

**Oregon District
Lutheran Women's Missionary League**



**CONVENTION
PROCEDURES
MANUAL**

FOREWORD

The task force that put together this OR District Convention Planning Manual is to be congratulated with a standing ovation! They have met together in several meetings, each lasting 4-5 hours. They have put in countless individual hours compiling, writing, revising, re-revising, and re-re-revising the manual that is now in your hands. Their initiative, patience, congeniality, and perseverance have made future convention planning much easier and much more efficient.

Please understand that this is not the end product, but that it is an evolutionary work in progress. They are well aware that there are areas that will need to be re-re-re-revised after it is first used. So as you use this manual please be patient and flexible, and above all else, give thanks to God for using these ladies in this, their complex, laborious endeavor. Their work exemplifies their love for their Lord, the LWML and its mission.

To God be the glory!

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OREGON DISTRICT LWML CONVENTION PROCEDURES MANUAL

INTRODUCTION

Conventions are held in the Oregon District of the Lutheran Women's Missionary League (LWML) every two (2) years, in even-numbered years, in juxtaposition to conventions held by the national organization of the LWML every two (2) years, in odd-numbered years.

Neighboring zones have sometimes joined together as hosts in cases where the membership of one or several of those zones has been small. This practice has made a strict rotation among the zones impractical. The decision of where the proposed convention is to be held is up to the current District President and Executive Committee based on the loose rotation and the capabilities and membership numbers of the geographical zones in question. The large cities, including Portland, Eugene, Bend, Beaverton and most of the "larger" small cities around the state, such as Roseburg, Seaside and Newport, have facilities that can hold a range of 250-300 in attendance, plus have additional meeting rooms for side activities and needs associated with a convention. The city where the convention is to be held may be somewhat "centrally" located in the host zones, rather than at the farthest corners of the district, so that the general membership of the district does not have to travel quite as far.

Generally, four (4) years ahead of a convention, the then-current District President should ask the zone(s) that are in the loose rotation for their input as to whether they can and are willing to host a convention, and if they wish to join with a neighboring zone(s) to host a convention. The city and hotel or convention facility possibilities within the zone(s) need to be discussed at that time as well.

STEERING COMMITTEE

The Convention Steering Committee is composed of the District President, the Convention Chairman(s), District Pastoral Counselors, District Treasurer, Meeting Manager, Convention Committee Secretary (appointed by the Convention Chairman/Co-Chairmen of the Hosting Zone/s), and a Contract Review Manager. The President should preside at all meetings of the Convention Steering Committee and the Secretary records the minutes. These should be separate minutes from any other meeting held the same day, if held during a District Board meeting.

The Steering Committee is an overseer rather than a controller. The duties and function of the Steering Committee are pre-convention thru the signing of convention contracts.

The Steering Committee shall determine if Child Care is to be offered and appoint a Child Care Committee Chairman, if necessary.

1. The Steering Committee is responsible for researching possible convention sites and dates available. If possible, tentatively reserve one or two dates at each site and give all pertinent information to the District President and Meeting Manager for review 3-4 years prior to the proposed convention. (It may be that only the Convention Chairman will work with the District President and Meeting Manager on this item.)
2. The Steering Committee acts somewhat like a "board of directors" to do major planning and to decide issues such as when and where the District Conventions will be held.

3. The Convention Committee Secretary records minutes of all Steering Committee meetings, and emails (preferred) or mails copies to the District President, and the Steering Committee. See separate guidelines for Convention Committee Secretary.
4. Approximately two (2) to three (3) years before the proposed convention, drafted contracts for the convention facilities and food service (catering) should be obtained and finalized within the timeframe standards of the facility. Final contracts need to be signed upon the approval of the Executive Committee. The District President is the only member of the District with the authority to sign contracts. The District President, the Meeting Manager and the Contract Review Manager should work together on procuring the contracts, and have the responsibility of assuring that:
 - a. The contracts are fair and equitable, and negotiation has been done to get the best possible prices and compensation in the form of complimentary lodging and/or free assembly rooms based on total hotel occupancy of the group;
 - b. The facilities meet the physical property and space requirements of holding the convention;
 - 1) Audio-visual needs (including allowing committees, members and presenters to bring in laptop computers, printers, projectors, and copiers if needed);
 - 2) Special activities such as interest sessions and servant events; and housing the attendees;
 - c. Costs of the facilities fall within budgetary limitations of the funds that will be brought in through registration fees and other methods;
 - d. Costs of lodging and meals fall within budgetary considerations of the attendees and their respective societies.
5. In the months immediately following the prior convention, the Convention Chairman of the host zone(s) makes initial contact with members at society meetings and the Fall Zone Rallies to encourage participation and appoint committee chairmen and assign members to committees. Societies may take on specific committee duties, or members from one society may choose to work with those from other societies. It may be advisable to assign committee duties in consideration of distance from the convention facility or main Convention Committee meeting location. Those societies that are a significant distance away from the location of the Convention Committee meetings may choose to take on tasks that do not require attendance at every meeting. Some committees may be joined together with others or some committees' duties may be split apart into "task groups" depending on modifications of total convention plans, availability of volunteers, and geographical location of societies.
6. Committee procedures and prior Convention Committee reports are distributed to each committee in a notebook. Each committee may adapt some procedures according to need; while other procedures may be in place that need to be followed very closely.

DISTRICT PRESIDENT

The District President, prior to the proposed convention, shall:

1. Determine, with the District Executive Committee, approximately two to four (2 – 4) years in advance of the proposed convention, which zone(s) shall be asked to host the District Convention;
2. Consult the current Zone president(s), officers, and members to assure that they are supportive and willing to host the convention and accept the responsibilities associated with hosting a convention;
3. Announce the host zone(s) of the convention, upon acceptance by the zone(s), approximately two (2) years prior to the proposed convention;
4. Appoint the host zone(s) Convention Chairman for the convention, with the advice of the current District Board of Directors and the host zone president(s) at least two (2) years prior, and work closely with her/them, the host zone(s), Steering Committee and Convention Committee;
5. Have sole authority and responsibility to sign all contracts. (The Convention Chairman does not have this authority or responsibility);
6. Work with the Visioning Committee to establish the Theme, Key Bible Passage, Mission Statement and Goals for the convention. Submit to the Board of Directors for a vote decision at the Fall Board meeting following the prior convention, 1-3/4 years before the convention.
7. Request suggestions for a convention logo as soon as the Theme and Bible Passage are approved. Submit suggestions to the Board of Directors for final selection and approval at the Spring Board meeting following the prior convention, 1-1/4 years before the convention.
8. Review, with the Convention Chairman, the planning and coordination of the convention, including time, place and property requirements of each event on the agenda, and other details as necessary. (Programming and agenda planning are the responsibility of the District President and Executive Committee, but suggestions may be made by the host zone/s for programming, events, speakers, presenters, music, choir director, and entertainment.);
9. Verify that the Convention Chairman knows what the Convention Committee's responsibilities are and what the District Executive Committee's responsibilities are;
10. Work out a draft convention agenda with the Executive Committee, District Counselors, and Convention Chairman at the Fall Board of Directors meeting prior to the convention, if possible, and have copies available for all those on Board of Directors or Convention Committees who will be using it in publicity and planning; (There will be details that can't be complete or known by the Fall meeting and there will always be things that change, but it is of great benefit to the District Board and the Convention Committee to have the agenda as finalized as possible by the Fall Board of Directors meeting prior to the convention. The agenda [not script] should definitely be available by the Spring Board meeting.)
11. Refine and finalize the convention agenda by the Spring Board of Directors meeting prior to the convention and have copies available for all those on the Board of Directors and Convention Committees who will be using it in publicity and planning and for printing in the Convention Manual;

12. Request from the LWML President, the LWML representative of the district's choice to attend the District Convention, using the request form sent from LWML;
13. Invite all guests - LWML representative, Bible study leaders, NW District LCMS District President or representative, LCEF representative, those bringing greetings for other Lutheran entities, other LWML District Presidents, mayor or representative or other public figure in the city or area where the convention is to be held; (The host committee may invite the public figure since they live in that area.)
14. Appoint the following:
 - a. Tellers Committee members from the list of delegates to count votes for the balloting on Mission Grants, Convention Offerings, and Candidates;
 - b. Minutes Review Committee, including chairman and 2 members – District Recording Secretary is not on this committee, but she must work with it;
 - c. President's Page to assist the President with any and all details that may take a runner or assistance during the proceedings of the convention; (See the Floor Manager and Pages procedures. VPs can be used as Floor Managers, dividing up the agenda.)
 - d. Board of Directors members, Past District Presidents or others to participate in agenda events such as leading the pledges during the presentation of the flags, giving prayers before balloting and meals.
15. Prepare a President's Script using the Agenda as the basis and expanding to include every action and word that the president and others on the agenda are to say and do, and every possible scenario that may occur. A sample is in the president's convention files. This document should be arranged so that agenda from the manual is easily identified (color coding works well). Complete or simplified copies of the script should be given to:
 - a. Recording Secretary
 - b. Parliamentarian
 - c. Convention Chairman/Co-Chairman
 - d. Time Keeper
 - e. Meeting Manager
 - f. All Vice Presidents of the Day
 - g. Music Director and/or Song Leader
 - h. Pastoral Counselors
16. Work closely with the Convention Chairman/Co-Chairman, Oregon District Recording Secretary, Corresponding Secretary, Convention Committee Secretary and Editor in preparing the agenda and convention manual; (The final editing rights and responsibility lie with the District President.)
17. With the assistance of the District Correspondence Secretary, prepare or supply the following information for the convention manual. This information is due, by the date(s) indicated in the Recording Secretary's minutes:
 - a. A letter of greeting from the LWML President of the national organization;
 - b. A letter of greeting from the Northwest LCMS District President;
 - c. Convention rules (in conjunction with the Parliamentarian and Bylaws Committee Chairman);

- d. Agenda (with approval of the Executive Committee);
 - e. President's report, including activities of the BoD;
 - f. Roster of committees, including three Tellers Committees, Minutes Review Committee, Convention Chairmen and committees (Convention Chairman to assist in getting this);
 - g. Roster of District Board of Directors;
 - h. Music (in conjunction with District Counselors and Host Zone(s) Counselor, Worship Committee, and music/choir leader/director);
 - i. Other items as deemed necessary.
18. Place the "Invitation to Convention" in the Winter issue of the *Oregon Leaguer* and the OR District web site (www.orlwml.org) prior to the convention;
 19. Verify that the VP of Communication follows through with all duties relating to publicizing of the convention;
 20. Consult with the Executive Committee regarding honorariums for special guests, speakers, interest session presenters, and details of time, place and property requirements of each event on the agenda, and other details as necessary;
 21. Consult with the Convention Chairman and Hospitality and Information Committee regarding:
 - a. Special welcome at, and transportation from the airport to convention site/hotel, gifts, corsages, welcome baskets (baskets with food and beverage and other items that will help to welcome and give comfort, to be placed in hotel rooms) for special guests, speakers, counselors, and others as deemed necessary;
 - b. Details of time, place and property requirements of each event on the agenda;
 22. Approve materials to be included in the Registration packet;
 23. Be prepared to pass on the current president's pin depicting the gavel permanently affixed in the upright position (this is at a convention when a new president is being elected);
 24. Consider honoring Past District Presidents, according to tradition, time available on agenda;
 25. Provide thank you cards and/or gifts for retiring officers and district counselors; (The cost of these gifts may or may not be charged to the district at the discretion of the District President and depending upon her own and the district's budget at the time.)
 26. Invite all candidates for office to attend the pre-convention Board of Directors meeting;
 27. Preside at the District Convention and at the pre-convention meetings of the Executive Committee and Board of Directors;
 28. Hold final meetings, in the convention hall on Friday of the convention weekend, with "Vice-Presidents of the Day(s)", Convention Chairman, Crisis Management Team, Meeting Manager, Time Keeper, President's Page, Head Hostess and Head Page to ensure that all know the procedures for normal activity and for crises, whether involving agenda flow, voting problems, or possible illness or injury;
 29. Check to insure that the convention hall is set up for the Evening Worship Service.

The District President, after the convention, shall:

1. Verify, along with the Convention Chairman, that all convention financial records have been finalized, a final report written, and an audit done of the convention books by the District Treasurer; (Ideally this should be accomplished by the Fall Board of Directors meeting following the convention. Due to LWML not sending their final invoice for equalized cost of the LWML representative's travel, until all district conventions are completed in late October of the district convention year, it may have to be done by the following Spring Board of Directors meeting.)
2. Be responsible for the execution of all resolutions passed by the convention body; (This task is the responsibility of the post-Convention President, whether on-going or newly elected.)
3. Send thank you letters to convention special guests, speakers and presenters; (This is usually done by the outgoing president in those biennia when a new president is elected, due to the fact that the outgoing president was in contact with those people and they know her as the representative of the District.)
4. Prepare and/or update a convention file after each convention for President's files, and pass on to the newly elected District President;
5. Notify LWML headquarters office and the LWML President of newly elected district officers; (Give names, addresses, phone number, email address, and office to which each officer was elected.)
6. Send the Mission Grant Statistical Report to the appropriate chairman in LWML; Grants need to be categorized into the following divisions:
 - a. International
 - b. National
 - c. District
 - d. Local
 - e. Also, consider how youth are involved in ministry;
7. Verify that the District Treasurer or other appointed personnel has completed the review of the convention books and reported at the fall or spring Board of Directors meeting following the convention.

