

South Central Region

(Arkansas, New Mexico, Oklahoma & Texas)

CONVENTION GUIDELINES

Affiliate of National Garden Clubs, Inc.

Revised October 2026

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, and Registrar, as well as any additional chairmen necessary for the hosting of the convention.

DATES: Convention dates should be set one year in advance and preferably two years. The State President and the SCR Directo shall set the dates for the convention together. These dates should not interfere with holidays, and NGC Events or the conventions of the four states.

LOCATION: The State President is responsible for the 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 package, optional meals and events, and hotel room are provided foe the NGC President or her representative. Package 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 reception prior to a meal should be planned to honor the NGC President, as well as the SCR Director. This gives members an opportunity to meet with them. If the NGC President is not in attendance, the reception will honor the SCR Director and four State Presidents.

B. COURTESIES TO OTHERS:

1. A full package, optional means and events and hotel rooms are provided for the SCR Director and State President of the host state and any member of the NGC Board of Directors who is on the convention program. 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 the 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 approves all speakers and topics.**
2. When engaging speakers a definite understanding in writing (using the SCR Speakers Contract) should be established as to the fee, transportation fees, hotel accommodations, flowers, time allotment, microphone and media needs.

D. PRINTED PROGRAM:

1. Content and arrangement of the printed Convention program is the SCR Directors responsibility. The convention chairman will return the proposed program to the SCR Director for her approval prior to the final printing. The host state is to print enough programs for all attendees plus 10 copies.

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 should be in contact with the hotel (Convention Chairman and Convention Co-Chairman).** The hotel should have adequate rooms for general assembly, meals, sales room, and small

breakout room for the Executive meeting. And a work room for flower arranging may be needed.

2. The hotel will need to now the attendance and number of sleeping room and meeting rooms used at 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 sometimes provides one or two **complimentary sleeping rooms to be used by the SCR Director and State President.** The cost of the NGC President's rooms would come from the convention revenue.
4. **The SCR Director will read and sign all hotel contracts.** Understand provisions for cancellations, guaranteed guest room prices, minimum and maximum, number needed to be reserved for complimentary rooms, definite meal pricing, receptions and equipment needed (microphones, lecterns, projectors, etc.)

F. MEALS:

1. Convention Chairman and Convention Co-Chairman select the menus for each meal served at the convention. Some hotels issue an invitation for you to sample their food, prior to choosing meals. Determine the cost of meals by adding the price quoted by the hotel, plus the service charge, gratuity tax and complimentary meals you will be erving. The hotel may quote one price and the suggest a percentage increase as they are working a year out. You can get them to lock in meal prices (a negotiating point when setting up the hotel contract). If this percentage is used it is decided upon by hotel management. Make sure this is locked in the contract. Keep in mind a lighter meal at lunch and a moderate meal at dinner is suggested.

<u>REVENUE:</u>

A. REGISTRATION FEES:

1. This fee is intended to cover the following: Printing, name badges, cost of printing programs, courtesies as approved, centerpieces, complementary packages, speakers fees and room set-up (if any). ***Our intent is not to overcharge!*** The 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, with one exception noted below, even if only attending one event during the convention. Registration fee is automatically included in the package plan price. Package plan includes the registration fee, all meals during the official convention, cost or bus/tour if part of the program, and Director's Reception.
3. **Part-Time registrations are not allowed.** (This is due to the economic times we are living in). The exceptions to the Registration fee are: Special guests invited to the convention, family members of the speaker and family members at installations. Only the cost of the meal for the function they attend will be charged.
4. Pre-Convention and Post Convention events **are not** part of the regular convention program, and the costs **are not** part of the Package plan.
5. Deadline for registration must be decided and approved by the SCR Director. **Late registration is penalized by an additional fee** of $25+ **and is determined by the SCR Director and Convention Chairman.**

B. **WAYS AND MEANS OPPORTUNITIES:**

1. Sponsorship from a local or other business may be a way to help with expenses. Donations of monies or services often helps cover some of the convention expenses.
2. Silent Auctions may be held during the SCR Convention to help with the SCR convention expenses. The State hosting the SCR Convention organizes this.
3. The Host state may also have a sales table at the SCR convention to generate funds for the meeting or other purposes. The monies generated would belong to the Host State. The member states could also have a sales table at the convention and income derived from these sales would belong to the member state participating. The SCR Ways and Means Chair may also have a sales table at the convention or conduct auctions to increase monies I their operating fund.

