making requests. Remind the hotel of the time your group's Sunday checkout and the days when Convention people are apt to use hotel restaurant facilities so they may have extra staff on hand to help.

Chairman and Co-Chairmen should check into the hotel the night before or early the first morning of Convention. Arrangements need to be made to use the hotels loading ramp and available storage space for decorations, tote bags, props, etc. Schedule the arrivals and have help on hand to do the physical labor. Allow time to get one group of things put away before another is scheduled to arrive.

Give the hotel a tentative meal count before the Convention actually begins. This is based on the number of pre-registered plus the hotel reservations of people not pre-registered. This count should be submitted low so you are not penalized financially for no-shows. After registration is in progress, Registration Chairman can make another meal count from the registration cards and at that time you may furnish the catering department a revised meal count. It is a good idea to give another revised count on Saturday morning. Meal menus complete the information that must be furnished to the hotel, plus time to begin serving.

Some way should be arranged to recheck the hotel meal count. If the function is set up for a definite number, then the simplest way to know the number served is to count the empty places and have another person double check your count. At that meal you should check your number against the plates served by the hotel. This one item can save considerable dollars on food. Another system is to collect meal tickets and count with hotel person.

Samples of written arrangements sheets covering all items to be furnished by the hotel and manner of setup for the various functions are included in this booklet for your use. One sheet should be prepared and completed for each function giving every detail. Signs need to be posted when areas are set up. Have the hotel send all bills to the Chairman so they can be checked before paying any bills.

Meals - When negotiating firm food prices, tell the hotel you have only a certain amount budgeted to spend, inclusive of tax and tip, and ask what they can provide within that price range. Registration should allow \$10 for working expenses. Determine from hotel how the tax is applied to meal functions - before or after the tip. Request all meals be seated for tables of eight. Confirm hotel can accommodate special meals and include in contract.

Room Requirements - Determine how many rooms (sleeping and meetings) are to be blocked at the hotel. Beware: Do not over block rooms. Most hotels estimate 2 per room for women's conventions. Try to negotiate the following suites: CSC President / IC Representative, Local Convention Chairman. Hotel may have a policy for a suite for the CSC President and one comp for every 50 booked rooms.

Confirm rooms free for: Workshops, Association of Arts/Awards, Celebration of Life, General Board Meetings, and Executive Board Meetings (if there is no CSC President's suite).

When negotiating room space, remember the space needed for meetings. Attendance at the three General Assemblies is typically 50-70 each. Ask the most recent Convention Chairman for figures of attendance at that Convention to help estimate the attendance figures. Other events are suggested as follows:

- Events usually held in President's Suite
 - Executive Board meetings (6-8 people)
 - President's Reception (30-50 people)
- Events held elsewhere in the hotel, each list an estimate of people attending
 - Workshops 40 – 75
 - Thursday Executive Board & Convention Committee Lunch 12-18
 - Awards Luncheon 60-80
 - Sunday Brunch (if one is held) 40-60
 - President's Invitational Dinner (Thursday) 40-60

- President's Thank You Lunch (Friday) 40-60
- Friday Night Mixer Party 30-50
- General Board Meeting (Friday morning / Sunday morning) 20-40
- Chairmen's Meeting 20-30
- Ballroom for Banquet/Installation 80-100
- Past CSC President's Meeting (Keys) 18-20
- Celebration of Life 30-50

HOTEL ACCOMMODATION ORDER

Confirm in writing with the hotel the following issues. Each Hotel has their own type of *Accommodation Order*. The information on that form varies, but typically contains the following:

- Official dates of Convention
- Total number of guest rooms required
- Number arriving prior to official opening
- Peak day or evening
- Date when members will start checking in
- Date majority of group will depart
- How reservations will be handled - direct to hotel (best choice) or through Convention Committee.
- Will a blanket number of rooms be held for officers, speakers, special guests, to be assigned by the convention Committee and released at a reasonable period prior to the convention?
- Will hotel furnish reservation forms?
- Will hotel furnish brochures describing its facilities?
- What comp rooms do they give (usually the President's suite plus one per 50 rooms booked)?
- Parking fees
- Refrigerators/Microwaves available in rooms?
- Roll Away Beds

