

This manual has been prepared as the Official Guide for Convention planners in the Texas-Oklahoma Kiwanis District. It will include the District’s policies in regard to hosting the annual convention. The standard and proven Committee Structure is also detailed. Helpful roadmaps in calendar form are included that can be useful in making sure that details come together in a timely manner. Also included is data from previous conventions to give you a good history of successful events and those not so successful. And finally, a convention reporting form is included to be completed following your convention. It is the intent that this manual will define customary methods but will encourage new ideas and thought with each year of use.



Application for hosting a T-O District Convention



This application should be presented to the Texas-Oklahoma District Office as soon as possible prior to your requested year to host, but no later than the second preceding May 1st before the proposed convention year. One full Kiwanis year should lapse between your application and your proposed convention.

(Note T-O District Bylaws Article 8, Sections 1 & 2)

Name of Club or Division making this application:

Name of contact person for additional information:

Address of contact person: City: Zip

Best available telephone: or

Proposed host city of the T-O Convention you wish to submit:

Has this city hosted a previous T-O Convention:

Last year to host:

Proposed Kiwanis year to host Convention:

Proposed dates:

Primary facility to be used to host convention events:

Estimated costs of facility for T-O convention (may be included in attached material)

Primary hotel proposed to accommodate attendants:

Average room rates of hotel (may be included in attached material)

Our club or division officers have reviewed the T-O Convention Manual and understand the task, policies, and general requirements for hosting the convention: YES NO

Our sponsoring club or division has the full support of the individuals that make up the club(s), division(s) that are making this application to carry out the task: YES NO

A representative of our club or division will be present to review our application and answer any

questions at the next meeting of the District Board:

YES NO

Our club or division will be available to present our proposed site in the following ways:

A booth at the next T-O Convention A media presentation to a general assembly

You may attach any supporting documents to this application, such as support letters from other clubs or divisions, from Tourism or Convention groups in the proposed host city, Chamber of Commerce proposals, etc.

Submitted this date:

Signed:

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Key Calendar of Events on Convention Planning

At least 2 ½ years before convention Determine local interest in hosting a Convention.

Ask for the Convention Manual and read carefully

Determine firm commitments from local clubs.

By 2nd Preceding May 1st before File your application with the District office. Convention Attend a District Board meeting at least 1 ½

years before to present the request to the Board.

Two years before convention If your application is accepted by the T-O Board, prepare to present your proposed host city at the T-O Convention by securing booth space and a media presentation at the next T-O Convention

If selected to host the Convention 2 years away

Organize a working committee using guidelines During the Kiwanis year that detailed in this manual. Select a proposed chair, precedes the year of the convention Treasurer, and working committee chairpersons. under planning Meet with the Governor Elect to recommend the

Convention leaders. The Governor-elect will then

be prepared to make appointments once the Kiwanis year begins. Contact the Convention Coordinator and begin preliminary planning.

Prior T-O Convention Present your proposed budget for approval to the Post-Convention Board Meeting. This is the First T-O Board meeting in the year of your Convention held at the preceding T-O District Convention. Conduct an exhibit booth to promote the convention.

Periodically in the Kiwanis Year of Conduct timely meetings with the various working the Convention committees at the intervals that are agreed upon by all parties. Keep close communication between the

District Governor, the Convention Coordinator, and all committees involved. Attend District Board meetings to keep the Board informed. Attend T-O meetings to promote your convention. Devise the working schedule and checklists that work best.

As soon as possible after the Convention Complete the Convention Report located in this

and before the end of the Kiwanis Year manual and file your final report with financial data with the T-O District Office. Present this final report to the K-Family Board meeting that follows the Convention.

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Basic Policies for Convention Administration

Taken from the T-O District Bylaws & Policies

1. SCHEDULED DATE: The annual convention shall be held between the fifteenth day of March and the fifteenth day of September. Proposed dates must be approved by the District Board. (Art. 8-Sec. 1 Bylaws)

2. CONVENTION MANAGEMENT: The Governor shall have full supervision and management of the convention. This shall be the reigning Governor at the time of the Convention. The Governor may delegate all or part of the tasks associated with the District Convention to a District Convention Committee, but may not delegate the ultimate responsibility for a successful convention. (T-O Policy 11.4)

3. CONVENTION COMMITTEE: The District Convention Committee shall be composed of the District Governor, Governor Elect, District Secretary, a District Convention Chairman, and such other members as may be appointed by the Chairman and approved by the Governor. The appointment of a District Convention Chairperson should be appointed from the host club or division as soon as practical after the Governor-Elect’s election. This is the Governor-Elect who will become Governor. ( Policy 11.2 & 4)

4. MEETINGS COORDINATOR: The Meetings Coordinator’s responsibility shall be to assist the Governor in being of assistance and support to the Convention Committee in making local arrangements concerning entertainment, food service, transportation, printing, registration, etc. The Governor may expressly reserve the right to select entertainment or to make other specific decisions. (Policy 11.5) The authority to negotiate and execute contracts dealing with hotel, meeting facilities, transportation and services necessary for the success of the District Convention shall vest with the Meetings Coordinator. But the authority to negotiate and execute contracts dealing with talent and speakers shall vest with the presiding District Governor, unless the Governor specifically, and in writing, delegates such authority to the Meetings Coordinator or to District Convention Chair. (Policy 7.5)