CONVENTION CHAIRMAN/CO-CHAIRMAN

The Convention Chairman or Co-Chairmen are responsible for the mechanics and physical aspects of the convention. They are to be members of the Host Zone/Zones and should have attended at least one previous convention. They are to work closely with the District President and other members of the Steering Committee. They know the responsibilities of each committee and communicate often with each Committee Chairman. It is the goal of the Convention Chairman/Co-Chairman to accomplish a successful, efficient, uplifting, and God-pleasing convention.

Prior to the selection of the convention site, the Convention Chairman/Co-Chairman, the District President, Meeting Manager, Food and Transportation Committee Chairman, and available members of the Convention Steering Committee (as defined under Steering Committee) will meet with a representative of the hotel or convention site to tour two(2) to four (4) potential sites. Following deliberation among this group the Convention Chairman/Co-Chairman will present to the Board of Directors their recommendation as to where the convention should be held.

After the site has been approved by the Board of Directors, the District President, the Convention Chairman, Meeting Manager, Food and Transportation Committee Chairman, and Contract Review Manager will meet with a representative of the selected convention site to finalize the contract. The District President has the only authority to sign the contract.

The Convention Chairman shall:

1. Be appointed by the District President with the advice and approval of the current Board of Directors and Host Zone(s) President(s);
2. Recruit, select and/or accept volunteers for Convention Committee Chairmen and members from among the host zone(s);
 - f. Registration/Credentials Committee
 - g. Food and Transportation Committee
 - h. Hostess Committee
 - i. Decorations Committee
 - j. Exhibit/Display Committee
 - k. Properties Committee
 - l. Information Committee (Lost and Found/First Aid)
 - m. Worship Committee
 - n. Photographer
 - o. Banner and Processional Committee
 - p. Audio/Visual Committee
 - q. Publicity Committee
3. Compile a roster containing the names, addresses, phone numbers, e-mail addresses, and societies of each Committee Chairman to be sent to the District President (This is done in conjunction with the Convention Committee Secretary.);

4. Work with the Finance Committee for District related expenses:
 - a. Prepare and present an itemized convention budget and suggested registration fee to the Executive Committee no later than the FALL District meeting prior to the convention;
 - b. Set up and track the convention income and expenses;
 - c. Keep a record of donations and grants by granter;
 - d. Check Standing Rules for expenses incurred to the District Convention Budget because of payments for District personnel for convention.
5. Preside over all Convention Committee meetings;
6. Plan and present the agenda for Convention Committee meetings;
7. Maintain communication with the District President and with every Committee Chairman at and between meetings to insure that all committee work is being accomplished;
8. Acquire materials to be included in the registration packet-- these to be approved by the District President;
9. Indicate to the Exhibits and Displays Chairman where the displays/exhibits will be set up at the convention site;
10. Provide information about signage and easels (including banners and stands) to the Properties Chairman for:
 - a. The Information Desk (including Lost and Found and First Aid)
 - b. Exhibit/Display
 - c. Rest Rooms
 - d. Dining Room
 - e. Registration
 - f. Other areas as needed
11. Provide schematic for placements of tables and chairs for the convention—zone signs and wooden place card holders to be requested from the Properties Committee;
12. Determine the proper spacing of tables and chairs for mobility;
13. Prepare a room schematic for the banquet and break-out rooms (if needed);
14. Order the convention pins in conjunction with the Registration Chairman, upon approval of the Executive Committee;
15. Visit the convention site with all members of the Hostess Committee 4 – 6 weeks prior to the convention in order to familiarize them with all areas that will be used for the convention activities; (Provide clip boards [from Properties] for this committee which will include the convention agenda, hotel map, seating schematic, first aid information, hotel emergency procedures and city map.)

16. Provide phone numbers of Convention Committee Chairmen and Hotel Emergency Number for each chairman; (A laminated list could be attached to lanyards for easy access in addition to having a list on paper.)
17. With aid from the District President arrange personal hostesses from the Hostess Committee or Transportation Committee for invited guests and speakers;
18. Communicate with the Human Care Committee Chairman and members regarding a Mission Fair and/or Servant Events;
19. Secure an Honor Guard for the Saturday processional;
20. Secure entertainment for Saturday evening following banquet with assist from Committee Chairmen, with District President approval; *
21. If a printed banquet program is planned, prepare and print copies with District President's approval;
22. Encourage participation at zone rallies for the convention;
23. Promote the convention by submitting articles for OR Leaguer; NW District LCMS web site, and OR District LWML web site with the assistance of the Vice President of Communication;
24. Prepare information for the Convention Manual (Convention Committee, Chairman/Co-Chairman letter, acknowledgement list of contributors, exhibitors and guests);
25. Prior to the convention, send a list of the processional participants for each processional to the Banner and Processional Chairman;
26. Bring "greetings" and make "housekeeping" announcements at appointed times at the convention;
27. Following the convention, secure convention reports and notebooks from each Convention Committee Chairman to be given to the next Convention Chairman to insure a smooth transition for the next convention;
28. Receive from the Convention Committee Chairmen all vouchers with receipts attached, sign, and forward them to the District President for approval; (Payment is made by the District Treasurer.)

* 20. Further explained: Entertainment—

The Convention Chairman/Co-Chairman shall seek three (3) or more suggestions of groups or individuals to provide entertainment during the banquet. The District President, Board of Directors, Executive Committee, Convention Committee Chairmen and/or Zone Presidents may have suggestions. This should be done in the months before the Fall District Meeting prior to the Convention:

- a. Find out cost and length of program and budget restraints;
- b. Determine how much time is available for entertainment;

- c. Determine if the group and their form of entertainment “fit” in the stage area of the banquet hall;
- d. Communicate with the leaders of the entertainment groups for all their needs such as:
 - 1) Space needed
 - 2) Microphones
 - 3) Podiums
 - 4) Tables
 - 5) Musical instruments
 - 6) Video equipment
 - 7) Other
- e. Work with the Properties Committee Chairman, as needed;
- f. Determine who will be Mistress/Master of Ceremonies;

Note: Suggestions should be made to the District President, who has final authority.

REPORTS: The Convention Chairman/Co-Chairman will complete a final After Action Report which includes a record of all grants and donations received and submit it in triplicate, to the Oregon District Board of Directors. This report should also include any suggestions for future conventions. She/They will also include this report in the Convention Chairman/Co-Chairman Notebook to be given to the Convention Chairman/Co-Chairman of the next Convention.

CONVENTION COMMITTEE SECRETARY

The Convention Committee Secretary is appointed from the convention committees and shall be computer literate, have email and shall:

1. Take minutes at all Convention Committee meetings and mail/email the minutes to the Convention Chairman for review.
 - a. After review is completed, the Convention Committee Secretary will send the minutes to the committee chairmen and the District President;
2. Assist the Convention Chairman with other correspondence as assigned;
3. Assist the Convention Chairman with compiling a roster of the Convention Committee, including names, addresses, phone numbers and email addresses. The Convention Committee Secretary is responsible for updating this roster monthly for the Convention Committee meetings and sending copies (by email) to the District President and EC as changes occur.
4. Write or find someone to write an Evaluation Form to be distributed during convention;
 - a. Collect the returned/completed Evaluations at the end of the convention and give to the Convention Chairman to tabulate and report.

REPORT: The Convention Committee Secretary will prepare an After Action Report and submit it to the Convention Chairman following the Convention.

MEETING MANAGER

Once the District President and the Executive Committee have decided which Zone, or Zones, will host the District Convention, the Meeting Manager as part of the Steering Committee, will begin to research possible sites such as hotel/campus facilities where the convention might be held. This research should begin at least three (3) years prior to the convention.

The Meeting Manager works in consultation with the District President and the Convention Chairman.

As Floor Manager at the convention, she assures that speakers are on time and in order for their appointed time during the convention meeting.

The Meeting Manager attends all Convention Committee meetings as requested by the Convention Chairman and/or the District President. She includes in her materials the District First Aid Kit.

In the Meeting Manager's possession is a copy of the Oregon District Inventory of Materials, the CD showing the inventory, and the key to the District Storage Unit.

Tasks to accomplish during the biennium just prior to the proposed convention:

1. Months Prior to the Convention:

- a. If the pre-convention EC/BoD meeting is to be held at the convention site, the Meeting Manager will arrange for the materials needed in the room (podium, screen, and microphone), the seating arrangements, and the meal for the attendees.

2. Last Minute Countdown Guideline:

- a. Check to insure that the convention hall is set up for the Evening Worship Service.
- b. Check that the meeting room is set for the morning's first convention meeting. This includes, but is not limited to:
 - 1) Checking that the stage is correctly arranged;
 - 2) The audio/visual is working properly with the correct number of microphones on the stage and on the floor;
 - 3) The seating for delegates and guests is correct;
 - 4) The risers are in place;
 - 5) Check with the Food and Transportation Committee about water, coffee, or whatever has been arranged for the morning meeting.
3. The Meeting Manager will inform the Information Committee (First Aid) of the hotel's policy on calling 911. Most of the time they want to be informed immediately of a health crisis and the hotel management be the ones that call 911.

REPORT: The Meeting Manager will prepare an After Action Report and submit it to the Convention Chairman following the Convention.

CONVENTION COMMITTEE

The chairmen and members of the convention committees (listed on the next page) and the EC make up the host zone(s) **Convention Committee**.

1. Responsibilities of the Convention Committee include coordinating work of all the committees, creative thinking and problem solving, making decisions on committee recommendations, and generally overseeing the preparations being made to host the convention.
2. The Convention Committee shall meet monthly, or as often as deemed necessary to carry out their responsibilities.
3. Committee Chairmen shall report their progress, problems and solutions at each meeting.
4. The District President and Meeting Manager are informed of and invited to all Convention Committee meetings. Other District Board members may be invited if appropriate.
5. A roster of the Convention Committee, including names, addresses, phone numbers and email addresses is compiled by the Secretary in tandem with efforts by the Convention Chairman who provides a list of committee chairmen to the District President. Copies of this roster are to be given to each member of the Convention Committee, the District President and Executive Committee, as part of the Convention Chairman's report given at the Fall and Spring Board of Directors' meetings. The Convention Committee Secretary is responsible for updating this roster monthly for the Convention Committee meetings and sending copies (by email) to the District President and EC as changes occur. A copy of the final roster is included in the convention files. A list of names of the Convention Committee (without personal information) is to be included in the convention manual.
6. Committee chairmen are appointed by the Convention Chairman with the assistance of the Steering Committee. (This often takes place as members and societies volunteer for these offices. It is up to the Convention Chairman to determine whether those who are considered for appointment will commit to doing the work and in some cases, have the necessary computer skills to perform their duties.)

COMMITTEE LIST

Chairmen and members are needed for the committees listed below. Zone members and women not involved in LWML within the local congregations are to be asked to volunteer.

Each committee has several “task groups” or mini-committees as shown below the committee title. Committee Guidelines are given to each Committee Chairman. Committee Chairmen may adapt some duties according to need for a particular convention. Committees will need to work closely together as many tasks may overlap, and sometimes appear to be confusing as to who should do the task. Work together to make it happen – you will become closer sisters in Christ!

1. Banner and Processional Committee
 - a. Convention Theme and Zone banners
 - b. Processional(s)
 - c. Honor guard
2. Crisis Management
 - a. Team and Roles
 - b. Assistance to Information Committee regarding First Aid areas
3. Decorations Committee
 - a. Banquet Tables
 - b. Decorations and favors
4. Exhibits and Displays Committee
 - a. Displays
 - b. Exhibits
 - c. Charges and Fees
 - d. Forms
5. Food and Transportation Committee
 - a. Food
 - b. Banquet
 - c. Reception Committee
 - d. Transportation
6. Hostess Committee
 - a. Hostesses
 - b. Pages
7. Information Committee
 - a. Information/Lost and Found
 - b. First Aid – Also see Crisis Mgmt.
8. Properties Committee
 - a. Properties
 - b. Room needs
 - c. Physical Property
9. Publicity Committee
 - a. Publicity
 - b. Photographer
10. Registration Committee
 - a. Registration Packets
 - b. Convention Packets
 - c. Registration helpers
 - d. Tote bags
 - e. Name tags, Tent Cards and Seating Charts
11. Worship Committee
 - a. Music/Choir
 - b. Ushers
 - c. Opening Worship
 - d. Sunday Worship
12. Other committees as deemed necessary

PROCEDURES FOR INDIVIDUAL COMMITTEES

BANNER AND PROCESSIONAL COMMITTEE

The committee shall consist of a chairman and two or more members as necessary. The chairman shall assign duties and responsibilities. Other members and assistants shall be recruited to help with gathering and assembly of items, and set up prior to and during the convention to accomplish the tasks described. This committee is under the Vice President of Communication for processionals. The committee chairman is responsible for the notebooks and final reports.

The Banner and Processional Committee Chairman is responsible for:

1. Finding someone to design and someone to make the convention theme banner, and then placing it in the assembly room of the convention facility;
2. Notifying the 9 zones regarding the banners and include instructions for construction;
3. Arranging with the Properties Chairman to receive, store, arrange and return the 9 Zone Banners brought by each zone; (The District has a set of 12 banner poles with bases to display the banners.)
4. Arranging to have any special banners made that the District President may request;
5. Receiving and hanging other miscellaneous banners brought for display by the District President, Archivist-Historian, or other Board of Directors members;
6. Pre-convention—notify each participant when and where they will be participating in the processional(s);
7. The Banner and Processional Chairman directs the processional(s) to take place at the times specified on the agenda;

CONVENTION BANNER:

Time Line - The theme and associated Bible verse for the convention is chosen from themes submitted at the Fall Board of Directors meeting 1-3/4 years prior to the convention. Designs for the logo are chosen at the Spring Board of Directors meeting 1-1/2 years before the convention. The design theme may be used as a backdrop for the stage. The Decorations Committee will present it to the Convention Committee at a monthly meeting after the logo and theme have been approved by the District Board.