HOTEL EVENT ORDER

Each Hotel has their own type of *Event Order*. The information on that form varies, but typically contains the following:

- Individual or Organization:
- Function Name:
- Chairman of Function:
- Bill sent to:
- Day, Date and Time room to be occupied
- Time meal is to be served:
- Attendance Expected:
- Price per Meal: Food + *current* Gratuity + *current* sales tax
- Time to Serve Meal:
- Time Doors to Open:
- Menu: (here they list everything)
- Beverage:
- Linen:
- Control: Collect tickets at all tables
- Date Booked:

To help in your negotiations, remember: Verify if gratuity is added to cost of meal and then taxed OR is tax added to cost of meal and then gratuity determined. [Example: 13.95 + 18% gratuity = 16.48 + 8.25% tax OR 13.95 + 8.25% tax = 15.10 + 18% gratuity.]

SAMPLE TIME SCHEDULE (COVERS 3 YEARS)

This is just a guideline and your Council may call their meetings at any time they choose. The below schedule is offered as a reminder of what should be done and when. Every detail is not called out as each Convention, each Chairman, each Committee and each Council varies. Pace yourselves.

YEAR 1

MAY - When firm bid to hostess a Convention is accepted (3 years before you actually hostess), an approved signed contract with hotel should have been established and a signed copy provided to the Executive Board. Prepare 3 minute presentation for Convention. *The contract must be signed by the hotel representative, convention chair, **and the CSC President.***

Submit formal contract (or Letter of Agreement) to CSC President. Request assistance and review prior to negotiation with the hotel in October (work should be going on well in advance by Local Convention Chairman and the Co-Chairmen).

Read menu selection for meal events - decide on maximum cost and select tentative menu. Try to lock in meal prices as soon as possible.

JUNE - Determine whether Local Convention Chairman will be appointed or elected and proceed if council has not done so already. Qualifications: (a) capable of dealing 1 on 1 or group basis; (b) capable of dealing with hotel and Convention Center personnel; (c) should be an organized person; and (d) needs to have ability to delegate tasks.

Evaluate Convention just held for ideas, etc.

AUGUST - Send letter to Chapters asking for representatives and alternates to serve as Committee Chairmen or Representatives. Ask that they come to next planned meeting with theme ideas and 1st and 2nd choices for hosting a function.

Decide if workshop on Conventions is needed at a Council meeting. If so, contact the CSC President for suggestions of a capable and qualified person. Then contact your choice and set up workshop.

Primary concern assignment of Chapters to hostess special events.

Fill in organizational Chart as much as possible. Fit person to job.

Decide who will make promotional material at next Convention if materials were not available from Convention Center or Chamber of Commerce.

Decide on whether or not to have tote bags - not necessary; purely optional.

Discuss major Convention gift: will it be hand-made tote bags, notebooks, binder, folders, what? If purchase is required, delegate someone to investigate cost, etc. and report back to committee. If cost is a factor, the Convention gift can be eliminated.

A Proposed Convention Budget must be set up and approved by the Convention Committee and submitted for approval to the Executive Board via the CSC President. This budget will change as the Convention draws closer and income and expenses can be more accurately determined. Stress economy. Do not work up a deficit budget.

Take care of any items above that haven't been accomplished.

YEAR 2

MAY - Check current convention and make notes to help in your planning.

Prepare for committee meeting to start making big decisions and final plans.

Rework budget, if needed, and submit to the CSC Executive Board before their August Leadership meeting. Refer to CSC Standing Rules for provision that states the budget is submitted for approval two years prior to Convention.

SEPTEMBER - Direct Convention Secretary to send written request to CSC President, copy to CSC Treasurer for the \$200.00 advance from State Council. **It will not automatically be sent.**

Request Chapters have sample decorations and program covers at next Convention meeting to be held in February. It is the Council's decision to use hotel centerpieces or create their own.

Discuss and decide if Council is going to dress alike. Ask for ideas on pattern and material at February meeting.

Secretary to prepare roster of Convention Chairmen and Committees, Chapter representatives. This listing is to be provided to the President, the President and members of the Convention Planning Committee.

Survey membership for talent and services available for free within the Council to help each other keep costs down.

