

ORGANIZING A DISTRICT A-12 CONVENTION



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INTRODUCTION

Thank you for considering the hosting of a District A-12 convention.

This manual will provide you with some guidance, some suggestions, and make the convention run a little more smoothly. It is not intended to answer all of your questions and provide solutions to all of the little problems that may appear.

Your mandate is to organize the annual A-12 District Convention, at the least possible cost for those attending while ensuring that it incurs no expense to the host Club(s).

This manual has been prepared by several A-12 Lions who have been involved in organizing District and Multiple District conventions. Thanks to Governor Peter McCague and Dianne, PDGs Bill and Kathy Daoust, PDG Jim and ZC Maureen Hilt, PCST Chris Lewis and Lion Marj, PRC Fred Collins and VDG Nancy Watt-Durant for their input.

Please advise PDG Dave Durant of any errors, alterations or additions to be made to this manual.

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TOPIC 1

STEPS TO TAKE BEFORE YOU OBTAIN CABINET APPROVAL

- Note that this is a **District Convention** and not to be considered a Club Convention. **All activities, the programme, the guests, the speakers, the venue, etc. are subject to the approval of the District Governor and the Immediate Past District Governor for the year in which the convention will be held.**
 - Obtain a copy of the **Constitutions and By-laws** and **Policy Manual** for the District and, be familiar with the sections pertaining to conventions. This data can be downloaded from the A-12 website at www.a12lions.org
 - Unless already done by the Honorary Committee, select a **date** for the convention to be held. Note that the A-12 convention must be at least 21 days prior to the MD“A” convention. The date of the proposed MD“A” convention can be found on the MD“A” website at www.mdalions.org The usual time for the A-12 convention has been the last weekend in April. Check to make sure that is not Easter weekend¹. Once a tentative date is selected discuss the timing with the Immediate Past Governor, the Governor and the Vice-Governor.
 - Unless already done by the Honorary Committee, locate a **venue** for the convention. Ideally, all the rooms and meetings should be “under one roof”, however, there are only a few locations in A-12 where this is possible. You will require:
 - Approximately 100 to 150 bedrooms.
 - Locations on Friday to hold the exhibits and Friday night social.
 - Locations on Saturday to hold the opening ceremonies, the Region Rallies, the Saturday awards luncheon (if awards given out at lunch instead of at the Gala), the Saturday afternoon special interest sessions, voting, exhibits, the Governor’s VIP reception, and the Saturday evening gala.
 - Locations on Sunday to hold the voting, the Memorial Service and the closing ceremonies and brunch or lunch (if held).
- The number of registrations and the numbers attending these various functions for the past few years are shown in Section10.
- Decide if one Club can handle the **hosting duties**, or invite another Club or Clubs to assist. Clearly spell out (in writing) how the profits (or losses) from the convention will be divided if more than one Club is involved.
 - Select a **steering committee** for the convention. This committee should be made up of a Chair, Vice-chair, Promotion Chair, Secretary, Treasurer, and two or three other Lions.
 - Select a **theme** for the convention. Once the theme has been established, work with it right from the first promotion to the end of the convention. Some suggestions are: black & white , clowns, cowboys, Harry Potter, Hawaiian, Mardi Gras, medieval, Mexican, musical, nautical, patriotic, pirates, roaring 20s, rock & roll, the 50’s, hillbillies, Christmas, Superheroes, etc.
 - Design a **logo** to go along with the theme.

¹ Easter Sunday - 2014-April 20; 2015-April 5; 2016-March 27.

TOPIC 2

YOUR BID TO CABINET (unless already done by the Honorary Committee)

- Your committee will have to appear before the A-12 Cabinet and obtain approval for the convention for the year you have selected. District Conventions should be planned three or more years in advance.
- Your bid should be in writing (with enough copies for all members of Cabinet) and include:
 - The date
 - The host Club(s)
 - Details of the hotel(s) with the anticipated room costs
 - The meeting room details
 - The anticipated meal costs
 - The proposed registration fee
 - The theme
- If there are two or more bids received for the same convention year, and are deemed acceptable by Cabinet, then the locations will be voted on at the next District Convention. Bids must be received 45 days prior to the opening date of the convention at which they are to be voted upon.

TOPIC 3

NEGOTIATING FOR THE VENUE

Once the bid has been approved, obtain **contract/contracts** from the hotel(s) and/or meeting room(s) and/or caterer to firm up the prices and guarantee the dates.

