Handbook

For Chapters Planning

An

Alpha Gamma State Convention

Or

Alpha Gamma State Workshop



Alpha Gamma State

The Delta Kappa Gamma

Society International

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INTRODUCTION

This Handbook represents an effort to provide guidance to Chapters who assume their responsibility to host state-wide activities of The Delta Kappa Gamma Society International.

For many years, Chapters shared in an informal way the ideas each Chapter had found helpful in organizing events, such as a State Convention or a State Workshop. Based on an expressed need from the Membership, a Committee was appointed by the State President to compile suggestions to meet this need. As a result of this action, The Handbook for Chapters Planning a State Convention or Workshop was compiled. Because customs and traditions change over time, the need to again update the Handbook became a necessity. The present Committee was asked to update and revise the original Handbook and present a copy to the Chapters as guidelines for hosting either the Alpha Gamma State Convention or and Alpha Gamma State Workshop.

The present revision Committee maintains the same hope of the original Committee that this information will be a helpful guide as Chapters work toward fulfilling the purposes of The Delta Kappa Gamma Society International.

It should be emphasized that these suggestions are only guidelines, and in no way should a Chapter feel limited in terms of its own creativity or convenience. Events such as Executive Board/General Session, Birthday Luncheon, Founder’s and President’s Banquet, and Memorial Service are specific to the Convention.  **Opening Session and Luncheon are specific to Fall Workshop; therefore, Workshop Chairs should feel free to use only those suggestions that relate to the hosting a Fall Workshop in the aforementioned Committee areas.**

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# CONVENTION/WORKSHOP CHAIRMAN

As soon as a Chapter(s) accepts the responsibility to host a State Convention, a Convention Chairman needs to be named. This may or may not be the President of the host Chapter(s), but should be someone who has attended State conventions and has an overall knowledge of the Convention activities and scheduling. After the Convention Chairman is named, she may ask or accept Volunteers to chair or work on other Committees. Some suggested committees may be: **Registration Committee;** **Reception/Hospitality Committee**; Executive Board Meeting/**General Session Committee**; Birthday Luncheon Committee; Founders’ and Presidents’ Banquet Committee; Memorial Service Committee; Courtesies Committee; **Printing Committee; Publicity Committee; Vendors/ Non-Dues Revenue Committee**; and Exhibit Committee. A Chapter may use some of these, combine them, or add others in order to divide responsibilities and involve as many Chapter members as possible.

The Convention Chair will need to:

1. Coordinate all Committee activities.
2. Work closely with the State Organization President in planning the Convention. The Convention Chairman will be directly responsible to the Alpha Gamma State Organization President.
3. Handle problems that occur during the meeting.
4. Arrange for the location for the Convention. Any School, Church, Meeting Hall, Hotel, or Convention Center that has the facilities needed by the Alpha Gamma State Convention should be acceptable. The Convention Chairman should check with the State Organization President as to the final selection of the Convention site.
5. Accept the responsibility of making any announcements needed after each meeting and presiding at the Birthday Luncheon.
6. Develop a budget for each event and provide to Committee Chairmen.
7. Submit registration and hotel forms to the Alpha Gamma State Newsletter.
8. Make contracts with the hotel concerning rooms, food, microphone, and podium for Luncheon and Banquet and any other area needed.

SUGGESTIONS TO HELP THE CONVENTION CHAIRMAN

1. Keep all information needed for each activity in one three-ring binder notebook with tabs.
2. Have a list of all Committee members’ names, phone numbers, e-mail addresses in a convenient location such as in the front of the notebook.
3. Keep notes on all Committees’ activities.
4. Meet with Committee Chairmen several times to check for progress as well as problems.

# CONVENTION/WORKSHOP TREASURER

As the State Convention/Workshop should be self-supporting, the $25.00 registration fee for the Convention and **the $15.00 fee for the Workshop** should cover expenses. **The Luncheon** and Banquet **cost are set by the Convention Chairman and should cover hotel caterers and other event related needs**. The Convention/**Workshop Treasurer** **is responsible for all monies related to** Convention/**Workshop needs which are received or disbursed**. This person does not have to be but may be the Treasurer of the host Chapter(s).

