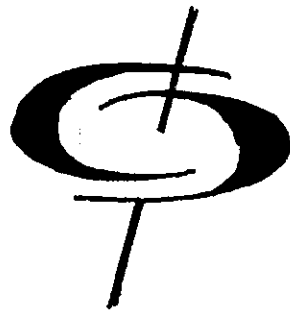


CONVENTION PLANNER



CONVENTION PLANNER

Foreword

This pamphlet has been prepared to provide a guide for the planning and supervision of a Convention. The suggestions are not all-embracing; however, they will cover most exigencies provided they are supplemented by your own local requirements. The suggested organization and program can be used either for a District or combined District and International Convention.

The basic chart provides the requirements of a three day International or District Convention. If a two day District Convention is planned, eliminate the second day's activities indicated on the chart.

International Headquarters is prepared to assist, but cannot become involved in the booking and financing of the Convention.

The sheets (pages 1 - 8) at the end of this pamphlet can be reproduced and used as check lists to ascertain each Committee and function are prepared.

Pre-Planning

Accommodation for Convention

Appointment of Convention Committee

Visit Chamber of Commerce Office for assistance

Advertising of Convention

Transportation from airport for Conventioners

Catering

Entertainment of Gyrettes

THE PLAN

The organizational chart attached is to be the working model used to produce the Convention from its component functions.

Much of the decision making will rest with the Gyro or Gyrette in charge of a particular function. Accurate forecasting by the committee heads and a comprehensive budget of anticipated costs must be submitted to the Steering Committee in writing for approval. Our goal is to insure that our guests get full value for their registration fee.

It is the responsibility of those submitting budgets to shop for the best values. In conjunction with this, it is his responsibility to insure that suppliers do not promise one thing and deliver another.

The Steering Committee will meet with each function head separately, so that plans can be made, questions answered, and decisions finalized by the small group concerned rather than by a general discussion at large, unwieldy meetings.

RECORDS

Each committee head is to keep a complete set of notes on his Convention preparations; thus, if he is transferred, kidnapped, or impeached, someone else can take over.

Planning Your Committee

STEERING COMMITTEE

This committee will consist of the Chairman, Treasurer, and three Directors, one of whom will be a Gyrette. Each Director will be responsible for various functioning groups as outlined in the organizational chart, as well as lending his counsel to the steering committee. This committee will carry out the club's wishes on policy and will make the major decisions affecting the Convention. The Gyrette Director will speak for the Gyrettes. The Steering Committee will pass the Convention budget and the registration fee. The Chairman and any two directors will constitute a quorum at any Steering Committee meeting.

CONVENTION CHAIRMAN

The chairman is responsible to the club for a successful convention. He will preside over the steering committee. He will delegate authority and insure that plans and actions are carried out. He will work closely with his various directors with particular emphasis on budgeting and on building a cooperative working team. He will strive to obtain originality from his working committees. He will strive to enthuse those working on the various programs with the Convention Theme and the Convention Reminders. He will keep the club informed on the progress of the Convention plans and the financial position. He will present a financial statement to the club showing all receipts and disbursements at the conclusion of the Convention.

TREASURER

His main duty will be the supervision of the Convention's finances. He will arrange to deposit and disburse funds. He will assist the Chairman and other committee heads in striking their budgets. He will work closely with the heads of Publicity, Registration, and Accommodation Committees.

ENTERTAINMENT DIRECTOR

Sub-committees may be appointed for individual events or phases of entertainment or special requirements, such as, floor show, dance, sightseeing trip, golf, transportation, entertainers, etc.