5. CONVENTION BUDGET: The Board of Trustees-designate will consider and approve the

District Convention budget at its post-convention meeting. (Art. 13-Sec. 3 Bylaws)

6. CONVENTION TREASURER: It shall be the District Convention Committee’s responsibility to appoint a Convention Treasurer who shall assist the Committee in establishing event prices and the convention registration fee. The Treasurer shall be responsible for the preparation of the Convention Budget; the handling, control, and accountability of all Convention funds; and the reporting of current financial status and the final convention finance report due 45 days after the close of the Convention. This report should be delivered to the District Office by September

30th, following the Convention. This manual includes a finance reporting form. (Policy 11.6 and 24.12)

7. INTERNATIONAL TRUSTEE: The T-O District is privileged to host an International Trustee as the official Kiwanis International Representative*.* The Hospitality for the International Representative shall be the responsibility of the Governor and spouse until the Opening Event of the Convention. At this time, the Governor-elect and spouse shall assume this responsibility. (Policy 11.9) Page 3

8. REGISTRATION FEE: Uniform registration fees for the District Convention may be established by the District Board in the district budget. The Convention Committee shall determine all charges and recommend a registration fee*.* Such financial decisions shall not be made unilaterally, but shall be incorporated into the Convention budget, which shall be approved by the District Board. (Art. 13-Sec. 3)

9. REGISTRATIONS & COLLECTIONS: Once the convention budget has been approved by the District Board*,* the District Convention Committee, the Convention Treasurer, the District Secretary, and the Meetings Coordinator are responsible for the development of the system for handling registration, hotel reservations, and the collections of fees and charges. (Policy 11.3)

10. DISTRICT CONVENTION FUNDING: It is important that any host convention organization understands the policies regarding the funding of convention events. Many events are funded with ticket sales through the coordination of the Meetings Coordinator. Some of the traditional events that are not ticketed events are listed below. Some events exempt certain individuals from fee payments by policy and some have been excused through tradition. It is important that the Governor and the Convention Committee carefully review and agree upon the funding sources for these events*:*

a. The annual District Board Dinner. The committee is expected to provide a suitable place and arrange meals for the Board members, District Chairs, and spouses. This is usually held on the Thursday of the Convention week and follows the District Board Meeting. There is not a policy regarding the funding of this event but traditionally it has been an expense of the Convention budget.

b. An annual Past Governors Luncheon and Past Governor Spouses’ luncheon are customary events to be held generally the Thursday of convention week. The Chair of Past Governors and his/her spouse are the official hosts and should have the authority to approve proposed locations and general planning. The District Convention will host a Past Governors luncheon and Past Governors spouse meal function*.* Traditionally it has been an expense of the Convention budget. (Policy 5.2)

c. A sum shall be allocated from the fees charged for the Convention and/or from the District treasurer, to purchase a suitable memento to be presented to the International Representative at the District Convention. The Governor shall be responsible for the purchase and presentation of this gift but at the choosing of the Governor, may designate one or more persons to arrange this purchase and presentation. (Policy 25.4)

d. The Convention Committee and its Welcoming sub-committee are expected to provide greeting gifts to the leaders of the Convention, such as flowers or welcome baskets. Namely, these shall include the International Representative, the Governor, Governor-Elect and spouses. Any additional gifts are at the discretion of the Convention Committee.

e. The Past Governors Committee shall be responsible for notifying and receiving Clubs’ voluntary contributions to defray the cost of a memento of appreciation for the Governor. This Committee shall purchase and appropriately present such a memento. (Policy 11.8)

f. The expenses of lodging and meals for District Officers and Staff members are provided for in the district budget. (Policy 2.4 & 2.9) But it is the practice and Convention Committees are expected to provide free accommodations of rooms and meals for the International Representative, the Governor, Governor Elect, and Immediate Past Governor and their spouses. In addition, free rooms and meals are traditionally complimentary for working staff members, including the Meetings Coordinator, T-O Office Secretary, and the Ki-Notes Editor.

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g. Additional accommodations for other special guests, speakers, and entertainers are subject to Convention Committee approval or through assistance of the travel allowances of the Governor or Governor Elect. These details should be approved and agreed upon through the coordination of the Convention Chairman, Governor, and the Meetings Coordinator. Generally such accommodations are accomplished through bonus rooms made available through hotels and with slight surcharges for all ticketed events.

h. The Kiwanis District Board may budget and authorize expenditures of Kiwanis District Funds as necessary to cover expenditures of the Sponsored Youth Organization’s officers to attend the District Convention. (Policy 13.7) However, tradition frequently calls for providing free rooms and meals for Sponsored Youth Officers by the Convention Committee, again using bonus rooms made available through hotels. These details should be considered and approved by the Governor, Convention Chairman, and Meetings Coordinator.

i. All Past Governors, being Delegates-at-Large, are cordially invited to attend the District Convention with waiver of a registration fee for Past Governors or spouses. (Policy 5.1) There is no policy regarding the waving of other registration fees, but traditionally the fees are waived for the District officers and spouses and District Staff members.

j. The District Office, with the approval of the Governor, may recommend additional complimentary rooms and meal function tickets. Such additional expenses of the convention may be paid from the T-O District Budget or the Convention Budget but such funding should be of mutual agreement and ideally settled before the final convention budget is approved.