Submit formal contract (or Letter of Agreement) to CSC President. Request assistance and review prior to negotiation with the hotel in October (work should be going on well in advance by Local Convention Chairman and the Co-Chairmen).

Read menu selection for meal events - decide on maximum cost and select tentative menu. Try to lock in meal prices as soon as possible.

FEBRUARY - Distribute completed Organizational Chart.

Present and discuss decorations, program covers, costumes, sub-themes for each event. If approved, ask everyone to collect any needed items for each other.

MARCH - Report on cost of major Convention gift, if not tote bags, and finalize if not a costly purchase.

Finalize sub-themes; try to tie event themes into the major overall theme.

If not using Hotel's decorations, finalize decorations - be honest in evaluation of each - keep in mind cost, time in making, sale ability and storage - give final approval. Be critical but gracious. Remember, decorations are optional.

Day prior to this meeting, meet with hotel to block rooms.

Plan promotional skit for Convention – 5 minute presentation.

APRIL - Work party to make handouts for upcoming convention, if needed.

YEAR 3

MAY - State Convention - handouts promoting your Convention . . . wear costumes. Presentation is 7 minutes.

At Convention, observe everything. Note the good and the bad for your Council's meeting. Try to have your key chairmen (especially Registration) observing and working with this year's Chairman.

Coordinate with Registration Chairman workflow vs. hours open as you adjust number needed at registration

desk and if hours can be adjusted.

JUNE - Decide on mailings.

Discuss decoration loopholes, if any.

JULY - Send letter to CSC President listing the following information and any other pertinent information you may wish to share:

- Copy of roster.
- Copy of organizational chart.
- Copy of proposed budget.
- Major gift decision.
- Overall theme.

Deadline date for any input to the program/agenda book so the Council can meet the printing deadline.

AUGUST - If Leadership is held, promotion may be done. Send written request, either email or letter, to CSC President requesting time on agenda.

SEPTEMBER - Direct Convention Secretary to send written request to CSC President, copy to CSC Treasurer for the \$400.00 advance from State Council. **It will not automatically be sent.**

Submit formal contract (or Letter of Agreement) to CSC President. Request assistance and review prior to negotiation with the hotel in October (work should be going on well in advance by Local Convention Chairman and the Co-Chairmen).

Read menu selection for meal events - decide on maximum cost and select tentative menu. Try to lock in meal prices as soon as possible.

FEBRUARY - Determine method of mailing registration and confirm this with the CSC President. Those receiving registration include: Executive Board members, Council and Chapter Presidents, IC President and Representative, and others deemed necessary by the CSC President.

Select napkins from the hotel table linens - match against decorations and choose colors for linens for each meal event.

Tote bags or giveaways shown if planned.

Request two volunteers who would be in attendance throughout the Convention to hand write place cards, if needed, for last minute changes.

Ask for Pages - each from a different Chapter, if possible.

Contact State Chaplain for needs. Funds are in your budget for Celebration of Life, historically \$50. Advise that funds are available for the Celebration of Life.

The CSC President sets the agenda and will send to you the times for all events and what is to be included in the Agenda Book.

Registration Chairman shall provide each Chapter a work schedule sign-up sheet for the Registration Desk.

MARCH - Get names of Pages and complete preparations for last promotional mailing.

APRIL - Have a walk through at the hotel with all Council members. Become familiar with the rooms and the layout of the facility.

MAY - Have all Chairman and Chapter Reps submit as many bills as possible at this time.

Host the convention

JUNE - Final wrap-up on all things with Chapters and hotel, plus finances.

JULY - A draft of the final Convention report and financial statement should be sent to the Outgoing and Incoming CSC President before IC Convention. (The report and statement are used by the Executive Board to help plan the CSC Budget.

AUGUST - Article and final Financial Statement to Blue N Gold by deadline date. Send Financial Statement to State Treasurer. Must have Financial Examination within 60 days of close of convention.

Final Convention report and financial statement to Outgoing and Incoming CSC President and Treasurers prior to State Leadership date.

All records and books to CSC President for next Convention Chairman.

