

# What you will find in the Convention Planning Book

## General Information

- Deadline Check List

## Committees

### Planning

- Finance

- Registration

- Communications

- Speaker/Entertainment

- Cleaning

- Tote Bags

- Hospitality

## Head Tables

- Presiding Officer for each event

- Paraphernalia needed at ceremonies

- Processional at Presidents' banquet

- Courtesies

## Samples of:

- Convention Schedule

- Registration Form

- Budget Report

- Statistical Information

- Convention Report

## Copies of:

- Statistical Information form

- Budget Report form

## **GENERAL INFORMATION**

- 1. Committee Chairs should include members from all chapters hosting the State Convention**
- 2. The Convention Chairman and the Convention Treasurer should be from the Lead chapter**
- 3. A checking account with moneys from all hostess chapters and State loan should be established. Recommendation is that each chapter donate \$200/\$300 and that a loan of \$300 be obtained from the State Treasurer. (It is loan so that there will be a paper trail for the money.)**
- 4. Establish a method of collecting and retaining receipts for all moneys dispersed from the checking account. A full accounting of all moneys spent is required at the end of convention.**
- 5. Consider using the talent of the members of DKG as speakers, entertainment and presenters at workshops.**

# Alpha Nu State Conventions

## Section A. Convention Planning Book

1. References: International Constitution, Article IX  
International Handbook, Areas of Activity, State Organization Conventions
2. Total plans are subject to the approval of the state president.
3. Personnel:
  - a. Members of the hostess chapter;
  - b. A general chairman selected by the chapter executive board of the hostess chapter;
  - c. Secretary, treasurer, registrar, and committee chairmen;
  - d. Any other related personnel selected by the general chairman.
4. Distribution
  - a. The general chairman, after convention, shall be responsible for printing and distributing seven updated copies of convention data for the following:
    - (1) Current general chairman
    - (2) State president
    - (3) Rules committee chairman
    - (4) Hostess chapter president
    - (5) General chairman for next year
    - (6) Finance committee chairman
    - (7) State treasurer
  - b. The general chairman shall send her Convention Planning Book with the copy of the updated material to the general chairman of the Alpha Nu State Convention two years hence. If a general chairman has not been appointed, send it to the hostess chapter president.
  - c. Reports of previous conventions should be discarded, if out-dated, upon the direction of the state president. See page A in the Convention Planning Book.
5. Contents include:
  - a. General information as it relates to the policies and procedures of the convention, which will require review and updating after each convention.
  - b. Hostess chapter information which gives specific details and requires yearly updating.

## Section B. Finances

1. For a breakdown of convention expenses, see the Convention Planning Book (Proposed Budget).
2. Financing of Alpha Nu State Conventions shall be by the Convention Per Capita Fund. The amount shall be determined by the Finance Committee at their fall meeting. If an increase is needed in the individual's share for the Convention Per Capita Fund, the Finance Committee shall make a recommendation to the executive board at its next meeting.
3. The state finance committee chairman shall notify each chapter by August 1 of the amount of the individual share for the Convention Per Capita Fund if any change was voted on at State Convention.
4. Each chapter's total per capita share shall be paid to the Alpha Nu State treasurer. All members (active, reserve, and honorary) shall pay to the Convention Per Capita Fund. Chapter treasurers shall indicate Convention Per Capita on Form 18 and send with the members' dues and fees.

5. All allowable State Convention expenses (see number 15 below) will be paid by the state treasurer out of the State Convention Per Capita Fund.
6. Pre-convention workshops may be funded from the Available Fund or the Convention Per Capita Fund as deemed feasible.
7. The convention finance committee shall budget the projected income and expenses of the convention.
8. The hostess chapters' general convention chairman and convention treasurer shall open a convention banking account with both signatures required.
9. The convention treasurer must be bonded for the months of May and June. The cost of the bond shall be a convention expense. If the chapter treasurer is the convention treasurer and is already bonded, a new bond is not needed.
10. The convention treasurer records all expenses and income, listing each under its proper budget headings. (The convention treasurer may be a past treasurer of the hostess chapter or another member with financial expertise.)
11. All expenses for the State Convention are submitted on a convention voucher.
12. All bills or statements presented for payment must be itemized. The general convention chairman shall approve statements only upon their presentation with itemized convention vouchers.
13. All convention vouchers must be signed by the Convention Chairman and the State President before being presented to the State Finance Committee Chair and State Treasurer for payment.
14. All expense vouchers with the exception of that of the Alpha Nu State Recording Secretary must be presented to the State Treasurer at by the end of the convention, or no later than June 30. (After June 30, they may not be honored.)
15. Expenses included as State expense and paid by voucher are:
  - a. Hotel and all meal tickets for the International representative;
  - b. Printing the convention programs.
  - c. Printing officers', chapter presidents', and committee chairmen's reports for the State Convention if received by the state recording secretary by the deadline prior to convention. Printing expenses for late reports shall be the responsibility of the person presenting the late report.
  - d. Printing music booklets for the State Convention (not to exceed \$100 a biennium).
  - e. A corsage for the International representative and the state president.
  - f. Special gifts requested by the state president or state vice president:
    - i. For the International Guest – a donation of \$50 to an International Fund of her choice.
    - ii. For the out-going State President – a gift or donation to a Society fund (not to exceed \$50).
  - g. Expenses for the convention hospitality room. This may include the cost of the room and coffee (not to exceed \$200).
  - h. Expenses for musical entertainment or speaker(s) (not to exceed \$150 State expense).
  - i. Expenses for decorations or centerpieces for the Presidents' Banquet. (A maximum of \$60 is allowed. Receipts are required for reimbursement.)
  - j. Expenses for items used in Founders' ceremony, birthday ceremony, necrology service, and any other special service held at the convention. (A maximum of \$35 is allowed for each ceremony. Receipts are required for reimbursement.)
  - k. Other expenses not listed may be included, but must be approved by the state president and the state finance committee chairman.