The design is chosen from designs submitted by the banner makers or other committee members. The designs submitted for approval should be based generically upon the design of the convention logo and the theme of the convention. The design does not have to be exactly like the convention logo.

This Committee is to find someone to make the banner, assist the banner maker in purchasing or acquiring donated fabric, and oversee the assembly of the banner. This Committee should set a deadline for completion. A budget amount should be given to the banner makers, with instructions to use donated fabric and materials whenever possible.

The banner is to be hung in a fixed position prior to the convention opening. The committee chairman works with the Decorations Committee and Worship Committee to determine where the banner will be displayed. This Committee is responsible for taking the convention banner down, packaging it for transport at the end of the convention.

INSTRUCTIONS FOR CONSTRUCTING THE CONVENTION AND ZONE BANNERS:

1. Maximum banner size is 3 feet by 5 feet.
2. Fabric used should be sturdy and non-stretchable. This banner may be passed around to societies, congregations or Lutheran facilities in the District, and should be made so that it can be rolled or folded for transport.
3. Do not use the convention logo on your banner, but base your design on the convention theme. You may use the convention colors, or other colors of your choice.
4. Attach two (2) ribbons to the banner, one centered at the top and one at the bottom, each centered 10--12 inches from the edge of the back of the banner. The ties should be long enough to tie a bow around a 2" pole. This will help hold the banner to the pole.
5. If you are using a dowel at the bottom of your banner, please tack it in to prevent it from slipping out.
6. Attach the banner to a 1" dowel with a screw eye on each end of the dowel. As an aid to hanging the banner on the pole, make a small loop in the middle of the cord. Secure the cord through each screw eye, laying the cord flat along the dowel, with the loop at the center of the banner and knot it on the outside of each screw eye. Please use a strong quarter inch or 8mm cord.
7. Poles and stands will be provided at the convention site.

ZONE BANNERS: This Committee is responsible for sending a letter to the zones before their Fall zone rallies prior to the Convention, giving directions for size, type, pattern, and method of construction. A roster of zone presidents can be gotten from the District Corresponding Secretary. The logo and theme of the convention should guide the design of the zone banners. Instructions for construction are the same as for the Convention Banner.

This Committee informs Zone Presidents in cooperation with the Properties Chairman where and when to hang their banners on the poles the District owns. Committee members should share the responsibility of checking-in the banners as they arrive. If the banners need to be stored for a period of time, consideration should be given to whether the storage area is secure, but also easily accessible. This Committee is responsible for deciding, with the Properties Committee and the Decorations Committee, where the banners should be placed for best viewing during the convention. Care should be taken not to block any participant's line of sight. Small signs stating the zone names should be temporarily attached to the base of the stands for ease of placement following the processional.

Further instructions need to be given to the Zone presidents for the time and place of banner processional practice, and time for line-up for the processional. The banner processional will vary depending on where it is placed in the agenda. The Chairman of the Banner and Processionals directs the assembly of the processional(s).

PROCESSIONAL AND HONOR GUARD: The Banner and Processional Chairman has the task of coordinating all processions, and works closely with the Worship Committee, Banner Committee and the District President, who makes all decisions regarding when and how many processions there will be on the agenda and who will process.

The Banner and Processional Chairman coordinates the procession at the beginning of the Friday evening Communion service, if there is to be one. The chairs where they will sit on at the front of the room may be marked with their names, if so decided. Those processing stand in the hallway in the order of processing and simply process in at the appropriate time. It is usual to designate chairs in the front row on either side of the aisle for the pastors serving communion on one side and special guests and speakers, the LWML representative, and the District President and her spouse on the other. All other board members may process beyond them to the chairs in the front two or three rows. Be sure to count the chairs and have enough reserved for those who are processing. Hang “reserved” signs on both ends of the rows and also rope them off if possible to reserve those rows of seats.

This is a SUGGESTED procession order. The District President will determine the actual procession order:

1. Acolyte(s) (proceed to stage to light candles) (May have YWRs from prior national convention do this)
2. Cross Bearer (proceeds to stage and holds cross until all have processed, then places in stand)
3. Worship Leader (usually one of the Pastoral Counselors) (sits on stage)
4. Pastoral worship participants and Proclaimer (sit on stage)
5. Zone Presidents with banners (carry banners up center aisle, then one turns to left, one to right alternately, around front row to banner stands at the sides identified with zone names -- placed in opposite order so first banner carrier goes toward the back of the room -- wait there for all to process, then move around the back to their seats in the 2nd or 3rd row on the left side of the middle aisle)
6. Appointed Committee Chairmen (begin seating on the front left side of the aisle, 1st and 2nd rows, leaving room in the 1st row for the special guests and District President and spouse to sit nearest to the aisle)
7. LWML banner (this order can be moved to in front of zone banners)
8. Executive Committee (elected officers)
9. Past District Presidents (if planned to process them – may just assign them reserved seating ahead of time)
10. Special Guests (including national LWML representative)
11. District President (She and her spouse [who can be already seated] will end up sitting in the seats just to the left of the center aisle. She may proceed directly to the podium to open the convention at this time, or simply let the worship service begin and open the convention after the service is over.)

12. Participating Clergy (All clergy helping with distribution of communion will sit on the front right side of the center aisle – they may either process just after the worship participants or last as this suggests.)

Other Processional Instructions:

1. Place a worship folder on each chair, especially for the zone presidents who will be carrying their banners. A member of this committee should stand at the back of the center aisle and direct those processing of when to proceed - about 8 to 10 feet after the one in front of them to keep the processional from going too fast or getting bogged down.
2. The Worship Committee shall secure a United States flag and a Christian flag to use during the processional and for placement up on the stage. The presentation of the flags may be done by the Honor Guard on Saturday morning before the first business session begins, rather than at the start of the worship service on Friday evening. The Honor Guard may have a United States flag or this committee shall ask the facility/hotel if they have one which can be borrowed. Or they may borrow both flags from a local church. Be sure to determine if the flags, in their stands, will fit up on the stage as the ceiling may be too low. The District President can specify someone in LWML to lead the pledges to the flags. The YWRs attending the convention are a good source for Honor Guard participants.

A banner processional could alternately take place at the beginning of the Saturday morning session instead of Friday night. The banners could be set up on their poles for Friday night, and then each zone president simply picks it up early Saturday morning, goes to the back of the hall, and proceeds as directed by this committee. Or perhaps only one special banner might be carried in on Saturday morning.

After the processional, the banners remain in place during the entire Convention. Each Zone shall be notified by the Banner and Processional Chairman that the zone is responsible for picking up its own banner after the Convention. The Banner and Processional Committee Chairman shall verify that all banners have been picked up, and if not, shall take and store until given back to the owner.

REPORTS: The Banner and Processional Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

CRISIS MANAGEMENT PLAN

It is the responsibility of the Meeting Manager and the Oregon District Parliamentarian to review and revise this document every biennium and distribute to the Convention Chairman and members of this committee who are responsible for First Aid at least one year prior to the convention.

A crisis is defined as an event that cannot be solved by a single individual. It could involve illness, loss of personal property or any other event which will require assistance to resolve.

Crisis Management Team

The Crisis Management Team shall consist of a committee appointed by the District President with the skills/abilities and for the purpose of managing any crisis that should happen at any district-sponsored event. This committee shall consist of the following district officers and appointed personnel:

1. President
2. Vice President
3. Meeting Manager
4. Qualified Medical Personnel (registered nurse or EMT)
5. Pastoral Counselor

Roles when a Crisis is identified

President

1. Proceed with the meeting
2. Receive notification from the qualified medical personnel regarding the diagnosis/care at the hospital
3. Notify the family of the person
4. After notification of the family, inform the group as to the patient's condition

Vice President

1. Assume crowd control
2. Notify the RN or EMT, the Meeting Manager, and other medical personnel, who go to the person involved immediately
3. Protect the privacy of the person, direct the group to another room, if necessary

(No statement or identification of the person should be released until the next of kin or family member has been notified and/or permission is given by the person.)

Meeting Manager

1. Call 911 and notify the hotel manager
2. If an ambulance is needed, be prepared to describe the emergency to the dispatcher
3. If a medical emergency occurs, obtain the Health and Emergency Information Form from the Recording Secretary and give to the EMS personnel (if at convention, the medical form is in the person's Name Tag Holder)
4. Meet the EMS personnel on-site and direct them to the emergency and provide the EMS personnel with a copy of the Health and Emergency Information Form
5. In consultation with the Crisis Management Team complete a written documentation of the emergency, including implementation of the emergency plan, all supporting medical reports, consent forms
6. This document should be sent to the LWML President, LWML attorney and insurance provider

Pastoral Counselor

1. Locate the person's roommate for the purpose of obtaining medication, if any
2. Accompany the person to the hospital/emergency room (may require supplemental transportation)

Qualified Medical Personnel

1. Assess the person to see if they present symptoms of a medical condition
2. Determine if an ambulance is needed
3. Notify Meeting Manager if an ambulance is needed
4. Stay with the person until EMS personnel are on-site and in charge of the emergency
5. Accompany the person to the hospital along with the Pastoral Counselor

Convention First Aid – specified members of the Information Committee, consisting of 2-3 members, shall aid and assist the Crisis Management Team by:

1. Providing a blank copy of the "Participant Information, Acknowledgement, Waiver and Release Form" (EXHIBIT - B in Appendix) to the Registration Committee for their use in sending out with the registration confirmation.
2. Locating a skilled Emergency Medical Technician (EMT) to attend the convention, whether it be an LWML member volunteering free of charge, or a local EMT volunteering or charging a stipend, the amount and payment of which must be approved by the Convention Chairman and the District President before the EMTs' services are hired;
3. In the absence of No. 2 above, coordinating with the convention facility to use their emergency plan;
4. In the absence of No. 2 or 3 above, verifying the method of using local public emergency aid or 911 services;

5. Designating a location in the convention assembly room or facilities for the EMT, with signs specifying the place for convention attendees, and giving notice of that place and the methods being used to the Convention Chairman for announcements, to the Crisis Management Team, for use in the initial Crisis Management Report to the assembly, and the editor of the convention newsletter, if available, for inclusion in the newsletter;
6. Designating a location in the convention facility where any such persons who are in a crisis situation may rest for recuperation or wait for emergency medical personnel.

See LWML the “Participant Information, Acknowledgement, Waiver and Release Form” (EXHIBIT - B in Appendix)

REPORT: A final After Action Report shall be completed by this task group and given to the Convention Chairman.

DECORATIONS COMMITTEE

The Decorations Committee shall consist of a chairman and five or more members as necessary. The chairman shall assign duties and responsibilities. Other members and assistants shall be recruited to help with gathering and assembly of items and set up prior to and during the convention to accomplish the tasks described. The committee chairman is responsible for the notebook and final reports.

BANQUET:

The Committee assists the Food and Transportation Committee to ensure the Banquet on Saturday evening is successful, by assisting with the table settings and by placing all decorations, arrangements and centerpieces prior to the Banquet.

DECORATIONS and FAVORS:

This committee is responsible for:

1. Planning, coordinating and executing the decorations for the entire convention, including those in the hallway (if needed), on the registration table (if the registration committee does not choose to do so), banquet tables, the area at the front of the stage, and any other decorations deemed appropriate;
2. Convention theme-related table centerpieces for the banquet tables, table prayer cards and small table favors;
3. Obtaining and/or making and distributing corsages for District President, Past District Presidents, LWML Representative, Executive Committee and special guests/speakers as requested by the District President. Confer with the District President as to when they are to be given;
4. Make favors for the convention choir members;
5. Obtain from the Worship Committee a United States flag and a Christian flag. The United States flag is placed to the right of the assembly with stars to the left in the stand. The Christian flag is placed to the left of the assembly;
6. Decide on a convention theme-related stage backdrop and consult the Convention Chairman for the schematic for the stage;
7. In place of a backdrop, the convention banner is to be placed on/or near the stage.

As soon as the convention theme and logo are chosen, look for decorating ideas. Decorations should follow the theme of the convention. Consider using the colors of the logo as a color theme throughout the decorating scheme. Be creative and frugal. Consider asking societies whose members can't come to the Convention Committee meetings to make decorations or favors.

This committee prepares and/or purchases the table centerpieces, decorations, and arrangements. Divide the tasks between different societies of the host zone(s). Consider using silk flowers for stage decorations, with real flowers interspersed. Borrow or get silk flowers and plants donated from members. Present a proposal of costs to be approved by the Convention Chairman and Treasurer. Decide to give away or sell the table centerpieces and method for doing so. For example, at each table, the person whose birthday is closest to that day gets the center piece or the person with a dot on the underside of chair.

Favors may be assigned as a task to societies in the zone(s) whose members may not be able to volunteer for the Convention Committee or work at the convention. Be sure they are willing to do the work before assigning. Decide when to give out favors or place on meal tables.

On the morning of the first day of convention, be prepared with extra supplies of materials for placing the decorations, per the guidelines of the convention site. Again, check with the Convention Chairman (Chairmen) for the convention site's guidelines for attaching or hanging items on the walls.