- Do not “beg”– the hotel and caterers really don’t care that we are non-profit – **they** are in business to make a profit! Note that their first price is what they would like to get. Tell them what you want to pay for rooms and meals. There is almost always room to negotiate. If not, consider looking for a different venue or different caterer.
- You do not have to use the caterer’s or hotel’s “set menu” – they can usually provide a suitable meal for less \$. If you leave the menu up to them – you may find they are more receptive to providing you a better deal.
- Try to get one free room for every 40-50 rooms booked and a free room donated to use as a raffle prize. They may also provide some free upgrades from the standard room to a suite at the standard room rate.
- Only one or two people should deal with the hotel. No other committee chairs or members should deal directly with the hotel or you will end up with “he said” and “but she said..”.
- Find out the restrictions (if there are any) re handicap access to the meeting/banquet rooms.
- **If possible have registrants book the hotel room directly with motels or hotels.** Simply provide the list of motels/hotels and the room types and prices and let the Lions to book directly. This will save your committee a countless number of headaches re cancellations, non-smoking rooms, being together, handicap access, cancellations and refunds, etc.
- Have the contract between the hotel and an **incorporated club or the District**. Because of liability issues, the contract should not be between the hotel and an individual.
- Do not plan on signing the first draft of the contract. If there is something in there you do not like, have it changed. Once the contract is signed, it is virtually impossible to make changes.
- The hotel and/or caterers will want a deposit. Try to keep the deposit amount “on signing” low until the convention before yours when you will start to receive deposits. Then you can provide another deposit. You may require between \$1000 and \$2500 as a deposit with the contract, unless this has already been paid by the District Honorary Committee
- Find out the cancellation policy re cancelling rooms, food, etc.
- Find out the hotel policy re putting up election and direction signs.
- The hotel may require a copy of Liability Insurance. The LCI webpage has a link where you can obtain a copy of the policy.
- Book “nicer” rooms for the Governor, International Guest and the Protocol Couple. The rooms should be fairly close together in the hotel. The rooms for the Governor and International Guest are the expense of the Convention Committee. The Protocol Couple are expected to pay for their own room – but it should be reserved at this time.

TOPIC 4

SETTING UP THE COMMITTEES

Make up job descriptions and obtain **Committee Chairs**. Note that a Lion may wish to chair more than one committee and Lions can serve on more than one committee. The Committee Chairs can obtain the members to serve with them on the committees. The suggested Committee Chairs and their job descriptions are:

COMMITTEE	DUTIES
Convention Chair	<ul style="list-style-type: none"> • calls meetings • arranges for committees and ensures their activity • keeps all plans on time line
Vice-chair	<ul style="list-style-type: none"> • assist Chair as required • substitute for Chair as required
Convention Advisory Committee	<ul style="list-style-type: none"> • members of the District Honorary Committee. • Will provide input and direction when asked
Registration	<ul style="list-style-type: none"> • prepare registration form • prepare hotel room information sheet • receive registrations • send out confirmation letters • prepare packages of tickets, name badges, etc. for Lions as they arrive at the convention • set up a schedule to man the promotion & registration desk at the convention <u>before</u> the one you are hosting. • set up a schedule to man the registration desk at the convention you are hosting. • arrange for printing of tickets for the Saturday luncheon, Saturday dinner and Sunday Brunch • coordinate with the Hotel regarding rooms booked
Hotel & Facilities	<ul style="list-style-type: none"> • negotiate with the hotel • be the contact with the hotel for committees • keep the contract
Treasurer	<ul style="list-style-type: none"> • look after all money sent to the convention committee • make sure all bills are approved by the executive committee and paid • prepare a budget based on input from various committee chairs
Secretary	<ul style="list-style-type: none"> • take and distribute minutes of each meeting • remind all members of the date, time and place of meetings
Convention Draw	<ul style="list-style-type: none"> • organize a draw to be sold to Lions in the District. (Since it is "in house" there is no need for a license) • arrange for prize(s) and the printing of tickets • mail the tickets to each Lion and Lioness club in A-12 • follow up with the clubs who do not return tickets • sell tickets at Zone Meetings and Region Rallies • set up a schedule during the convention to sell the tickets • arrange for draw drum and conduct draw at Closing Brunch
Convention Pin	<ul style="list-style-type: none"> • design and order convention pins • note if the pin has the word "convention" on it, then the manufacturer is obliged to charge an additional 15% premium which is sent to LCI • arrange for spare pins to be sold at registration desk at convention
Displays Friday, Saturday & Sunday	<ul style="list-style-type: none"> • send out letters of invitation to various groups and suppliers to be at our convention • arrange for tables for the various groups who wish to have a display at the convention • note those who wish electricity and layout the display room accordingly • arrange for security on Friday and Saturday evening – i.e. making sure the room is locked.
Logistics	<ul style="list-style-type: none"> • arrange for pickup of District items from the host of the Convention before yours • arrange for storage of same • arrange for and put up direction signs and function signs at hotel, Canadian flags, sound system, etc. • make sure flags, banner, gong, sound system, etc are in the correct room at the right time during the convention • act as Sergeant at Arms during the effective speakers and memorial service to prevent entry into the room if it is disruptive • arrange for and operate sound system, screens, etc. as required
Protocol	<ul style="list-style-type: none"> • arranges for reserved signs, name cards and sets up head table processions • works with DG for announcing dignitaries in the proper order.
Promotion and Public Relations	<ul style="list-style-type: none"> • prepare a bid to cabinet (if required) • prepare a promotion presentation for the upcoming convention and schedule the manning of the registration booth at the convention • schedule visitations to Zone Meetings, Region Rallies, Cabinet meetings and other Clubs to encourage attendance • send out ads for Gov newsletters • set up web page with District Webmaster • obtain and distribute "welcome lions" signs to local merchants the weekend of the convention