- l. Expenses (if any) for printing during State Convention.
  - m. Expenses for registration materials, name badges, meal tickets (not to exceed \$100).
  - n. Expenses for publicity to chapters and for thank you notes (postage, note cards, invitations, envelopes, stationery) (not to exceed \$50).
  - o. Expenses for piano and audio-visual equipment at convention meetings (VCR, TV, projectors, microphones, piano rental, etc.) (not to exceed \$200).
16. Car pooling by state officers and state committee chairmen is encouraged, but only one mileage allowance per car will be given.
  17. A balance of at least \$500 will be maintained in the Alpha Nu State dedicated Convention Per Capita Fund.
  18. A loan of up to \$300 may be requested by the hostess chapters from the dedicated Convention Per Capita Fund. The loan must be repaid to the Alpha Nu State dedicated Convention Per Capita Fund by June 30 following convention. The check is to be given or sent to the Alpha Nu State Treasurer.
  19. Seven copies of the convention budget and a detailed record of income and expenditures shall be included in the update of the Convention Planning Book.
  20. The hostess chapter(s) will find it necessary to finance courtesies, social hours, music, entertainment, hospitality room food and beverages, favors, and other items that are in addition to or exceed the state allotment.

Section C. Arrangements

1. Chapters will host State Convention in rotation, as detailed below. Chapters in the area (listed in the same row as the lead chapter) are co-hosts and expected to assist with convention preparations and costs. Conventions will be held in areas of greatest membership population. Five areas have been identified. Caldwell/Nampa, Pocatello, The Magic Valley, Boise, Idaho Falls

	Lead Chapter	Co-hosts
2011	Eta	Kappa, Chi
2012	Beta	Omega
2013	Theta	Xi, Gamma
2014	Alpha	Mu, Omicron, Phi,
2015	Delta	
2016	Kappa	Chi, Eta
2017	Omega	Beta, Epsilon
2018	Xi	Gamma, Theta
2019	Mu	Omicron, Phi, Alpha,
2020	Delta	
2021	Chi	Eta, Kappa
2022	Beta	Omega, Upsilon
2023	Gamma	Xi, Theta
2024	Phi	Alpha, Mu, Omicron
2025	Sigma	Delta, Rho
2026	Eta	Kappa, Chi

2. Arrangements for the next year's convention, uniquely presented and specific as to date, time, and place, shall be given at the Alpha Nu State Convention.
3. Arrangements for convention facilities should be made two years in advance, preferably by written contract. The location and dates must be approved by the state executive board.

4. Every detail should be carefully discussed with the management of the facilities -- sizes of meeting rooms, prices of meals, costs of properties needed, estimate of number of people expected, services available, and costs of social hours. (Convention Planning Book)
5. Names and duties of convention committees are listed in the General Information section of the Convention Planning Book.
6. The Program of Convention and registration form with prices of meals shall be printed in the April issue of Alpha Nus.
7. Alpha Nu members should make every effort to be pre-registered for the convention. Only pre-registered members can be guaranteed to receive all convention materials.
8. The Convention publicity committee should send news items to the press, radio, and television, and should arrange for interviews.
9. The Recording Secretary shall have all the reports from state officers, state committee chairmen, and chapter presidents that have been submitted by the deadline ready for inclusion in the registration packets.

