

PROCEDURES FOR DISTRICT CONVENTION

Site Committee

Host Zones are selected by the North Wisconsin District LWML Executive Committee. [Duties also found in Leader Helps under Special Committees.]

The District Convention Site Committee shall:

- A. be appointed by the President and approved by the Executive Committee;
- B. consist of:
 1. Meeting Manager, as chairman
 2. one (1) Executive Committee member;
 3. one (1) or more Executive Board members;
 4. one (1) Pastoral Counselor, as an advisor.
 5. a past convention chairman
- C. evaluate District LWML Convention facilities for each Zone extending an invitation to host a convention;
- D. make recommendations proposed convention site to the Executive Board.

I. FACILITIES REQUIRED TO HOST A CONVENTION

- A. Seating for 350 to 400 people, including table seating for voting body. Handicap accessible.
- B. A large stage or raised platform.
- C. An adequate PA system.
- D. General Assembly meeting room should lend itself to slide, video or power point presentations day or night. Adequate lighting for meeting.
- E. Additional space required: adequate restrooms, large registration area, press room, display area, tellers room(s), first aid room, hospitality room and lounge, chapel area, emergency board meeting room, and storage room. Some of these may be combined, though separate rooms are desirable for some activities.
- F. Housing:
 1. Hotels preferred
 2. If campuses, motels, or convention centers are used, recommend avoiding facilities that would require bussing attendees for meetings, programs, or meals.
- G. Meals:
 1. On a campus, the cafeteria may be used or services of a caterer contracted.
 2. At a two-day convention, provisions should be made for two noon luncheons, an evening meal, and breakfast, if available. Attendance of guests and delegates is optional, but encouraged.
 3. Meals may be required the night before and at the close of the convention.
 4. Meal planning and serving is the responsibility of the Food Service Chairman. This does not include the banquet.

II. Convention HOST

- A. Convention may be hosted by one (1) or more zones to provide enough personnel for the needed logistics.
- B. The Convention Chair(s) is selected by Host Zones, and approved by the Executive Committee.
- C. Host zone(s) President(s) will be responsible for extending invitation at previous convention.

III. CONVENTION HOST COMMITTEE PERSONNEL

A. Convention Host Committee to be established before January 1 of odd year preceding convention.

- | | | |
|---------------------------------|----------------------------------|---|
| 1. Convention Host Officers | 2. Sub-committee Chairmen | 3. Advisory |
| a. Chair (if desired, co-chair) | a. Publicity | a. District President |
| b. Secretary | b. Housing/Hospitality | b. District First Vice President |
| c. Treasurer | c. Food Service | c. District Corresponding Secretary |
| d. Registration Chairman | d. Banquet/ <i>Entertainment</i> | d. District Senior LWML Counselor |
| e. Local Pastoral Advisor | e. Properties | e. Young Women Representative Coordinator |
| f. Convention Manual Editor | f. Ushers/Pages | f. Human Care Chairman |
| | g. Decoration | |
| | h. Music | |
| | i. Display | |
| | j. Banner | |
| | k. Servant Event | |
| | l. Gifts of the Heart | |
| | m. Technology Expert | |

- B. The Host Convention Committee oversees the entire mechanics of the convention and does all the major planning. The district president and executive committee oversee the convention program/agenda.
- C. Each of the sub-committee chairmen appoints the number of committee members to accomplish the duties required the committee.
- D. Each sub-committee shall always work in cooperation with the Host Convention Committee and get their approval on all major decisions.
- E. The list of special guest is prepared by the District President and forwarded to the Host Convention Committee.
- F. The Host Convention Chairman or Co-chairman shall serve as liaison between the Host Convention Committee and the Executive Board.

IV. CONVENTION RESPONSIBILITIES OF THE DISTRICT PRESIDENT

Function per District Bylaws Article VIII, Duties of Officers, Section 1.

- A. Read all wrap-up Reports from previous convention
- B. Review the facility contract with the Convention Chair(s); this should be don done at regular intervals during the planning process especially 1 year, 6 months, 1 month and 2 weeks before the convention.
- C. At first planning meeting, check if proof of insurance is needed, if so – plan for coverage.
- D. Provide convention committee with copies of 'signed' tax exemption certificate so purchases made in Wisconsin can be tax free.
- E. Approve and/or appoint a local pastoral advisor in consultation with the Host Convention Chairmen and the approval of the senior District LWML counselor.
- F. Arrange for all speakers
1. If devotions are to done by someone other than the Sr District Counselor, selection of devotional leader is in consultation of the senior District Counselor.
 2. Send the contact information of Convention Chair(s), Hospitality Chair, and the convention facility to the speakers.