11. DISTRICT CONVENTION FUND: The T-O District maintains a Convention Fund Account from year to year. The purpose of this fund is to insure success of each Convention. At the written request of the Convention Chairman or the Convention Treasurer, the District Treasurer may advance funds to cover preliminary convention expenses. Ten percent of the October 1

Convention Fund Balance is available for use by the District Convention Committee and the Governor to cover preliminary expenses and stimulate attendance at the District Convention. Such funds are available only if the fund balance is above a minimum balance. (Policy 24.4) Such advance funding shall be returned to the District Treasurer as soon as registration receipts permit but no later than the end of the current Kiwanis year. Any and all funds received for registration fees and other charges in excess of the actual expenses shall be remitted to the appropriate accounts in the District Convention Fund Account. If expenses exceed the income, it shall be the responsibility of the District to pay the difference from the Convention Fund balance. (Policy 11.11 & 12)

12. THE OFFICIAL PROGRAM: The Committee is charged with the preparation of the official program to be submitted through the Governor to the District Board of Trustees for its approval. The selection of all speakers is the responsibility of the Governor who may delegate the right to a person or persons of the Governor’s choice. The official program of the convention, as approved by the Board of Trustees, shall be the order of the day for all sessions. (Art. 8-Sec. 15

Bylaws)

13. CONFIDENTIALITY: Lists of delegates, alternates, and delegates-at-large shall be exclusively used for the purposes expressed in the Bylaws or as necessary for conducting a District Convention. (Policy 26 & 11.10)

The Convention Committee

As a basic structure, the development of a T-O District Convention has been achieved through a working committee. As previously discussed in policy, the Governor presiding during the year of the convention holds the chief responsibility but can and does delegate the working operation to an appointed Convention Chairperson, who then assembles a working committee. The Meetings Coordinator is a key guidance resource to this committee. This section of the manual offers information on the typical sub-committee structure. Suggested sub-committees may not always fit each and every Convention project, but T-O has found that a strong Committee that delegates the responsibilities through reliable sub-committees produces the greatest success. The Governor may, and is encouraged to, appoint an advisor or advisors, possibly in various areas of expertise, such as marketing or special events, to assist in communicating the ideas in this manual to the District Convention Committee.

The District Chairperson: The District Convention Chair shall be responsible to the Governor for the entire convention organization management and finance and shall report to the Governor on progress and plans for the convention. Such reports should increase in frequency as planning and implementation progresses. The Convention Chair shall provide a schedule of meetings that are to be held with the working committee and shall invite the Governor, Meetings Coordinator, District Secretary, District Treasurer, Governor-elect, and Host Lt. Governor to each meeting. As a practical matter, most or all of the committee meetings may not include one or more of this management team, but the District Chairperson shall make all meeting information available to these individuals and seek approvals of all decisions of the committee. The District Convention Chair shall regularly and frequently consult with the Presidents of the Kiwanis clubs in the host Division (s) and with the Lieutenant Governor (s) of the host Division (s) in order to keep them advised of plans and status of work of the Committee and to seek their help and assistance in accomplishing the goals and objectives which will ensure an outstanding convention.

The District Convention Treasurer: The District Convention Treasurer will be responsible for the preparation of the convention budget for approval of the Governor-elect approximately sixteen (16) months before the convention is held. The budget will be submitted to the Governor Elect’s District Board of Trustees-designate for approval at its post convention Board meeting. After approval of such budget, each convention sub-committee chair shall be informed of its share of the convention budget. Material deviations from the budget will not be allowed and any deviation should be thoroughly discussed and the budget amended with the consent of the Governor presiding at the time of the convention, before such changes are woven into the fabric of the convention planning. A monthly report of the budget plan and actual expenditures shall be the responsibility of the Convention Treasurer. Such report will be given to all working sub- committee chairs as well as each person at the convention executive level.

The District Chair for Human and Spiritual Values: With the approval of the Governor, this Chairperson will be responsible for the Memorial Service and Prayer Breakfast. The local convention sub-committee chair for these events should work closely with this District Chair as well as the District Convention Chair. The Convention committee members shall not select a site, music, or speaker for these events without approval of the Governor and the District Chair for Human and Spiritual Values. The identification of potential sites is very important and their identification should be forwarded to the Governor for consideration as soon as possible.

**The Working Sub-Committees**

Facilities Committee: This committee with a chairperson will coordinate all facilities that are required and will work closely with the Convention Chair and other sub-committees. The traditional duties require coordination between Convention Center and hotel directors and the Convention Management Team, led

by the Governor. No contracts should be signed without the final approval of the Governor or his/her

approved appointments. Facilities usually includes:

• A meeting room for the Governor-elect to hold his/her training for Lieutenant Governors-elect usually requiring a full day on Wednesday or Thursday of convention week.

• The Governor’s meal function honoring the International Representative. This is usually a small affair by invitation from the Governor only.

• Assistance may be needed by this sub-committee for the Memorial Service and Prayer Breakfast as approved by the District Chair for Human and Spiritual Values. No reception should be scheduled

before, during or after the Memorial Service.

• Meeting rooms adequate for holding the Official Board meetings of the current Board of Trustees and

Trustees-elect. This is usually held on Thursday and at the headquarters hotel.