	<ul style="list-style-type: none"> • have banner installed in Town or at Resort • coordinate the local newspapers, radio and TV for the purposes of informing the public that there is a Lions Convention in your town and arranging to have the media present at the opening ceremony
Programme Booklet and Printing	<ul style="list-style-type: none"> • establish the cost of ads in the Convention programme book • sell ads in the programme book • there should not be a charge for “standard” size ads for Lions who are campaigning for office – if they wish larger ads – then a charge is justified • prepare the programme book and arrange for printing • arrange for printing of programmes for Opening Ceremonies, Awards Luncheon or Saturday Gala, Memorial Service and Closing Brunch (if required)
Transportation	<ul style="list-style-type: none"> • arrange for bus service – if required
Friday evening dinner	<ul style="list-style-type: none"> • Lions are on their own for dinner. • Dinner should be arranged for the DG and spouse, the International Guest and spouse, the Convention Chair and spouse and the protocol couple. This expense is a convention expense.
Friday evening banner recognition & entertainment Friday 8 – 10pm	<ul style="list-style-type: none"> • arrange for the parade and/or the hanging of banners • arrange for the entertainment for Friday evening • the MC is usually the IPDG • check to see what sound system is available and what is required by the entertainment • arrange for a stage for the entertainment if required • arrange for a reserved table for DG and International guest and spouses and protocol couple.
Hospitality Rooms Friday and possibly Saturday evenings	Because of liability issues – there should not be any “official” convention recognition of hospitality rooms. The subject should not be in the program nor should there be any signs. Candidates should be advised to make up cards to hand out with their room number on it. Candidates should be advised that hospitality rooms must be closed while official events are taking place.
PDG Dinner or Breakfast Friday evening 6pm or Saturday 7:30 am	<ul style="list-style-type: none"> • the IPDG sends out invitations, collects money, and hosts this event • IPDG works through the <i>Hotel and Facilities</i> chair • A table should be reserved for the DG and spouse, the International Guest and spouse and the protocol couple. <p><i>Note - The advantage of the PDG breakfast is that it allows the PDGs to be with their own Clubs on Friday evening for dinner plus, traditionally it has been a rush to get back from the PDG dinner to the Friday evening entertainment.</i></p>
Opening Ceremonies and Region Rallies Saturday – 9 am	<ul style="list-style-type: none"> • work with the District Governor and IPDG re the implementation of the program • work with Logistics to arrange for placement of the proper number of chairs, flags, podium, gong, sound system, tables, and generally be present to assist with this event. • coordinate with the PR chair to arrange for the MP, MPP and Mayor and other dignitaries to be present (if the committee decides to have these people present.) • arrange for distribution of the programme (if used) • have and place “reserved” seating signs for spouses of dignitaries • arrange for piper? If used and OPP?, Mounties? Lions? to carry flags • put signs up for the 3 rooms for Region Rallies • In the interest of time, make sure Region trophies and other awards are presented at the Region Rallies – not at the main opening session • Make sure the Region Chairs do not adjourn their meetings until the International Guest has had a chance to visit with them (unless there is a Q and A session in the afternoon with the International Guest) • Make sure the Region Chairs are aware of organizations such as CNIB, CDA, etc who may be wishing to visit them.
Awards Luncheon Saturday Noon	<ul style="list-style-type: none"> • work with District Governor and IPDG to arrange program • work with Logistics to arrange for placement of name tags, flags, podium, gong, sound system, tables, and assist in this event. • reserve tables as required for dignitaries • work with the Printing Chair re the printing of the program • collect tickets <p><i>Note – The Awards could be presented during the Saturday Evening Gala. In that case, it is probably best to not have an arranged lunch on Saturday – just let everyone do lunch on their own.</i></p>
Special Interest Sessions Saturday afternoon	<ul style="list-style-type: none"> • contact the speakers & presenters and determine what they will require • provide assistance to the presenters as required • make sure signs are in place • having a Q & A session with the International Guest is a possible activity at this time
VIP Reception Saturday	<ul style="list-style-type: none"> • Governor sends out invitations and arranges food and drink • location could be in his/her suite or a meeting room. Note – there may be corkage charges if the reception is held in a meeting room and liquor is served.
Saturday evening dinner	<ul style="list-style-type: none"> • coordinate with caterer or hotel • collect tickets • coordinate with entertainers or speaker if necessary • reserved table if no head table.
Voting Saturday & Sunday	<ul style="list-style-type: none"> • looked after by the District Constitution & By-laws Chair • the District Governor assigns the Lions to be present in the room • they will look after the ballots, ballot boxes, etc. • all committee has to supply is a room and signs

<p>Memorial Service Sunday 9:00 – 9:45</p>	<ul style="list-style-type: none"> • arrange for a minister • arrange for music • arrange for distribution of the programme • make sure there is a screen, laptop and projector. • work with logistics to set up and take down cross • have “reserved” seating signs for spouses of dignitaries • MC is usually the IPDG
<p>Closing Brunch² and Business Meeting Sunday 10:15</p>	<ul style="list-style-type: none"> • work with District Governor and IPDG to arrange this function • arrange with Logistics to have flags, etc. • arrange for extra table for trophies • arrange for gift for International Guest • collect tickets