#### Section D. Courtesies and Hospitality

1. Courtesy invitations to the International representative should be sent by the Alpha Nu State president and the hostess chapter as soon as the assignment has been made.
2. A courtesy hostess shall be assigned to the International representative. The Hostess shall ask the International representative to sign her name and room number on all her bills so that there will be one total paid by the convention treasurer.
3. Any International official who is invited to attend and take part in convention sessions is accorded the courtesy of rooms and meals for the convention.
4. The convention chairman shall arrange courtesy meal tickets for guest speakers and other entertainers.
5. The Alpha Nu State treasurer shall pay all the expenses of the International representative except transportation to the convention city.
6. Dressy attire should be worn by those attending the Presidents' Banquet.
7. The hostess chapter shall provide a service for chapters to order corsages during the convention.
8. Corsages customarily are ordered and presented by:
  - a. Each chapter from chapter funds
    - (1) To chapter presidents in odd-numbered years for the President's Banquet.
    - (2) To chapter presidents and presidents-elect in even-numbered years for the Presidents' Banquet.
  - b. Hostess chapter from convention funds
    - (1) to the International representative
    - (2) to the state president
9. The following gifts customarily are presented by:
  - a. The hostess chapter

- (1) A rose and/or a bowl of fruit in the hotel room for the International representative and for each state officer.
  - (2) If desired, a memento representative of the convention locality is presented at the Presidents' Banquet, to the International representative and the state president.
- b. Alpha Nu State
- (1) A donation of \$50 to an International Fund of the guest's choice is presented to the International representative by the Alpha Nu State president at the Presidents' Banquet.
  - (2) The state president's pin is presented to the incoming state president at the time of her installation by the out-going state president.
  - (3) A memento of appreciation not to exceed \$50, or a \$50 donation to a Society Fund in her honor to the Alpha Nu State president, selected and presented by the state first vice president at the Presidents' Banquet at the end of the biennium.

10. Thank-you notes shall be sent by:

- a. Hostess chapter -- acknowledges courtesies requested by its members.
  - (1) To the representative of the host city.
  - (2) To the management of the meeting place.
  - (3) To individuals involved in services and mechanics of the convention.
  - (4) To any performers or entertainers who were invited by the hostess chapter.
  - (5) To anyone who has contributed to the success of the convention.
- b. Alpha Nu State corresponding secretary -- acknowledges courtesies requested by the state president.
  - (1) To the International representative.
  - (2) To guest speakers and other entertainers invited by Alpha Nu State.
  - (3) To chapters who were invited to make table decorations or favors or to present a ceremony.
  - (4) To members who give collects, meditations, and prayers.
  - (5) To officers and members who presided at social events or workshops.
  - (6) To members who performed special services.

## DEADLINE CHECK LIST

1. Select Convention Chairman and Convention Treasurer **TWO** years in advance
2. Determine a Theme **TWO** years in advance
3. Secure a meeting Place **ONE** year in advance with a deposit.
4. State President and Convention Chairman set a planning meeting in July/August for upcoming Convention in June
5. Invitations
  1. **TWO** years before convention present a proposal to the State Executive Board with the dates and location of the event. (State Executive Board must approve before proceeding.)
  2. **TWO** years before convention extend an invitation to the convention body.
  3. **ONE** year before convention offer a uniquely presented invitation to the convention body.
  4. Place information and invitations in each ALPHA NUS during the year prior to convention. (Alpha Nus deadlines are August 20, October 20, January 20 and March 20.
6. Send the convention registration form to the Alpha Nus editor by March 1st. Also, if possible, send the form to the web master to be placed on the Alpha Nu web page.
7. To be determined by Hostess Chapter
  1. Registration Deadline
  2. Late Fee to be assessed
8. Bond Convention Treasurer for May and June (if not already bonded by chapter). (Most bonds are for 1 year duration.)
9. Open checking account when needed
10. Check with speakers and presenters prior to convention regarding needed AV equipment
11. During convention, check with the presiding officer for each event to be sure that everything necessary will be in place and ready (for example, additional microphones, podiums, additional tables, etc.)
12. After convention Thank You notes should be sent by July 1 to the following. (**NOTE:** Additional thank yours are sent by the State Corresponding Secretary.)
  1. Representative of host city
  2. Management of meeting place
  3. Individuals involved in services and mechanics of convention
  4. Performers/Entertainers/Speakers
  5. Anyone that contributed to success of convention
13. The Convention Chair, Convention Treasurer, or Convention Registrar sends a financial summary to the State President and State Finance Chair by September 1.
14. The Convention Chair, Convention Treasurer, or Convention Registrar sends a report on convention and statistical information report to the following by September 1. (See samples at the end of planning book.)
  1. Current chair



2. State president
3. Rules committee chair
4. Hostess Chapter President
5. Chairman for next year
6. Finance Chairman
7. State Treasurer