• A District Board Dinner honoring the current Lt. Governors, Committee Chairs, and Staff by invitation only by the Governor. This is usually held at the headquarters hotel.

• A facility for a Past Governor’s luncheon by invitation to Past Governors only. This is usually held on Thursday.

• A facility for Past Governor’s spouses’ luncheon by invitation only usually held on Thursday

• Facilities to hold events for Spouses during the convention. Generally, this is coordinated by the

Spouse sub-committee but assistance may be required of the Facilities sub-committee.

• A facility to handle a Friday morning breakfast sponsored by the Past Lt. Governors Association.

This is a ticketed event and space required depends on the number of tickets sold.

• A Friday morning General Session in auditorium style with stage and adequate audio-video, seating at least 1200 persons.

• A Friday and Saturday luncheon to seat at least 800 persons in close proximity to the General Session and House of Delegates.

• The location of a Friday evening fun night. This usually is coordinated by a sub-committee for

Friday Night Family night, but assistance may be needed from Facilities.

• Facilities for Convention Forums will be coordinated with the Governor-elect. Consider convenient locations near the luncheons and general assembly and arrange for space that will accommodate from

20 to 120 persons in classroom style.

• A Saturday House of Delegates session to be held in a large auditorium type facility with stage area, usually the same location as the Friday General Session. A front section should be a secured area with restricted access to voting delegates only. A separate section behind the voting delegates should be arranged for spectators.

• A Saturday evening Governor’s Banquet will be the event dedicated to the most formal details.

Careful coordination with the Food Service, Decorations, and Entertainment sub-committees is important. The facility is often held at the headquarters hotel but should be a location large enough to

handle entry receptions and social gatherings. The selection of the facility and accessory details are all with the full approval and blessing of the Governor.

• A meeting room adequate for the Governor-elect to hold his/her post-convention board meeting on Sunday morning. Usually this is at the headquarters hotel and in the same room as the Thursday District Board session.

• First Class housing to include 400 rooms, coordinated with the Meetings Coordinator.

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Registration Committee: This Committee shall be responsible for the Convention pre- registration, registration, and will provide a Convention roster to the Governor, District Secretary, District Convention Chair, and the Convention Treasurer.

This Committee shall work with the District Office in preparing pre-registration packets and the material for the packets. All material included shall be approved by the Governor. Any material the local Convention Bureau or Chamber of Commerce or local industries or businesses may want to distribute must be approved by the Governor.

Registration forms shall be designed by the District Office. The District Office may refer this to the Convention Committee.

Registration fees approved by the District Board of Trustees that are collected by this

Committee shall be turned over to the Convention Treasurer.

Through consultation with the Governor, and depending on Convention agendas, a registration booth should be considered at the following times and locations:

• Wednesday evening from 7 PM to 9 PM at the Headquarters Hotel to accommodate the earliest arrivals, including those participating in the golf tournament.

• Thursday from a period of one hour before the District Board Meeting and from 3 PM to 6

PM. The booth should not be open during the Memorial Service but may be opened after a

Thursday Evening Memorial Service if possible.

• Friday morning, the registration booth should open at the primary Convention location at least by 6:30 AM and remain open until 30 minutes before a Friday evening event.

• Saturday the registration booth should be open at least by 6:30 AM and remain open until the

House of Delegates is called to order, at which time the convention registration is closed.

• The Committee shall make reports to the Governor, District Secretary, and Chairs of the Elections and Credentials Committees. This report shall be made at the end of each day of the convention. Such report shall show the number of Kiwanians registered, the number of spouses registered, and the number of youth in attendance.

• This Committee should insure that no person shall be admitted to an official meeting of the

Convention without an official badge.

• No one can obtain an official badge unless registration fees have been paid in full.

• This Committee shall be responsible for selling and accounting for meal and entertainment event tickets. The report on such ticket sales shall be given to the Meeting Coordinator, the

Food Committee Chair, and to the Convention Chair as frequently as feasible.

• This Committee may assist with the distribution of ribbons for registration badges. This may include Past Governor, Past Lt. Governor, International Life Member, First Time attendants or these may be distributed at other appropriate booths. Delegate ribbons may only be provided by the Credentials Committee. Ribbons are supplied by the District Office for distribution by this committee.

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Food Activity Committee: This Committee shall be responsible for the planning, preparation, arrangements, and supervision of all meal functions. Below is a list of the customary events but, depending on the wishes of the current District Governor that may be through Convention Committee recommendations, events may be deleted or added:

• A pre-convention dinner. This may be a celebration by the Convention Committee and might include a time to honor early arriving guests, such as the Governor and/or International Trustee and spouses. This is typically two days before the Opening Ceremony date.

The next three events are normally on the day preceding the Convention or Thursday. They are by invitation only with specific hosting responsibilities assigned and coordinated through the Meetings Coordinator. This Committee should plan meals according to their preference.

• Meals to honor Past Governors and Past Governor Spouses (often separate events)

• A tea and light refreshments for spouses of the District Board and District Board Elect.

• A District Board Dinner that usually falls on the evening of the District Board meeting, usually on Thursday of Convention week. This dinner should be in close proximity to the Board meeting.