- Decide how often, where, and when the convention **committee will meet**. (e.g. first Monday of the month)
- Ensure the Honorary Chairperson, Cabinet Officers and future Convention Host Committee Chairperson are notified of your meeting dates, times and places.
- A typical registration form is in the appendix of this manual.
- If you decide to use Visa or Master Card, you may find it much more economical to use it through a business owned by one of the members. If you try to set up a Visa or Master Card account for the convention through one of the local Banks, you will probably find the administration charges are quite high, they will want a 3 year contract and cancellation charges are outrageous.
- The committee focus at this time is to be prepared to promote the convention you are hosting at the upcoming District convention.
 - Note that you should not be promoting the convention until after the date of the upcoming convention. You must not send out registration forms, draw tickets, etc. until that convention is held.
 - Arrange for a table at the upcoming District Convention to promote the convention which will be held the following year.
 - The Convention Chair and one or two other committee members should attend the convention committee meetings being currently held to get ideas.
 - Decide on what items you will be promoting at the upcoming convention. If you are having an interesting speaker, or activity, then have it arranged before the convention. By selling the “sizzle” (location, speakers, activities, etc.) you will get many more registrations at the upcoming convention than if you just merely announce that the convention will be held at such and such a place.

² If the hotel meals prices are high, you may consider not having a brunch on Sunday, and just have a Memorial Service and Closing Business meeting. The Governor may also decide to have the final Cabinet meeting on Sunday.

TOPIC 5

THE CONVENTION BEFORE THE ONE YOU ARE HOSTING

- Your Registration Chair should have copies of the registration form available so Lions family members can pre-register at this convention.
- You may wish to consider an “early-bird” incentive to encourage registration at this weekend.
- There should be a schedule set up so someone is at your table at all “open” times during this convention to take in registration forms, answer questions, etc.
- You may wish to have stickers of some type to put on name badges of people who have pre-registered.
- Your Promotion Chair should have lots of literature available on the hotel(s), you planned programme, and on activities in the area. It is a good idea to have a newsletter available.
- Note that you CANNOT sell draw tickets for the convention you are hosting at this convention.
- Your Convention Chair and/or Promotion Chair should be ready to “sell” the convention you will be hosting. This usually takes place at the opening business session on Saturday morning.
- Have your various Convention Committee Chairs observe and take notes during the various functions happening at this convention
- Arrange for a truck or trailer to pick up the flags, cross, etc. and store this material until next year. Note a screwdriver will be required to take apart the flag stands.
- Plan to attend the wrap-up meeting of this convention committee. Ask what they would suggest be changed for next year’s convention.

TOPIC 6

PLANNING THE CONVENTION

GENERAL

- Note that the Immediate Past District Governor is the **Honorary Chairperson** of the convention and his/her purpose is to guide this committee using his/her experience from the past convention. The Past Convention Host Committee Chairpersons will also be available to assist with guidance.

COMMITTEE MEETINGS

- Conduct monthly meetings with as many of the committee chairs present as possible. It is a good idea to invite all the Club members so they are aware of what is being planned.
- The current District **Governor, Vice-Governor and Region Chairs** should also be invited to attend any convention committee meetings and should be sent copies of minutes.
- Remember, this is a District Convention, and the **decisions** of the IPDG, the DG and the District Convention Committee are final.

VIPs

- Arrange for complimentary accommodations for both the international Guest and the District Governor and their spouses. There is **no charge** for any meal tickets, etc. for the International Guest and District Governor and their spouses.
- There will be a list of preferences sent from LCI for your International guest. Their room should be stocked with soft drinks and other beverages, flowers, a welcome note from the convention chair, etc.
- Arrange for a suitable **gift** for the International Guest. **This is a convention committee expense.**
- The District Governor should assign a **protocol couple** for the International guest. This couple should pick up the guest at the airport, make sure all their meals are paid for, accompany them during the convention, look after any special needs and return them to the airport. They should have a vehicle large enough to transport the guest and spouse and their luggage. Although the protocol couple are expected to register for the convention and pay for their meals, they should be included in the Friday night dinner with the Governor, International Guest and spouses, where their meal cost are picked up by the Convention. A room close to the International guest should have been reserved for the protocol couple. The protocol couple pay their own room charges.

BUDGET

- Partial financing of the convention can be accomplished with a **convention draw**. As noted in Topic 3, you should have negotiated a free weekend room from the hotel. Use this weekend, plus some other local prizes (donated if possible) for your draw prizes. Avoid a 50/50 draw as you are giving away half of your profits!
- Prepare a **budget** for the convention. Income is from the registration fee, convention draw, meals, selling ads in the convention programme, selling golf shirts and possibly hosting bars during the convention. (Note money from ads sold to the public for the convention program go to your Activities account and not into the Club's Administration funds.)

PROMOTION

- Promote the convention at every opportunity. Visit as many clubs, Zone meetings, Region rallies and Cabinet meetings in the District as possible. The Promotion Chair should set up a schedule for these visitations, include info in the Governor's newsletter and on the District website. Make sure the Lions Family is given a reason **why** they should attend.
- Make sure every Cabinet Officer is supplied with registration forms, hotel data sheets, etc. at the first Cabinet meeting in August or at the Officers training school. This will allow them to hand out the information during their visits.
- When the Registration Chair sends out confirmations of registration, the confirmation should include a map of how to reach the venue and an agenda of what is going on during the convention. Several people will be attending for the first time and will need to know what activities are taking place and when they will occur.
- Send out an information booklet with the dress code, locations and times of events, agendas, duties, etc. a few weeks before the convention. This information booklet should be sent to The International Guest, the Cabinet Officers, Members of the Honorary Committee, Cabinet Chairs, the Convention Committee, candidates and any guests from other Districts. Even if a District Officer or Chair or PDG has not registered, a copy of the booklet should be sent to them accompanied by a convention registration form.