Alpha Gamma State has monies ($500.00) available as “start up” monies to help host Chapters begin work on the Convention. A request should be made to the State President to receive the monies which must be repaid by June 15th.

The Convention/**Workshop Treasurer’s responsibilities will include**:

**RECEIPTS:**

1. Keep an accurate record of all monies received.
2. Record names, addresses, and amounts received for everyone registering for the Convention.
3. Forward registrants’ information to Registration Committee.

**DISBURSEMENTS:**

1. Keep an accurate record of all monies paid out.
2. List names of all persons receiving money for Convention expenses, such as materials used at the registration desk, name tags, programs, gifts, flowers, etc.

**FINANCIAL SUMMARY:**

1. Final itemized report of all receipts, disbursements, and balance are to be made to the State Treasurer by the Convention/Workshop Treasurer within forty-five (45) days after the event. Any money left over should be sent to the State Treasurer.

INTERNATIONAL GUEST:

1. Travel expenses are paid by International.
2. Hotel and meals other than Banquet and Luncheon are paid by State
3. Guests pay no registration fee; Banquet and Luncheon are paid from the Convention Funds.

SUGGESTIONS FOR THE CONVENTION TREASURER:

1. The Convention Treasurer should have no other responsibilities.
2. The Convention Treasurer may open a separate bank account to keep records.
3. Make a copy of all checks received before depositing.

# SAMPLE CONVENTION BUDGET

Amount

Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Luncheon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banquet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipts from Registration:

Checks

Name Address Amount Paid

1. Jane Doe

Etc.

Cash

Name Address Amount Paid

1. Jane Doe

Etc.

Total Deposits Amount

(Total amount received for Alpha Gamma State Convention)

Total Disbursements

Name Reason Amount Paid

1. Jane Dah Materials for Registration
2. XYZ Hotel Luncheon and Banquet Meals

Etc.

Total Disbursements

Checks Amount Paid

Financial Summary of Alpha Gamma State Convention 20\_\_

Total Receipts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Disbursements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jane Smith, Convention Treasurer

# SAMPLE FALL WORKSHOP BUDGET

Amount

Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Luncheon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipts from Registration:

Checks

Name Address Amount Paid

1. Jane Doe

Etc.

Cash

Name Address Amount Paid

1. Jane Doe

Etc.

Total Deposits Amount

(Total amount received for Alpha Gamma State Fall Workshop)

Total Disbursements

Name Reason Amount Paid

1. Jane Dah Materials for Registration
2. XYZ Hotel Luncheon Meals

Etc.

Total Disbursements

Checks Amount Paid

Financial Summary of Alpha Gamma State Fall Workshop 20\_\_

Total Receipts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Disbursements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Jane Smith, Convention Treasurer

# REGISTRATION COMMITTEE

The responsibility of the Registration Chairman and her committee is to develop an efficient plan for registering all Delta Kappa Gamma members and guests attending the State Convention.

The Registration Chairman and her Committee will:

1. Arrange with the Convention Chairman for the Registration area at the Convention
2. Plan for a skirted table with at least four workers and directions to the table near the hotel check-in.
3. Confer with the Convention Chairman or State Organization President as to Registration hours.

Suggested example: Friday 4:00PM – 9:00PM

Saturday 8:00AM – 12:00PM

1. Secure information from Registrar as to members and guests’ names, Chapter, Office held in State/Chapter.
2. Prepare a packet for each registered member or guest. Packet may or may not include items such as: name tag, program, meal tickets, pen or pencil, note pad, any tour ticket. Some Chapters have access to free items but money should not be budgeted for packet favors.
3. Obtain from the State Organization President the “Book of Reports” to include with the packet.
4. Print program and tickets for the Birthday Luncheon and the Founders’ and Presidents’ Banquet.
5. Keep a record of all expenditures and report to the Convention Treasurer.

SUGGESTIONS FOR REGISTRATION COMMITTEE:

1. Prepare the packets as late as possible to give time to receive late registrations and any other materials from the State Organization President or Committee Chairs.
2. Prepare several extra packets for late registrants.
3. Name a Printing Committee to print any signs, programs, general agenda, name plates, and tickets host Chapter(s) deem necessary. A theme or idea could be coordinated throughout the Convention. (Consider the theme of the State Organization President.)