• The Past Lt. Governor’s Breakfast, usually held on Friday morning of the Convention. The PLGA will take responsibility of this event but often leaves food service details to this Committee. This will be a ticketed event and traditionally begins the first Convention day.

• A Friday noon all-Kiwanis luncheon. This is a ticketed event.

• A Spouses Luncheon that meets the wishes of the Governor’s spouse or someone the Governor designates. This may be in conjunction with a tour for spouses and may be placed in the responsibility of the Spouses Committee. This is usually a ticketed event.

• Friday Evening Fun Night is a tradition with the Convention and takes on a variety of unique events. Local Convention Committees are invited to spotlight their local traditions. But the event will most likely have a meal function that becomes the responsibility of this Committee. This is most often a ticketed event.

• Saturday Morning Prayer Breakfast is another tradition of the Convention and is under the direction of the Spiritual Aims District Chairman, who may delegate part or all of the details to the Convention Committee. The Food Activity Committee is generally charged with the food service detail. This is a ticketed event.

• The Saturday noon luncheon. This is a ticketed event.

• The Governor’s Banquet is a concluding Convention tradition on Saturday night. The meal planning and service is generally upscale from other meal events. The Food Service

Committee should work closely with the Governor and Meetings Coordinator in the planning of a food menu and its presentation. This is a ticketed event.

• A Sunday Morning Board breakfast is usually offered without ticket sales to the new Board of Directors who take office in the coming Kiwanis year. The traditional expense of this event has been that of the Convention budget but may be included in the District budget in negotiations with the new Governor Elect, who is in charge of this board meeting.

• Breakfast service to the initial meeting of the new Past Lt. Governor’s is traditionally funding by the PLGA. It may be help jointly with the District Board breakfast if such arrangements

can be worked out between the Governor, PLGA, the Meetings Coordinator, and the Food

Service Chairman.

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Entertainment Committee: This Committee will be responsible for securing and hosting entertainment for the Convention. The Chair should work closely with the Governor and make no commitments without the Governor’s approval. No entertainment shall be arranged for or contracted with until it has been approved by the Governor and the Convention Chair is advised.

This is a list of the customary events that may include entertainment:

• The Governor-elect’s Spouse’s event and a Governor’s spouse event is strictly up to the Governor-elect’s spouse. She or he may or may not want to include entertainment or music in the program format. It is usually desirable to arrange for a piano or other music offering to be in the background as guests gather and partake of their meal

• The Convention Memorial Service is the responsibility of the District Chair for the Committee on Human and Spiritual Values. The use of entertainment has traditionally included talent, which would be found in a church, such as organist, vocal solo, choir, or instrumental solos. This Committee should be available and coordinate the needs planned by the District Human and Spiritual Values Chair.

• The District Board Dinner sometimes calls for entertainment. This is entirely up to the

Governor. In the past, vocal groups, soloists, children’s groups, etc. have been featured.

• The Friday Morning Opening Session frequently features entertainment about 15 minutes before the beginning of Opening Session and often a 10 minute slot about midway in the Opening Session. Singing is a Kiwanis tradition. A song leader, piano player, choral or instrumental music groups have been used in the past. The Governor’s desires are important

• Luncheons on Friday and Saturday usually will feature some form of entertainment. This may be a song leader leading the entire gathering, instrumental music preceding the meal, or other appropriate entertainment, depending on the time schedules and wishes of the Governor.

• The Friday Evening Fun Night is generally where a featured entertainment highlights the convention. The Entertainment Committee may be asked by the Fun Night Committee to coordinate the entertainment portion of the program or the Fun Night Committee may take full responsibility for entertainment.

• The Prayer Breakfast on Saturday morning is usually the total responsibility of that

Committee or the Human and Spiritual Values District Chair. However, the Entertainment

Committee may be asked to arrange and coordinate an appropriate entertainment portion.

• The Saturday night Governor’s Banquet is a place for honoring the Governor. Entertainment for this event is left up to the discretion of the Governor.

A primary source of entertainment should be the Kiwanians themselves. Volunteer Kiwanis talent of high quality should be given priority in selecting entertainment and should certainly be considered. A Kiwanian Song Leader for the Convention and a pianist should be selected early. No commitments should be made without the approval of the Governor. Entertainers, musicians, singers, etc of professional quality are accustomed to being paid for their services. Since this becomes a budgetary item, care should be taken that the Convention Treasurer and District Convention Chair are fully aware of Committee decisions and recommendations.

The objective of high class, high quality entertainment is one of the premier goals of the convention. Its success is greatly enhanced by the attainment of this goal.

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Attendance Committee: It is recommended that this committee be chaired by the host

Lieutenant Governor, or one of the host Lieutenant Governors.

The efforts of this Committee should be closely coordinated with those of the Publicity

Committee.

It is the responsibility of each Lieutenant Governor in the District to secure 100% registration from all the clubs in his or her Division. It is recommended that a roster of all club members be supplied to the Registration Committee to facilitate registration procedure. Care should be taken to distinguish between registered members from a 100 % registered club and the actual number of those attending. This will avoid undue efforts to prepare registration packets for those who do not attend. It will also give a realistic number of those who will actually attend.

The host Division(s) should have 100% registration from the members of their clubs. Every Kiwanian in the host Division(s) should attend the convention either as an attendee or as a worker.