TIME SCHEDULE

- Complete a suggested **time schedule** when activities should be done. A typical schedule is shown below:

TIME	WORK TO BE DONE
August	Provide Cabinet Officers with registration forms, hotel info, etc.
Sept	Set up schedule for Club, Zone meeting and Region Rally visits
Sept	Print Draw Tickets
Nov	Arrange Bus Transportation (if required)
Nov - March	Sell Programme advertising
Jan	Order Pins
Jan	Letter to Camps, MDA promotion chair, LFC, food suppliers, etc. re displaying at convention.
Jan	Distribute draw tickets to Clubs
Jan	Arrange for Reverend and music for memorial service
Feb	Send out registration acknowledgements
Feb	Send out invitations to PDGs for Dinner/Breakfast
Feb	Invite Media and Politicians for flag raising (& opening ceremonies?) Ask Politicians for letters for directory
Feb	Send out Info package to District officers, PDGs & guests
March	Press Release to Town re our hosting convention
March	Send out letters to candidates re hospitality room
March	Bar license, etc for hospitality rooms and banquet (if required)
March	Prepare and Print Programme
March	Make sure there are enough roses for memorial service
March	Purchase gift for Int'l guest
April	Prepare agendas for Sat Lunch and Sun Brunch.
April	Advise hotel of room layouts, head table seating, numbers for meals, etc.
April	Make up "reserved" signs for tables and tent cards for head tables
April	Print & put up "Welcome Lions" signs in stores

CONVENTION ACTIVITIES

- Decide how (or if) the **banners** will be displayed after the Parade of Banners on Friday evening. To minimize confusion and disruption, you may consider having the Club Banners put up before the Friday evening entertainment. The banners could be handed over as Clubs register and the Logistics committee hang them at that time. Banners arriving late could be put up after the Friday evening entertainment is over.
- If a **parade** is being held, obtain permission from the Town, arrange with the Police, and note from the District Policy Manual that notification must be given to all Clubs by January 31 indicating cost of entry, start time, classifications, parade route, and necessary registration forms. Note that you will have to arrange for parade judges. In many cases, the local townspeople are not pleased at being held up by a parade and quite often local business people do not like their main street closed off for a parade.
- At the Opening Ceremonies or Closing Brunch the winners of the **Effective Speaking** are introduced. Sometimes the speakers give their presentation and are awarded their cheque and trophy. Check with the District Chair to see if the winners will be in attendance. If there is a French winner, you may wish to have the speech translated and either passed out as a handout or shown on a screen.
- The winner of the **Peace Poster** is sometimes introduced at the Opening Ceremonies or Closing Brunch. The Peace Posters in the final selection may be shown in the Displays at the convention. Check with the Chair of the District Peace Poster Contest to find out his/her wishes.
- On Saturday at the Opening Ceremonies or at the Closing Brunch the **CNIB and CDA** may wish to make a presentation to the District. Certificates or plaques for the Clubs from these organizations may be presented at the Region Rallies if there are time constraints during the above functions.
- The Chair of the **Memorial Service** should check and make sure there are enough roses and the cross and candle box are in good shape. Make sure the lights work on the light stand and make sure extra bulbs are available. An extension cord and duct tape may be required.

MISC.

- Decide how to handle **special meal requests** (special coloured ticket, etc.).
- Arrange for a proper **sound system** for all functions. If the hotel sound system is not suitable, arrange to borrow the sound system from the District and provide a technology chairperson to be in charge during the functions.
- Finalize the pin design, get it on order and decide how much to sell excess pins for convention.
- Make sure the CST (or Governor) is aware that he/she should bring the District gong, gavel, banner and flags with stands.
- Check the Canadian Flags and make sure they do not need to be washed or ironed in advance of the convention weekend. Check the flag poles and see if they need re-painting or if new tops need to be ordered.
- Arrange for the committee from the convention being held next year to pick up the flags, cross, etc. They will require a truck and storage space. A check-list of items to be turned over is in the Appendix of this manual. Make a copy of this list it and get a signature when you turn all the items over to the new committee.

TOPIC 7

THE CONVENTION

LOGISTICS

- The District **paraphernalia** includes a gavel, gong, banner and set of flags (LCI, USA and Canadian) with stands. These items are normally kept by the CST or Governor. The District also has an outdoor flag, a street banner, and a cross, roses and lights for the Memorial Service, Sergeant-At-Arms arm bands and a sound system. If the hotel does not have a podium, you will have to arrange for one.
- Advise the hotel the room arrangements, the head table requirements (numbers, skirting, location, etc.). Do a schematic of the set-up for the rooms.
- Enforce the hotel policy re campaign posters, signs, etc.
- If you are having two head tables, refer to them as “table A” and “table B” – not “upper and lower” as this infers a different status level.
- Have all host convention committee members together for an orientation meeting so everyone is familiar with the layout of the hotel, is familiar with the agenda, etc.