# COMMITTEES

1. **Planning Committee-** Convention chairman + 1 representative from each of the other chapters and the State President
  1. Decide on theme
  2. Decide on a service project that all chapters can participate. ( **HINT:** If possible use as center pieces at all meals, except the Presidents banquet)
  3. Arrange for hotel and any other meeting locations necessary
  4. Decide on workshops in conjunction with the State President
  5. Decide on convention schedule in conjunction with the State President. (See sample schedule at the end of the planning book.)
  6. Arrange for meeting rooms for entire convention (**Days of the week may change**)
    1. Executive board meetings (25-35 people) determined by the State President , but usually meet
      1. Wednesday evening
      2. Friday afternoon
    2. General sessions (75 - 100 people) determined by the State President, but usually meet
      1. Thursday
      2. Friday
    3. Choir practice (25 - 35 people) determined by the Music Chair, but usually meet
      1. Wednesday evening
      2. Thursday morning
      3. Friday
    4. Even years - chapter officer training (15 - 25 people)
    5. Workshops (35 - 40 people in each workshop)
    6. Necrology (75 -100 people) usually on Thursday
    7. Hospitality room – should be near meeting rooms – open as often as possible
  7. Arrange for registration table
  8. Decide on location for each meal (**Days of the week may change**)
    1. Executive board meeting - Wednesday night
    2. Inspirational Breakfast – optional - Thursday morning
    3. Birthday/Founders day luncheon - Thursday noon
    4. Thursday evening - entertainment/meal/free time
    5. Friendship luncheon - Friday (The invitations to the next convention is given at this meal)
    6. Presidents banquet - Friday night
  9. Plan menus for each meal
  10. Check with the presiding officer of each meal/meeting to determine what equipment will be needed.

1. Microphones, TV, piano, etc.
  2. What will be needed in the way of head tables.
11. Check with each speaker and presenter to determine what AV each will need
  12. Work with Leadership Development committee to arrange for college credits to be offered for attendance at convention.

**2. Finance** - Convention Treasurer and Convention Chair and Convention Registrar (if you choose to have one.)

1. Convention Treasurer must be bonded for May and June. The State will pay for the bond.
2. Prepare budget for convention
3. Handle registration fees
4. Open checking account for convention
  1. Convention treasurer and convention chair **MUST** be on the account
  2. Each of the chapters hosting the convention should donate \$200/\$300 to the checking account to finance the convention.
5. Collect and record all receipts related to convention expenses. (**Hint:** A spreadsheet will make this an easy task.)

Beginning money	600.00							
registration		meals						
	350.00		ex. Board	333.50				
	913.00		birthday	884.15				
	1760.00		frienship	1682.25				
	825.00		presidents	817.50				
	1932.00		mystique	1932.00				
	50.00	late fees						
		supplies	tag board	38.60				
			colored paper	25.52				
		tote bags		233.80				
		speaker		100.00				
		dancers		75.00				
		hospitality	coffee	87.70				
			refreshments	50.24				
					balance			169.74
Totals	6430.00			6260.26				

6. Keep a list of all registered members and moneys paid. (**HINT:** A spreadsheet on the computer makes this any easy task.)

			Exec	Birth	Mystique	Friend	Pres	Late	Total
1	Vogt	Margaret	14	11			22		47
2	Chance	Sally		11		11	22	10	54
3	Gone	Nancy		11		11	22		44

4	Gizmo	Sarah		11	36	11	22		80
5	Sparks	Nellie		11	36		22		69
6	Hilton	Connie	14	11	36	11	22	10	104
7	Baker	Vicky		11	36	11	22		80
8	Stevens	Anne	14			11	22		47
9	Kontz	Mary		11		11	22		44
	Total		42	88	144	77	198	20	569
	Total	#people	3	8	4	7	9	2	

7. Have all receipts ready to present to State Treasurer by second day of convention.
8. Convention Treasurer must submit all receipts to State Treasurer along with a completed voucher supplied by the State Treasurer.
9. Convention Treasurer must work closely with Convention Registrar

### 3. Registration

1. Prepare registration form with State President's input and approval
2. Send registration form to ALPHA NUS editor and State Web Master for publication by March 1<sup>st</sup>
3. Arrange hours of registration
4. Schedule workers to cover registration table
5. Handle meal reservations
6. The registration table must be large enough to include the program booklet and committee reports.
7. Prepare name badges
  1. Include name, chapter, office
  2. Badges could include meal tickets and any other helpful information.
8. Prepare meal tickets
9. Make a list of all members who have registered and other statistical information. (**HINT:** Using a data base on the computer will allow you to create lists for each meal, what each person chose to eat and to print the name badges.)