No attendee shall enter a function without a name badge and no name badge shall be issued without the payment of the registration fees. It shall be the duty of the Sergeant-at Arms to administer this requirement with the close assistance of this committee chair.

Publicity Committee: This Committee shall be responsible for the pre-convention, convention, and post-convention publicity, including all news releases to the media. Publicity to the District Kiwanians through Ki-Notes must be through the Ki-Notes Editor and well in advance of the time for such publicity.

Convention promotion materials are the responsibility of this Committee in coordination with the

Committee on Printing. The Governor should approve all promotional materials.

It will be the responsibility of this Committee to plan and coordinate local news coverage involving dignitaries such as the Governor, District Convention Committee Chair, guest speakers, entertainers, etc. It is possible that entertainers and speakers have their own agents who would be involved substantially in this coordination.

This Committee is also the one responsible for implementing the promotional activity for the Convention at the prior District Convention. This includes planning and staffing a booth in the Convention exhibit area and for making a presentation from the platform to the delegate body.

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Printing Committee: This Committee shall be responsible for obtaining bids for all printing required by the convention, receiving such bids, and meeting with the Governor, District Convention Chair, and District Administrative Supervisor to evaluate the bids and award the contracts. At least three (3) bids should be sought no later than nine (9) months prior to the convention.

The printing contract shall be for all of the convention printing requirements. These requirements are, but not limited to, the following:

• The Convention registration form. The design of the convention form shall be provided by the District office in coordination with the District Convention Chair, the Meetings Coordinator, and the Chairman of the Registration Committee

• The District Convention Program. Information for the District Convention Program is provided by the Governor, the District Secretary, and the District Convention Chair. The Governor may designate further assistance from the Meetings Coordinator. It has been tradition that the Ki-Notes Editor is a valuable source to use as the printer of the Convention Program because of easy access to photos to be used and the experience of its format.

• The Memorial Service Program. The printing of the Memorial Service programs is usually delayed as long as possible, as late as a day or so before the convention, so as many names of deceased Kiwanis members that are available can be included. .It is recommended that close cooperation with the program printer be established in order to print programs as close to the Memorial Service as possible.

• Reports that may be required by the convention. This is often handled by the District Office under the leadership and needs of the Governor. They may call on the assistance of the

Printing Committee for handling these printing duties.

• Tickets required for admission to the events. The style and number of tickets needed for the various events should come through the coordination of the Committees responsible for the events and the Registration Committee, who should have access to the number of persons expected to attend. The Meetings Coordinator can be a valuable resource for assistance.

• Convention publicity material. The Publicity Committee may request any such material, which should be able to fund the printing costs through its allotted budget.

The House of Delegates tickets and ballots shall be under the control of the District Office and those responsible for election procedures. However, the printing committee may be called on for assistance in getting these tickets and ballots printed and ready for the House of Delegates.

The District Office shall handle the mailing of pre-convention registration forms. They may be returned to the District Office with a copy sent to the District Convention Chair. At the approval of the Governor and District Office, this mailing procedure may be handled by the Convention Registration Committee or to an office established by the Convention Committee, with approval by the Governor.

The Official Convention Program shall be approved by the Governor and the District Secretary before submission to the printer. The final approval of the program is required by the Texas- Oklahoma District Board of Trustees.

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Reception and Information Committee: This Committee shall be responsible for setting up and manning an information booth at the convention headquarters hotel and later moving the booth to the convention center. The time for original set up at the hotel should be Wednesday noon. Moving the booth to the Convention Center must be completed prior to 6:30 a.m. Friday.

This Committee should be furnished a list of dignitaries by the District Office whose rooms in the hotel should be furnished with fresh fruit and flowers. Unless budgeted in the District Funds for the Kiwanis year, such costs for these compliments are to be budgeted by the Convention. These special guests are to be met at the airport or other arriving point and escorted to the hotel and their luggage deposited in their rooms. These dignitaries will include Kiwanis International officials, speakers, entertainers, etc. Obviously, this very important function should be staffed with qualified and enthusiastic people who can communicate information about Kiwanis, the city, and the convention activities with the visiting guests.

Transportation Committee: This Committee has two primary areas of duty. They will arrange the transportation issues for all attendants to and from hotels and convention events and will arrange for transportation for the special guests considered to be VIP.

This Committee shall arrange for cars for the Governor, Governor’s Spouse, Governor Elect, and Governor Elect’s spouse from Wednesday through Saturday of the Convention. Transportation needs for these VIP’s should be on standby at all times.

This Committee should also arrange for transportation to and from the airport for any Kiwanians attending the convention should such transportation not be provided by the hotels or city services

Any transportation required to enable convention registrants to attend any of the planned events shall be provided. It is important that this be quality transportation.

Before any transportation contract is signed, the approval of the Governor and the District Convention Chair must be obtained. The Governor shall sign all contracts or delegate the specific contracts to be signed to some other official in writing.

It is recommended that all transportation vehicles be equipped with a communication system in order that any malfunctions can be quickly reported and that a plan is in place to rescue any registrants who may be a party of a vehicle breakdown.

This Committee should arrange with local emergency medical units a plan for their response if it should become necessary.