3. Give travel agendas and contact information of speakers/special guests to the Convention Chair(s) and Hospitality Chair.
 4. Contact city official or host facility manager about giving brief welcome to convention if general convention committee desires.
- G. Develop convention agenda with Executive Committee approval.
 - H. Provide list of convention committee members to Mission Grants Director, Human Care Chairman, Christian Life Chairman, and Young Women Representatives Coordinator.
 - I. Instruct corresponding secretary to send a letter of invitation with map of convention site, registration and housing forms to all district board members to all societies, delegates, board members, pastors and special guests (speakers, LWML representative, other auxiliary presidents, candidates, District LCMS personnel, past district presidents) immediately following the NDW LWML board meeting. Request societies make a copy for each member.
 1. If convention is held on a campus - speakers, LWML representative, and District LCMS President are housed in motels.
 - J. Initiate action for convention jewelry, with District Board approval.
 - K. Check with Mission Grants Director and the nominating chairman if ballots with proposed projects and candidates are printed.
 - L. Instruct Pages of their duties.
- V. DUTIES OF DISTRICT FIRST VICE PRESIDENT
- Function per District Bylaws Article VIII, Duties of Officers, Section 2. and Leader Helps.
- A. Serve as:
 1. ex-officio member of the Host Convention Planning Committee,
 2. co-sign financial institution's signature card with convention treasurer, and
 3. convention committee liaison to the executive committee
 - B. Read all wrap-up Reports from the previous convention
 - C. Supply each person on the Host Committee with a copy of the Convention Guidelines,
 - D. Is responsible for the North Wisconsin District LWML Board dinner preceding the convention. This dinner also includes speakers and special guests. It is self-pay unless otherwise directed by the Executive Board. (Speakers cost may be covered by the district)
- VI. DUTIES OF DISTRICT CORRESPONDING SECRETARY
- Function per District Bylaws Article XI. Also, see duties of Corresponding Secretary in Leader Helps.
- A. Read all wrap-up reports from the previous convention.
 - B. Be chairman of the District LWML Convention Credentials Committee.
 - C. Report to the District LWML Convention, Executive Board, and upon request, to the Executive Committee.
- VII. DUTIES OF DISTRICT LWML COUNSELOR
- Function per District Bylaws Article IX. Also, and Leader Helps.
- A. Read Counselor wrap-up report from previous convention
 - B. A counselor shall serve on the District Convention Committee
 1. Attend all planning meetings in an advisory capacity
 2. Serve as doctrinal and theological review person for all materials produced for use or publication
 3. Approve topics and speakers
 4. Be available to the District Convention Host Counselor
 5. Be available to prepare and present Bible studies, devotions, and prayers as requested.

6. A counselor may assist in and/or prepare worship services and other support for the District Convention as requested.
 - a. The Senior Counselor shall be invited to give the sermon at the convention Divine Service.
7. The Junior Counselor shall preside at the installation of officers.
8. Give a completed wrap-up report to designated personnel.

VIII. DUTIES OF HOST CONVENTION CHAIRMEN

- A. Read all wrap-up Reports from previous convention
- B. Appoint all convention chairmen and sub-committee chairmen, prior to January 1 of the odd-numbered year, preceding the convention.
- C. Make sure each society in host zones have been contacted about the personnel needs of the convention. (Very important)
- D. Responsible for developing the agenda of the planning meetings
- E. Preside at all planning meetings.
- F. Check files for a list of convention properties
- G. Hold first Host Convention Committee meeting in advance of the February Executive Board meeting in the odd numbered year.
 1. Duties of all sub-committee chairmen should be assigned by this time.
 2. Make sure all committees have respective properties from prior convention.
 3. Prepare recommendation to present to Executive Committee for approval of:
 - a. Theme
 - b. Goal Statement/s
 - c. Bible verse
 - d. Logo
 4. Present a possible reduced registration for encouraging attendance of select people – pastors, Heart to Heart Sisters. (These considerations require Executive Committee approval.)
 5. Announce that budget estimates are due at the second meeting, to accommodate setting the registration fee.
 4. Distribute and go through the wrap-up report outline
- H. The Host Convention Chairmen shall be in contact with the committee and sub-committees to be sure plans are progressing.
 1. At Host Convention Committee meetings discuss the following:
 - a. Hold progress report meeting of all sub-committees to see that all are functioning properly and per schedule.
- I. Final Pre-convention Arrangements
 1. Everyone involved with the convention shall meet at the convention site prior to the convention date so they know exactly what to do, where they are to be and can answer questions about the facility.
 2. A floor plan or map of the facility should be available for the committee chairmen.
- J. Seating Arrangements
 1. Make seating arrangements in consultation with the District President
 2. Assign seating areas for Executive Board, speakers, special guest, delegates, candidates, etc., and other special participants in agreement with proper stage approach protocol.
- K. Other duties
 1. Give the convention welcome address.

