

# **B.C. Provincial Aerie Conventions**

## **~ Organization Guide ~**

*(revised August 3, 2003)*

THESE GUIDELINES ARE BASED ON THE TRADITIONAL EAGLES CONVENTION FORMAT

Once an aerie has paid the registration fee to the Provincial Aerie and the motion has been adopted approving an aerie's proposition to host the Provincial Convention, if it has not been done already, the aerie in question should immediately proceed to:

### **Job One:**

There shall be an appointment by the aerie (serving as a committee of the whole) of a Convention Chairman. This individual should be the best organized and most sound in regards to their judgment and demeanor. This person must possess immaculate logistical and interpersonal skills. It is their commitment and leadership that holds the entire project together. All other committee chairmen are chosen by the Convention Chairman. This individual coordinates all committees and their schedules. Phoning, confirming and double-checking every single detail are this person's major responsibilities.

To aid in this position, a visual chart should be created and posted for the reference of all committee chairs. Said chart should contain the most current information and details regarding everything. Thus, as the Convention Chairman maintains all details of this chart, thus he maintains the details of the convention itself.

His identity and contact information should be posted in the provincial newsletter in every issue from a year in advance of the convention which he is to chair.

### **Job Two:**

There shall be the establishment of a Convention bank account, with the full knowledge and approval of the Provincial Secretary. Only receipts and expenditures directly related to the Convention shall be processed through this account.

## **I. One year in advance:**

### **Site Selection:**

1. Site selection is performed by the Venues Committee.
2. Site selection must begin at least one year in advance. Many halls get booked at least one year ahead.
3. Hall must be big enough to seat comfortably the number of people you expect to attend, and meet whatever fire laws your state/province may have.
4. Hall should, if possible, have hard walls and ceiling and floor (no carpet or acoustic tile).
5. Ceiling must not be too high, in fact the lower the better. Most hall ceilings are fine. However, high vaulted cathedral ceilings must be avoided because the sound vanishes upward with the result that the people cannot hear each other.
6. Halls need adequate bathrooms, food facilities, handicapped access, parking, child care space (if provided). Access to public transportation is a plus, as are established areas for access to courtesy cars.

## II. Nine months in advance:

- A. Hold a preliminary meeting nine or ten months before the convention date, with all the people who will be working on the convention. At that meeting the Convention Chairman assures that:
1. The Venues Committee presents a site selection report.
  2. All committee work needed is reviewed, (See Section II-B).
  3. All committee chairmen know their roles (see Section VI).
  4. The publicity plan, accommodations plan, transportation plan and convention schedule are established, and,
  5. that a preliminary deadline for flyer reproduction and mailing is set.(see Section II-C).
- B. The concept of "committee" can be as flexible as it needs to be to get the job done. The crucial point is that someone be clearly in charge and responsible for each of these tasks. This person can then choose to work individually or to delegate or request help as seems appropriate (this often happens informally). In addition, one person can choose to head more than one of these tasks, if desired. Committee heads whose duties require them to be listed on the flyer as a contact point (see Section II-C) must be selected prior to printing of the flyer.
- Committees and their duties are:

1. Venues Committee - Site selection (see also Section I-B above) –
  - Books building(s) for banquets, dance(s), Memorial Service and Installation of Officers (if not already done).
  - Confer with Provincial President's chairman of the Past Provincial Presidents Club to book a venue for their Thursday evening dinner.
2. Publications & Publicity Committee
  - Researches publication deadlines so that a timetable can be drawn up for sending out the press releases.
  - Sends out the press releases according to said timetable.
  - Does follow-up phone calls to all places receiving press release to reinforce press release information and answer questions.
  - Contacts (when the time comes) person with the master mailing list to arrange to get the addresses printed out on labels.
  - Plans for mass fold-and-stick party prior to mailing out the flyers using the master mailing list.
  - Mails the flyer to all the related Eagles newsletters prior to their deadlines so that the flyer will be published in issues well ahead of the convention.
  - Thinks up any other bright ideas for getting the word out in a timely manner.
  - Contacts Provincial President for agenda to be included in the Convention Booklet. Clarify/specify and details regarding Memorial Service (who is conducting, which drill team, relate any equipment requirements to the Setup Committee).
  - Contacts Provincial Secretary for photographs/bios of provincial officers for the booklet. Also, acquire any information on any deceased Past Provincial Presidents within the last year (an update of the booklet's list should be done every year for errors and/or omissions).
  - Sell ads for the booklet.
  - Design and print convention booklet and coordinate them with the Credentials Committee chairman for availability during registration. The most important aspect of the design is that the schedule of the convention be in the center of the booklet for the utmost ease of reference.