Spouses Activities Committee: This Committee shall be responsible for planning and executing all of the spouse’s activities during the convention. The Committee shall be responsive to the requests that are made by the Governor’s spouse and the Governor-elect’s spouse. In the absense of a spouse, the Governor may fill this position to handle the duties for this purpose.

Typically, the primary project of this Committee is a planned tour of the host city to the events of interest to spouses. This usually involves a luncheon. The event should be in concert with the wishes of the Governor’s Spouse who will be the official host of the tour. This would be a ticketed event with expenses paid with the proceeds of the sale of tickets.

It is obvious that the challenges of meeting the needs of this Committee have changed since women became officers and committee chairs. These opportunities should be artfully thought about in the planning of this committee’s activities.

The Governor’s spouse has the responsibility for an event before the convention opening, which may be a luncheon or a First Lady’s Reception. This event is for the spouses of the current Lieutenant Governors, District Chairs, Staff and any Past Governor’s spouses who should accept the invitation. At the discretion of the Governor’s spouse, the spouses of the District Staff-select may be invited to this event which is by invitation only. By tradition, the expenses of this event are a part of the Convention Budget, but there should be an understanding between the current governor, the Convention Chair, and the Spouses Activities Committee Chair on financial, location, and meal arrangements. It is customary to present a small gift to each attendant. If this event is planned for a luncheon, it is customary that the head table consists of the spouses of the Governor, Governor-Elect, speaker, invocator, District Convention Chair, and the event manager. The spouses of the District Staff are normally seated at a table in the center. A table may also be provided for the spouses of past governors who are attending and any Sponsored Youth Governors who have accepted the invitation. The program should include the recognition of these parties. The Governor Elect’s spouse may also host a similar event for spouses of the incoming Lt. Governors Elect and District Chairs Elect. The two events to honor spouses of both the current T-O Kiwanis year and the following Kiwanis year may be combined and the mutual agreement of those who play official host.

A lunch or brunch given by the spouse of the Chair of the Past Governors is by invitation only to the spouses of Past Governors. The count for this luncheon should be very accurate. By tradition, the expenses of this event are a part of the Convention Budget, but there should be an agreement between the current Governor, the Convention Chair, and the Chairman of the Spouses Activities Committee, with coordination by the spouse of the Past Governor’s Chair, to be sure all meal, location, and other details are settled.

Memorial Service Committee: This Committee shall be responsible for the planning and executing of all activities during the Convention Memorial Service. The Speaker and special music for this service will not be obtained by this Committee. While recommendations may be encouraged, this obligation belongs to the District Chair for the Committee on Human and Spiritual Values. The Governor and the District Chair of the Committee on Human and Spiritual Values shall make these selections.

Traditionally, the Convention Memorial Service is held at a church and on the Thursday evening of the Convention week. Any kind of reception at the church, either before or after the Memorial Service, is discouraged. Such a reception may conflict with the Governor’s Board Dinner, should that event be scheduled for Thursday evening after the Memorial Service. The Lt. Governors play an important role in the Memorial Service and they need to be available for a run-through of the service. The Governor is at liberty to schedule events so that such conflicts do not occur and may choose to conduct a reception in connection with the Memorial Service.

The possible sites for the Memorial Service shall be presented to the Governor who, with the

District Chair for Human and Spiritual Values, shall make the selection of the facility to be used. The Memorial Service location should accommodate at least 500 persons.

Custom has it that white carnations are worn by participants of the Memorial Service and are furnished by the District Convention.

Coordination of the seating of the Lieutenant Governors and their movements during the service should be done by this Committee in cooperation with the Committee on Human and Spiritual Values.

This Committee shall be responsible for providing ushers for the service and the distribution of the Memorial Service bulletins or programs. The printing of these programs shall be coordinated by this Committee with the Chair of the Printing Committee and the District Chair for the Committee on Human and Spiritual Values. Care must be taken to delay printing as long as possible in order to include the names of all possible Kiwanis members to be honored.

The list of honored Kiwanians, who have deceased during the current Kiwanis year, will be provided by the District Secretary and the Chair of the Committee on Human and Spiritual Values prior to the printing deadline.

Caring Corner: The Chair of this Committee shall coordinate with the Texas-Oklahoma Foundation. The primary duties of this Committee are to publicize and promote the participation in the Caring Corner.

The Caring Corner shall be located in an area that is completely secured when it is not open for business. It shall be in a place that is easily accessible to the attendees of the Convention and in such a place where there is control over people as they leave the area so that they pass by the check out counter.

The operating schedule is usually to receive goods and set up the Caring Corner on Thursday morning of the Convention. Sales generally begin on Thursday afternoon and continue until noon on Saturday. No activity should be scheduled during the Opening Session of the Convention, in accordance with general procedure of the Convention goals and objectives.

Friday Family Fun Night: This Committee shall be responsible for planning and executing all the activities scheduled for Friday night, traditionally called Friday Family Night.

Before any commitment is made as to the activities or their costs, the approval of the Governor and the District Convention Chair must be obtained.

Sporting Events Committee: This Committee shall have the responsibility for planning and conducting the golf tournament, tennis tournament, run, bicycle race, etc. which shall be the result of the sporting events planning by the District Convention Committee and the Governor. This includes securing a facility, arranging for fees, presentation of awards, etc. If there is a T-O District Chair for Sports, coordination should be through his/her guidance.