JOB DESCRIPTIONS:

A. SCR DIRECTOR:

1. Approve the Host State President's appointment of the Chairman and Co-Chairman for the convention.
2. Sign the Hotel contract for the SCR Convention.
3. Plan and approve the Convention programs to be presented (speakers and topics).
4. Send a complete meeting agenda to the convention chair to aid in setting up the printed convention program.
5. Approve the contents and arrangement of the printed program.
6. Send the number and names of people to have special seating at the convention to the convention chairman so that tables or chairs in the meeting rooms and meal rooms may be arranged with the hotel. Send the same list to the SCR Protocol Chairman so that attendance may be confirmed.
7. Approve the convention budget and see that a deficit will NOT occur.
8. Determine, along with the convention chairman, the amount of the registration fee to be charged and the amount and deadline for the additional fee for late registrations.
9. Send convention dates to the Editor of *The SCR Communicator* for publication and the SCR web master.
10. Send the "official" call to convention letter to the member State Presidents to be distributed to their state members January 1.
11. Send the "official" call to convention letter to the SCR Web Mater to be posted on the SCR website January 1.
12. Send the "official" call to convention letter to the Editor of the Communicator to be printed in the February issue of *The SCR Communicator*.
13. Extend an invitation to the NGC President to attend the Convention of her choice.
14. Provide contact information to Convention chairman for NGC President's attendance at a SCR convention.

B. CONVENTION CHAIRMAN & CO-CHAIRMAN

1. They should share total responsibilities and be compatible. Both should be informed of every phase of the convention so that either could carry out the tasks of putting on the SCR convention. **MUST be able to work closely with the SCR Director, Remembering this is HER meeting NOT a State meeting!**
2. Following the invitation to the NGC President, should contact the 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. She should be asked if she would like to have a Page.
3. Prepare a budget after visiting with hotel management and securing all necessary figures regarding the meals (consider service charges, gratuities and tax), meeting rooms, complimentary sleeping rooms, audio/media equipment, flowers for center pieces, etc.
4. Present budget to SCR Director for approval.
5. Appoint all other necessary Chairman for the convention including Registrar, Hospitality, Decorations, Favors and Pages.
6. Give list of responsibilities and job descriptions to each chairman.
7. Keep in close touch with all convention chairmen and request up to date reports on their progress.
8. Finalize the contract with the Hotel.
9. **Email the contract to the SCR Director for signature.**
10. Keep a log of all correspondence for the SCR convention for reference. Log all incoming and outgoing emails.
11. Attend all committee meetings held by chairman for the convention.
12. Finalize the arrangements for all program speakers. Email speakers contracts for their signature and send copy of signed contracts to SCR Director.
13. After the convention is over, write thank you' s to all chairman and sponsors of the convention.
14. Complete the final convention report in coordination with the SCR Treasurer and distribute as required within two months post-convention. Sample report is found at the end of this Convention Guide. Convention report is sent to SCR Director, SCR Executive committee members and the next SCR Convention Chairman.

C. **REGISTRAR:**

1. Should be a person who is efficient and NOT a procrastinator! Needs to be able to remain calm under pressure and answer all questions by phone or email in a timely manner.
2. Keeps an accurate record of registrations for each event to give to the Convention Chairman to pass on to the hotel
3. Gives check to the Treasurer quickly so they can be deposited.
4. Provide a list of all registered attendees to the SCR Director, Convention Chairman, Convention Co-Chairman, Protocol Chairman, and each State President.
5. Obtain a list of those that receive complementary packages and optional events.
6. Confirm each registration with an email stating that registration was received. Any overpayments are placed in an envelope and given to that attendee upon their arrival. Any

underpayments are noted on the outside of the registration envelope and collected from attendee upon their arrival.