**CALIFORNIA STATE COUNCIL CONVENTION
SUGGESTED FORMAT FOR A STATE CONVENTION PROPOSED BUDGET**

The following worksheet was adopted in March 2013 and is based on projected attendance of 75 members and 15 guests/men. Your budget should be adjusted to the estimated attendance for the Convention you are planning. These counts do not include MAL's. Ask the last Convention Chairman for attendance figures at each function to help you determine your estimated attendance figures.

INCOME

Advance Loans from CSC	
First Advance - by written request only - Year 1	\$200
Second Advance - by written request only - Year 2	\$400
Deposit to hold hotel - by written request only (if needed)	\$
Advance Loans (\$600 combined)	
Chapters # x \$	\$
Councils # x \$	\$
Others # x \$	\$
Registration - Does not include meals / events	
Members # x \$	\$
Guests # x \$	\$
Late Fees # x \$	\$
Meals	
Friday Thank You Lunch # x \$	\$
Friday Mixer # x \$	\$
Saturday Awards Luncheon # x \$	\$
Saturday Banquet # x \$	\$
Sunday Brunch # x \$	\$
Speaker/Guest Meals # x \$	\$
PROJECTED INCOME	\$

EXPENSES

CSC Advances/Loan Paybacks	\$
Other Advances/Loans Paybacks	\$
Meals	

Friday Thank You Lunch # x \$	\$
Friday Mixer # x \$	\$
Saturday Awards Luncheon # x \$	\$
Saturday Banquet # x \$	\$
Sunday Brunch # x \$	\$
Speaker/Guest Meals # x \$	\$
Decorations (Invitations/Place Cards, etc.)	\$
Thursday Board/Convention Committee Lunch – Optional # x \$	\$
Friday Thank You Lunch # x \$	\$
Friday Mixer / Candidate=s Faire	\$
Saturday Awards Luncheon # x \$	\$
Saturday Banquet # x \$	\$
Sunday Brunch (If held) # x \$	\$
Event Expense	
Installation	\$50
Celebration of Life	\$50
Hotel	
Audio-Visual (microphones, projectors, screens)	\$
Room Rental Fee	\$
Printing (agenda / invitations / programs)	\$
Promotional (i.e., handouts, Blue N Gold, postage)	\$
Bank Charges	\$
Chairman Expenses (postage, telephone, travel, supplies)	\$
Refunds # x \$	\$
Miscellaneous / Other	\$ _____
PROJECTED EXPENSES	\$
PROJECTED SURPLUS (subtracting Income and Expenses)	\$

**SUGGESTED FINAL FINANCIAL REPORT
HOSTESS COUNCIL (Name)
(Year of Convention)**

INCOME

Advance Loans	
California State Council	\$
Loans from Chapters	\$
Loan from Council	\$
Loans from Others	\$
Registration - Does not include meals / events	
Members # x \$	\$
Guests # x \$	\$
Late Fees # x \$	\$
Meals	
Friday Thank You Lunch # x \$	\$
Friday Mixer # x \$	\$
Saturday Awards Luncheon # x \$	\$
Saturday Banquet # x \$	\$
Sunday Brunch # x \$	\$
Speaker/Guest Meals # x \$	\$
TOTAL INCOME	\$

EXPENSES

CSC Advances/Loan Paybacks	\$
Other Advances/Loans Paybacks	\$
Hotel	
Audio-Visual (microphones, projectors, screens)	\$

Room Rental Fee	\$
Decorations (Invitations/Place Cards, etc.)	\$
Event Expense	
Installation	\$50
Celebration of Life	\$50
Meals	
Friday Thank You Lunch # x \$	\$
Friday Mixer # x \$	\$
Saturday Awards Luncheon # x \$	\$
Saturday Banquet # x \$	\$
Sunday Brunch # x \$	\$
Speaker/Guest Meals # x \$	\$
Printing (agenda / invitations / programs)	\$
Promotional (i.e., handouts, Blue N Gold, postage)	\$
Bank Charges	\$
Chairman Expenses (postage, telephone, travel, supplies)	\$
Refunds # x \$	\$
Miscellaneous / Other	\$
TOTAL EXPENSES	\$
CONVENTION SURPLUS (subtracting Income and Expenses)	\$