REPORTS: The Decorations Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

EXHIBITS AND DISPLAYS COMMITTEE

The Exhibits and Displays Committee is responsible for:

1. Determining who will set up exhibits and displays by sending out a form letter (EXHIBIT – C in Appendix) and an Exhibitor Registration Form (EXHIBIT – D in Appendix) to LWML district and zone groups, and non-LWML Lutheran exhibitors inviting them to exhibit, by no later than January 31st of the convention year.
 - Note: A response and return of the Registration Form (and fee if applicable) is requested from exhibitors by April 1st of the convention year.
2. Continuing correspondence with those groups until all plans are set in motion;
3. Interfacing with the hotel through the Convention Chairman to determine space availability;
4. Working with the Properties Committee or hotel staff to plan and set up display and exhibit areas and determining numbers of tables and electrical outlets needed.

Note:

1. The “OREGON STORE” is now (beginning fall 2014) available for online orders through CPH (Concordia Publishing House). If any special arrangements are made for Oregon District Conventions they should be handled through the Vice President of Communication or the Vice President of Christian Life and CPH.
2. The “Moving for Mites” is to be organized and overseen by the Vice President of Gospel Outreach.

The committee shall consist of a chairman and two or more members as necessary. The chairman shall assign duties and responsibilities. Other members and assistants shall be recruited to help with gathering and assembly of items, and set up prior to and during the convention to accomplish the tasks described.

Displays are those tables set up by LWML groups, zones, committees or members showing events, projects and missions that they have participated in. LWML groups may distribute LWML materials at their tables. Any proposed sales should be brought before the EC for permission. All items for sale must be pre-approved by the District President and by the EC.

Exhibits are those tables set up by non-LWML Lutheran organizations or missionaries. Exhibitors may not request donations or sell any item or product at a convention, nor put ads in the convention newsletter. They may give out free items and appropriate literature. Non-Lutheran organizations who request to exhibit must be approved by the District President.

In order to remain impartial, promotional material for any proposed Mission Grant on the ballot that is to be decided at the convention cannot be included in the convention bags.

There may be potential exhibitors who choose to just send literature to be stuffed in the tote bags. This committee would send them instructions for shipping to the person in charge of that task on the Registration Committee.

One organization is approved to sell products at convention. That is Concordia Publishing House (CPH) (4-6 tables) which includes CPH-Shop LWML. This exhibit needs to be located in a lockable room.

In January preceding the convention, this committee contacts both LWML groups (district committees, zones and individuals) and non-LWML Lutheran organizations and missionaries to identify those who wish to set up a display or exhibit and how many tables and electrical outlets they will need. This task may be split up so that one or two committee members contact LWML groups and other committee members contact non-LWML groups. Decide who the contact person(s) is (are) and use that name on letters and forms requesting participation of those wishing to display.

Publish contact information in the Winter Issue of the *Oregon Leaguer* prior to the convention and in publicity mailings. Sample letters and forms are in the committee notebook and are available in the committee folder. The Convention Chairman will approve the final documents before they are mailed.

This committee works with the hotel staff and Properties Committee in setting up the display and exhibit areas, determining the number of tables needed, and how and where to set up. After all table needs are known, the Displays and Exhibits Committee Chairman fills out the Properties Committee “property” request form (if they are getting the tables and chairs from them rather than from the hotel); stating total number of tables, chairs or other items needed and where to place them. Allow maximum space between displays to accommodate crowds. CPH usually requests four to six tables. Determine how many they can have after you know the space availability in the lockable room where they will be. One table is usually sufficient for all other groups, but two may be allowed if space is available.

The Exhibits and Displays Chairman works with the hotel/facility and the Convention Chairman to determine the size and number of tables that the hotel/facility has, and how many can be placed in the hallways and rooms made available for displays and exhibits. The committee should make a map of the hallways and rooms with electrical outlets identified for placement of tables with that requirement. The map may be used later during set up to show where each display and exhibit is to be placed. Find out what the hotel/facility policy is regarding the use of tacks and tape to hang items on walls. Both LWML and non-LWML groups need to be informed to bring the supplies and extension cords they will need at their tables. The facility will usually have the tables in place and ready to be used by Friday morning. The committee will identify the location the exhibitors and displayers are to use. The committee is to make sure everything is cleaned up on the last day.

Charges and Fees: The Oregon District recommends charging a \$50.00 per exhibitor fee (for up to 2 tables) to all except those displaying for a current LWML District or Zone committee displaying LWML events or committee work. Displays by LWML members who are displaying for other groups or missions, and non-LWML groups are charged the \$50.00 fee. Fees may be adjusted as the Oregon District President and Executive Committee deem necessary. All are required to pay for registration just like all others attending the convention and should be encouraged to purchase the meal package offered with registration and stay in the hotel.

The following forms are mailed to each group:

First mailing (by January 31st of convention year):

1. Letter of invitation to display or exhibit (Letter contains information about convention, costs of exhibiting, including registration requirements. See EXHIBIT – C, in APPENDIX.)
2. Exhibitor Response/Registration Form (See EXHIBIT – D, in APPENDIX.)
3. Convention Registration Form (Send 2 if for a couple – Everyone applying for display space must register for the convention. (See EXHIBIT – G, in APPENDIX. Note: this form is generally also offered on the OD web site.)
4. Health Form (if used – this may be part of the name tag and not a separate form)
5. Acknowledgement and Release Form
6. Stamped self-addressed return envelope

Second mailing after getting Exhibitor Response back:

1. Letter of confirmation with instructions (Including shipping of boxes to the facility/hotel, times for setting up and taking down, and a very short convention agenda)

Individuals connected to LWML who do not pay for their table still need to make reservations for them. Prepare a sign-up sheet and have the Convention Chairman ask the District President to pass it around at the Spring Board meeting before convention; include name, address, phone, and e-mail address. This information will be used to send/email the letter and request forms.

This committee requests that the Convention Chairman get shipping instructions from the hotel/facility for exhibitors to ship boxes of brochures or other items directly to the hotel. The exhibitor is solely responsible for shipping and retrieving boxes at the hotel.

All groups should be requested to clean up their table area. The committee has final responsibility to be sure all items are picked up. If any are left, they may be sent to the group at their cost or disposed of as appropriate.

REPORTS: The Exhibits and Displays Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

FOOD AND TRANSPORTATION COMMITTEE

The Food & Transportation Committee Chairman is to be from the host zone. The chairman selects two (2) women to chair the food and YW's/Teens and/or President's Reception (if desired at this convention) and the transportation subcommittees. More women may be needed to assist on these subcommittees.

FOOD:

The Food and Transportation Chairman will work closely with the Convention Chairman/Co-Chairman to recommend the various menus and costs available. The Convention Chairman/Co-Chairman, with the final approval of the District President in consultation with the VP over this committee, will choose the menus. The Food Chairman and the Convention Chairman(s) will work with the catering staff at the convention site. If the convention is held at a hotel, a meal package is offered including the banquet. A separate banquet ticket is also offered. The meal package price is included on the Convention Registration Form and may be bundled with the registration fee.

Water, coffee, alcohol and food distributed or consumed during convention is this committee's responsibility. In some instances additional charges may apply. Care must be taken to ensure that all hotel rules and procedures are followed. For example, permission from hotel management must be given, if we are to distribute water bottles for the organized "Moving for Mites" Walk on Saturday morning of the convention.

Approximately ten (10) days prior to the convention a count of each meal to be served and a count of "banquet only" or "pastor's lunch", if appropriate, is to be given to the Convention Chairman and the District President. The Registration Committee determines the color code for the different meal packages, and name tags are made accordingly. Coding determines banquet choices, special or restricted meals and pastor's lunch. This will eliminate the printing of separate meal tickets. The Food Committee Chairman is to verify these requests with the Registration/Credentials Committee. The Food Committee Chairman shall also verify special diet requests and confirm them with the caterer.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

BANQUET: The Committee does whatever is necessary to make the Banquet on Saturday evening successful, including table settings, and coordination of decorations, arrangements and centerpieces with the Decorations Committee.

If reception(s) are planned, check with the District President as to where special convention guests and program guests should be seated. Place cards or reserved signs for the guests need to be prepared. The schematic for the banquet needs to be given to the hostesses for seating of guests.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

A Reception(s) Committee may be a part of the Food Committee. The Food Committee Chairman will recommend for the YW's/Teen Reception and/or the President's Reception the offered food, beverage, and cost to the Convention Chairman for approval by the District President and the Executive Committee.

This committee will oversee the set up and be available to direct the people to the greeting area and food line. The greeting area for the President's Reception consists of the District President, LWML Representative, guest speakers, and nominees. The District President will provide a schematic of where the various groups are to stand.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

TRANSPORTATION:

The Food and Transportation Chairman is responsible for providing convention site and travel assistance and information to all District and host convention committees for use in pre-convention mailings and publicity, and provide travel assistance to all members and guests. She may, upon the District President's request, be responsible for securing transportation to and from the convention site for guest speakers and other dignitaries (Coordinate with the Hostess Chairman)

1. Investigate convention site and transportation facilities and information by the Fall prior to the Convention;
2. Transportation—including shuttle, bus, taxi, monorail (available between the airport and the facility/hotel); related costs and how and where to catch transportation from the airport or hotel;
3. Driving directions and map to the facility/hotel—the Registration Committee shall include in the confirmation mailing to each attendee;
4. Provide driving directions and map to the facility/hotel to the Webmaster and Oregon Leaguer editor;
5. Parking and costs or special arrangements at the convention site;
6. Names and phone numbers of taxi cab companies for use by the Information Committee;
7. Provide brochures and maps of the locale for the tote bag/packets to be handed out at registration. (These may be obtained from the local Chamber of Commerce or Visitor Center.)
8. Touring possibilities in the locale;
9. Shopping opportunities in the area;
10. Any other pertinent information.

It would be advantageous to make a chart or spreadsheet of all members and special guests and speakers flying in, their times of arrival and departure (get from the Registration Committee Chairman or the District President) and who will be picking them up, if this has been decided to do so.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

REPORTS: The Food and Transportation Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

HOSTESS COMMITTEE

This committee is responsible for providing a warm, caring, and welcoming atmosphere for all convention participants, directing them to events and locations, and taking care of all human needs as they arise. The following groups and tasks are specific but intertwined and may make use of the same volunteers.

1. Hospitality and Reception
2. Hostesses/Ushers and Pages
3. Child Care – if it is provided (Executive Committee decision)

The committee shall consist of a chairman and 20-25 women to serve, as necessary. The chairman shall assign duties and responsibilities. Members and assistants shall be recruited to help with gathering and assembly of items, and set up prior to and during the convention to accomplish the tasks described.

The committee is divided into two (2) groups:

1. Hostesses
2. Ushers and Pages

The Hostess Committee Chairman appoints one (1) from each group to serve as Head Hostess/Usher and Head Page. The Committee Chairman is responsible for the notebook and final report.

All members of the committee are to be prepared to answer all questions—directions to various areas of the convention site and other questions regarding the area outside the site: i.e., restaurants, shopping centers and other points of interest. This information is to be made available and carried on clipboards provided from storage.

The Hostesses/Ushers and Pages should wear “uniform dress” that makes them readily identifiable. Examples: scarves, sashes, hats with similar colored pants or skirts and sweaters or blouses.

HOSTESSES: The Head Hostess shall help recruit, correspond with and train volunteer hostesses as needed to accomplish tasks. The same group of volunteers used for hospitality on Friday afternoon can be used to act as hostesses throughout the convention for various tasks:

1. Greet delegates and guests as they arrive at the convention hotel;
2. Meet the national LWML representative and other speakers at the airport and make them welcome (coordinate with the Transportation Chairman);
3. Hand out papers or items at the beginning of sessions;
4. Check name tags for meal stamps or collecting meal tickets at the door of hall where meals are served;
5. Check name tags at the entrance to the assembly hall to verify all who entered are registered;
6. Direct all delegates with delegate badges to the designated delegate section;

7. Direct the guests to the guest section;
8. Assist District committees with any kind of task that might be needed, such as sitting in a room to watch over items while all others step out of the room, delivering or picking up items for those stuck in business sessions or other needs as they arise.

Tasks that other committees are in charge of and require hostesses/ushers to accomplish **shall be at the direction of that committee.** Examples of this are:

1. Worship Services-- USHERS
 - a. Ushering for worship services (Head Usher to assign to the aisles)
 - b. Directing people to the Communion tables
 - c. Collecting **all** the offerings taken at the convention
 - d. Head Usher shall give the moneys to the District Financial Secretary, and offer to help count, if needed
2. Convention Needs—
 - a. Distributing newsletters or Bible study documents

One hostess is to be assigned to the main entrance of the hotel(s), **one** to the information desk, and **several** to the registration area. **Others** are to be stationed at various areas to answer questions and help with directions.

Welcome Baskets - The Hostess Committee shall provide and place special welcome baskets in the LWML representative and other guest presenters' and speakers' hotel rooms. Suggested items for the baskets would be bottles of water, pop, individual containers of fruit juice, a small bottle of wine, plastic wine glass, small packages of cheese and crackers, fresh fruit, bags of nuts, or a couple of muffins. Keep the quantity small enough so that they can be consumed at the convention. Don't overwhelm them. The cost of these baskets is generally a line item on the convention budget. Keep all receipts and attach to vouchers for reimbursement or donation notation.