7. Prepare and provide name badges and packets for all convention attendees.
8. Each person registered should have a registration packet at the registration desk. The registration envelope will contain tickets for meals and functions, name badge, and protocol information for those with special seating. (Protocol will be provided to you by the SCR Protocol Chairman). Envelopes need to be in alphabetical order at the SCR registration desk. Registration desk must be managed by two to three members.
9. Envelopes for SCR Executive Board members should be placed in the room where the Executive Board will meet prior to the start of the convention.

D. **TREASURER**

1. **ALL SCR Convention income and expenses are to be accepted and paid out through the SCR Treasurer.**
2. Treasurer works closely with the Registrar.
3. Records and deposits checks promptly.
4. Pays **ALL expenses/bills** following the close of the SCR Convention **within 30 days.**
5. Working with the Convention Chairman and Co-Chairman, prepare an itemized accounting of all receipts and disbursements within six weeks of convention close. The final Financial statement is be sent to the SCR Director and four State Presidents.
6. Any remaining revenues over expenses are divided equally between SCR and the Host State.

E. DECORATIONS CHAIRMAN

1. Selects designers to create and place meal centerpieces for the convention.
2. Selects a design to crate and lace a flower arrangement at the lectern during the business sessions.
3. Cost of flowers to be budgeted in Convention Budget. Sometime garden clubs/design clubs will furnish. Locally grow garden flowers can be used.
4. Table decorations, along with floral centerpieces, will be needed at each meal. Often designs re used for door prizes following the meal. A basic design can be re-used and/or refurbished for another meal. Keep in mind some attendees travel on the airplane and a container that travels is always appreciated.
5. Corsages are optional. Typically used for installation year banquet. If desired, they are presented to the SCR Director, NGC President and four State Presidents.

F. **FAVORS/PACKETS CHAIRMAN**

1. Favors are optional. If provided to attendees, these are covered in the convention budget OR may be donated by clubs or individuals. If providing table favors, limit the amount of door prizes.

G. **HOSPITALITY COMMITTEE**

1. Responsible for the Reception for the SCR Director along with any distinguished guests.
2. Any other special function of the convention would be handled by this committee.
3. Several people or even an entire club may serve on this committee.

H. **CONVENTION PAGE**

1. If requested, a Page should be provided to the SCR Director and another for the NGC President.
2. A Page is a messenger and is able to run errands.
3. Page should attend ALL B=business meetings and sit in the front row to be visible to the SCR Director and NGC President, when needed.
4. Page should meet the SCR Director or the NGC President at their hotel room door and accompany them to the meeting room or dining room.

SCR Convention FINAL report

Meeting Date: _____

Hotel: _____

City/State: _____

SCR Director: _____

Convention Chairman: _____

INCOME:

Registration Package Plan: _____ @ $ _____	$_____
Registration Late Fees: _____ @ $ _____	$ _____
Meals not included in pkg. _____ @ $ _____	$ _____
Tour/Bus not included in pkg. _____ @ $_____	$ _____
Donations:	$ _____
Silent Auction:	$ _____
TOTAL INCOME:	**$** _____

EXPENSES:

Meeting Rooms we were charged for	$_____
Meals _____ @ $ _____	$_____
Tour/Bus/Lunch _____ @ $ _____	$_____
Complimentary package _____ @ $ _____	$_____
Complementary Sleep Rms _____ @ $ _____	$_____
Speakers:	
Name/Topic _____	$_____
Name/Topic _____	$_____
Name/Topic _____	$_____
Gifts for Dignitaries _____ @ $ _____	$_____
Reception	$_____
Printed Programs	$_____
Name Badges	$_____
Flowers	$_____
Decorations:	$_____
Audio Visual/Media Equipment	$_____
Refunds	$_____
Other Expenses:	
List _____	$_____
TOTAL EXPENSES:	**$**_____

BALANCE: **$**_____

Disbursement of any funds remaining will be ½ to SCR & ½ to Host State. Attach a printed program, registration form and send to SCR Director & four State Presidents.