Youth Activities Committee: This Committee is responsible for the planning and conducting all youth activities during the Convention. These responsibilities include arranging a nursery and childcare services so that registrants may attend the convention functions.

Contact with Publicity, Registration, and other committees should be maintained so that needs may be identified in advance. It is desirable to make sure all Kiwanians are aware of the services to be offered.

Booths & Exhibits: This Committee should coordinate the assignment and operation of the Convention booths and exhibits that are traditional with the T-O Convention. Through the coordination with the Facilities Committee, it should be determined the best location for booths and the available space. The rental of booth setup equipment is generally coordinated through the Finance Committee as a budget item for Booths and Exhibits.

It is the general policy that non-profit Kiwanis organizations are provided booth space rent-free and the Convention Planning Committee may determine a reasonable rental fee for other groups who desire to set up fund-raising or general merchandise products. The types of products and services available at the T-O Convention should be in keeping with general objectives of Kiwanis and approved by the Governor and the District Convention Committee.

Convention Summary Report

For Kiwanis Year

Convention Chair

The Texas Oklahoma District requires all Convention Committees to file a final report that provides specific information regarding the convention. This is to be reviewed by the District Board and becomes useful to future convention planners. Please respond to each section and be as specific as possible but detailed enough to give the District an accurate accounting of all convention events. The final financial report should be completed by the convention treasurer. The Convention Chairperson should review all sub-committee reports and give overall approval.

Pre-Convention planning:

Approximate time the initial planning began: Approximate frequency of planning meetings: Approximate number of person on the committee: Number of Divisions directly involved with planning: directly worked with the planning:

Number of clubs involved: Number of Lt. Governors who

What comments do you have about the overall committee planning. Did the committee work begin soon enough? What would you do different in the pre-planning of the convention:

Convention event summary:

Total registered Kiwanis members:

Total Spouse:

Total Youth:

Total ticketed events (tickets sold): PLGA Breakfast

Friday Noon Luncheon

Family Fun Night: Governor Banquet:

Prayer Breakfast: Spouse tour:

Saturday Noon Luncheon

Golf Tournament:

General comments from the Convention Chair: Please note your general comments on the overall success of convention. Make note of the most successful methods used and indicate what methods or steps you would recommend to future conventions to avoid or alter (use extra sheets if needed:

General comments from specific event leaders or chairpersons. Please indicate the general success of your assigned area and what recommendations for future conventions. Use additional pages if needed. Please supply the chairperson name & contact information if you will be available for contact by future Convention planners:

Facilities: Chair Contact info:

Food Service: Chair Contact info:

Exhibits (booths): Chair Contact info

Caring Corner: Chair Contact info

Family Night: Chair Contact info

Spouse Events: Chair Contact info

Youth Events: Chair Contact info

Sporting Events: Chair Contact info

Transportation: Chair Contact info

Entertainment & Speakers: Chair Contact info

Memorial Service: Chair Contact info

Attendance: Chair Contact info

Publicity: Chair Contact info

Printing: Chair Contact info

Welcoming (receptions): Chair Contact info

Decorations: Chair Contact info

Registration: Chair Contact info

Finance: Chair Contact info

Other local events or committees:

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Convention Finance Report

This Financial Report should be furnished to the T-O District as soon as possible following the Convention and no later than the end of the Kiwanis Year or September 30. This becomes a part of the Official Final Report. It should be completed by the Convention Treasurer and approved by the Convention Chair. You may want to furnish additional financial details but please complete this summary

|  |  |  |
| --- | --- | --- |
| **Income from Convention:** | **TOTALS:** | **Please provide any useful comments:** |
| Registrations (Kiwanis member) |  |  |
| Registrations (Other guests) |  |  |
| Ticketed Events (food-entertainment) |  |  |
| Sporting Events (golf or other) |  |  |
| Sponsorships (including advertising) |  |  |
| Booth-Exhibit rentals |  |  |
| Convention novelty Sales (pins, etc.) |  |  |
| T-O District Funding |  |  |
| Convention Fund Loan |  |  |
| Other Income |  |  |
| **Total Income from Convention:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Expenses of Convention** | **Totals:** |  |
| Booth & Exhibit costs |  |  |
| Caring Corner Expense |  |  |
| Committee expenses (all types) |  |  |
| Decorations |  |  |
| Entertainment |  |  |
| Facilities (rentals, assessories) |  |  |
| Food service |  |  |
| Hotel & Travel (for guests) |  |  |
| Memorial Service Expenses |  |  |
| Novelties (purchase of pins, etc) |  |  |
| Printing costs |  |  |
| Publicity expenses |  |  |
| Reception or welcome costs |  |  |
| Registration costs (printing, paper) |  |  |
| Signage (not included in printing) |  |  |
| Sound-video rentals |  |  |
| Speakers (travel, fees, etc.) |  |  |
| Spouse events (travel, gifts, etc.) |  |  |
| Sporting events (green fees, etc.) |  |  |
| Transportation costs |  |  |
| Youth activities |  |  |
| **Total Expenses of Convention:** |  |  |

**BALANCE (Net gain or lose)** Net to be returned to the Convention Fund

|  |  |
| --- | --- |
| Certified by Convention Treasurer: | Certified by Convention Chairperson: |
|  |  |

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