



GUIDELINES FOR CHAIRING/HOSTING DISTRICT CONVENTION

(Subject to change by the direction of the District President)

(Updated 1/26/2025)

Chairing/Hosting District Convention can be enjoyable. **Convention is a District Fundraiser.**

The President along with assistance of the Chair(s) and or the committee, will select the site and determine the meal cost to meet the needs of the District. The Convention fees currently are \$60 in person & \$30 via Zoom. Cash and checks are accepted. Checks are payable to GFWC Mount Diablo District and collected via U. S. Mail. **Convention is prepaid. RESERVATION MADE IS A RESERVATION PAID.** The lunch of the District President and or Guest Speaker(s) is complimentary. If there is a Host Club, with approval of the District President, may also choose to have one fundraising drawing as an additional club fundraiser. The Host Club conducts and benefits from this one fundraiser.

The following setup is required:

A skirt head table to accommodate 8 people and a side table for 2 Financial Officers are needed. The head table place cards/plaque cards and Collect will be provided by the GFWC Mount Diablo District Amenities Chairperson. A registration table is needed and should be manned by District President appointed member(s), which should also include name tags for all attendees, unless other arrangements have been made with the District. The American Flag should be placed to the right of the District President. The Host Club or venue should provide a sound system and lectern for the center of the head table.

All tables should have water pitchers with drinking glasses or small water bottles. Morning treats (continental breakfast faire) along with coffee service and juice should be included for the gathering/registration period and midmorning break. The lunch may be provided in a buffet style or served, to be determined by Chair/President, provided at approximately 12:00 noon. Food menu, set-up and or delivery, for morning and lunch is determined by the Convention Chair and President. Discuss details with District President, Convention Chair and or Corresponding Secretary.

The Corresponding Secretary along with the District President are responsible for the Convention Call, setting a deadline date for reservations at least two months (60 days) prior to the convention date. ALL District Club Presidents need to provide the District Corresponding Secretary with the names and correct spelling of all club attendees for the registration table along with one club check to include all attendees of their club. **A RESERVATION MADE IS A RESERVATION PAID**, unless cancelled prior to the posted deadline. All information must be sent to the District Corresponding Secretary. A "Save the Date" and Meeting Call will be dispersed via the Beacon.

The Host Club president or appointed member by the District President will be asked to welcome everyone at the beginning of the meeting and share for a few minutes of the area in which the Convention is being held and the local clubs activities, accomplishments, and/or history highlights.

Convention Registration/Meals Etc.

1. A late fee of \$10.00 will be imposed for those members not meeting the registration deadline set forth in the Convention Call, unless approved by the District President.

Convention Registration/Meals Etc. Continued

2. All members of Mount Diablo District must pay the convention fee for any business session and for any meal.
3. All clubs are asked to honor the Convention Club Contribution Fee, currently \$40, which assists with Convention costs, items such as awards, invited guests such as speakers etc., favors (swag materials/bags).
4. All non-voting guest(s), such as a speaker, invited Federated guest(s) need not pay the Convention fee, but must register.
5. The **Club Information Forms** (formerly known as "**Data Blanks**") are due at the annual District Convention and turned in at registration.

Guidelines for Convention Chairperson(s) - District President to approve all arrangements

Committee – Chairperson along with the President will agree on planning meeting dates, in person and or via Zoom.

Theme – is determined by the District President.

Agenda – is compiled by the District President & Corresponding Secretary. Posted 60 days prior to convention, to all members via email and posted on the District website.

Programs – determined by District President.

Color Guard – suggest contacting local JROTC, VFW, and Boys/Girls Scouts etc.

Singer – may be a member, community member etc. to lead/sing **America the Beautiful** and **Let There Be Peace On Earth**.

Venue Layout - (includes registration table, silent auction and or fundraising table(s), head table, finance table, Zoom table and Memorial table).

Menu – Determined by the District President & Convention Chairperson and must be within in the set budget. Includes breakfast items, lunch, snacks, and beverages (make Gluten Free and Vegetarian options available). Allergy restrictions are the responsibility of each person.

Set up - tables, chairs, American flag, sound system, lectern, projection screen if needed, along with table settings (plates, cups, silverware) centerpieces etc.

Photo(s) – Group Convention picture and or photo booth for member photos (members can take photos with their cameras/phones etc.)

In Memory Tribute – Overseen by the Inspiration Chair, assisted by the Corresponding Sec.

Registration Table - will have registration check in sheets provided by the Corresponding Secretary, along with facial masks, hand sanitizer, blank name tags, markers, pens, agenda, and any other handouts for the Convention.

Favors/Swag Bag and or Materials – these are items collected and or gathered by the committee and or approved by the District President. Example (small tablet, pen, Kleenex, candy, mints, etc.)

Door Prize - to be determined by the District President

Installation – held every second year, incorporate President Elects theme, guest(s), projects etc.

Zoom – prepared by Corresponding Secretary and Zoom Coordinator