This committee shall provide a hostess for each guest or speaker. The District President in conjunction with the Hostess Committee Chairman may choose a special person on the Board to act as a special host/hostess to the guest or speaker while at the convention, or may delegate that these tasks be performed by specific members of this committee. The Transportation Committee Chairman may upon the District President's request be responsible for securing transportation to and from the convention site for guest speakers and dignitaries. Suggested tasks to be performed may include any of the following:

1. Find out their travel plans (including home address, arrival and departure times, airline flight number) from the District President;
2. Inquire if they need any special equipment (projector or screen)—refer these needs to the A/V Chairman and/or the Convention Chairman;
3. Pick up and return special guests to and from the airport (this to be coordinated with the Transportation Chairman);
4. Show the guest where to register at the hotel and assist with their bags;

5. Escort the guest/speaker to the convention registration area;
6. Know where they need to be—and when—then help make it happen as planned;
7. Show them the location of the assembly ballroom or other rooms of presentation;
8. Treat them as personal guests – do not expect them to fend for themselves;
9. Offer to take them and eat with them at near-by restaurants for meals not provided as part of the meal package;
10. Find LWML friends of the guests;
11. Find out ahead of time what expenses are to be reimbursed and arrange for the necessary receipts to be given to the Hostess Committee Chairman for reimbursement by the District Treasurer;
12. The host/hostess needs to be sensitive to the guest's needs and desires. The guest will generally be a stranger to the area and the group.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

PAGES: This task group shall perform the following tasks: The Head Page and the committee recruits volunteers from the host zone(s) societies to act as pages during business sessions at the convention. These volunteers may be teenagers or young adults, both female and male, or adult members who are not participating as delegates or Young Women Representatives. This committee shall also recruit a President's Page for the entire convention if so directed by the District President, or she may wish to select her own President's Page.

Pages have the duty of sitting at the ends of rows of delegates during business sessions and taking and delivering written messages between and among the delegates and other voting and non-voting members of the assembly, including the President's page, who performs the same task for just the District President. This allows voters, board members, special guests, and the District President to communicate by written message with others without the need to leave their seats and disrupt the flow of business during business sessions and presentations. Prior to the first session, generally on Friday afternoon before the convention begins, the pages shall be trained to do these tasks and to know the general location of voting members and specific people who they can approach for help, such as the Convention Chairman, Head Page, Head Hostess or Floor Manager.

The Head Page prepares a working agenda and assigns four (4) to six (6) pages to serve for a few hours a day or for each day based on a schedule rotation. The pages shall wear a neck scarf, LWML shirt, colored sash or something similar to help identify them to delegates and others on the convention floor. The Head Page shall be available at all times in the event that there is a change in the schedule that she may alert the other pages.

Pages are to arrive early at convention site to acquaint themselves with the facilities, seating arrangements for delegates and guests in order to be able to give directions, receive and deliver messages. The Head Page will brief the pages before each meeting. Pages are to know where to direct delegates and guests on the floor. The Head Page is to have a seating diagram showing where board members and delegates from each zone are seated. She will need to get this from the Convention Chairman prior to the sessions.

Hostesses and pages may serve as ushers during the Communion Service. Hostesses and pages may go first to receive communion, as decided between this committee and the Worship Committee, then they may go to their designated Communion station / areas to assist the pastors with refilling wine and wafer containers or to usher remaining communicants. The Head Hostess and Head Page go over the procedure in advance.

The pages are to be on the convention floor at their post at all times during the convention meetings. The President's Page will be near the podium to be alert for the District President's signal when needed. The President's Page receives messages for the President, from other pages, and she in turn gives them to the President and vice versa.

Convention etiquette is that no one shall walk in front of the stage, especially during a presentation or a business session. To get to the far side of the room, train the pages to go to the back and walk around.

The Convention Chairman/men and the Hostess Committee (**all members**) should visit the convention site 4-6 weeks before the convention. By this time the convention program is in order and any rooms for other activities (Bible study, exhibits or interest sessions) have been arranged the women can view the convention site and become familiar with all areas. It is advisable that the District President attends this meeting, go through the program and answer any questions the women may have as to their responsibilities (especially the pages). This should not be a hurried visit. Plan on spending as much time as needed so all committee members are acquainted and comfortable with their responsibilities.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

REPORTS: The Hostess Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

INFORMATION COMMITTEE (Lost and Found and First Aid)

INFORMATION: The Information Committee (Lost and Found/First Aid) Chairman will select 5 or 6 women for this committee. Two (2) are to sit at the Information desk at scheduled times. She will also have on her committee a medically trained person (registered nurse, EMT, physician's assistant), at the convention, to be available for the First Aid station, or other areas of the Convention facility, if needed.

The Information table shall be set up near the registration table in the designated LWML lobby area. Questions can be directed by those at the Registration table to this committee. This table should be set up early on the first day of the convention, before the Registration Table is opened, and generally be manned during the convention. The Properties Committee will provide a small table and chair with a sign: INFORMATION and under it in smaller letters: LOST AND FOUND. A box for lost and found articles shall also be provided by the Properties Committee. On the Information table:

1. A convention manual (marked "Information Table" on the front); manual opened to the map of the facilities;
2. Clipboards –two (2) -- one for each of the two(2) people seated at the table;
3. Pad and paper for taking notes to give to others;
4. Pitcher of water and glasses.

Information Committee members may circulate in the Registration area and sit at the Information table. They should have knowledge of everything there is to know about the convention:

1. Schedule
2. Facility and locale
3. What the schedule/agenda is
4. Where the hotel registration lobby is
5. Where convention participants are to go for scheduled events
6. Where the bathrooms are
7. Where and when meals on the meal package will be served
8. Where local restaurants are
9. If participants are parked in the right place

They should be able to answer all questions in a kind, helpful, gracious manner. They should be familiar with the Convention Manual and have one available at their table for reference. A Hostess can be requested from the Hostess Committee to be stationed nearby to help in directing the women to various areas.

A large sign stating "Information," is to hang above or on the table. They should wear special large pins or buttons denoting "information" and wear identifying colored neck scarves or sashes so that the volunteers at the Registration table can direct attendees to members of this committee for help. (Buttons can be prepared and kept in Properties for future conventions.)

Make up a large (3) three day convention agenda and events schedule and put on an easel by the Information table. A map of the District showing the locations of the zones would also be informative.

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

FIRST AID The chairman of the Information Committee shall assign the following duties to one or more committee members. (Note: Also see the Crisis Management Plan, on previous pages in this manual.)

This committee shall work in conjunction with the Crisis Management Team of the District Board. It is important for those responsible for First Aid to read and become familiar with the Crisis Management Plan (which may change somewhat from one biennium to the next) of the Oregon District and to know who the members of the District's Crisis Management Team are. First Aid helps the Crisis Management Team by performing the following:

1. Verify through the Meeting Manager if the convention facility/hotel will provide a room as a First Aid room. The room or designated space should have at least one bed (fold-out bed is okay), a privacy screen, and availability of a wheelchair (convention facility/hotel should provide free of charge and specify where one is available on the premises). (If sharing a space, please be sensitive to confidential issues.) A large, visible sign stating "First Aid" should be acquired or made and attached to the outside of the door of this room. (Some signs are in the District Storage Unit.) The Information Table and Registration Table shall be informed of the location of this room, and an announcement made from the podium during presentation of the Crisis Management Plan and Team.
2. Three months ahead of the convention, find out how the convention facility/hotel handles emergencies of illness or injury. This will dictate the method that First Aid adopts for the convention. Find out what services are available in the locale of the convention hotel for use of 911 emergency calling, hospital and emergency room facilities, and walk-in clinics and hours when open for business. Find out and publish phone numbers of taxi cab companies. (Verify this information again closer to the time of the convention.)
3. A version of the "LWML Health and Emergency Information Form" small enough to be slid inside participants' name tag holders is used for emergency information. The Registration Committee sends the blank form with the registration confirmation. The attendee is then responsible for keeping her information safe and shredding at the end of the convention. Attendees should write their roommate's name and cell phone number on the form.
4. Three to six months prior to convention, make a list of volunteer nurses and EMTs willing to cover the First Aid room during the convention. These may be located from participating host societies or congregations. Also, there should be a nurse/EMT willing to be on call at night that is staying at the convention hotel. Provide the names and contact phone numbers of these persons to the Crisis Management Team to include on their roster for the time period of the convention. Give this information to the Convention Chairman and the Information Committee to have available at all times at the Information table.
5. Two months prior to the convention, establish a schedule for the volunteer nurses or EMTs. If employed full-time, they may not know their work schedule that far in advance. Get commitments from those who will be attending the convention first. Then fill the schedule with others not attending the convention. Submit this schedule to the Convention Chairman/Co-Chairmen and to the District President.

6. Consider having the nurse/EMT sit in the back of the convention hall during sessions. The medical personnel should carry a cell phone with number made known to the Information table, First Aid Committee and Crisis Management Team, for emergencies. *First Aid volunteers need to wear something to identify them. It is the First Aid Committee's responsibility to get phone numbers and pass them on to the appropriate people and to the convention body at large through announcements, an article in the convention newspaper, if available, or other means. Be sure to get permission from the nurse/EMT to give this number out publicly as stated above. Introduce the nurse/EMT to the head hostess, and chairmen of the Hostess and Page committee and the Information Committee.
7. Submit the form "Crisis Management Record" to the Crisis Management Team Chairman for any incidents of illness or injury which the First Aid Committee was called upon to assist with or any other known incidents of this nature. Keep a copy for the First Aid Committee Report.
8. Submit an article "Helpful Health Hints from First Aid" to the editor of the Oregon Leaguer to be published in the issue just prior to the convention. Consider submitting a version of it to the convention newspaper to be published in the first issue. This article is in the First Aid Committee file.
9. The First Aid Kit is kept by the Meeting Manager. The basic First Aid Kit / Comfort Kit should be kept up to date. It should be placed in the First Aid room or designated area at Convention. It should include the following suggested supplies: band aids, bandages, gauze pads, splint material, rubber gloves, ammonia inhalants, thermometer, blood pressure cuff and stethoscope (may be provided by nurse or EMT), pain killers such as aspirin, Tylenol or Ibuprofen, laxative, antacid tablets, sanitary napkins and tampons, cough drops, safety pins, thermometer, hard candy, tube frosting for diabetics, and a map / directions to the nearest hospital or walk-in clinic and their phone numbers and hours. Phone numbers of taxi companies or names of Convention Committee members who would be willing to drive to a local clinic would also be helpful.

(The Meeting Manager will inform you of the hotel's policy on calling 911. Most of the time they want to be informed immediately of a health crisis and the hotel management be the ones that call 911.)

(Note: It has been noted that attendees at a convention frequently do not wish to bother anyone if they are sick and will call a taxi to take them to a clinic or emergency room. They may not even notify their roommates that they are sick, and will end up being alone at the very time they need help and assistance. It would be helpful to put an article in the first newsletter and stress how important it is to get help in these situations. The convention chairman may also wish to stress the need to get help a few times during her announcements.)

REPORT: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

REPORTS: The Information Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

PROPERTIES COMMITTEE

This committee shall consist of a chairman and three (3) or more members as necessary and some LWML husbands to help pack items in and out of the convention hotel/facility. The chairman shall assign duties and responsibilities. It is recommended that the chairman or a committee member live near the convention site. This committee works closely with the Convention Chairman/Co-Chairman and the Meeting Manager, District President, and all convention committees.

Many of the responsibilities of this committee can be completed in advance of the convention, but some jobs cannot be done until the opening day of convention. Inventory list of materials in the storage unit is on a CD. The Properties Chairman should have a copy of this CD.

Two people have keys to the storage facility currently located in Vancouver, Washington (One of these ladies will accompany the Properties Chairman to the facility):

1. The Oregon District President;
2. Dixie Thamert (or designated person).

The Properties Committee Chairman is responsible for accomplishing the following:

1. Update and distribute the Physical Properties Request Form (**EXHIBIT – F, in Appendix**, and located in the Properties Notebook);
2. Insure that the inventory list of materials in storage is given to each Convention Committee Chairman;
3. Gather properties requested on the forms, or verify that hotel/facility has items available;
4. Make or find someone to make signs and/or posters, several months prior to the convention for various events, activities and rooms (e.g. “Chapel” –“Interest Sessions”) and easily followed directional signs for getting to those rooms. (**Note:** Some signs have been made and are listed on the “Properties Inventory”.)
5. Verify that set-up of properties owned by the hotel/facility and placed by their personnel are correct;
6. Verify that all committees have received correct properties, as requested;
7. Set out small properties as requested early on the first day of the convention, and take down at the end of the convention and take off-site or dispose of properly;
8. Possess key to the Properties Room along with the Convention Chairman and Meeting Manager;
9. Prepare the final report and turn it and the Properties Notebook in to the Convention Chairman.

Room Needs: This committee shall work with the Meeting Manager, Convention Chairman, and District President to provide all room needs for specific purposes of other district and convention committees. These rooms include: meals, reception, and banquet; banner storage prior to the processional (if needed); pastoral changing room (needed prior to the communion service -- with a coat rack); Chapel; First Aid room; meeting rooms for the Executive Committee and Board of Directors; Press room; and rooms in which to hold special events such as a Mission Fair, Servant Events, Interest Sessions, Tellers’ counting rooms or offering counting rooms.

Banquet Event Order/BEO: A physical “property” is defined as, “any movable object that can be placed in a certain area”. Generally many of these objects are placed by the hotel/facility personnel at the direction of the Convention Chairman by way of a “Banquet Event Order”. These BEOs list every object to be placed in a room, when and where to place it, when to move it or remove it, and where to place it in conjunction with other objects. At a meeting just prior to the convention every detail of the convention is discussed and the BEOs are carefully gone over to make sure everything is correct and nothing has been omitted. The final hotel bill can come straight off the BEOs, which list anything charged for, such as audio-visual equipment used in each room, as well as properties (tables, chairs, risers, stages and podiums) or services that are provided free.