# RECEPTION/HOSPITALITY COMMTTEE

The State Convention affords the host Chapter(s) the opportunity of extending a special welcome to their Delta Kappa Gamma guests. This is usually in the form of a Friday evening Reception. A Program provided by one of the State Committees, a meeting with the State Organization President, and/or International Guest, or State Committee meetings may occur after the Reception.

The Hospitality Chairman will need to check with the Convention Chairman or State Organization President to determine the time. One of the State Committees may be presenting a Program(s) or Workshop(s). If so, the Reception can be ongoing throughout the Workshop(s) or Program(s).

Suggested Time: 6:00PM – 10:00PM Reception

The Reception/Hospitality Committee will:

1. Make arrangements for rooms(s) for the Reception, table/tablecloth, centerpiece, refreshments (light and simple), napkins, cups, etc. The Convention Chairman will arrange with the hotel for rooms for Friday evening activities.
2. Make arrangements for room(s) for the Workshop(s)/Program(s). This may or may not be the same rooms as for the Reception. Check with the Convention Chairman for room information.
3. Plan for seating for the Workshop(s) or Program(s). The Chairman will need to work with the State Committee in providing the Workshop(s)/Program(s). This information will be given as soon as it is confirmed.
4. Keep a record of all expenditures and report to the Convention Treasurer.

SUGGESTIONS FOR RECEPTION-HOSPITALITY COMMITTEE:

1. The Reception room could be one of the hotel rooms used by a member or connected to the State Organization President’s room or suite.
2. Ask members to furnish refreshments and other needed items to involve members as well as save on the cost of the Reception. The Chairman should check with the hotel concerning food policies.
3. This scheduling allows for State Committees or other groups to meet after the Workshop/Program(s).
4. Name a Courtesies Committee (See next page.)

# COURTESIES/ROSES COMMITTEE

Chapter members will want to welcome their Alpha Gamma State (Kentucky) sisters and the International visitors to their home town in a very special way so that their guests will want to return to visit their area of Kentucky.

The responsibility of extending these courtesies may be assigned to a Committee. However, every member of the host Chapter(s) should be responsible for making each registrant attending the convention “feel at home.”

Some of the courtesies that the host Chapter(s) will want to extend are:

1. Arrange to meet any International guest at the airport and return her there.
2. Have a bud vase with a red rose and/or fruit basket in the room of the International guest as well as for the Alpha Gamma State Organization President.
3. Have corsages for both the International guest and the State Organization President to wear to the Banquet.
4. Make meal reservations for the International guest. Check with State Organization President if meal there are meal choices available.
5. Provide a gift for both the International guest and the State Organization President. These are presented at the Banquet.
6. Have someone available to run errands for the International guest and the State Organization President.
7. Check with the Convention Chairman or State Organization President concerning room reservations for the International guest.
8. In years of officer installation, provide **de-thorned red roses** for service. Check with the Banquet Committee on how many roses will be needed.
9. Provide **de-thorned red roses** for Officers and Mentors at Founders’ and Presidents’ Banquet. Check with State Organization President on how many.
10. Provide **a bouquet of red roses** – may need two or more – for the Memorial Service. Check with Memorial Service Committee on how many bouquets are needed as the number of deceased members varies each year.
11. Provide **de-thorned white roses** for the Memorial Service. Check with Memorial Service Committee on how many white roses are needed as the number of deceased members varies each year. Have a few extra white roses on hand.
12. Keep a record of all expenditures and report to the Convention Treasurer.

# EXECUTIVE BOARD/GENERAL SESSION COMMITTEE

The Executive Board, composed of State Founders, Past State Presidents, Current State Officers, and Chapter Presidents, has the responsibility of recommending policies and procedures for consideration by State and/or Chapters for transacting business involving the finances of the State Organization.

Often the Executive Board and the General Session will meet concurrently. In order to facilitate the work of this Board and the **General Session**, the following suggestions are made to host Chapter(s).

1. Check with the State Organization President for the time of the meeting on Saturday morning (usually at 8:30 or 9:00AM).
2. Be responsible for all physical arrangements at the meeting site.