LAST	FIRST	CHAPTER	OFFICE	FLOWER	EXEC	BIRTH	MYSTIC	FRIEND	PRES	LATE
ANDERSON	SALLY	BETA	ST. 2 <sup>ND</sup> VP	LILAC	YES				SALMON	
BATES	MARIE	GAMMA		ROSE		YES			PRIME	10
CHASE	MARY	OMEGA	PRES	ROSE	YES	YES	YES	YES	PRIME	
KONNER	GLORIA	SIGMA		IRIS		YES	YES	YES	SALMON	
FISHER	SUSAN	DELTA		PANSY	YES	YES		YES	PRIME	

VOGT	MARGARET	OMEGA	YES	YES	YES	YES	YES	YES	PRIME	

10. Convention Registrar must work closely with Convention Treasurer.

**4. Communication**

1. Prepare publicity to be sent to chapter presidents of Alpha Nu State
  1. An invitation should be issued at convention **TWO** years before you host the convention
  2. Prepare a skit/song for presentation at convention ONE year prior to hosting
  3. At the minimum, by February 1 send an invitation to all Chapter presidents asking all chapter members to join you at the convention . More invitations would be great. This can be done via email or snail mail.
2. Prepare information to be send to *ALPHA NUS* and the State Web Master concerning the progress of convention preparations. (Deadlines for *ALPHA NUS* are August 20th, October 20th, January 20th, March 20th)
3. Prepare news release for local media
4. Send an invitation to the International Guest (if applicable)

**5. Speaker/Entertainment**

1. In conjunction with the State president and Convention Chair decide on speakers if there will be no International guest
2. Plan entertainment for times deemed necessary by convention planning committee or State president
3. Develop a list of activities available to families - camping facilities, restaurants,golf, swimming, malls, etc.
  1. Give list to Registration committee to be included on registration table
  2. Give list to Communications committee to send to ALPHA NUS editor and/or include in the invitations to be sent to chapter presidents and/or send to the State Web Master so that it can be posted on the web site

**6. Cleaning**

1. A cleaning committee may be necessary depending on meeting locations

**7. Tote Bags/OPTIONAL**

1. Decide on tote bag
2. Have tote bags ready at least one week before convention
3. Possible materials to include in tote bags

1. Scratch pad, pencil or ball point pen
  2. Souvenirs
  3. Advertising materials
  4. Tour information from the Chamber of Commerce
  5. Any other items that may be of value to convention attendees
4. Materials in tote bags may include:
1. Program booklet for convention
  2. Reports of committee chairmen

## **8. Hospitality Room**

1. Decide on times that hospitality room will be open. Possibilities are:
  1. Wednesday evening during registration
  2. Thursday and Friday mornings during registration
  3. Friday afternoon to be used as changing room for Presidents banquet
2. Designate chapter to host and supply refreshments during open times
3. Have the hospitality room near registration and meeting rooms, if possible
4. Have the hospitality room open as often as possible

## NEEDED FORMATION

### HEAD TABLES

1. Executive Board Meetings and General Sessions- diagram/description

5	4	3	2	1	Podium	6	7	8	9	10
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1. Positions
  1. State President
  2. International Guest (if applicable)
  3. First Vice President
  4. Second Vice President
  5. Parliamentarian
  6. Recording Secretary
  7. Corresponding Secretary
  8. Treasurer
  9. Inspirational Speaker
2. The seating positions may be expanded to include other members if the State President so decides. These seats would be on the ends of the table, after 4 and 8.
3. **All** positions will have a name placard indicating name and office

2. Presidents banquet - diagram/description

5	4	3	2	1	Podium	6	7	8	9	10	11
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1. Positions
  1. State President
  2. International Guest (if applicable)
  3. Guest(s) of State President
  4. Chairman of Convention
  5. Member determined by State President
  6. First Vice President
  7. Second Vice President
  8. Recording Secretary

9. Corresponding Secretary
10. Treasurer
11. Parliamentarian
2. Other guests to right and left alternating according to rank or all guest of honor to right and other dignitaries or officers to left
3. **All** positions will have a name placard indicating name and office
4. Secondary tables - Placed in front of the head table

Head Table		
Outgoing Chapter Presidents	Past State Presidents	Incoming Chapter Presidents
Small Table for Chapter Flags		

1. Outgoing chapter presidents are arranged by chapter name (Greek Alphabet)
2. Incoming chapter presidents are arranged by chapter name (Greek Alphabet)
3. Past State Presidents are arranged by date of service
4. If the Presidents banquet is an odd year, then you will only have Chapter presidents and Past State Presidents.