2. Collect the committee reports for Convention Chairman files before turning files over to the next convention committee.
3. Give a completed report to designated people.
 - a. Meet with counterpart for next convention and pass on committee information and properties.

IX. DUTIES OF CONVENTION SECRETARY

- A. Read the report from Secretary of previous convention and contact her for clarification of duties.
 - B. Send each society in the host zones a list of needed helpers and the duties of each position; include a sign-up sheet to be returned to the Convention Chair by a specific date. After the deadline contact the societies that did not respond.
 - C. Keep a record of committee names and contact information
 - D. Keep a record plans and decisions made at all general committee meetings.
 - E. Send notices of all meetings and copies of all minutes, within three (3) weeks after meeting, to the General Convention Committee members as listed in 'III-Personnel'.
 - F. Handle all correspondence of the General Convention Committee as directed by the co-chairmen.
 - G. Work with the registration chairman in contacting Lutheran related agencies or other groups who may furnish items for registration packets such as pads, pencils, tissues, etc.
 - H. Plan for additional ballot printing as needed.
 - I. Handle all necessary 'thank you' notes after the convention at the direction of the District President.
 - J. Hand in a completed Report to designated people
1. Meet with counterpart for next convention and pass on committee information and properties

X. DUTIES OF CONVENTION TREASURER

- A. Read the Report of Treasurer of previous convention and contact her for clarification of duties.
- B. Open a special account under 'District LWML Convention (year indicated)' with funds forwarded from the District treasury in spring of odd numbered year. (\$500. – adopted Sept. 2008)
- C. Handle all money of the general convention
- D. Appoint a committee to assist with counting the offerings
Report the offerings immediately to District President
- E. Obtain copies of all convention contracts
- F. Keep accurate records.
- G. Give reports at committee meetings
- H. Pay all bills approved by the convention chair or district president
 1. Honorarium checks are distributed at the convention.
 2. Payments shall be by check only.
- I. Assist in counting convention offerings and provide for safekeeping until depositing in convention checking account. Offerings are to be REMITTED IMMEDIATELY by check to the District Financial Secretary.
- J. Close checking account within sixty (60) days after convention and remit balance to the District Financial Secretary along with final convention financial report, subject to financial review by district financial officers.
- K. Hand in a completed Report to designated people
- L. Meet with counterpart for next convention and pass on committee information and properties

XI. DUTIES OF REGISTRATION CHAIRMAN

- B. Read the Report of this committee's previous Chairman and contact her for clarification of duties.
- C. Arrange for pre-registration to accompany Public Relations article for January *Mission Tidings*, deadline November 1 of the year preceding the convention.
 - 1. Housing arrangements are made by the individual, except for the YWR's (duty of YWR Chair) and special guests (duty of District President).
- D. Receive all non-delegate registration fees and forms. Record information and send monies to Convention Treasurer for deposit.
- E. Work closely with District Corresponding Secretary on registration. Color code registration forms / name badges [delegate, nominee, special guest, speakers, district board member, YWR, Heart to Heart Sisters].
 - 1. Obtain list of delegates and alternates with addresses from the Corresponding Secretary.
 - 2. Receive list of Executive Board from the Corresponding Secretary
 - 3. Receive list of the Young Women Representatives and Heart to Heart Sisters from the respective coordinator.
 - 4. Check with the host committee that the names of host committee members and respective committees attending the convention have been submitted to registration.
 - 5. Receive list of special guest and speakers from the District President and have a special place for their check-in.
- F. Keep a record of meal requests [from the registration forms] for the food and banquet committee or responsible person as desired by the facility.
- G. Be responsible for convention packet and its contents, working with the convention secretary. All items to be given to attendees should be in one packet
- H. Distribute the registration material to the attendees.
 - 1. NWD LWML board members receive packet at the preconvention board meeting.
- I. Be responsible for registration report at each session of the convention,
- J. During convention sessions, supply District Corresponding Secretary with an up-to-date credential report before all balloting.
- K. Remind the ushers to provide boxes at the exits to collect badges and ribbons after the convention.
- L. Assure registration assistants are not delegates or NWD LWML Board members.
- M. Set specific times for registration and assure the committee members know the times.
- N. Have a minimum of six (6) registration lines, divided alphabetically, separate delegate and non-delegate registration lines.
- O. Hand in a completed report to designated people
- P. Meet with counterpart for next convention and pass on committee information and properties

