

CLUBS HOSTING A GYRO INTERNATIONAL CONVENTION

ATTENTION: CONVENTION CHAIR

Please find enclosed materials related to planning, organizing and hosting a Gyro International Convention. Frequently an International Convention is held concurrent with a District Convention. The material supplied in this package will assist you in holding a successful Convention.

Once your Club has agreed to host a Convention the agreement of your District and Gyro International must be obtained. This is usually obtained at least 5 years in advance. As Chair, you should be in regular contact with Gyro International and provide them with regular updates of your progress toward your Convention. During the year prior to your Convention, the Immediate Past International President will be working closely with you so that your Convention is a resounding success!

In addition to the valuable information and guidelines and tips offered in the enclosed materials, Gyro International wishes to emphasize the following points:

- Please peruse the enclosed “**Schedule of Events**” very carefully to ensure that all events shown are covered in your planning process.
- The Board of Governors has indicated that they wish to have the Schedule shortened by one day starting as soon as possible but no later than the 2007 International Convention. It has been suggested that the Friday events be dropped, have the Executive Council arrive on Tuesday, the Governors arrive on Wednesday and so on. If you are hosting a concurrent District Convention, the District Business meeting could be held in place of the free time indicated for Wednesday, or the second full day of the Convention.
- Please ensure that suitable flags are available for all meetings, lunches and dinners and are appropriately displayed in accordance with the Protocol indicated in the Policy and Procedure Manual.
- If possible, arrange for a suitable time for the International Installing Officer to have a short meeting with the District Executive to discuss items of possible mutual concern.
- At the District Business Meeting, ensure the provision of time early in the Agenda for the International Officer to address the Meeting. (For comments regarding the Hosting of a District Convention, please refer to the document “District Conventions-Gyro International” March 2004)
- Working with the Immediate Past International President, ensure that rooms of suitable capacity are available for the Executive Council Meeting, the Past District Governors Meeting, the Board of Governors Meetings, the International General Business Meeting, the Ladies Coffee Socials and the Executive Council /Ladies meeting(s) on Sunday morning, and that these are available on the days and at the times indicated on the Schedule of Events.

- Ensure provision is made in your Budget for the International fee of \$20.00 per couple which is used to defray the costs of the Hospitality Room.
- Please work closely with the Immediate Past International President regarding the Saturday evening function. It is your responsibility to ensure that the room is suitable and satisfactory for the event, to arrange for a meal appropriate to the event, and to make arrangements for any after dinner entertainment, music, etc., if so desired. The Immediate Past International President is responsible for the Agenda for the night. He will likely act as Master of Ceremonies, or will chose one; he will appoint persons for the Invocation, toasts and anything else dealing with the Installation Dinner. You should work closely with him if you have any items that you would like to have on the evening's agenda, keeping in mind that his decision will be final.

Thank you for offering to host and Chair this important event. Please contact Gyro International for any help, advice or assistance you might require in this endeavour.

Yours in Gyro friendship,

The Executive Council
Gyro International

INTERNATIONAL & DISTRICT III CONVENTION

June 21 – 27, 2004

Wyndham Hotel – Syracuse, New York

6/21/04 - Monday	6:00pm - 10:00pm	- Executive Council arrives - Executive Council Dinner
6/22/04 - Tuesday	8:30am - 5:00pm 12 noon 5:00pm - 7:00pm 7:00pm - 9:30pm 9:30pm - 11:30pm	- GOVERNORS ARRIVE - Executive Council Meeting - Executive Council Ladies Luncheon - Hospitality Room open - International - Dine around – EC & Board of Governors - Hospitality Room open- International
6/23/04 - Wednesday	8:30am - 10:00am 9:30am - 11:00am 10:00am - 12 noon 10:00am - 12 noon 10:30am - 11:00am 11:00am - 3:00pm 12 noon - 1:00pm 2:00pm - 5:00pm 5:00pm - 7:00pm 7:00pm - 9:30pm 9:30pm - 11:30pm	- Board of Governors Meeting - EC Ladies Coffee Social - Governors Meeting (continues w/o EC) - Past District Governors Meeting - EC meeting with ladies - <i>Registration Desk open</i> - Hospitality Room – International - Membership Symposium - Hospitality Room - International - Dine around – EC & Board of Governors - Hospitality Room – International
6/24/04 – Thursday	8:30am - 12 noon 9:00am - 10:00am 11:00am - 3:00pm 12 noon - 1:00pm 12 noon 12 noon - 1:00pm 5:00pm - 6:00pm 6:00pm - 10:00pm - 11:30pm	- Board of Governors Meeting - Ladies Coffee (special event) - <i>Registration Desk open</i> - Hospitality Room - International - Past International Presidents Luncheon - PIP Ladies Luncheon - Hospitality Room - International - Hospitality Room – Dist. III PDGs Party - Welcome Mardi Gras - Hospitality Room open
6/25/04 Friday	8:00am - 2:00pm 8:00am - 4:00pm 9:00am - 12 noon 9:00am - 10:00am 1:00pm - 3:00pm afternoon 4:00pm - 5:30pm 4:00pm - 5:30pm 5:45pm - 10:00pm 9:30pm -	- Golf - Option Tours - <i>Registration & Information Desk open</i> - District III Ladies Coffee - <i>Registration</i> - free time - District III Business Meeting - Hospitality Room - "Tastes of Syracuse" BBQ - Hospitality Room
6/26/04 Saturday	7:30am - 8:30am 8:30am - 12 noon 8:30am - 11:00am 12 noon - 2:00pm afternoon 5:00pm - 6:00pm 6:00pm - 7:00pm 7:00pm - 10:00pm -	- District II PDGs Breakfast - International Business Meeting - Ladies Lorenzo tour, optional - Luncheon incl. District III Installation - free time - Hospitality Room - Cocktails in Ballroom - International President's Ball & Installation - Hospitality Room (hosted by new 3rd VP)
6/27/04 Sunday	8:00am - 9:00am 8:00am - 9:00am 8:30am - 8:30am - 11:00am	- International transition meeting - District III transition meeting - Executive Council/Ladies meeting(s) - Farewell Breakfast – Brunch and Moosemilk