Head Table	
Chapter Presidents	Past State Presidents
Small Table for Chapter Flags	

5. **ALL** positions will be be labeled. Outgoing and incoming chapter presidents with the name of their chapter. Past State Presidents with her name and chapter.
3. All other meals do not need a head table. Check with the presiding officer to see if a head table is needed.

**PRESIDING OFFICER AT MEALS/MEETINGS**

1. Executive Board - State president
2. Inspirational Breakfast - Second Vice President
3. Birthday/Founders Day Luncheon - First Vice President
4. Friendship Luncheon - Determined by State President
5. Presidents' Banquet - State President
6. Necrology - Second Vice President



## **PARAPHERNALIA NEEDED AT CEREMONIES**

- 1. The use of candles must be approved by the meeting place.**
- 2. Check with the presiding officer for each event to be sure that everything will be in place and available for that person**

1. Birthday/Founders Day Celebration
  1. Birthday cake and/or ice cream (Be sure that the cake is part of the meal, so that you do not have to pay for a cake.)
  2. Birthday gifts
2. Necrology
3. Presidents' Banquet
  1. Even numbered years
    - a. Chapter flags
    - b. Two sets of place cards for each chapter - incoming/outgoing presidents
    - c. Place cards for Past State Presidents
  2. Odd number years
    - a. Chapter flags
    - b. One set of table place cards for chapter presidents
    - c. Place cards for Past State Presidents
4. Installation of State officers - odd numbered years
  1. Chapter flags
  2. One set of table place cards for chapter presidents
  3. Place cards for Past State Presidents
5. General Sessions
  1. Flags-State/US
    - a. Presented at the first general session
    - b. Retired at the end of second general session
  2. Name placards for each State officer

### **COURTESIES - Supplied by Hostess Chapters**

1. State officers . These courtesies may be presented at the time of registration

1. State president, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary
2. OPTIONAL: Treasurer, Parliamentarian, ALPHA NUS editor, State web master.
2. International Guest
3. At the Presidents banquet
  1. Memento to State President
  2. Memento to International Guest

**SAMPLE**

## Schedule for Convention DISCRETION OF STATE PRESIDENT

1. Wednesday
  1. 4:30 - 9:00 registration
  2. 4:00 – 6:00 hospitality room
  3. 5:15 - 6 dinner
  4. 6:00 - 7:30 executive board meeting
  5. 7:45- entertainment -
  6. 9:00 choir organization

2. Thursday
  1. 7:30 - 8:30 registration
  2. 7:00 - 8:30 hospitality room
  3. 8:00 - 9:30 First general session
  4. 9:45 – 11:45 workshops

9:45-10:35	Officer Training		
10:50 - 11:40			

5. 12:30 – 2:00 Birthday/Founders Day luncheon
6. 2:15 - 4:00 Necrology
7. 4:15 - 5:30 choir practice
8. 6:30 - Dinner/entertainment

3. Friday
  1. 7:30 - 8:15 choir practice
  2. 8:00-8:30 registration
  3. 8:00-8:30 hospitality room
  4. 8:15 group singing
  5. 8-30 - 9:45 general session
  6. 10:00 – 11:50 workshops

10 - 10:50			Choir Practice
11-11:50			

7. 12:00 – 2:00 Friendship luncheon
8. 2:30 – 6:00 hospitality room
9. 2:30 - 3:35 executive board meeting
10. 4:00 - 4:45 processional rehearsal
11. 5:00 choir practice
12. 6:30 – 8:00 President's banquet

**SAMPLE**

**The Delta Kappa Gamma Society International**

Alpha Nu State Convention Registration Form

June 14-16

Ramada Inn, Chubbuck, Idaho

**Last day to reserve a room at these rates at the Ramada is May 14**

Name \_\_\_\_\_ Chapter \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

Chapter Office \_\_\_\_\_ State Office \_\_\_\_\_

First Alpha Nu Convention? \_\_\_\_\_ ADA Accommodations? \_\_\_\_\_

Circle your favorite flower from this list: rose daisy iris carnation orchid lilac pansy sunflower

Guest(s) name(s) \_\_\_\_\_

<b>MEALS</b>	<b>Cost</b>	<b># of meals</b>	<b>Total</b>
Wednesday -Executive Board Meeting Italian Pasta Bar dinner @ 5:00pm	\$14.00		
Thursday - Inspirational Breakfast @ 7:30 am breakfast buffet	\$7.00		
Thursday - Birthday/Founders Day Luncheon @12:30 Soup, Salad, Sandwich	\$11:00		
Thursday - Dinner & show at Mystique Theater @7:00pm doors open @6:30 1) Prime Rib	\$36.00		
2) Chicken	\$36.00		
3) Pasta	\$36.00		
Show only @8:15pm, doors open at 7:45 <b>Last Day to Register for Mystique Is June 5</b>	\$15.00		
Friday - Friendship Luncheon @ 12:00 Baked Potato Bar	\$11.00		
Friday - Presidents' Banquet 1)Prime Rib	\$22.00		
2) Fresh Salmon	\$22.00		
Registration Fee	\$10.00		10.00
<b>Late Registration \$10.00 Postmarked after May 24</b>			
<b>TOTAL</b>			
Please list any dietary restrictions:			

