



South Central Region Convention Guidelines

A Member of National Garden Clubs, Inc.

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(Revised March, 2015)

SCR CONVENTION GUIDELINES AND SUGGESTIONS

(Revised March, 2015)



There shall be two annual conventions held during each administration with each of the four states hosting the convention according to the schedule of rotation: Texas, Oklahoma, Arkansas, and New Mexico. The host state provides a Convention Chairman, Vice-Chairman, Treasurer, and Registrar, as well as any additional chairmen necessary for the hosting of the convention.

DATES: Convention dates should be set at least one year in advance and preferably two years. The State President and the SCR Director shall set the date for the conventions. These dates should not interfere with holidays, any NGC events or conventions of the four states. Some states have their conventions immediately preceding or immediately following the SCR Convention.

LOCATION: The State President is responsible for selection of the city in which the convention will be held. It should be easily accessible by plane.

EXPENSES:

A. COURTESIES TO NGC PRESIDENT –

- 1) A full packet, optional meals and events, and hotel room are provided for NGC President or her representative. Packet and hospitality for the NGC President shall be provided to one SCR Convention per administration. NGC President will attend one meeting during her term.
- 2) A welcome gift/basket shall be prepared and placed in the room of the NGC President.
- 3) A Tea or Reception prior to a meal should be planned to honor the NGC President, as well as the SCR Director. This gives delegates an opportunity to meet with them. If NGC President is not in attendance, the Tea or Reception will honor the SCR Director and the four State Presidents. Protocol for the reception receiving line (if desired), is 1st) Host State President, 2nd) SCR Director, 3rd) NGC President, 4th) three State Presidents.

B. COURTESIES TO OTHERS:

- 1) A full packet, optional meals and events, and hotel rooms are provided for the SCR Director, Convention Chairman, and State President of the Host Organization (optional), and any member of the NGC Board of Directors who is on the convention program, plus other VIPs or such persons as the Host State and the SCR Director shall specify. These costs shall be paid as part of the expense of the Convention.
- 2) A welcome gift/basket shall be prepared and placed in the room of the SCR Director. The placement of a gift in rooms of the four State Presidents is optional.

C. SPEAKERS:

- 1) Local speakers should be suggested to the SCR Director. The cost would be less if travel and overnight visits are not required. The SCR Director needs to approve all speakers/topics.
- 2) When engaging speakers a definite understanding, in writing, should be established as to fee, transportation fees, hotel accommodations, flowers, time allotment, microphone, media.
- 3) NGC will reimburse the Host State up to \$250 for the convention programs. (This would help with fees, flowers, and travel expenses used by program presenter). Following the convention, the Convention Treasurer shall send an itemized statement of program expenses to SCR Director, and she in turn sends the expense statement to NGC. The reimbursement

check from NGC will be sent to the SCR Treasurer, if funds are available, not to exceed \$250. Any remaining portion may be used at the SCR breakfast/luncheon meeting during the NGC Convention of the same year, and would be requested by the SCR Director.

D. PRINTED PROGRAMS:

- 1) Content and arrangement of the printed Convention Program is the SCR Director's responsibility. The Convention Chairman shall return the program to the SCR Director for her approval before final printing. The host state is to print enough programs for all attendees.

E. HOTEL:

- 1) The hotel should be secured at least one year prior to the convention. The selection should have the approval of the Host State President and the SCR Director. Only two individuals (Convention Chairman and Vice-Chairman) should be in contact with the hotel. The hotel should have adequate rooms for general assembly, meals, sales room, and small break-out room for the Executive Meeting. A work room for flower arranging may be needed.
- 2) The hotel will need to know the attendance and number of sleeping and meeting rooms used in the previous SCR convention. Know the approximate number of people served at each meal. Attendance will vary from state to state and year to year. Larger attendance should be expected in larger states. Attendance is usually higher at the first meeting of the term.
- 3) The hotel should provide some complimentary sleeping rooms. Possibly two would be provided for our small group, to be used by SCR Director and Convention Chairman. The cost of the NGC President's room would come from convention revenue. It does not hurt to ask for a third complimentary room.
- 4) Convention Chairman and State President should read and sign Hotel Contracts. Understand provisions for cancellations, guaranteed guest room prices; minimum/maximum, number to be reserved for complimentary rooms, definite prices for meals, receptions, and equipment (microphones, lecterns, projectors, etc.).