PHYSICAL PROPERTY RESPONSIBILITIES:

1. Arrange for a table with a modesty skirt and four (4) chairs to be placed on stage. (President, Vice President for the session, Recording Secretary, Parliamentarian). Request a pitcher of water and five (5) glasses for the table. A box of tissues is to be available at this table. A chair for the President’s page is to be placed to the side of the stage near the podium the President will use.
2. Arrange for two (2) podiums with microphones, one (1) for each side of the stage. Arrange for two (2) microphones on the convention floor. Stairs to the stage area must have handrails.
3. Arrange for a table and three (3) or four (4) chairs to be placed on the convention floor in the front row section for the Time Keeper and possibly Minutes Review Committee. A pitcher of water and three (3) or four (4) glasses are needed for this table. An additional chair is to be placed behind or to the side of this table for a Page. (Use narrow tables for delegates and these appointees, if available.)
4. Arrange for five (5) or six (6) chairs to be placed to the right of the stage on the main floor for speakers next on the program. (The Convention Chairman will inform you of the exact number several days before convention.)
5. Arrange for tables and chairs to be provided for the delegates, Board of Directors, Executive Committee, Past District Presidents, and special guests. Request pitchers of water, water glasses, and boxes of tissues sufficient for those seated in this section. The Convention Chairman will inform you of the exact number approximately ten (10) days prior to the convention.
6. Obtain a schematic for the placement of chairs and tables referred to in items 1-5 above from the Convention Chairman. Obtain doubled-sided place cards for delegates, Board of Directors, Executive Committee, Past District Presidents and special guests from the Registration Committee Chairman. Obtain zone signs and wooden place card holders from the storage unit. Distribute according to the schematic.
7. Confer with the Convention Chairman as to what signs and easels will be needed for the INFORMATION DESK including LOST AND FOUND, FIRST AID, EXHIBITS/DISPLAY, REST ROOMS and DINING ROOM. Place a “Message Board” on an easel in a visible area. Some of these signs may be available as listed in the Properties Inventory.

8. Confer with the Convention Chairman as to the type of signs needed for the REGISTRATION table.
9. Obtain banner stands from the storage unit.
10. Verify that tables with modesty skirts and chairs to be provided for the stage, Registration, Information and all Exhibits/Displays as listed in the contract are in place.
11. Verify with the Exhibit/Display Committee Chairman and the LWML Departmental Committee Chairman (if you have not heard from them) to determine the number of tables with modesty skirts needed.
12. Obtain/provide ballot boxes for the Tellers committee from the storage unit.
13. Be prepared with extra supplies of materials for placing the decorations, per the guidelines of the convention site. **Again, check with the convention site for their guidelines for attaching or hanging items on the walls.**
14. At the end of the convention, verify that all items belonging to any committee, member or other attendee has been removed from the convention hotel/facility or disposed of properly. It is recommended that the Properties Chairman give the Convention Chairman an announcement to make during her last several announcements, that every attendee be sure that have taken all their possessions.

REPORTS: The Properties Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

PUBLICITY COMMITTEE

The Publicity Committee is responsible for:

1. Pre-convention publicity which includes:
 - a. Working closely with the Convention Committee Chairman and Executive Board to publicize the convention and its speakers;
 - b. Assisting the Vice President of Communication who reviews all items prior to publication;
 - c. This committee may also work with the Registration Committee to ensure preparation and publication or distribution of the convention registration form (See sample in Appendix, EXHIBIT - G.) by early spring of the year of convention.
2. Arranging for a photographer to take pictures during the convention;
3. The committee shall consist of a chairman and two or more members as necessary. The chairman shall assign duties and responsibilities. Other members and assistants shall be recruited to help prior to and during the convention to accomplish the tasks described.

This committee works closely with and assists the Vice President of Communication to prepare and submit items for approval for publication or distribution prior to convention in the form of:

1. Informative articles about convention and guest speakers (and pictures, if available) for the *Oregon Leaguer*:
 - a. Winter issue – published within the six (6) months prior to convention (see note below);
 - b. Other issues and publications may also be considered to enhance the scope of our publicity;
2. Electronic transmission of approved publicity for the Oregon District web site;
3. Possible electronic transmission or written mailing of publicity to Zone Presidents for use at their rallies prior to registration;
4. Possible Bulletin Inserts or articles to send to area church's for potential use in their bulletins prior to registration deadlines.

NOTE: The convention theme design is used for the winter issue of *The Oregon Leaguer*, the cover of the convention manual, the convention banner and all publicity pieces.

REPORTS: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

Photographer: This committee arranges for a photographer to donate his/her time to take digital pictures during the convention, so that the pictures can be published in the *Oregon Leaguer* and on the District web site. The District President and *Oregon Leaguer* Editor will determine which photographs will be used for each purpose. The possibility also exists to put pictures on a CD for purchase. It is recommended that a nominal fee should be enough to cover costs of the CD's and mailing.

Make a list of events at which the photographer should take pictures. Be sure he or she gets action shots and faces of those participating, not just pictures of the backs of ladies. Suggestions for finding a photographer with experience might be to ask Host Committee and Oregon District Committee members if they or someone they know has this skill, or find a pastor who has this skill.

REPORTS: A final After Action Report shall be completed by this task group and given to the Committee Chairman.

REGISTRATION COMMITTEE

This committee shall consist of a Committee Chairman and 2 or more members as needed. Duties and responsibilities include:

- a. Receive all registration forms and funds and record in an orderly manner per the procedures listed elsewhere in this Convention Procedures Manual;
- b. Report all official registration numbers to the convention body during the convention as directed by the District President and Executive Committee and according to the times set on the convention agenda;
- c. Must be computer literate and have email capabilities;
- d. Prepare the convention registration form for approval by the Executive Committee (This is to be printed in the winter issue of the *Oregon Leaguer*, the year prior to convention and posted to our web site, www.orlwml.org.);
- e. Registration processing and sending confirmations;
- f. Keeping track of lists of registrants;
- g. Prepare the name tag and tent cards;
- h. Check-in of registrants at convention;
- i. Deliver District Board members' and LWML representatives' registration packets, name tags and tote bags to pre-convention board meeting;
- j. Registration (Credentials) Report at convention;
- k. Tote bag construction or purchase, if a tote bag is provided;
- l. Convention Packet.

Registration Committee Chairman Procedures : The address or a special post office box (cost can be charged to the convention budget) will be the "send-to" address on the convention Registration Form (See EXHIBIT - G in Appendix). The Registration Committee Chairman or the appointed person receives the registration forms and follows this procedure:

1. Date stamp the received date on the original and write a number on each registration in sequential order as they are received.
2. Enter on the computer spreadsheet, all registrant's personal data, including date received, sequential number written on the form, name, address, phone, cellphone, email, check number (and who wrote it, if different from registrant) special diet needs; all items paid for (such as all meals), full or Saturday registration; and note all other pertinent dates on the spreadsheet pages used for lists of types of registrants, such as zone, church, and whether delegates or alternate, voting and non-voting board members, non-voting member, choir, YW/Teen (Young Women and Teens), Past District Presidents, pastors and spouses, choir or "Moving for Mites" participant, guest speakers and presenters and exhibitors. Enter any other pertinent data on the spreadsheet. Number each type so how many can easily be extrapolated for use by the District President, Convention Chairman, Young Women Chairman and any other who may have need of any of this information. If any of these don't have the capability to receive and open/use email attachments in Excel, either print out and mail paper copies, scan a printed copy and email, or export into WORD and email as a WORD document.

3. Write actual registrant's names on checks received of who the registration is for. (Many checks come in from societies, friends or family and they don't write names of actual registrants on the checks. It is very hard to follow later if you have an accounting question.)
4. Make a copy of each Registration Form received, with the check placed on the form such that it will not cover up pertinent information.
5. Mail or email to the registrant a confirmation letter to include the date the registration was received. Send a Participant Information, Acknowledgement, Waiver and Release Form, **if** one was not included with the Registration Form. (See Exhibit – B in Appendix)
6. File the original Registration Form sequentially in a 3-ring binder.
7. The Registration Committee Chairman shall collect all registration fees, and/or grant monies. She shall complete the Convention Deposit Sheet Form (See EXHIBIT - H in Appendix) and send it along with the checks/fees collected to the District Financial Secretary using the District P.O. Box address.

Registration Fees for the convention shall be proposed by the Convention Chairman(s) in consultation with the District President for the approval of the District Executive Committee. An accurate accounting shall be kept by the District Finance Committee.

If a person has registered for a convention and is unable to attend, the registration fee will be refunded upon request until two weeks prior to the convention date. Alternatively, another person may attend in her place (i.e., just change names on the registration list and name tag).

The District President will give a list of “complimentary” registrations and meals. This may include District Board of Directors, Past District Presidents, speakers, special guests, music leader/choir director and accompanist. This list may change from convention to convention, so use the current District President's list ONLY. The District may pay hotel costs during the convention for guests.

REGISTRATION CONVENTION FORMS AND INFORMATION:

Registration forms and additional information provided by the Registration Chairman/Committee will be made available in the *Oregon Leaguer* and via the District web site (www.orlwml.org), including:

1. Convention Registration Form – for delegates and all other registrants to send to the Registration Chairman (EXHIBIT – G in Appendix);
2. Convention “Participant Information, Acknowledgement, Waiver and Release Form” (EXHIBIT – B in Appendix);
3. Convention Agenda (prepared by the District President);
4. Special event information – Servant Event, “Moving for Mites”, Interest Sessions and Mission Fair;
5. Young Women/Teen (YW) Program information and letter (provided by the District Young Women/Teen Committee);

6. Convention poster with logo and theme detailing convention information, including speaker and any special event information;
7. Hotel registration information.

Convention Packets: The Registration Committee is responsible for assembling the folders or packets that slide into the Tote Bags, including Name Tags, lanyard and a Convention Manual. The Convention Manual will be delivered to this committee by a pre-arranged deadline. The number of packets to assemble is based on the best current estimate of numbers who might be attending. The Convention Chairman(s) bases this information on past conventions and current membership. The Registration Chairman will have actual numbers of registrants close to the date of assembly. She will receive new registrations and cancellations right up to the first day of the convention, so be sure to make extra. Compare the Registration Chairman's number with that of the Convention Chairman(s).

Items to include in the Convention Packets are:

1. LWML materials, including the national LWML Report to the Districts, poster for the next national LWML convention, and any other items they send;
2. Tablets and pencils from Thrivent, LCEF, or other Lutheran organization – one of their representatives should be contacted – usually will give free of charge;
3. Brochures from Lutheran organizations and other interesting and helpful information such as maps and city brochures;
4. Small items donated, such as nail files, candy and favors;
5. Convention Manual.

Take to convention site by **early** Thursday morning of the weekend of the convention the Convention Packets to be distributed to the Executive Committee and Board of Directors members at their meetings.

During Registration at the convention, hand each registrant a packet, printed Name Tag, and if needed, a lanyard and Tote Bag. The Registration Chairman will make up numbered lists of the registrants to have at the Registration table with a space next to their name, and have each registrant SIGN their name mark off upon arrival and registration. It is very important that those who will be voting be checked in properly. It is suggested that their name tags be kept alphabetically in a separate box at a different place at the table with a numbered list of just the delegates and voting board members and voting Past District Presidents. They MUST sign the list upon registration because the Registration Chairman will use this list to make several Credentials Reports during the convention.

Registration helpers: Have two to three helpers on the first day of the convention (Friday). Be **FRIENDLY AND WELCOMING** and give the registrants a good first impression of the convention. Have one person at the table at all times, who knows the whole system. Have one to two people working on Saturday and as needed on Sunday. The Registration table needs to be open and manned during the convention.

At the convention Board of Directors meeting Thursday, deliver the correct number of filled tote bags (including convention manual) and lanyards with name tags of the Board and committee members' and any special guests (as directed by the District President) to the Board of Directors meeting so that board and committee members can register then and do not have to register later when they may have other duties.

TOTE BAGS: Tote bags are used by participants at conventions to carry the convention manual, resource folder, Bible, and other personal items

The Convention Committee must initially make the decision of whether to make or purchase tote bags for participants or ask participants to bring their own bags.

If the decision is to have participants bring their own bags, then publicity must be done to ensure that participants know this. A notice may be printed on the registration form, in the *Oregon Leaguer* and on the district web site and in the confirmation sent to each participant in response to their registration for the convention.

If the decision is to make the bags, then volunteers must be found to make the bags, a design decided upon, and fabric priced and purchased. Approximately 225-250 bags will need to be made. This amount should be verified with the District President prior to each convention, based on the number of participants at the last several conventions, with extras made to ensure there will be enough.

NAMETAGS, TENT CARDS AND SEATING CHART:

The Registration Chairman has the names and types of attendee (i.e. - delegate, guest, YW) information and the Registration Committee and makes the following:

1. Name tags for all who are registered
2. Tent cards for all who are sitting in designated places at the tables

The Convention Chairman(s) provides the seating charts.

Name tags are color coded to show if the attendee is a delegate, guest, presenter, exhibitor, voting or non-voting board member or some other distinction. Choose easy to identify colors for the delegates and voting members as the Tellers have to identify them as they pass out and pick up ballots. Try not to choose a color that is close to or not easily distinguishable from the color for another type of registrant.

The first name shall be in a large font for ease of reading, and the last name in a smaller font below. Generally, the title of board members, presenters, and guests is listed, and the zone, church and city of the attendee are noted at the bottom.