**Ramada, 133 West Burnside Ave, Pocatello, ID, 83202, Exit 61 on I86**

Ramada Reservations, 866-237-0020, \$55.95 for a single/double, \$65.95 for a quad, \$75.95 for a king room, \$85.95 for a 2 room suite (king + pull out sofa sleeper) Breakfast \$1.99

MAIL YOUR COMPLETED FORM AND A CHECK (Made out to **ALPHA NU STATE CONVENTION**) to:

Margaret Vogt

1006 Morningside .,

Idaho

phone: 208-237-5556

# SAMPLE

# STATISTICAL INFORMATION

Hostess Chapters    Omega, Beta, Lambda    Year 2006

Guests

Barbara Bell, Sherry Campbell, Joe Campbell, Frances House, Bret Matteson-Howell

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### Chapter Representation:

Chapter	Number attending	Chapter	Number attending
Alpha	<u>  9  </u>	Xi	<u>  9  </u>
Beta	<u>  9  </u>	Omicron	<u>  8  </u>
Gamma	<u> 11  </u>	Rho	<u>  0  </u>
Delta	<u>  5  </u>	Sigma	<u>  3  </u>
Epsilon	<u>  2  </u>	Tau	<u>  0  </u>
Eta	<u>  3  </u>	Upsilon	<u>  3  </u>
Theta	<u>  5  </u>	Phi	<u>  0  </u>
Kappa	<u>  4  </u>	Chi	<u>  2  </u>
Lambda	<u>  4  </u>	Omega	<u> 13  </u>
Mu	<u>  1  </u>	State	<u>      </u>
Total Members in Attendance		<u> 96  </u>	Zeta 2
Total Guests		<u>  5  </u>	Alpha Beta 3
Total in Attendance		<u>101  </u>	

### Function Attendance

Working dinner (Executive Board)	<u> 25  </u>
Inspirational Breakfast	<u>      </u>
Birthday/Founders Day Luncheon	<u> 83  </u>
Friendship Luncheon	<u> 75  </u>
Presidents' Banquet	<u> 80  </u>
Other <u>  Mystique  </u>	<u> 52  </u>

Number of Chapters Present     18

# **SAMPLE          Omega, Beta, Lambda Convention Report 2006**

Steps taken to become ORGANIZED or not!!!

1. Each person in Omega signed up for a committee and we were on our way. In 2004-2005 we spent every meeting discussing some aspect of convention. And then the work began.
2. Since our chapter is small the ability to finance the convention was a scary prospect, but we tackled the problem with the idea that we could do it without breaking our bank or our members. And we succeeded.
  - a. American Falls High School Ag classes donated plants to be used as gifts.
  - b. Century High School embroidery classes finished the tote bags.
  - c. Ellie Glascock "stole" the idea we used to feature the "stars"
  - d. Katy Jensen rounded up silk and artificial flowers to be used in baskets as decorations.
  - e. The hospitality room was manned by a different chapter, Omega, Beta, or Lambda, each day.
3. Established liaison people among Omega, Beta, and Lambda. Thanks Hazel Sutton and Kathy Crane. We then began a division of labor to conquer all. And we did. **A BIG THANK YOU TO EVERY MEMBER OF THE THREE CHAPTERS FOR ALL THE HARD WORK!!!!**
  - a. Kathy Crane and Lambda collected materials for the tote bags from the Blackfoot area and donated gifts for the Birthday Luncheon.
  - b. Hazel Sutton and Beta collected materials for the tote bags from the Pocatello area and donated gifts for the Birthday Luncheon.
  - c. Eldona Lounsbury and Omega collected materials for the tote bags from the American Falls area and donated gifts for the Birthday luncheon.
  - d. Rita Haggard arranged for the Hellenic Dance Group to entertain us.
  - e. Hazel Sutton invited Sherry Campbell to speak at the Birthday Luncheon.
  - f. Janice Matteson-Howell, Deb Hobdey, and Sue Ringquist arranged workshop presenters.
4. The first problem we encountered was the outlandish cost of reserving meeting rooms at several of our hotel/convention centers, but Cindy Carlson at the Ramada saved us. No cost for any of the meeting rooms.
5. After Janice was elected president of Alpha Nu State, we met with her so that her vision of convention would be realized. Hopefully we succeeded.
  - a. With Janice's theme, "Gem Stars of the Gem State", we thought it would be great fun to feature a "star" from each chapter.
  - b. Janice wanted to use centerpieces that would be useful after the fact; hence the school supplies, baby gifts, books, personal care item baskets that each chapter donated. (Lambda, Beta, and Omega distributed the baskets to Aid for Friends, the women's prison, to the teen parent programs, and other community projects.)
6. We did have a problem setting up a checking account with the Alpha Nu Convention title. partly because we are a not profit organization, and our checking account is listed as Omega with DKG. But thanks to two wonderful young men at Wells-Fargo, one of them an ex-student of someone or another, that problem was resolved. And had we had Alpha Nu State as part of the name on our account we wouldn't have had the hassle.
7. Again in 2005-2006 we discussed convention at each and every meeting, with reports of progress or set backs. And set backs there were, but we fixed them all or at least we are not telling... But here we are Convention ... June 2006.