F. MEALS:

- 1) Convention Chairman and Vice-Chairman select the menus for each meal served at the convention. Some hotels issue an invitation for you to sample their food. Determine the cost of meals by adding the price quoted by the hotel, plus gratuity, tax, and complimentary meals you will be serving. The hotel may quote one price and then suggest a percentage increase as they are working a year out. This percentage would be decided by the hotel management. It should be locked in the contract. Keep in mind that a heavy meal at noon and at dinner would not be required.

REVENUE:

A. REGISTRATON FEES:

- 1) This fee is intended to cover: Printing, name badges, postage, cost of the printed program, courtesies as approved, centerpieces, complimentary packets, speakers and fees, and room set-up (if any). Our intent is not to overcharge. There is generally income over expenses (avoid calling it "profit"). Any overage is divided between the Region and the Host State.
- 2) The registration fee is paid by all, one exception noted below, even if attending only one event. Registration fee is automatically included in the package plan price. Package Plan includes registration fee, all meals during official convention, cost of bus/tour if part of the program, and Director's Reception. It is listed separately on the registration form for those choosing not to take the package plan.

- 3) Part-Time Registrations are allowed. Meals and Registration fee are listed separately on the registration form for those choosing not to take the package plan. Exceptions: Special guests invited by the convention would not be charged a registration fee, i.e. Family member of speaker, family members at Installations. (Only the cost of the meal for the functions they attend would be charged). The cost of meals should be slightly higher than those offered in the Package Plan.
- 4) Pre-convention or Post-convention events are not part of regular convention program and the costs are not part of the Package Plan.
- 5) Decide the deadline date for registration. Late registration is penalized by an additional fee such as \$5 or \$10 or the amount determined by SCR Director and Convention Chairman.

B. WAYS AND MEANS OPPORTUNITIES:

- 1) Underwriting from businesses may be a way to help with expenses. Donations of money or services often help cover some convention expenses.
- 2) Silent Auctions may be held at meetings during the previous year to help with SCR Convention expenses. The District hosting the SCR Convention might organize this.
- 3) The Host State may have a sales table during the SCR Convention which would generate funds for the meeting or for other purposes. The monies generated would belong to the Host State. The member states may have a sales table and the income derived from these tables would belong to each of the states participating. (SCR Ways & Means Chairman may have a sales table at the convention or conduct auctions to increase monies in their operating fund).

JOB DESCRIPTIONS:

A. SCR DIRECTOR

- 1) Approve the Host State President's appointment of the Chairman and Vice-Chairman for the Convention.
- 2) Plan and approve the Convention programs (speakers and topics).
- 3) Send a complete agenda to the Convention Chairman well in advance of the meeting.
- 4) Approve the contents and arrangement of the printed program.
- 5) Send the number and names of people to have special seating to the Convention Chairman so that tables or chairs in meeting rooms may be arranged with the hotel. Send same list to SCR Protocol Chairman so that attendance may be confirmed.
- 6) Approve the Convention Budget and see that a deficit will not occur.
- 7) Determine along with the Convention Chairman the amount of the registration fee and additional fee for late registration.
- 8) Send convention dates to Editor of *The National Gardener* and Editor of *The Communicator* for publication.
- 9) Send required information and registration form concerning convention to editors of state publications in SCR well in advance of deadlines for publication prior to the convention. Same information should be sent to SCR Website Chairman. Request that editor of *The Communicator* print the Call to the Convention in the winter issue.
- 10) Extend an invitation to the NGC President to attend the convention of her choice.

- B. CONVENTION CHAIRMAN AND VICE-CHAIRMAN** – They should share responsibilities and be compatible. The Vice-Chairman should be completely informed about every phase of the convention so that she would be ready to step in and take charge if necessary. Work closely with the SCR Director, remembering that this is her meeting.