* adequate seating – theater style
* skirted table for platform guests
* ice water and glasses for each platform guest
* flower arrangement in front of lectern (See Suggestions.)
* provide welcome-usually from Chapter President or Convention Chairman
* select someone for Inspirational Thought – Check with State Organization President when more than one (1) Chapter is serving as host
* provide two (2) Chapter members to serve as pages during the General Session

1. Check lighting, heating/cooling
2. Have the name of the person to contact for immediate assistance if needed, such as Janitor or Maintenance Person. Give the name to the Convention Chairman.
3. Have seating arranged for platform guests. The State Organization President will give this information to the Convention Chairman. Name plates and offices are placed at the State Organization President’s direction. **For luncheon only. Need podium and microphone for this table.**

SUGGESTIONS FOR EXECUTIVE BOARD/GENERAL SESSION COMMITTEE:

1. Have several members at the entrance to help guide members to seats as well as hand out any other information.
2. Work with Birthday Luncheon and Founders’ and Presidents’ Banquet Committee on choice of arrangement so it can be used at all 3 events to conserve cost.
3. Keep a record of all expenditures and report to the Convention Treasurer.

# BIRTHDAY LUNCHEON COMMITTEE

The Birthday Luncheon is held to celebrate the founding of Alpha Gamma State of The Delta Kappa Gamma Society International and its significant accomplishments. The Convention Chair, or her designee, will preside over the Birthday Luncheon.

The following suggestions may be of help to the Luncheon Committee:

1. Check with the Convention Chairman as to location of Luncheon and all other needed arrangements.
2. Arrange for a piano. Check with the State Music Chairman concerning a keyboard.
3. Arrange for a centerpiece. (See Suggestions.)
4. Arrange for:

* Skirted tables (Place cards for head table.)
* Decorations (Simplicity can be elegant.)
* Hostess for each table may be selected.
* Small favors, if desired.

1. Secure total number of reservations from the Registrar to determine the number of tables needed.
2. Work with Convention Chairman to establish a date for a final number of meals to be prepared.
3. Entertainment-Showcase Chapter members if possible; Time limits should be made known to participants. Work with State Music Chairman. (In years where there is an outgoing State Organization President, work with both the State Music Chairman and the outgoing State Organization President.)
4. Confer with Convention Chairman and State Organization President to select a Chapter member to give the Invocation.
5. Confer with the Convention Chairman (and the State Organization President if the State Organization President is outgoing that year) to select someone to give the welcome. This could be the Mayor, local School Superintendent, or Chapter President.
6. Ensure the area is accessible for entertainment – space, accessibility
7. Have a Birthday Cake. Size is optional if dessert is part of the luncheon.
8. Keep a record of all expenditures and report to the Convention Treasurer.

SUGGESTIONS FOR BIRTHDAY LUNCHEON COMMITTEE:

1. Work with Executive Board/General Session and Founders’ and Presidents’ Banquet Committee on choice of arrangement so it can be used at all 3 events to conserve cost.

# FOUNDERS’ AND PRESIDENTS’ BANQUET COMMITTEE

The Founders’ and Presidents’ Banquet is held to remember the Founders, the Presidents, and other Leaders of the Society. The Convention Chairman has the responsibility of contracting with the hotel for rooms and food.

The following suggestions may be helpful:

1. Keep in close contact with the Convention Chairman.
2. Prepare table decoration. (See Suggestions.)
3. Arrange for a skirted head table, on risers if possible. The State Organization President will determine those to be seated at the head table. Leave no empty seats at the head table.
4. Arrange special tables for Past State Organization Presidents.
5. Arrange special tables for Chapter Presidents/Proxy to be seated in Greek order.
6. Arrange for a piano and pianist (Check with State Music Chairman) needed for the Processional and the Delta Kappa Gamma Song.
7. Arrange for the Processional of Chapter Presidents and Past State Organization Presidents. The State Organization President selects the one who is in charge of the Processional.
8. Working with the Convention Chairman, arrange for the entertainment. (In years where there is an outgoing State Organization President, work with both the State Music Chairman and the outgoing State Organization President.) Time limitations should be made known to participants.
9. Work with the Convention Chairman and State Organization President to select a Chapter member to give the Invocation.
10. Have a hostess for each table.
11. Arrange for seating of any attending State Organization President’s family. Usually occurs in the year of the incoming State Organization President.)
12. Arrange for a centerpiece. (See Suggestions.)
13. Secure total number of reservations from the Registrar to determine the number of tables needed.
14. Work with the Convention Chairman to establish a date for a final number of meals to be prepared.
15. If State Officers are to be installed, an installation area and de-thorned roses are needed. Check with the courtesy Committee concerning roses.
16. A reception area for incoming State Officers after the Banquet may be needed.
17. Keep a record of all expenditures and report to the Convention Treasurer.