XII. DUTIES OF THE LOCAL PASTORAL ADVISOR

- A. Read the report of the previous Host Pastoral Advisor.
- B. Counsel General Convention Committee on local matters.
- C. Attend General Convention planning meetings.
- D. Conduct devotions at planning meetings
- E. Write the 'In room' devotions to be included in the convention manual.
- F. Conduct opening convention service (arrange for organist/accompanist for opening service, prepare bulletin, arrange for communion ware, advise properties chairman of wine and wafer needs).
- G. Serve as requested by District President
- H. Hand in a completed Report to designated people
- I. Meet with counterpart for next convention and pass on committee information and properties

XIII. DUTIES OF CONVENTION MANUAL EDITOR

- A. Read the Report of this committee's previous Chairman and contact her for clarification of duties.
- B. Consult with District President on items to be in the manual; use previous convention manual for items to be included.
- C. Arrange for pictures of NWD LWML Board, individual officers, and host committee to be used in the convention manual.
- D. Edit all convention manual reports received. Copies to be sent to Recording Secretary and manual editor from each board officers and committee chairman.
- E. Arrange for printing and quantity in consultation with the District president
- F. Before printing, return to President for final approval.
- G. Be responsible for delivery of manual to convention site. Manuals must be at convention site before registration area is set up.
- F. Hand in a completed Report to designated people
- G. Meet with counterpart for next convention and pass on committee information and properties

XIV. DUTIES OF PUBLICITY CHAIRMAN

- A. Read the report of this committee's previous chairman and contact her for clarification of duties.
- B. Coordinate publicity with district public relations director.
 - 1. *Lutheran Witness* supplement
 - 2. Prepare brochure for distribution at the September board meeting in odd-numbered years.
 - 3. Send out bulletin clips – enough for the year prior to convention
 - 4. Send out a bulletin flyer to be used six (6) weeks prior to the registration deadline
 - 5. Prepare or have prepared a skit or song to publicize the convention at rallies and society meetings, to be distributed at the January/February Board meeting on even numbered years.
- C. News Releases
 - 1. Prepare news releases for local newspaper, radio stations, TV, as well as other media throughout the district, being aware of deadlines.
 - 2. Send publicity article with map and directions to convention site for inclusion in January *Mission Tidings*, the North Wisconsin LWML website administrator and Public Relations Director (be aware of deadline set by *Mission Tidings* editor), the year preceding the convention.
 - i. NOTE: media publicity material should include pictures of local committees, District President and convention speakers. Emphasize pre-registration.
 - 3. Have a media article in the registration packet for attendees to take home for use in local newspapers.
- D. Send copies of all releases to the President and Public Relations Director for approval.
- E. Keep convention file containing pictures, newspaper articles, etc.
- F. Publish convention newsletter.
- G. Organize and maintain a press room during convention near the convention hall. Other press members- religious editors- may be invited and should be shown every considerations and courtesy. If possible, have a special table in the convention hall.
- H. Hand in a completed report to designated people
- I. Meet with counterpart for next convention and pass on committee information and properties

XV. DUTIES OF HOUSING AND HOSPITALITY CHAIRMAN

- A. Read the report of this committee's previous chairman and contact her for clarification of duties.
- B. Arrange for transportation for speakers and special guests, as directed,
- D. Serve as 'hostesses' to speakers and special guests. Collaborate with District president selecting and assigning a hostess to each special guest and individuals with special needs as appropriate.