- 1) Following the invitation by the SCR Director to the NGC President, Convention Chair should contact NGC President and make arrangements for her arrival and departure. She should be met at the airport and should also be driven back to the airport for departure. Ask if she would like to have a Page.
- 2) Prepare a budget after visiting with the hotel management and securing necessary figures regarding meals (consider gratuities and taxes), meeting rooms, complimentary rooms, audio/media equipment, flowers for centerpieces, etc.
- 3) Present budget to SCR Director for approval.
- 4) Appoint other Chairmen such as Registrar, Treasurer, Hospitality, Decorations, Pages, and Favor/Packets.
- 5) Give a list of responsibilities and job descriptions to each Chairman.
- 6) Keep in close touch with all chairmen and request up to date reports on their progress.
- 7) Finalize a contract with the Hotel with needed signatures. Mail a copy of the contract to the SCR Director.
- 8) Keep a log of all correspondences. Log incoming mail and outgoing mail. Make note of telephone conversations. It will help with confirming contacts.
- 9) Attend all committee meetings held by chairmen.
- 10) Finalize the arrangements for program speakers. Be certain that SCR Director approves. Mail speakers a contract to sign.
- 11) Write thank-you notes to all Chairmen and businesses that underwrote or donated items for the convention.
- 12) Complete the Final Convention Report and distribute as required. Report will be found near the end of this guide. Prepare a Final Convention Report Binder to be given to the next Convention Chairman by the SCR Director. Should be done within 2 months.

C. REGISTRAR – should be a person who is efficient, not a procrastinator. Needs to be able to remain calm under pressure and answer all questions by mail/e-mail expeditiously.

- 1) Keep an accurate record of registrations for each event to give to the Hotel Contract person.
- 2) Gives checks to the Treasurer quickly so they can be endorsed and deposited.
- 3) A print-out or copy of all attendees should be provided the Director, Protocol Chairman, and Personnel Chairman. A complete record of all registered and all who attended should be prepared for the Convention Chairman.
- 4) Obtain names of those who receive complimentary packets and optional events.
- 5) Provide SCR Credentials Chairman with registration information to determine voting eligibility.
- 6) Confirm each registration with an e-mail or card stating registration was received. Any over-payments are placed in envelope and given to attendee upon arrival. Any under-payments are noted on the outside of the registration envelope.
- 7) Prepare and provide name badges and packets for attendees.
- 8) Each person registered should have an envelope at registration desk. The envelope will contain tickets for meals/functions, name badge, and protocol information for those with special seating. (SCR Protocol Chair will provide these to you). Envelopes will be in alphabetical order at our Registration Desk managed by 2 or 3 members.
- 9) Envelopes for Executive Board members should be placed in the room where the Executive Board will meet prior to the convention.

D. TREASURER – one who is familiar with bookkeeping methods, use of computer is extremely helpful but not a requirement.

- 1) Works closely with Registrar. Records and deposits checks promptly. Pays all expenses of the convention.
- 2) If the Regional Convention is held prior to or following a State Convention, Regional finances must be kept separate from the State's finances.
- 3) Within 2 months following the close of the convention, all bills should be received and paid. Ask for an extension if necessary in order to receive the final bank statement. Be sure that all checks have cleared the bank before closing the account.
- 4) A bank account may be opened using the State tax EIN number for identification. Some states/districts choose to use their existing banking account rather than opening a new one.
- 5) There should be 2 names on the signature card for the account in case a check needs to be issued and the Treasurer is not available. (The Chairman or Vice-Chairman should be the 2nd signature). It is not necessary to have 2 signatures on each check.
- 6) Prepare an itemized accounting of all receipts and disbursements within 3 months. This financial statement shall be sent to SCR Director, 4 State Presidents, and the SCR Treasurer. (Form is found at the end of this report).
- 7) Send an itemized voucher of program expenses to the SCR Director for approval.
- 8) Any remaining revenues over expenses are divided equally between SCR and the Host State. (One-half to be sent to the Host State and one-half to be sent to the SCR Treasurer with a copy of the financial statement).