REGISTRATION

- Consider having **official greeters** such as the Vice-Governors, Convention Chair, Vice-Chair, PDGs and Club Members, etc. at the registration desk to greet people as they arrive.
- Have ribbons for “first timers” or at least recognize them during meetings at the convention.
- Set up a schedule for registration table, convention draw sales, collecting tickets, setting up equipment, decorating, etc. A typical sign up form is in the Appendix.
- Everyone must be registered to participate in any convention functions (unless you have a parade – parade participants do not have to be registered).

CONVENTION ACTIVITIES

- Make sure there is a reserved table sign for the International Guests, Governor and spouse and Protocol Couple for the Friday evening entertainment.
- Make sure there are reserved table signs for the Zone Chairs, Region Chairs and spouses of the Head Table guests at the Opening Ceremonies, Lunches, Banquet, etc.
- Make sure there is a table reserved for the Effective Speaking and Peace Poster winners and parents and the respective District Chairs at the Opening Ceremonies.
- There should be a table or tables reserved at the back of the room for the host convention committee members. They should be admitted last for meals.
- The IPDG should have all the names of the participants at the PDG breakfast and have them introduced. The International Guest usually has a few words for the PDGs.

- **Before the Opening Ceremonies**, the Chair (usually the IPDG) should get the name(s) of the people who are carrying the flags (i.e. the 2050 Cadet group under the leadership of Captain so-an-so,) so they can be properly thanked. The Chair should also check with any VIPs (Mayor, MP, MPP, etc) who may be present to see if they would like to be excused after they offer their words of welcome.
- At the end of the Opening Ceremonies, the chair should remind all Region Chairs that they should not terminate their **Region Rallies** until the International Guest, CNIB, etc. has had a chance to speak to them.
- Allow physically challenged registrants entry into banquet rooms early and suggest diabetics be served first (if they wish). If it is a buffet, have some of the host club Lions or hotel staff available to assist those who may have trouble carrying plates.
- The IPDG should coordinate the **Memorial Service** program. There should be a comprehensive rehearsal for all involved so their part is effective. The Memorial Service committee chair should double check all the equipment, making sure there are enough roses, the equipment works, there are spare bulbs, etc.
- The convention committee is responsible for the gift for the International Guest. This gift can be presented at any suitable time during the convention. Any personal gifts to the International Guest (from the Governor, Protocol Couple, etc) are “personal” and should be presented in private.
- The Draw Committee Chair should make sure there is a draw drum and a good staple remover available to remove the staples from the books of stubs.
- At the closing brunch in the interest of time, the Governor should introduce the cabinet officers and chairs as a group (or as two groups) and actually recognize them with the gift at the final cabinet meeting.

SURVEY

- A convention survey will give you some feedback of your success. A typical survey is in the Appendix. You may wish to include the survey in each registration package, or make it part of the convention directory.

PARAPHERNALIA

- The hosts of next years convention should have a team ready (under the direction of the Logistics chair) to take down the flags, and transport the flags, stands, cross, etc. to storage. Note, a screwdriver will be required to take apart the flag stands.

➤ **TOPIC 8**

AFTER THE CONVENTION

- Review this manual. If there are any changes to be made to this manual please advise PDG Dave Durant. He will then revise the manual and send it to the incoming Governor, Vice-Governor, CST and the incoming Convention Chair.
- Hold a wrap-up meeting as soon as possible after the convention. Be sure to include next year's Host Committee at this meeting and present the Chair with notes and statistics to assist them.
- A financial report is to be submitted to the Cabinet no later than the end of the Lions' Year.

TOPIC 9

CONVENTION PARAPHERNALIA

KEPT BY THE DISTRICT GOVERNOR or CS or CST:

District banner and stand

Flags of Canada, USA, United Nations and Lions International, poles and stand. Note the USA flag does not have to be used if there is no American guest.

Gong and gavel

Sound system

KEPT BY THE CONVENTION COMMITTEE:

Approx 50 Canadian flags and poles in 4 storage boxes

Stands for the above flags

Cross, roses and a light stand for the memorial service

Lions Flag

Street banner with removable "Parade dates" patches.

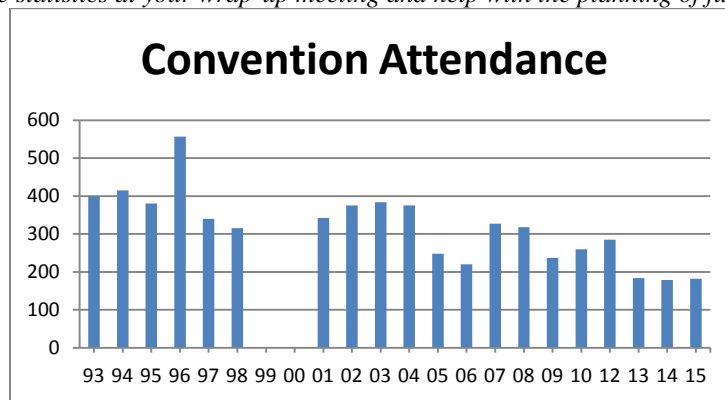
Sergeant-At-Arms arm bands.