- E. Arrange for hostesses to be on duty at:
 - a. noon lunch; if there are break out session for lunch, at least two hostesses per room.
 - b. each meal,
 - c. coffee break,
 - d. fellowship hour, and
 - e. the banquet.
- F. Meet with hostesses prior to convention, tour facility, and train the hostesses about the needed duties. Arrange for First Aid personnel and supplies.
- G. Assign a designated place to collect 'Stamps for Missions'
- H. Appoint person to prepare signs for highway/city, if permissible, convention site, prayer chapel, handicapped seating, lost and found, delegates and guests, speakers, and special guests. When permissible post signs above head high; never too many signs.
- I. Arrange for ample parking space for buses and cars and shuttle service when needed. Arrange to emergency service.
- J. Provide room for luggage storage at check-out time on last day of convention. Hand in a completed Report to designated people
- K. Meet with counterpart for next convention and pass on committee information and properties

XVI DUTIES OF FOOD SERVICE CHAIRMAN

Read the report of this committee's previous Chairman and contact her for clarification of duties.

- A. Suggest menus and methods of serving for approval by convention committee:
 - 1. Plan for registration coffee,
 - 2. 2 breakfast (consider people with dietary restrictions/needs)
 - 3. 2 noon meals,
 - 4. 1 banquet or evening meal, in cooperation with Banquet Committee. (As the convention facility allows),
 - 5. Depending on the convention location, arrangements may be needed for an additional evening meal.
- B. Be sensitive to dietary needs when selecting items for breaks,
- C. Appoint necessary committees (kitchen, dining room, registration coffee, coffee break, president's reception) NOTE: Registration coffee - avoid congestion by providing ample stations. Contact local insurance companies or other groups to contribute to this expense.
- D. Supervise the serving of all meals and coffees.
- E. Be responsible for meal tickets,
- F. Arrange with the usher chairman for ushering officers, special guests, speakers and delegates to the meals. They should be seated and served first. Officers on stage should have a table reserved for them.
- G. Assign a hostess to assist with seating at all meals. If special sessions are planned for meals, there should be multiple hostesses per session room.
- H. Work closely with Banquet Chairman in regards to menu, seating, etc.
- I. Submit a completed report to designated people
- J. Meet with counterpart for next convention and pass on committee information and properties

XVII DUTIES OF BANQUET CHAIRMAN

- A. Read the report of this committee's previous Chairman and contact her for clarification of duties.
- B. Arrange for:
 - 1. Menu
 - 2. Table decorations (favors, printed program) – coordinate with Decorations Committee

3. Mistress of ceremonies
 4. Entertainment (refer to Properties Committee for special equipment) Provide biography and photo of banquet entertainment for convention manual and publicity.
 5. Afterglow/Fellowship hour (optional)
- C. Submit a completed report to designated people
- D. Meet with counterpart for next convention and pass on committee information and properties

XVII DUTIES OF PROPERTIES CHAIRMAN

- A. Read the report of this committee's previous Chairman and contact her for clarification of duties.
- B. Compare properties list with list in Convention Chair's file and Properties file,
- C. Assure all LWML properties have an LWML label on them.
- D. Arrange for sufficient seating and safety to access the seating
- E. Get measurements of meeting room to determine if vertical or horizontal setting for the assemble meetings.
- F. Provide chairs and table on stage NOTE: the cover for the table should be large enough to reach almost to the floor on the audience side.
- G. Provide two podium with microphones on stage (adequate lighting)
- H. Provide two (2) working microphones on the convention floor.
- I. Check speaker system before convention to be sure all are working properly.
- J. Assure hall has proper ventilation and lighting
- K. Assure the hall has proper furnishing for convention sessions, devotional setting, etc.
- L. Properties needed:
 1. Organ and/or piano/musicians
 2. Christian and American flags
 3. Convention Candle, Convention Cross and Stands
 4. Banner stands / poles (check with Convention Chairman)
 5. Media equipment. (It is best to use district equipment, as available)
 6. Reproducing and office equipment – consider renting
 7. Any other equipment requested by convention committee
- M. Arrange for a skilled technology person to stay with and assist with all electronic/electrical equipment.
- N. Test all presentation with the equipment, test the entire presentation.
- O. Return non-LWML properties immediately after the convention.
- P. Submit a completed report to designated people
- Q. Meet with counterpart for next convention and pass on committee information and properties

XIX DUTIES OF USHER/PAGES CHAIRMAN

- A. Read the wrap-up report of this committee's previous Chairman and contact her for clarification of duties.
- B. Arrange for necessary number of ushers.
- C. Identify ushers with special ribbons always.
- D. Guidelines:
 1. Station ushers in the following areas: entry way, convention hall, seating area in convention hall (for safety concerns), registration area, rest rooms, dining room, information center, display area.
 2. Direct people to designated seating per color-coded badges (delegates, Executive Board members, candidates, YWRs, and Heart to Heart Sisters).
 3. Escort special guest and speakers to designated seats.