E. DECORATIONS CHAIRMAN – selects a few designers to help with centerpieces, both designing and placement.

- 1) Flower arrangement at the lectern during the business sessions will be needed. Cost of flowers to be included in convention expenses. Often a garden club will furnish this and locally grown flowers may be used.
- 2) Table decorations/centerpieces will be needed at each meal. Often the designs are used for door prizes following the meals. Also, a basic design may be re-used/refurbished for another meal. Keep in mind that some attendees will be using plane transportation and a container that travels is always appreciated.
- 3) Corsages are optional. If desired, one would be presented to SCR Director, NGC President, (and 4 State Presidents, if desired).

F. FAVORS/PACKETS CHAIRMAN – these are optional. If provided to attendees, these are covered in the convention budget or may be donated by clubs or individuals. Possible favors may be tote bags, pens, notepads, etc. Limit the number of door prizes.

G. HOSPITALITY COMMITTEE – shall be responsible for the Reception or Tea for the SCR Director, along with any distinguished guests. Any other special function of the convention would be handled by this committee. Several people or a particular club might serve on this committee.

H. CONVENTION PAGES – Pages should be provided for the SCR Director and the NGC President. Any other officer who requests or needs a page should be provided one. Pages should be instructed and briefed on their responsibilities.

- 1) A Page is a messenger. Attend all business meetings and sit on front row in order to be visible to the SCR Director or the NGC President, when needed.
- 2) The Page should meet the SCR Director or the NGC President at their hotel room door and accompany them to the meeting room or the dining room.
- 3) Offer to carry anything necessary from their rooms to the meetings and carry things back to the rooms following the meetings. Be available to run errands.

SCR CONVENTION FINAL REPORT

Meeting Date:

Hotel:

City/State:

Regional Director:

E-mail:

Phone:

Chairman:

E-mail:

Phone:

Signature _____

INCOME

| | | |
|---|---------------|----------|
| Registration, Package Plan | _____ @ _____ | \$ _____ |
| Registration, Part-time | _____ @ _____ | \$ _____ |
| Registration, late fees | _____ @ _____ | \$ _____ |
| Meals (if not in pkg. plan) | _____ @ _____ | \$ _____ |
| Tour/bus (if not in pkg. plan) | _____ @ _____ | \$ _____ |
| NGC Advance (up to \$250 for speakers/programs) | | \$ _____ |
| Donations | | \$ _____ |
| Auctions | | \$ _____ |
| Ways & Means | | \$ _____ |
| Other _____ | | \$ _____ |
| _____ | | \$ _____ |
| TOTAL INCOME | \$ _____ | |

EXPENSES

| | | |
|---|---------------|-------------------------|
| Meals | _____ @ _____ | \$ _____ |
| Tour, bus, lunch (if not in pkg. plan) | _____ @ _____ | \$ _____ |
| Complimentary package plan, # _____ | | |
| Complimentary sleeping rooms, # _____ | | |
| Speakers/Entertainment: Name/topic _____ | | \$ _____ |
| Name/topic _____ | | \$ _____ |
| Name/topic _____ | | \$ _____ |
| Gifts for dignitaries (attach receipts) | | \$ _____ |
| Reception | | \$ _____ |
| Printed programs (attach receipts) | | \$ _____ |
| Other printing or postage (attach receipts) | | \$ _____ |
| Name badges (attach receipts) | | \$ _____ |
| Meeting rooms, # _____ needed | | \$ _____ |
| Decorations/Flowers (attach receipts) | | \$ _____ |
| Audio Visual/Media Equipment (list _____) | | \$ _____ |
| Refunds | | \$ _____ |
| Chairman Expenses (attach itemized list & receipts) | | \$ _____ |
| Other _____ | | \$ _____ |
| _____ | | \$ _____ |
| _____ | | \$ _____ |
| TOTAL EXPENSES | \$ _____ | BALANCE \$ _____ |

Disbursement of Funds: ½ to SCR Treasurer and ½ to Host State

Attach: Printed Program, copy of Call, and Registration Form.

Send copy of this form to SCR Director and to SCR Secretary for files.

(WORD: SCR CONV....)