PROGRAM DIRECTOR

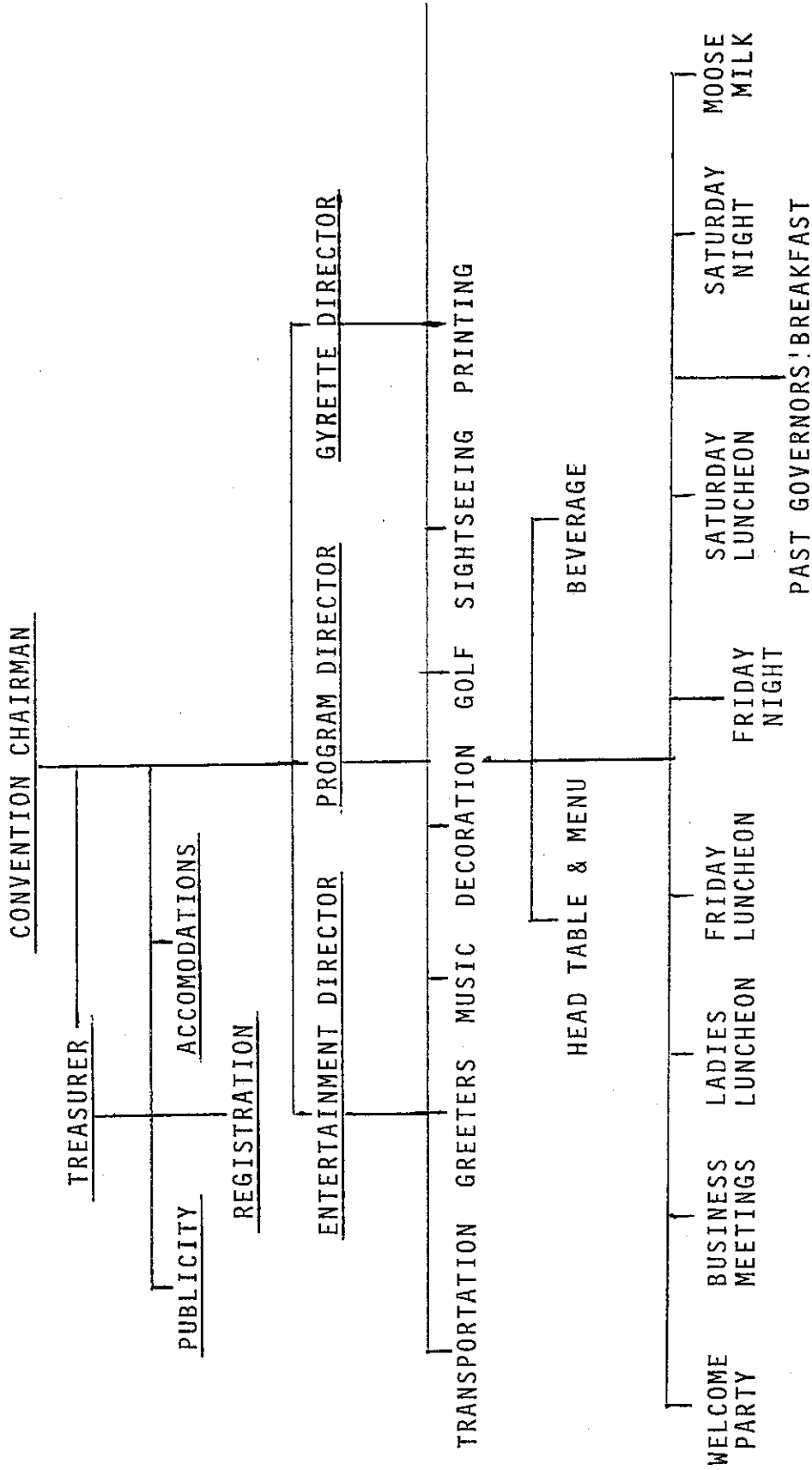
Planning Convention sessions.

Procurement of speakers, song leaders, etc.

Preparation of copy pertaining to Convention sessions for the printed program.

(If no printing committee is provided, this committee should take over the complete production of the printed program.)

ORGANIZATIONAL CHART



GYRETTE DIRECTOR

Will coordinate the activities of the several Gyrette Committees, which should work closely with similar Gyro Committees.

Gyrettes should plan and carry out arrangements for:

Table and hall decoration

Special entertainment for visiting Gyrettes

List of current items of interest and things to see

Description of shopping areas and stores

Gyrettes are invited to submit ideas and suggestions to make for a better Convention and to voice faults found with previous Conventions they have attended, if such comments will lead to an improvement.