- E. Arrange for Pages
 - 1. Select a minimum four people.
 - 2. Have Pages wear identifying ribbons/attire. NOTE: Pages shall receive instruction from the District President
 - 3. Duties will vary; may include – but not limited to: relaying messages from the assembly and delivering to the President’s Page and vice versa, assisting with microphones,
 - 4. Registration fee is waived, meals at host committee expense, while on duty.
- F. Prepare a room(s) for counting ballots and offerings.
- G. Seating
 - 1. Identify areas. Reserve area for:
 - a. Delegates
 - b. Speakers
 - c. Special guests (other District Presidents, LCMS District office personnel, LLL President, candidates for office, missionaries, YWRs, etc. check with District President for complete list)
 - d. Executive Board
 - 2. Guests may be seated in any non-designated area.
- H. Offerings
 - 1. Provide receptacles (use same for ballot boxes)
 - 2. Assign ushers to receive offerings
 - 3. Turn offerings over to Convention Treasurer
 - 4. If needed, assign ushers to assist with special handouts (NOT ballots).
 - 5. Assist with the collection of name badges holders and evaluation, if needed, at the end of convention.
- I. Badges and ribbons
 - 1. Obtain these from previous Ushers/Pages committee Chairman or Convention chairmen
 - 2. Provide boxes at exits for badges and ribbons at close of convention to be returned to the Convention Chairmen.
- J. Submit a completed report to designated people
- K. Meet with counterpart for next convention and pass on committee information and properties

XX DUTIES OF DECORATION CHAIRMAN

- A. Read the report of this committee’s previous chairman and contact her for clarification of duties.
- B. Be responsible for appropriate decorations for stage.
- C. Be responsible for placards and banners bearing the convention theme in the convention hall.
- D. Arrange for flowers and other items planned by the convention committee.
- E. Arrange for centerpieces for dining room, coordinate with Banquet Committee.
- F. Arrange for chapel/prayer decorations.
- G. Assure all decorations are removed after convention.
- H. Submit a completed report to designated people
 - 1. Meet with counterpart for next convention and pass on committee information and properties

XXI DUTIES OF MUSIC CHAIRMAN

- A. Read the Report of this committee’s previous Chairman and contact her for clarification of duties
- B. Arrange for any necessary music for the convention program.
 - 1. Observe copyright laws on all words and music.
 - 2. Work with District 1st Vice President for CCLI information. (If music is not covered by CCLI special permission must be obtained from the publisher)

- C. Arrange for accompanist(s) needed for convention program
- D. Arrange for group song leader
- E. Optional: Arrange for choir and director and/or special music, i.e. song contest. (Host pastor will arrange for organist/accompanist and hymns for opening service)
- F. Hand in a completed Report to designated people
- G. Meet with counterpart for next convention and pass on committee information and properties

XXII DUTIES OF DISPLAY CHAIRMAN

- A. Read the wrap-up Report of this committee's previous Chairman and contact her for clarification of duties
- B. Arrange for the **approval of the senior District Counselor** the names of exhibitors to be contacted. Copy of approved list to be sent to District President
 - 1. Basic exhibits are:
 - a. North Wisconsin District LWML
 - b. LWML
 - c. Evangelism
 - d. Concordia Universities
 - e. Concordia Publishing House
 - f. LCMS related ministries -Lutheran Layman's League/Lutheran Hour Ministries
 - g. Other related ministries
- C. Number of exhibitors limited to space available
- D. If there is an overflow of exhibitors, place the NWD Board of Directors displays outside of the display area.
- E. Arrange with properties to have a bulletin board at the entrance of the display area for announcement of exhibitor prize winners.
- F. Guidelines for exhibitors:
 - 1. Responsible for own set-up and clean-up
 - 2. Space must be reserved and is available with facilities charge if applicable.
 - a. Fee due with contract. [LLL/LHM – no fee]
 - b. LWML display expense to be paid from convention revenue
 - 3. Materials can be ordered but not sold directly from all exhibitors. Excluded are: LWML, NWD LWML, CPH, or with special permission of Executive Board.
 - 4. Exhibitors are responsible for their own meals and housing. Registration not necessary. Contact Registration to coordinate the check-in of exhibitors.
- G. After the convention, send thank you notes to all exhibitors.
- H. Submit a completed report to designated people
- I. Meet with counterpart for next convention and pass on committee information and properties