Have someone proofread the name tags against the list given to you by the Registration Committee Chairman to be sure all are correct. Name tags shall be inserted into the plastic holders. (Before purchasing new ones, check with the Convention Chairman to see if there are left over holders and name tags in the convention Properties Inventory from the prior convention.). Some type of symbol, code or word shall be noted on the name tag included in the plastic holder to indicate the meals paid for by the attendee. This makes it easy to see when attendees are lining up to enter a meal venue. If needed, lanyards may be handed to the registrant to attach to the plastic holder at the time of arrival at the registration table. **A poster showing the colors of the name tags and their designations should be made and hung behind the registration table for all to see and study.** The name tags shall be put into small boxes alphabetically and given to those manning the registration table. This person then finds the name tag, hands it to the attendee with a lanyard and a tote bag, if needed, and marks off that person as “registered”.

Place Cards are used to denote seating placement and order at the tables set up in the front of the assembly hall for delegates (by zone), voting and non-voting board members, pastoral counselors, young women/teens (if they are to sit with their society’s delegate), and special guests and presenters. The

Convention Chairman(s) in consultation with the District President shall provide this task group with a list of the names arranged by designation (i.e. delegate/zone/church; board member/office/committee; guest/title). Place cards can be purchased from an office supply store and directions for typing on and printing are included in the box. Print the name and the designation/details on the place cards.

Give the completed place cards to the Property Committee (this committee has the wood place card holders) prior to the start of the convention to set out on the tables after the hotel personnel have set them up on Saturday morning for the first full day of business sessions.

REPORTS: The Registration Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

WORSHIP COMMITTEE

The committee shall consist of a chairman and three or more members as necessary. Some of these women should have altar guild experience. The chairman shall assign duties and responsibilities. Other members and assistants shall be recruited to help with gathering and assembly of items, and set up prior to and during the convention to accomplish the tasks described. The committee chairman is responsible for the notebooks and final reports.

This committee has the responsibility of performing the following tasks:

1. Work with the District President, the Pastoral Counselors, the Music Leader / Choir Director, and other committees;
2. Set up for the opening Friday evening communion worship service;
3. Set up for the Sunday morning worship service;
4. Procure communion ware and paraments; find donations or purchase wine and wafers;
5. Work with the Hostess Committee Chairman/Head Usher to assign ushers for Friday night and Sunday morning worship service;
6. Set up and maintain the Prayer Chapel;
7. Secure offering bags from Properties Chairman.

MUSIC LEADER (convention song leader(s) / CHOIR DIRECTOR AND CHOIR:

The convention choir is composed of attendees who have volunteered to be a part of a special convention choir and have marked that choice and intention on the registration form.

A Music Leader and Choir Director shall be chosen by the Convention Chairmen, Pastoral Counselors and Worship Chairman with the approval of the District President.

Music for the convention and worship services may be chosen by the Music Leader or the Choir Director, in concurrence with the pastors and/or pastoral counselors who arrange the services.

They shall work also with the District Recording Secretary in finding music/songs and their respective **copyrights** and publishing them in the convention manual or on handouts. Music for the choir may be pre-mailed to those in the choir.

REPORT: An **After Action Report** shall be completed by this task group and given to the Committee Chairman.

USHERS (may be from the Hostess Committee)

The Head Usher will assign the ushers to the aisles. The ushers will receive all offerings taken at the convention, including the one at the communion service. After the offerings have been taken, the Head Usher shall give the moneys to the District Financial Secretary, and offer help to count, if needed. The Worship Committee will obtain the offering baskets from the Properties Committee.

All of the altar servers and ushers should be well informed. The Worship Committee Chairman shall arrange with District Pastoral Counselors and Head Usher for instructions and a rehearsal for all involved.

REPORT: An **After Action Report** shall be completed by this task group and given to the Committee Chairman.

OPENING FRIDAY EVENING COMMUNION SERVICE:

1. A host congregation (a congregation closest to the convention site) must be chosen to sponsor the communion service. Convention Chair to choose with input from the host zone/s.
2. The Host Pastor, District Counselors and Worship Chairman all help plan the service, make decisions regarding the set-up for distribution of communion, and contact pastors from the zone or those who may be attending the convention to help with distribution.
3. The District has two sets of communion ware of its own. The committee determines, with the help of the pastors, the number of communion tables needed based on best estimate of number attending the worship service. People from local churches will come to the Friday evening service, so there will be more people than have registered for the convention.
4. The Worship Committee must request tables from the Properties Committee on a Properties Request Form and coordinate the room set up and other details through the Convention Chairman.
5. The Worship Committee works with the Pastoral Counselors and is responsible for the set-up of the stage and altar with paraments, communion wine and wafers, cross, candles, flags and flowers (check with the Decorations Committee about flowers). The District communion ware is cleaned and re-boxed for storage after the service. The altar and items on it are removed before the business meeting begins on Friday evening.
6. It is suggested that communion be served by common cup to save dealing with individual cups. Intinction (dipping the wafer into the wine) can be used to eliminate the need to refill the cup and the need to wipe the rim of the cup. It is up to the Host Pastor and the Pastoral Counselors, in conference with the District President, to make the decision on the method of communion to use.
7. The Banner and Processional are under the responsibility of the Vice President of Communication who will coordinate the processional at the beginning of the service.
8. The Worship Committee will be responsible for borrowing a processional cross and stand and candle lighters for the acolytes. The processional cross and stand will usually recess off the stage at the end of the Sunday morning closing worship service. Determine who is responsible for returning it to the owner. The Cross Bearer and Acolytes may be chosen by the District President, or she may turn this task over to the Worship Committee Chairman.
9. Determine where on the stage the chairs for the pastors who are participating in the actual worship should be located. Determine placement of the table to be used for the altar. The hotel needs to be apprised of these details.
10. Work with the Hostesses and Pages task groups to determine who will usher and who will assist the pastors during the distribution of communion. Work with the pastoral counselors to determine the method of ushering based on the seating and aisle arrangements.

Worship Properties Information:

This committee is to check the following items in, label them, clean them, and then check them out again to the pastor or whoever brought them in.

1. Pedestal with glass bowl for candle
2. Candle Lighter
3. Flower holders, vases, or stands
4. Acolyte and cross bearer robes (if desired)
5. Processional Cross
6. Communion Ware
7. Paraments and linens
8. Table Cross
9. United States and Christian flags
10. Communion Wine and Wafers

Worship Chairman will work with the Convention Chairman/men for the placement and number of small, higher tables used for the communion stations. The hotel is to cover them with white table cloths and place them in their appropriate places prior to the Friday evening service.

Note on candles: Please obtain permission from the hotel regarding candles.

Convention Worship Folder:

The Worship Committee is responsible for the printing of the worship folder(s), unless provided by the District Pastoral Counselors. If the committee is to print the worship folder, the appropriate Pastoral Counselor will provide the “master” in ample time for the printing. The worship folder(s) may be included in the Convention Manual.

The number of folders to print should be determined by the Convention Chairman and District President based on the number of Registrants and the number of local congregational members invited and expected to attend the Friday evening service. Sunday morning worship folders need only be printed for those attending the convention.

Please print instructions for people to rise and face the cross as it is processed and recessed.

Have ushers hand out the folders as registrants come into the ballroom. Put folders on the seats reserved for those in the processional.

REPORT: A final **After Action Report** shall be completed by this task group and given to the Committee Chairman.

SUNDAY MORNING WORSHIP SERVICE

The District Pastoral Counselors are responsible for planning and participating in this service or finding other pastors to take their places in the event the District Counselors can't participate. They are responsible for printing the worship folders unless they have made arrangements with the Worship Committee to do so. These folders are to be given to the hostesses/ushers on Saturday evening or early Sunday morning for distribution as people walk into the convention hall before the first event of Sunday morning. The District Counselors are responsible for communicating with the District President, Convention Chair/s and the Music Leader / Choir Director regarding music and choir selections. The District Counselors have final say in all music decisions, except that the Choir Director may strongly suggest appropriate music for the choir. The Worship Committee is responsible for interfacing with the District Counselors for items needed for worship. (See list for Opening Communion Worship Service.)

Suggested order of worship to give to District Pastoral Counselors for planning this service:

1. Opening music and liturgy
2. Choir (if Music Leader or Choir Director wants to prepare music and practice with Convention Choir in order to sing at this service. It is at the Choir Director's and Pastoral Counselors' discretion.)
3. Hymn/Scripture Selection
4. Sermon / Message / Homily
5. Ingathering Litany and Ingathering Presentation (Ingathering items are brought to the altar or front of the stage by people assigned to do so by the Human Care Committee, who also writes the litany with approval of the Pastoral Counselors.)
6. Offering and Prayers
7. Pinning of new District President / sharing of her Vision Statement
8. Re-dedication / Installation of officers
9. Benediction
10. Recessional

REPORTS: The Worship Committee Chairman shall complete a final After Action Report, including any grants, donations and suggestions; and submit it and the updated Committee Notebook to the Convention Chairman following the convention.

COMMITTEE NOTEBOOKS/FOLDERS AND REPORTS:

Each committee chairman is given a committee notebook/folder with its portion of the Convention Procedures Manual and historical reports, old procedures and helpful information. Documents and pages in the folder may be copied for use by the committee's members and task groups, but the entire folder shall be kept intact by the committee chairman and returned to the convention chairman with reports of the completed convention included.

Within one month after the convention is over, each committee chairman, including those on the Steering Committee, and each task group shall complete an **After Action Report (see EXHIBIT – A, in APPENDIX)**.

Each committee chairman, including those on the Steering Committee, shall write a final report of tasks accomplished, problems, solutions, and ways to improve this procedure, with the After Action Reports attached to the final committee report. Any forms that were used for registration, properties needed or otherwise, should be put on a CD so that future committees do not have to recreate the forms each year. This CD is to be given to the Convention Chairman so the forms can be included in the Procedures Master File. Also include a hard copy of the forms in the committee folders.

The Convention Chairman shall write a final report to the Board of Directors and, at the direction of the District President, attend a District Board meeting in the fall following the convention to give the report.

PURPOSE of the Convention Procedures Manual:

As God's people, it should be our intent to plan events that are to His glory, in an efficient, well-mannered, and God-pleasing way. This procedures manual is an attempt to assist those who have the awesome responsibility to plan a convention to

Serve the Lord with Gladness!

CONVENTION ORGANIZATION FLOW CHART

for Executive Committee

OR District President:

Crisis Management Committee (as appointed by the District President)

President

Vice President

Meeting Manager

Qualified Medical Personnel (registered nurse or EMT)

Pastoral Counselor

Convention Chairman/Co-Chairman:

Note: The Vice Presidents are assigned to the various departments to further facilitate the flow of interaction and assist the District President.

VP – Christian Life

Worship Committee

Decoration Committee

VP – Communication

Banner and Processional Committee

Publicity Committee

VP – Gospel Outreach

Hostess Committee

Exhibits and Display Committee

VP – Human Care

Information Committee

Food and Transportation Committee

VP – Servant Resources

Registration Committee

Properties Committee

1	PRE THRU POST CONVENTION TIMELINE SUGGESTIONS:	NOTE: This is a SUGGESTED Timeline of most notable duties; it does not include everything that needs to be done by every committee. Timeframes may also need to be adjusted.	PG	
			1 of 4	
	Time	Responsibility	Who	ref. pg
1	Prior to each meeting	Prepare agenda for meeting	Convention Chairman	pg 13
2	Four years (4) before the proposed convention	Consult the historical record for the next rotation of geographical area and zone(s) in that area to host the convention;	District Executive	pg 6
3	Four (4) years ahead of a convention	The then-current District President should ask the zone(s) that are in the loose rotation for their input as to whether they can and are willing to host a convention, and if they wish to join with a neighboring zone(s) to host a convention.	District President	pg 6
4	Four (4) years before the proposed convention	Members of the zone(s) are consulted by the current zone president(s) to assure they are supportive and willing to accept the responsibilities associated with hosting a convention	Hosting Zone(s) President(s)	pg 8
5	Four (4) years before the proposed convention	Begin work with the Convention Steering Committee (which exists pre-convention thru the signing of convention contracts) and is composed of the District President, the Convention Chairman(s), District Pastoral Counselors, District Treasurer, Meeting Manager, Convention Committee Secretary and a Contract Review Manager.	District President	pg 6
6	Two to four (2-4) years before proposed convention	Zone(s) shall be asked to host the District Convention	District Executive	pg 8
7	Three to four (3-4) years before convention	The Steering Committee is responsible for researching possible convention sites and dates available. If possible, tentatively reserve one or two dates at each site and give all pertinent information to the District President and Meeting Manager for review 3-4 years prior to the proposed convention.	Steering Committee	pg 6
8	Prior to selection of the convention site	The Convention Chairman/Co-Chairman, the District President, Meeting Manager, Food and Transportation Committee Chairman, and available members of the Convention Steering Committee will meet with a representative of the hotel or convention site to tour two(2) to four (4) sites in the hosting zones.	Convention Chairman/ Steering Committee	pg 12
9	At least 3 years prior to convention	Research possible sites for convention	Meeting Manager	pg 17
10	At least two (2) years prior to convention	Appoint the host zone(s) Convention Chairman for the convention, with the advice of the current District Board of Directors and the host zone president(s)	District President	pg 8
11	Two (2) years before convention	Announce host zone	District President	pg 8
12	Two to four (2-4) years prior	Recommend the site to the BOD	Convention Chairman	pg 12