FOR MORE INFORMATION ~ SEE THE GYRO WEBSITE AT:
www.gyro-international.org

INTERNATIONAL CONVENTION CHECK LIST

(THIS CAN BE CONDENSED FOR USE AT DISTRICT CONVENTIONS)

Insure Club is in Agreement

Select a date

Obtain approval from International & District

Obtain proposals from Hotels. Local Tourist Boards will help in this respect

You will have to give them

Meeting and banquet hall requirements

Estimated guest rooms required by day

List of "in house" banquet requirements

Once proposals are in, prepare a preliminary budget to insure the whole thing is workable

Select a hotel

Must allow for outside stocking of Hospitality rooms

Sign Contract

If possible retain a professional for review of contracts

Select a Chairman (Co-Chairmen likely best.)

Develop overall concept and theme

Appoint event committees and Committee chairs

Committees and responsibilities

Finance

Budget (overall)

Statements

Set registration fee (Canadian & US)

Banking

Registration (Chair should be computer literate)

Budget

Forms (Gyroscope, Internet and for circulation at functions)

Collect advance registrations and maintain lists with arrival dates

Acknowledge receipt of registrations - send program outline and dress for functions

Determine deadline for holding rooms for convention

Coordinate with Hotel

Man the registration desk (lots required)

Name tags - Include program

Goodie bags and tourist information

VIP gifts

Food &/or drink ticket requirements

Greeters

Committees and responsibilities (continued)

Publicity

Budget

Visitations

Banner

Gyroscope articles

Transportation

Budget

Event transportation

Tours

VIP transportation - drivers available for EC emergencies

Liaison with International

Hospitality Suite

Meeting Rooms

Saturday Evening

Menu Coordinator (insuring chicken not served five times)

Ladies Coordinator

Budget

Shopping maps

Tours

Thursday Night

Budget

First timers (normally pre-dinner in hospitality room)

Menu

Entertainment

MC

Bartenders (coordinate with hotel)

Clean-up

Friday Afternoon

Decide on function

Budget

Activities

Coordinate with Friday Night)

Friday Night

Budget

Menu

Theme

Entertainment

District Installation??? (printed program required)

MC

Grace

Anthems (if District Installation)
Bartenders (Coordinate with venue)
Clean-up

Committees and responsibilities (continued)

Saturday Noon

Budget
Theme
Menu
MC
Grace
Entertainment
District Installation??? (printed program required)
Anthems (if District Installation)
Bartenders (Coordinate with hotel)
Clean up

Saturday Evening

Budget
Menu
Printed Programs
Flowers & decorations
Wine for head table
Flags
Piper
MC not required - International- IPIP. He will advise who is performing functions for inclusion in program (grace, anthems, toasts etc.)
Bartenders (Coordinate with hotel)
Clean up

Sunday Brunch

Budget
Menu
Entertainment
Clean up

Communication

Budget
Daily paper?
List of registrants
Acknowledgments
Photographer
Article for Gyroscope

Decorations

What is required?
Is it allowed?

Coordinate with event chairs

Golf

Must be self financing, payments in advance

Prizes (present at course or Friday night at latest)

Closing Club Party

internat/convcheck