

NGC-CAR CONFERENCE MANUAL EXHIBIT ONE - PAGES

PAGES

1. Pages are appointed by the NGC-CAR Conference Chairman and assist in proceedings of the Conference. Three (3) Pages are necessary. They will be available for the NGC President, NGC-CAR Director, and NGC-CAR Conference Chairman.
2. Pages should not have many other duties as they will be needed to assist the Officers. They may be used for passing notes and messages.
3. The Page should not be possessive of the Officer but take the responsibility of introducing the members to the honored guest, making sure none of the members monopolize the Officer to the extent others cannot talk to them.
4. Be available when the NGC President, NGC-CAR Director, or their Representative, checks in at the hotel to greet them and welcome them to the NGC-CAR Conference in the state. If necessary, help get things up to the room. (locate a bellhop, baggage cart, etc.)
5. If the Officer agrees, it is a help if the page has the extra key to the room in case they need to go back to the room for a forgotten item.
6. Remember their room number and location of it to the elevators. Allow for time in elevator when escorting NGC-CAR Representative. Be sure they know YOUR room number and cell phone number - they may want to contact you about something. There may be a need to assist by carrying books, briefcase or gift presentations for them when going to the function, or returning.
7. Arrange a time and place to escort the Officer/Representative to the meal or event.
8. Know where the restrooms are located so you can direct them, if asked.
9. Know the location for the various meetings/meals/banquet rooms/programs. Also know where faxes and copies may be made at the hotel.
10. There is special seating at the Business meeting and at each of the meal functions for the Pages. This information will be sent to each Page once the NGC-CAR Protocol Chairman has their name, address and E-mail.
11. NGC-CAR Protocol Chairman checks with the Pages and gives them the times and places where these Dignitaries need to be.
12. If an item is forgotten, the Page may be requested to go back up to the room for it (don't forget to have the room key)....you may be asked to hold purses for those in the Receiving Line

on that evening....see if a glass of wine, soda or water is needed prior to the meal function.

13. Ask if they need any help at departure time.

14. It is a little like being a Clerk at a Flower Show-be available, perform your duties, but be in the background.

15. Smile and enjoy!

03/29/15