SUGGESTIONS FOR FOUNDERS’ AND PRESIDENTS’ BANQUET COMMITTEE

1. Work with Executive Board/General Session and Founders’ and Presidents’ Banquet Committee on choice of arrangement so it can be used at all 3 events to conserve cost.

# MEMORIAL SERVICE COMMITTEE

At each State Convention, a Memorial Service is held for those members who have died since the previous State Convention. The service is held on Sunday morning at a time chosen by the State Organization President and the Convention Chairman.

It is the duty of each Chapter President to send to the State Membership Chairman the name(s) of the members(s) who are to be remembered at the service. The Chapter President designates someone to give remarks concerning the deceased member(s) at the service.

The State Membership Chairman is responsible for having the Programs printed. She will also notify the Courtesies Committee as to the number of white and red roses needed for the ceremony.

The Memorial Service Committee will be responsible for:

1. Securing the room for the Sunday morning service.
2. Providing a bouquet of red roses, may need two or more as the number of deceased members varies each year. Check with Courtesies Committee.
3. Providing **de-thorned** white roses for the Chapter representatives. Check with Courtesies Committee.
4. Selecting ushers to give out the programs and close and open doors at the beginning and the end of the service. The State Membership Chairman will provide the programs.
5. Checking for lighting and temperature control.
6. Providing a piano and/or other equipment needed. Check with State Music Chair.
7. Providing theater-style seating for members.
8. Arranging special seating for Chapter representatives giving tributes.
9. Providing a table for flowers, candles, and other materials used in the service.
10. Arranging two or three chairs behind the table for the State Membership Committee.
11. Assist State Membership Chair in preparing the table for the service.

SUGGESTIONS FOR MEMORIAL SERVICE COMMITTEE:

1. Decide whether to:

* Distribute the flowers to members after the Memorial Service, or
* Distributed the flowers to Reserve members of the host Chapter(s) after the Memorial Service

# PUBLICITY COMMITTEE

Should a Publicity Chairman be appointed, her duties will be to work toward securing public notice concerning the Alpha Gamma State Convention.

Some duties the Publicity Chairman of the Convention might do are:

1. Check with the State Organization President and the Convention Chairman as to the date, location, directions and time. This information will be given to the Editor of ALPHA GAMMA STATE NEWS to be published in the newsletter.
2. May arrange for radio, TV, and local coverage.
3. May utilize the marquees at banks and motels welcoming The Delta Kappa Gamma Society International.
4. Assure a photographer for the convention will be available if requested by the State Editor.

The State Organization President will notify all Chapter Presidents concerning the arrangements for the State Convention/Workshop. She will also encourage attendance at these meetings.

If no Publicity Chairman is appointed, the Convention Chairman is responsible for these duties.

SUGGESTIONS FOR PUBLICITY COMMITTEE:

1. Have the Publicity Committee take pictures of members in action as they prepare for the State Convention/Workshop. This is good for a program, report on the State Convention, and inspiring other members of host Chapter(s) to become more involved.

# EXHIBITS AND DISPLAYS COMMITTEE

Whether or not Exhibits or Displays will be permitted is to be decided by the State Organization President and the hotel. She may elect to receive recommendations or support from the Executive Board.

Suggestions for the Exhibits and Displays Committee are:

1. Determine from the State Organization President or designee what type of display will be done.
2. Arrange for a room, tables, and other physical needs for the exhibit.
3. Notify the State Editor who will publish the information in the ALPHA GAMMA STATE NEWS.
4. Arrange an identification system by Chapter.
5. Assign hostesses to receive and arrange Exhibits and insure proper identification.

SUGGESTIONS FOR EXHIBITS AND DISPLAYS COMMITTEE:

1. If possible, put Exhibit(s) - i.e. Baskets for Nancy McClure Leadership Silent Auction, Info Fair, and Chapter Newsletters - in or near luncheon area to give greater exposure.