XXII DUTIES OF BANNER CHAIRMAN

- A. Read the report of this committee's previous Chairman
- B. Provide a request for zone banners with specifications and convention theme to zone presidents at the September Board meeting in odd-numbered years.
- C. Receive all zone and district banners in room assigned
 - 1. Assure zone number is on banner back
- D. Prepare banners for presentation
 - 1. Place/hang banners on poles
 - 2. Steam banners, if needed, to remove wrinkles

3. Arrange in numerical order for processional
4. Assist with procession practice as directed
- E. Assist with placement and removal of banner stands
- F. Have extra dowels and cords available
- G. Insure the inventory of couplings matches the number of poles as banner stands are placed.
- H. Submit a completed report to designated people.
- I. Meet with counterpart for the next convention and pass on relevant information and properties

CONVENTION EXPENSES

Start-up funds are received from the District treasury in spring of odd-numbered year. (\$500.00 – adopted September 2008)

- A. The following expenses are covered with registration monies.
1. Convention Center or Hotel Facilities
 2. Convention Manual
 3. Speakers and Special Guests
 - a. Keynote Speaker
 - b. Bible Study Leader
 - c. LWML Representative(Expenses for above include lodging (single room), meals, transportation, registration, and any other expenses incurred which pertain to the convention, plus an honorarium set by the District President.)
 4. LCMS District President and Spouse
(Includes lodging, meals, banquet, and registration.)
 5. Other Auxiliary Presidents or Representatives (LLL, South Wisconsin LWML District - includes registration, banquet, and meals; not lodging or travel)
 6. Convention Host Counselor
(Includes registration, meals, transportation, lodging, and any other miscellaneous expenses incurred which pertain to convention.)
 7. LWML Young Women Representatives
(Includes registration - Convention manual provided, meals, transportation, and lodging.)
 8. Heart to Heart Sisters expenses funded at the discretion of the convention committee
 9. Special Session Speakers
(Includes registration, meals, lodging for one person, honorarium, and limited mileage reimbursement for speakers per NWD LWML Bylaws)
 10. Pages
(Registration fee waived, meals provided, if needed.)
 11. Convention Committee Expenses incurred for the convention (excluding attending convention)
 - a. General convention Co-chairmen
 - b. Convention Secretary (includes expense of second mailing by District Corresponding Secretary)
 - c. Convention Treasurer
 - d. Registration
 - e. Publicity
 - f. Housing and Hospitality (includes signs)
 - g. Food Service
 - h. Banquet
 - i. Properties
 - j. Ushers
 - k. Decorations
 - l. Music
 - m. Display
 - n. Banner
 - o. Technology Expert
 - p. Convention Manual Editor
 - q. Servant Event, (if not a district officer)

r. Gifts of the Heart (if not a district officer)

s. Host pastor

12. Convention committee and workers expense scholarships available as determined by the NWD Board.

B. Jewelry and food are paid as requested on registration form.

C. District officers and Board members expense and convention attendance is paid from District treasury.

D. Mileage for planning meetings and travel to convention:

1. District officers serving on planning committee (convention mileage paid by district)

**LWML CONVENTION BANNER PARADE
NORTH WISCONSIN DISTRICT**

Line up in the following order:

President's Page Carrying the Cross
Zone 1 President and Young Women Representative
Zone 2 President and Young Women Representative
Zone 3 President and Young Women Representative
Zone 4 President and Young Women Representative
Zone 5 President and Young Women Representative
Zone 6 President and Young Women Representative
Zone 7 President and Young Women Representative
Zone 8 President and Young Women Representative
Zone 9 President and Young Women Representative
Zone 10 President and Young Women Representative
Zone 11 President and Young Women Representative
Zone 12 President and Young Women Representative
Zone 13/14 President and Young Women Representative
Zone 15 President and Young Women Representative
Zone 16 President and Young Women Representative
Zone 17 President and Young Women Representative
Zone 18 President and Young Women Representative
Zone 19 President and Young Women Representative
The two National Young Women Representatives
Heart to Heart Coordinator YWR Coordinator
Meeting Manager Mission Tidings Editor
Public Relations Director Human Care Chairman
Leader Development Chairman Structure Chairman
Archivist/Historian Mission Grants Director
Christian Life Chairman Assistant Christian Life Chairman
Treasurer Financial Secretary
Recording Secretary Corresponding Secretary
Senior Counselor Junior Counselor
1st Vice President 2nd Vice President
Parliamentarian
President
National President/Representative