SECTION 10

APPENDIX

	Registrations	Pins	PDG ³ Dinner/ Breakfast	Sat Breakfast	Sat Lunch	Ladies Function	Floats in parade	Sat Banquet	Memorial	Closing Luncheon	Draw Tickets sold
1993 Orillia	400	700						267		315	
1994 Midland	415		37	117 \$8		100 \$3.50		170 \$29.50		272 \$17	
1995 Collingwood	380 \$15	500	42					186 \$30		253	1920 \$1250 profit
1996 Gravenhurst	557		38	175				223		278	
1997 Barrie	340 \$15							180 \$30		220 \$15	
1998 Orillia	315 \$15					? \$7		158 \$30		192 \$15	
1999 Midland	?										
2000 Huntsville	?										
2001 Barrie	342							153		236	
2002 Midland	375					32 \$7		202		225	
2003 Bracebridge	384	500	28	209 \$5		N/A	N/A	259 \$35		230 \$15	
2004 Orillia	375 \$20			86 \$10				188 \$30		213 \$15	
2005 Barrie	273						14	150		175	
2006 Midland	248 \$20		21 \$30				17	? \$35		? \$15	
2007 Wasaga Beach	220 \$25	500	33	77 \$10		LIONESS ATTENDING	11	160 \$35	59	105 \$15	\$700 profit
2008 Gravenhurst	327 \$25	500	43 \$22	N/A	188 \$30	19	N/A	238 \$40	143	181 \$25	\$3010 profit
2009 Huntsville	318 \$25	300	33 \$20	N/A	176 \$30	22	N/A	221 \$50	137	182 \$25	
2010 Minett	237 \$25	300	30 \$20	N/A	137 \$35	9	N/A	183 \$50	120	N/A	
2011 Gravenhurst	260 \$25	200 \$5	21 \$20	N/A	131 \$30	24	N/A	180 \$55	131	118 \$20	\$2735 profit
2012 Huntsville	285 \$25		25 \$22	N/A	187 \$30	32	N/A	226 \$50	121	162 \$25	
2013 Midland	184 \$25		22 \$38	N/A	107 \$22.50		N/A	157 \$45	101	104 \$20	\$822 50/50 Profit
2014 Huntsville Joint with MDA	572 Total 179 A12 \$25	286 \$5	125 \$42	N/A	358 \$45		N/A	409 \$70	288	111 \$20 A12 only	\$8,405 50/50 profit
2015 - Minett	182	100			86			128 <small>+ 32 show only</small>	98	90	

Report accurate statistics at your wrap-up meeting and help with the planning of future conventions.



³ PDGs met Friday evening for dinner until 2008 when it became a Saturday morning breakfast. 2013 & 2014 was a dinner.

MUSKOKA KNIGHTS
DISTRICT A-12 CONVENTION 2008
taboo Resort, Gravenhurst
April 25 - April 27, 2008



Hosted by the Lions Club of Gravenhurst

A Club _____

Lion Lioness Leo Partner in Service Highest Office _____ Past Present

Name _____ Name to appear on badge (if different) _____
LAST FIRST

Mailing Address _____
STREET # or PO BOX CITY PROV P.C.

Phone _____ Fax _____ Email _____

B Club _____

Lion Lioness Leo Partner in Service Highest Office _____ Past Present

Name _____ Name to appear on badge (if different) _____
LAST FIRST

Mailing Address _____
STREET # or /PO BOX CITY PROV P.C.

Phone _____ Fax _____ Email _____

Hotel registration is being handled by Taboo Resort and you are responsible for booking your room directly with them. Please refer to the attached Taboo Accommodations information sheet - choose your room then call **Taboo** and book your reservation. **Deadline for hotel reservations is MARCH 1, 2008.** Book early and avoid disappointment.

Continued on other side . . .



PLEASE NOTE

- **Everyone** must be registered.
- All cancellations must be in writing or by fax. All cancellations after March 1, 2008 subject to a \$10 handling fee.

FUNCTION TICKETS	COST PER PERSON	"A""B"	TOTAL
Friday Night Fun	N/C		No Charge
Saturday Awards Luncheon	\$30	<input type="checkbox"/> <input type="checkbox"/>	\$
Saturday Night Medieval Feast	\$40	<input type="checkbox"/> <input type="checkbox"/>	\$
Sunday Closing Brunch	\$25	<input type="checkbox"/> <input type="checkbox"/>	\$_____
Total Amount for Function Tickets Required			\$

If you order all three function tickets you pay only \$90 per person!
Tickets must be ordered by March 29, 2008 and are available only while quantities last. Don't delay!
NO FUNCTION TICKETS WILL BE SOLD AT THE CONVENTION

➤ **NO REFUNDS AFTER MARCH 29, 2008.**

AMOUNT DUE

Registration fee for A*	\$25.00= \$
Registration fee for B	\$25.00= \$
Registration fee for Leo	\$10.00= \$
Function tickets (as above)	= \$
TOTAL AMOUNT DUE= \$	

Pay by cheque: Gravenhurst Lions Club

OR charge to your **Visa** or **Master Card**

Card # _____ **Exp.** ____ / ____

Name on card _____

Signature _____

Send completed registration to:
 Lion Nancy Watt-Durant
 22 Brian Road
 BRACEBRIDGE ON P1L 1A5
 Phone 705 646-1313 Fax 705 645-7559
 E-mail cdnenvro@muskoka.com

or you can **register on line at**
<http://convention.gravenhurstlions.org>

* The registration fee is waived for a new Lion inducted between July 1, 2007 and the convention.