Sunshine to you all,  
Peggy Vogt, Chair

8. The last major problem we had to deal with, was how many people actually ate at each meal..... our numbers versus the hotel's numbers. Luckily Cindy was there to solve that problem. So we recommend that you reach an agreement before hand with the hotel/caterer as how the numbers at each meal will be determined. (Maybe actually collect and save meal tickets!!!)
9. Another problem that we encountered was lost registrations .. through the mail or whatever. Perhaps including email addresses on the registration so that each person that registers can be notified when her registration form arrives.

## STATISTICAL INFORMATION

Hostess Chapters \_\_\_\_\_ Year \_\_\_\_\_

Guests \_\_\_\_\_

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### Chapter Representation:

Chapter	Number attending	Chapter	Number attending
Alpha	_____	Xi	_____
Beta	_____	Omicron	_____
Gamma	_____	Rho	_____
Delta	_____	Sigma	_____
Epsilon	_____	Tau	_____
Eta	_____	Upsilon	_____
Theta	_____	Phi	_____
Kappa	_____	Chi	_____
Lambda	_____	Omega	_____
Mu	_____	State	_____

Total Members in Attendance \_\_\_\_\_

Total Guests \_\_\_\_\_

Total in Attendance \_\_\_\_\_

### Function Attendance

Working dinner (Executive Board) \_\_\_\_\_

Inspirational Breakfast \_\_\_\_\_

Birthday/Founders Day Luncheon \_\_\_\_\_

Friendship Luncheon \_\_\_\_\_

Presidents' Banquet \_\_\_\_\_

Other \_\_\_\_\_

Number of Chapters Present \_\_\_\_\_

## State Convention Proposed Budget

	Proposed	Spent	State
Lodging and meals (State, about \$500) (This is taken care of at the State level)			
International representative and other guests (State)	_____	_____	_____
Communication (State, about \$300) (This is taken care of at the State level)			
printing of convention program (State)	_____	_____	_____
printing of reports of committee chairmen and officers (State)	_____	_____	_____
printing during convention (State)	_____	_____	_____
postage (State)	_____	_____	_____
telephone (State)	_____	_____	_____
Supplies (State, max \$50)			
stationery, invitations, envelopes, other (State)	_____	_____	_____
other	_____	_____	_____
Registration expenses (State, max \$100)			
tote bags /optional	_____	_____	_____
folders, labels	_____	_____	_____
materials, tag board for name tags (State)	_____	_____	_____
colored paper for meal tickets (State)	_____	_____	_____
Social			
hospitality room (rent, if necessary, coffee) (State, max \$200)	_____	_____	_____
refreshments (chapter)	_____	_____	_____
Expenses for Ceremonies (This is taken care of at the State level)			
Birthday/founders Day (State, \$35)	_____	_____	_____
Necrology service (State \$35)	_____	_____	_____
Expenses for decorations			
Presidents' banquet (State, \$50)	_____	_____	_____
Expenses for Convention (State, max \$100)			
Music Booklets (1 time biennium)	_____	_____	_____
Expenses for entertainment State, max \$150)			
speakers	_____	_____	_____
musical presentations	_____	_____	_____
Expenses for Convention (State, max \$250)			
vcr, tv, projectors, microphones, etc. (State)	_____	_____	_____
piano rental	_____	_____	_____
other	_____	_____	_____
Courtesies (The first is taken care of at the State level)			
donation to International Fund of choice of International Guest (State, max \$50)	_____	_____	_____
corsages and flowers for International Guest/State president (State, max \$50)	_____	_____	_____
hostess chapter s' speakers/guests	_____	_____	_____
mementos for State president/International Guest (Hostess Chapters)	_____	_____	_____
gifts for State Officers (Hostess chapters)	_____	_____	_____