BANNER INSTRUCTIONS FOR DISTRICT CONVENTIONS

List the theme, which biennial convention, and the Bible reference – do not duplicate the convention logo.

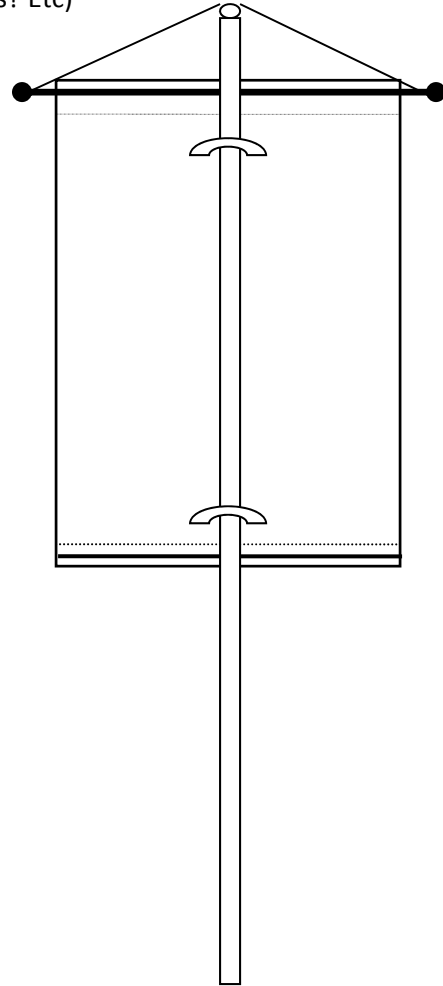
CONVENTION COLORS:

INSTRUCTIONS: (Will it be used later for another use? Baby Quilts? Etc)

BANNER SIZE: 58 inches long, by 32 inches wide.

PREPARATION:

1. Place dowel in top and bottom seam.
2. Stitch a 3 inch by 1 1/4 inch strip, vertically, within a 2 inch area in the middle of the top of the banner, to form a loop (a pole will be placed through here).
3. Stitch the same type of loop at the middle of the bottom of the banner for pole.
4. Attach a cord on both ends of the top dowel - this will hold it on the pole.
5. POLE: you need not worry about a pole, one will be provided.



NORTH WISCONSIN DISTRICT LWML 20__ CONVENTION EXPENSE VOUCHER

DATE _____

Name _____

Address _____

Phone _____

Total Amount Requested: _____

DATE OF PURCHASE	COMMITTEE	TYPE OF EXPENSE	AMOUNT

PLEASE attach receipts **TOTAL** _____

*Give or send voucher to the Convention Chair or District President for approval.

Approved by: _____ Date: _____

Use North Wisconsin District LWML Tax Exempt No. 9111 for purchases in Wisconsin.

Additional information may be place on the back of this form.

Name of Convention
Location
Date
Zone Committee
Sub committee
Your name and names of this committee's members

- Description of duties
- How you carried them out
- Problems experienced
- How you solved the problems
- Recommendations on how to avoid the above problems in the future
- Things that were good and things that were helpful
- Timeline of Actions – dates and what took place;
 - *Example- 10/07 attending planning meeting*
 - *11/07 contacted music chair*
- Committee's Budget

You will need to have **SIX (6)** typed written copies ready to hand out at the convention wrap-up meeting. Please have the name of the recipient (can be hand written) in the upper right hand corner.

The people who need copies are:

Convention Chairman; Convention Co-Chairman; District President; District 1st Vice President; general convention file; your committee file (the file you will be handing over to the person in your position who is working on the next convention).

DO NOT FORGET:

- *TO WRITE REPORT*
- *TO COME TO THE WRAP-UP MEETING*
- *TO BRING REPORT TO THE MEETING (Must be turned in to the above list of people within 30 days)*