Muskoka Knights - Be part of the fun!



**MUSKOKA KNIGHTS
DISTRICT A-12 CONVENTION
APRIL 25 – 27, 2008**

REGISTRATION CONFIRMATION

LION

Thank you for registering for **MUSKOKA KNIGHTS**. We have planned an exciting weekend for you at **Taboo Resort** and we know you are going to have a “roaring good time!” A map and directions are on the back of this letter.

You have registered for the following:

Registration	YES
Saturday Awards Luncheon	NO
Saturday Night Medieval Feast	YES
Sunday Closing Brunch	NO
Amount owing	\$40

Your tickets will be in your registration package, which you can pick up at the Registration Desk located in the **North Shore Lobby**, starting at 3:00PM Friday, April 25.

NEW THIS YEAR! Voting will take place Saturday April 25 in the Lakeside Room 1:30 PM – 2:20pm AND also Sunday April 26 in the Lakeside Room 8:00 AM – 8:45 AM.

The Gravenhurst Lions Knights and Ladies are looking forward to welcoming you to our A-12 Convention **MUSKOKA KNIGHTS at Taboo!**

Please do not hesitate to contact me should you have any questions or concerns.

Nancy Watt-Durant
Registration Chair
705 646-1313
cdnenvro@muskoka.com

AGENDA	
FRIDAY	
2pm	Registration opens
4:30pm	Flag Raising
8pm	Parade of Banners
8:30pm	Entertainment
10pm	Hospitality Rooms
SATURDAY	
9am	Opening Ceremonies
11am	Region Rallies
Noon	Awards luncheon
2pm	Voting
3pm	Special Interest Sessions
6pm	Governor's Gala
10pm	Hospitality Rooms
SATURDAY	
8am	Voting
8am	CNIB Appreciation Continental Breakfast
9am	Memorial Service
10:15	Brunch

CONVENTION SIGN UP SCHEDULE – FRIDAY

This is **your** convention – we need **lots** of help – please sign up as often as you can – spouses are welcome to help. Please put your name in any empty square.

10 - noon										
Deliver Signs for Merchant windows										
Pick ups <i>(See below for duties)</i>										
1pm – 3pm										
Set-Up <i>(See below for duties)</i>										
Registration										
Draw ticket sales										
Greeter										
					10 – 11			11 - midnight		
Hospitality Room										
Pick-ups to be made Fri am	1. Get flags from storage 2. Pick up draw prizes 3. Organ and sound system 4. Get Hotel signs from Printer 5. Wine & Beer 6. Cash floats for Registration, Ticket Sales									
Set up duties	1. Canadian flags, stage & sound system 2. Registration table set up 3. Display area set up 4. Signs, street banner, etc put up 5. Items put in Int'l Guest suite									

Sign-up sheets should also be prepared for Saturday and Sunday.

DISTRICT A-12 “MUSKOKA KNIGHTS” CONVENTION

*We hope you enjoyed this convention. To help Convention Chairs plan future conventions for you, please take some time to complete this survey and return it before you leave.
Thank you for your participation.*

1. Is this the first time you have attended a District convention? Yes No

2. Are you a Lion Lioness Leo Partner in Service

3. Please rate the following with 1 being “Poor” and 5 being “Excellent”

GENERAL ITEMS	Rating					Not Applicable or Did Not Attend	Comments and/or Suggestions for improvement at future conventions. Please use the back of this page if additional space is required.
	POOR				EXCELLENT		
Overall reaction	1	2	3	4	5		
Convention Web Page	1	2	3	4	5		
Convention Registration	1	2	3	4	5		
Hotel Room Registration	1	2	3	4	5		
Hotel Room	1	2	3	4	5		
Convention Directory	1	2	3	4	5		
Convention Pin	1	2	3	4	5		
Displays & Pin Traders/Sellers	1	2	3	4	5		
Bus Service	1	2	3	4	5		
FRIDAY EVENTS							
Flag raising	1	2	3	4	5		
Parade of Banners	1	2	3	4	5		
Entertainment (Blooze Brothers & Dooley Sisters)	1	2	3	4	5		
Hospitality Rooms	1	2	3	4	5		
SATURDAY EVENTS							
PDG Breakfast	1	2	3	4	5		
Opening Ceremonies	1	2	3	4	5		
Region Rallies	1	2	3	4	5		
Awards Luncheon	1	2	3	4	5		
Voting	1	2	3	4	5		
Special Interest Session (Jousting)	1	2	3	4	5		
Medieval Feast	1	2	3	4	5		
Hospitality rooms	1	2	3	4	5		
SUNDAY EVENTS							
Voting	1	2	3	4	5		
CNIB Appreciation Breakfast	1	2	3	4	5		
Memorial Service	1	2	3	4	5		
Closing Brunch	1	2	3	4	5		

4. Are you aware of any reasons why Lions in your Club did not attend this convention? (and how can we attract them?)