- Design and print numbered tickets for banquets, breakfasts and lunches, and coordinate them with the Credentials Committee chairman for availability during registration  
Reminder One: Make sure extra tickets exist, especially for the Saturday banquet.  
Reminder Two: All registered Delegates and Past Presidents to the convention receive as part of their \$30.00 registration fee one (1) Saturday night banquet ticket.
3. Accommodations Committee -
    - Has his/her name and phone number on the flyer as contact person for accommodations (Section II-C).
    - Coordinates motel operations and provides information on motels.
    - Blocks off rooms at particular venues (if possible) all the while finagling for best prices that can be set.  
Reminder: the local aerie is to pay for the rooms for the Grand representatives.
    - Coordinates all available information to the Publications Committee for inclusion in the flyer to be mailed to all aeries.
  4. Transportation Committee -
    - Draws up map to put into the flyer.
    - Has name and phone number on the flyer for travel questions (see Section II-C).
    - Fields phone calls with travel questions.
    - Make certain that each venue that is housing conventioners has a posted phone number for the courtesy car dispatcher.
    - Investigate the acquisition of possible local courtesy parking tickets from city hall (if applicable).
  5. Catering Committee -
    - Works with Setup Committee for things like refreshments, urns, power requirements, etc.
    - Works with site on kitchen access (if applicable).
    - Plans layout of tables for quick flow-through for large numbers of people. (Double-sided, multi-entry works very well.)
    - Events: Friday Men's' Banquet, Saturday Joint Banquet, lunches and breakfasts for all days except Friday breakfast (usually waived because of the 8 a.m. Memorial Service).

Bar Committee –

    - Strong chairman is required here, with reliable volunteers throughout.
  6. Entertainment Committee –
    - Book and organize any events and their details, i.e. music, venues, equipment, etc. Coordinate with Setup Committee chairman for any required assistance.

7. Setup Committee - may be chaired by Locating Committee Chair or by someone else.
  - Recruits people to set up hall and later to take it all down.
  - Contracts for enough chairs.
  - Contracts for enough tables.
  - Arrangement for flowers (to be exchanged with Auxiliary during opening session).
  - Coordinate with Entertainment Committee chairman for any required assistance regarding special events or services.
  - Other issues:
    - Extension cords (perhaps available from site?)
    - Microphones, public address equipment, pianos, etc. (needed for sessions/memorial service/dances)
    - Regalia and stations for Installation of Officers on Saturday afternoon (arrange with host aerie's Worthy Conductor).
    - Large coffee urns (available from site?)
    - How early can the setup crew enter hall to start setup?
    - Is there a site manager with whom all must be coordinated?
  