FUNCTIONAL COMMITTEES

PUBLICITY COMMITTEE

- Responsible for attendance, building, promotion, mailouts, etc.
- Advance publicity in Gyroscope, District and Club Bulletins.
- Arrange for photographer to take pictures of Convention highlights.
- Arrange for a written commentary of the Convention for publication
in the Gyroscope.

ACCOMMODATION COMMITTEE

This committee may consist of one member to see that all attending are properly housed. If the convention uses several facilities, room deposits should be solicited in view of anticipated preference for certain hotels or motels. This committee will be responsible for:

- A. Allocating hotel rooms on the basis outlined by the Steering Committee and as announced by the Steering Committee.
- B. Confirming registrations by notifying individual clubs.
- C. Preparing a nominal roll showing Gyro, Gyrette, hotel and room number for distribution to each room on the Friday morning.
- D. Preparing a budget for the program above for presentation to the Steering Committee for approval.

REGISTRATION COMMITTEE

Will be responsible for pre-registration, registration, and the collecting of funds for all events from attending Gyros. The head of this committee will contact the Gyrette heading up their Registration Committee for assistance at the registration desk. The head of this committee will be responsible for:

- A. Arranging for a working committee to handle registrations on the Thursday afternoon and evening and the following Friday morning, and at other times, if deemed necessary.
- B. Arranging for adequate precautions for the safety of large sums of money during the registration period.
- C. Establishing a method with the Steering Committee for the ticketing of each function.
- D. Arranging for typewriters, tables, etc. for processing the Registrants.
- E. Providing registration envelopes which contain, and in charge of having printed:
 1. Name tags
 2. Program
 3. Admission tickets
 4. Quickie schedule
 5. Gyrette gift (grab bag)
 6. Area map
 7. Board of Trade promotions
 8. Other brochures

TRANSPORTATION

This committee of one will operate under the Director of Entertainment and will work closely with the committee heads in charge of various functions where transportation may be required. If chartered busses are required, a budget for this and all expenses must be presented to the Steering Committee for approval.

GREETER COMMITTEE

Although we expect all members of our own club to go out of their way to make our guests feel welcome, the Greeters Committee will arrange to have a member at the various hotels during the periods of arrival. These members should be chosen from our regular attenders at other club functions. The head of this committee will work closely with the Director of Entertainment and will maintain close liaison with the Registration Committee. If expenses are anticipated, a budget must be presented to the Steering Committee for approval.

To investigate clothing of a distinctive nature which would readily identify our club and to ascertain the club's wishes regarding such clothing. If a decision is reached to have such clothing, then liaison with the Gyrette counterpart is essential to insure uniformity throughout the club. It is assumed that each Gyro and Gyrette would be responsible for their own costume.

HEAD TABLE AND MENU COMMITTEE

Responsible for all meal arrangements, banquets, and coffee breaks, layout of dining table and chairs.

Work closely with the committee heads concerning the possible number of settings for each function where food is to be served and keep guarantees at the lowest level.

Budget for each meal will be prepared.

Ensure that all costs are included, or if extra charges are involved for dessert, coffee, other items and services.

BEVERAGE COMMITTEE

Counsel the heads of various functions where refreshments are to be served.

Suitable precautions taken to ensure that amount of liquor consumed is also the amount charged to the Convention.

Determine the most suitable manner of charging for each drink and decide how many to be included in the Registration fee.

DECORATION COMMITTEE

Gyrette responsibility in cooperation with head of each function.

MUSIC COMMITTEE

Provide song leader, music sheets, etc.

PRINTING COMMITTEE

Incidental printing required such as tickets, mailing pieces, coupon books, etc.

Preparation of directional and information signs.

Production of printed programs.

GOLF COMMITTEE

This committee will operate under the Entertainment Committee and work closely with Publicity, Registration, and Transportation Committee heads, together with the Gyrette responsible for lady golfers.

The Golf program should be scheduled so as not to conflict with the business meeting. If possible, the golf tournament should be held Saturday, as with a two day District Meeting.

The Golf Committee will be responsible for locating facility, ascertain requirements concerning non-members, out-of-town players, collecting greens fees, starting times, and making up foursomes.

If expenses are anticipated, a budget must be presented to Steering Committee.