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# VENDORS/NON-DUES REVENUE SALES COMMITTEE

Whether or not Public and/or Chapter Vendors/Non-Dues Revenue Sales will be permitted is to be decided by the State Organization President and the hotel. The State Organization President may elect to receive recommendations or support from the Executive Board.

Suggestions for the Vendors/Non Dues Revenue Sales Committee are:

1. Determine from the Convention Chairman and/or State Organization President what area is available for Vendor Sales.
2. Arrange for tables to be set up and any other physical needs for the vendors.
3. Work with the State Non-Dues Revenue Committee member who is the State Organization President’s Designee to arrange an identification system to ensure proper identification of Vendors.

SUGGESTIONS FOR EXHIBITS AND DISPLAYS COMMITTEE:

1. Acquire applications and contract forms from the State Non-Dues Revenue and invite local Vendors whose wares meet the guidelines for Alpha Gamma State and the Delta Kappa Gamma Society International.
2. Defer all questions to The State Non-Dues Revenue Committee member who is the State Organizations President’s Designee who will inform the State Non-Dues Revenue Committee of questions and concerns.
3. All Vendors must meet the approval of the State Non-Dues Revenue Committee Guidelines.

# TOURS AND OTHER ACTIVITIES

Tours and special Personal and Professional Workshops may be planned for the State Convention by the host Chapter(s) with the approval of the State Organization President. Tours and other activities are to be set at a time that will not conflict with other scheduled events.

The Committee responsible for the tours or special workshops may wish to follow these suggestions:

1. Select two or three places of interest.
2. Determine the cost of the Tour and set the fee for each person to cover the cost of the Tour and Transportation.
3. Secure Transportation.
4. Determine time limitations for each tour and make known to each Participant. (Careful scheduling is essential for success.)
5. Arrange for tickets and if possible supply background information for each event.
6. Select a hostess for each Tour or Tour bus. Hostesses are selected from members who will not be attending to duties related to Alpha Gamma State activities.
7. Send information regarding the Tours or special activities to the State Editor to be included in ALPHA GAMMA STATE NEWS.

SUGGESTONS FOR TOURS AND OTHER ACTIVITIES:

1. Information could be included with the registration form.
2. Tickets and information could be included in participants’ packet.

# TIME LINE

1. An invitation is issued at an Alpha Gamma State Convention by Chapter(s) wishing to host a Convention. Usually the Convention Chairman has already been chosen or volunteered. If not, a Convention Chairman needs to be elected, chosen, or volunteered.
2. After the invitation has been accepted, the Convention Chairman should form a Steering Committee with members from each of the host Chapter(s) to help direct the planning of the Convention. Members may or may not include the Convention Treasurer/Registrar, Chapter Presidents(s), other Committee Chairman, or members knowledgeable with the Alpha Gamma State Convention activities.
3. As soon as possible, the site of the Convention should be contracted for by the Convention Chairman. This would include all areas needed by the Convention. She may use suggestions from her Steering Committee.
4. If the Convention site caters its own food, a contract needs to be arranged by the Convention Chairman. The exact menu can be planned at a date closer to the Convention. The Convention Chairman and the Caterer should determine the deadline for determining the number of meals.
5. The Committee Chairman needs to be named with enough members to help with all of the duties.
6. Entertainers need to be booked. Information as to specific time and length of program can be determined closer to the Convention date.
7. The Convention Chairman or the Convention Treasurer/Registrar should send registration and hotel information to the State Editor for the ALPHA GAMMA STATE NEWS to include in the winter issue. Check with the State Editor for the exact deadline for submitting information.
8. Other time lines could be set by each Committee Chairman and her Committee. The Committee Chairmen should keep in close contact with the Convention Chairman. This will help keep planning activities coordinated and information available for the Convention Chairman.

SUGGESTIONS:

1. When the Convention is over, have a final Convention meeting with the Chairmen to discuss any problems any Committee had and to take notes as to what worked well for each event as well as and any other item Chairmen wish to discuss.
2. Have the pictures the Publicity committee made available to share. Be creative with Technology.
3. Put all suggestions in the Handbook for Planning a State Convention/Workshop for later use.

# SUGGESTIONS THAT WORKED WELL FOR OUR CHAPTER

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