8. Credentials Committee
  - Both Chairman and volunteers must be both patient and friendly. Salesmanship ability is also a plus, since registration is the prime opportunity to sell mugs, t-shirts and assorted other paraphernalia regarding the convention.
  - Design and print credentials. Credentials must be numbered on both header and each tear-off section for clear identification in a by-the-session format; *the top section must bear the printed name of the bearer and his signature.* (Examples of these can be acquired from the Provincial Secretary).
  - Visitors/Delegates/Past Presidents ribbons (please defer to the Provincial Secretary for details).
  - Compose name tags for all who have pre-registered (blank name tags are to be completed manually for all non-pre-registries). All name tags are to bear the name, aerie name and aerie number of the individual.
  - Acquire convention booklets from Publicity Committee chairman for availability during registration.
  - Acquire meal and banquet tickets from Publicity Committee chairman for availability during registration.
  - Compose the convention packages, each of which includes a credential, a nametag, ribbon, convention booklet, and any other gift items of local interest.
  - Registration table must be *set up and staffed* at least one half hour before the beginning of the convention.
  - All Delegates, Past Presidents and Visitors must sign for their respective credentials in a registration log of some design.
  - Timetable: Thursday afternoon/evening and Friday morning are the two peak times. After this, someone at the aerie who will not be attending the sessions may handle any other registrations that may come in.
  - Should an election be required from the Friday afternoon session, the election will take place Saturday morning, with polls open at 7 a.m. and closed by 9 a.m. precisely. All who vote must present their official receipt for inspection by the Elections Committee (appointed by the Provincial President). The Credentials Committee beforehand should have made provisions for printed ballots, pencils and a ballot box of some design.

- In-session concerns: confirm with Provincial Secretary whether the minutes of the convention sessions will be recorded on tape or manually recorded. If manually, discuss the possible use of a local brother who can record in shorthand.
- C. Flier: Start drafting the flyer and soliciting artwork right after the initial meeting (Section II-A). Set deadline for the completed flyer at least six months in advance so that flyers can be distributed at other conventions & elsewhere.

The flyer must contain:

1. What: Name of your convention
2. When: Dates of your convention
3. Where: Address(es) of site(s).
4. Times (start, end for each session)
5. Food
6. Child care? (Provided? Contact phone number for reservations in advance?)
7. Transportation data (map, directions, public transport if available, contact phone number for further transportation information)
8. Contact phone number for advanced housing reservations
9. Contact phone number of reserved motel(s) with prices/people in room
10. Contact phone number for general information

### **III. Six months in advance:**

- A. Begin carrying the flyer to other events and/or mailing them to major conventions so that someone else can put them out.
- B. Check publicity time schedule. Make sure press release schedule makes sense. Some publications have three to four month lead time. Make sure these are sent out.

### **IV. Three months in advance:**

- A. Plan and hold fold-and-stick party (see "Publicity", Section II-B) to prepare the flyer for mailing using the master mailing list. If you are using a non-profit bulk mailing permit, you need to allow *at least* six weeks for delivery.
- B. Therefore, make sure that the flyer mailing is *at the post office* at least 2 months in advance of the convention.
- C. Flyers mailed to US addresses must be put into envelopes and will require additional postage.
- D. Contact external sites and confirm:
  1. That the 350 chairs and 16 tables (for example) that you made arrangements for will actually be in the hall for setup on the right day.
  2. Begin talking about menus and once they are decided, relay the information to the Publicity Committee chair for inclusion on the respective meal tickets.

## V. One Month in Advance

- A. Get the credentials cards printed. Pre-registration ends on April 30<sup>th</sup>.
- B. Buy/produce the name tags.
- C. Accommodations Committee should confirm hotel/motel progress regarding any promised rooms, bulk deals, etc. Reminder: Phone calls requesting housing will start to come in as soon as the flyers have gone out.
- D. Scope out the site and prepare *large* signs so that finding the place is easy. Signs are also needed for Parking and possibly Bathrooms.
- E. Plan and discuss any duties of the Provincial and Convention Officers for any last minute requirements, and clearly allocate their needs to the appropriate committee responsibility.

While this outline is far from a comprehensive discussion of all the variations, compromises and improvisations that have made all conventions successful in the past, it provides the simple schema that made our first ever provincial convention function as well as it did. We encourage that this document be added to by all future host aeries so that each successive year our conventions get better and better.

With Fraternal Best Wishes,

THE BRITISH COLUMBIA PROVINCIAL AERIE