	PRE THRU POST CONVENTION TIMELINE SUGGESTIONS:	NOTE: This is a SUGGESTED Timeline of most notable duties; it does not include everything that needs to be done by every committee. Timeframes may also need to be adjusted.	PG 2 of 4	
	Time	Responsibility	Who	ref. pg
13	Two to three (2-3) years before convention	Drafted contracts for the convention facilities and food service (catering) should be obtained and finalized within the timeframe standards of the facility.	Steering Committee	pg 7
14	Two to one and one-half (2- 1.5) years prior	Apply for donations (Thrivent, LCEF, etc.)	Convention Chairman	pg 64
15	Two to one and one-half (2 - 1.5) years prior	Recruit, select and/or accept volunteers from host zones for committees	Convention Chairman	pg 12
16	Two (2) years prior	Select chairman for each committee	Convention Chairman	pg 12
17	Two (2) years prior	List pertinent info of committee chairman and committees for District President	Convention Chairman	pg 18
18	Two (2) years prior through Convention	Maintain communication with District President and all Convention Chairmen	Convention Chairman	pg 13
19	One and one-half (1-1/2) to two (2) years before convention.	Work with the Visioning Committee to establish the Theme, Key Bible Passage, Mission Statement and Goals for the convention. Submit to the BoD for a vote decision at the Fall Board meeting following the prior convention.	District President	pg 8
20	One and one-half (1-1/2) to two (2) years before convention.	Invite all guests, speakers, representatives, greeters form other organizations, city officials, public figures, etc.	District President	pg 8
21	One and three-fourths to one and one- half (1 3/4 - 1 1/2 years prior	Secure theme, Bible verse, colors from District Visioning Committee	Convention Chairman	pg 20
22	One and one-half (1.5) years prior	Request suggestions for a convention logo. Submit to the BoD for final selection and approval at the Spring Board meeting following the prior convention.	District President	pg 8
23	One and one-half (1.5) years prior	Schedule convention committee meetings	Convention Chairman	pg 13
24	One and one-half (1.5) years prior	Communicate with Human Care Committee Chairman regarding Mission Fair and/or Servant Events	Convention Chairman	pg 14
25	One and one-half (1.5) years prior	Publicize convention (Publicity chairman/zone rallies; OR Leaguer articles, etc.)	Convention Chairman	pg 44
26	Late Summer of year prior to convention	Prepare an itemized convention budget and suggested registration fee with one member of the Finance Committee. Report to the Executive Committee no later than the FALL District meeting prior to the convention	Convention Chairman	pg 13
27	Prior to Fall BOD/EC	Secure entertainment for Saturday evening following banquet (District President approval)	Convention Chairman	pg 14

	PRE THRU POST CONVENTION TIMELINE SUGGESTIONS:	NOTE: This is a SUGGESTED Timeline of most notable duties; it does not include everything that needs to be done by every committee. Timeframes may also need to be adjusted.			PG 3 of 4
	Time	Responsibility	Who	ref. pg	
28	Before Fall Rallies prior to convention	Letter to Zones with banner directions	Banner/Processional Committee	pg 21	
29	Fall prior to convention	Revisit site with Exhibits/Display Chairman so exhibitors' areas may be mapped out	Convention Chairman	pg 13	
30	Fall prior to convention	Acquire materials for registration packet	Convention Chairman	pg 13	
31	Fall prior to convention	Send out banner information for zones	Convention Chairman	pg 20	
32	Fall prior to convention	Provide info about signage and banners/banner stands to Properties Chairman	Convention Chairman	pg 13	
33	Fall BOD mtg prior to convention	Work out a draft convention agenda with the Executive Committee, District Counselors, and Convention Chairman	District President	pg 8	
34	Fall BOD mtg prior to convention	Draft convention agenda with EC	District President	pg 8	
35	Fall BOD prior to convention	Investigate Transportation facilities and information	Food & Transp.	pg 33	
36	Fall BOD mtg prior to convention	Seek approval of EC to order Convention pins	Convention Chairman	pg 13	
37	Winter OR Leaguer & OD web site prior to convention	Place the "Invitation to Convention"	District President	pg 10	
38	Six (6) months prior to convention	Send out form letters to potential Exhibitors and OD Committee VP's (for Displays) to request Registration and payment (if applicable) by April 1st.	Exhibits & Displays Committee	pg 29, 31	
39	Six (6) months prior to convention	Convention information published in <i>Oregon Leaguer</i>	Publicity Committee	pg 44	
40	Prior to Spring BOD/EC	Provide schematic for placement of tables/chairs for convention (including banquet, break out sessions, etc.)	Convention Chairman	pg 13	
41	Prior to Spring BOD/EC	Secure honor guard for Saturday processional	Convention Chairman	pg 13	
42	Spring BOD/EC prior to convention	Schedule a "walk through" of convention site for the Board	Convention Chairman	pg 14	
43	Spring BOD mtg prior to convention	Refine and finalize the convention agenda by the Spring Board of Directors	District President	pg 8	
44	Spring BOD mtg prior to convention	The agenda [not script] should definitely be available by the Spring Board meeting.)	District President	pg 8	

	PRE THRU POST CONVENTION TIMELINE SUGGESTIONS:	NOTE: This is a SUGGESTED Timeline of most notable duties; it does not include everything that needs to be done by every committee. Timeframes may also need to be adjusted.	PG 4 of 4	
	Time	Responsibility	Who	ref. pg
45	Three to six months (3-6) prior to convention	Make list of volunteer nurses and EMTs willing to cover First Aid room	Information Committee	pg 39
46	Three months (3) prior to convention	Confirm facility/hotel information re: handling of emergencies of illness or injury	Information Committee	pg 39
47	Prior to Convention Manual Deadline	Prepare info-Convention Committees, Convention Chairman's letter, acknowledgement list of contributors, exhibitors and guests, list of Past Presidents, list of EC, appointed personnel, and zone presidents (other info as requested)	Convention Chairman	pg 14
48	Two months (2) prior to convention	Establish schedule for volunteers	Information Committee	pg 39
49	Four to six (4-6) weeks prior to Convention	Visit convention site with Hostess committee	Convention Chairman	pg 13
50	Four to six (4-6) weeks prior to Convention	Provide phone numbers of Convention Committee Chairman and Hotel Emergency number for each chairman	Convention Chairman	pg 14
51	Four to six (4-6) weeks prior to Convention	Send list of processional participants for each processional to Banner and Processional Chairman	Convention Chairman	pg 14
52	Four to six (4-6) weeks prior to Convention	Arrange personal hostesses for guests and speakers (work with Hostess/Transportation Committee Chairman and District President)	Convention Chairman	pg 14
53	Ten (10) days Prior to convention	Meal count given to Convention Chairman or Co-Chairs	Food & Transp.	pg 32
54	At Convention	Bring "greetings" and make "housekeeping" announcements at convention	Convention Chairman	pg 14
55	At Convention	Troubleshoot/keep things smooth/enjoy!	Convention Chairman	pg 14
56	At Convention	Assure the convention meeting rooms are set up with needed audio/visual, tables/chairs, etc.	Meeting Manager	pg 17
57	At Convention	As Floor Manager, assure that speakers and guests are available and in order for their appearance during convention meetings	Meeting Manager	pg 17
58	Following Convention	Collect and transfer all convention notebooks to new Convention Chairman. From Convention Chairman: received, sign and forward vouchers with receipts attached to District President. Prepare Final Report to submit to the BOC/EC at Fall meeting.	Convention Chairman	pg 14
59	Fall BOD meeting following convention	Verify, along with the Convention Chairman, that all convention financial records have been finalized, a final report written, and an audit done of the convention books by the District Treasurer	District President	pg 11

CONVENTION POSITIONS and COMMITTEES

Brief Outline for Convention Committees

Convention Chairman/Co-Chairman – schedules (with the agreement and assistance of the Convention Committee and District President) and chairs all convention committee meetings. Oversees all committees to verify their tasks are being completed timely. Interfaces with the District President and the facility/hotel where the convention is to be held on a regular and timely basis regarding all plans, needs, problems, and situations as they arise. Convention meetings should be held regularly prior to the convention. Several meetings may be required of certain committees within one month prior to the convention as tasks need to be completed, such as filling the tote bags. Communications for all committees should be timely and regular.

Secretary - takes minutes at all convention meetings, and sends them out timely to all members of the Convention Committee, the District President and the Executive Committee. Assists the Convention Chairman with correspondence, and other tasks as needed and requested.

Treasurer - (Note: The District Financial Secretary and District Treasurer are responsible for all convention monies.)

Committees

Chairmen and members are needed for the committees listed below. Zone members and women not involved in LWML within the local congregations are to be asked to volunteer.

Each committee has “task groups” or mini-committees, and reports to either the Convention Chairman or the District VP as indicated in parenthesis. Committee Guidelines are given to each Committee Chairman. Committees will need to work closely together as many tasks may overlap, and sometimes appear to be confusing as to who should do the task. Work together to make it happen – you will become closer sisters in Christ!

Banner and Processional Committee - (VP – Communication)

Banner responsibilities include both making the Large Theme Banner and communicating information for Zone Banners by giving the zones of the district directions and suggestions for type, size, pattern, and methods of construction. Work closely with the District President and Worship Committee in coordinating all processions. Plan and organize placement of zone banners in the convention hall and as they arrive at the convention so they are ready for the processional; assist the Convention Chairman in securing an Honor Guard for the Saturday processional if requested;

Crisis Management - (Convention Chairman/Co-Chair)

The Crisis Management Team is appointed by the District President for the purpose of managing any crisis that should happen at any district-sponsored event. Specified members of the Information Committee shall aid and assist the Crisis Management Team

Decorations Committee - (VP – Christian Life)

This committee is responsible for planning, coordinating and executing the decorations for the entire convention. This includes, but is not limited to, table centerpieces, corsages for specified individuals and favors for the choir. Decorations should follow the theme (and colors, when appropriate) of the convention. The Committee assists the Food and Transportation Committee by assisting with the table settings and by placing all decorations, arrangements and centerpieces prior to the Banquet on Saturday evening. The making of Favors may be assigned as a task to societies in the zone(s). This Committee Chairman will present a proposal of costs to be approved by the Convention Chairman and Treasurer. Work with the Worship committee to obtain a United States flag and a Christian flag if necessary.

Exhibits and Displays Committee - (VP – Gospel Outreach)

Send out form letters (See Sample in Appendix) to LWML district and zone groups, and non-LWML Lutheran exhibitors inviting them to exhibit. Work with the Properties Committee in setting up display area and determining numbers of tables needed. Interface with the hotel through the Convention Chairman to determine space availability. Work with exhibitors to assist in meeting their needs and providing them with shipping and set-up information; some may need to ship display items to prior to the convention.

Food and Transportation Committee - (VP – Human Care)

Food and Banquet Committee – The committee will work closely with the Convention Chairman(s) to recommend the various menus and costs available; after the final approval of the menus, will work with the catering staff at the convention site along with the Convention Chairman(s). If there is to be a banquet and it is included in a meal package, a separate banquet ticket is also offered. The meal package and “banquet only” price is included on the Convention Registration Form and may be bundled with the registration fee. This committee is responsible for all water, coffee, alcohol, and food distributed or consumed during convention. The committee does whatever is necessary to make the Banquet successful, including table settings, and coordination of decorations, arrangements and centerpieces with the Decorations Committee.

A Reception Committee may be part of the Food Committee. After approval of the offered food, beverage and cost for the YW’s/Teen Reception and/or the President’s Reception by the President and the Executive Committee, this committee will oversee the set up and be available to direct people to the greeting and food line.

Transportation Committee is responsible for providing convention site and travel assistance and information to all District and Host Convention Committees for use in pre-convention mailings and publicity; such as providing driving directions and maps to the facility/hotel to the Webmaster and Oregon Leaguer. Upon the District President’s request, be responsible for securing transportation to and from the convention site for guest speakers and other dignitaries. (Coordinate with the Hostess Chairman)

Hostess Committee - (VP – Gospel Outreach)

Hostesses/Ushers and Pages may be divided into two sub-committees who work closely together.

Hostesses/Ushers Committee – recruits hostesses from the host zone to work during the convention.

Hostesses do much of the legwork, including helping all other convention committees and district committees, and assisting with communion and offering collection. This committee is responsible for providing a warm, caring, and welcoming atmosphere for all convention participants. The Hostesses/Ushers Committee members have a variety of responsibilities from being prepared to answer all questions – directions to various areas of the convention site or the location of restaurants, shopping centers, and points of interest off-site. This committee may provide *Welcome Baskets* in the LWML representatives and other guest presenters' and speakers' hotel rooms. The Hostesses will not have time to also be delegates, and may miss certain parts of the convention as they do their duties.

Pages Committee – recruits and manages young (or otherwise) people, male or female, to act as pages during the convention to run notes between delegates and to act as ushers during worship. May recruit "President's page" if the District President requests. Work with the Hostesses/Ushers Committee to perform similar duties.

Information Committee - (VP – Human Care)

Information sets up and mans a table in the registration area to provide convention facility and local information to attendees. Pre-convention, this committee researches the location of restaurants and provides maps of the area and other items of interest which will be included in the tote bags. Work with the Food and Transportation committees.

Lost and Found and other small requirements can be established at the Information table. The Information Committee Chairman works with the Hostesses and Pages Committee to perform similar duties.

First Aid Committee - works with the Crisis Management Team of the District. Find a nurse or EMT within the LWML membership or Lutheran community of the zone to act as medical liaison for health situations during the convention. Research local and hotel emergency resources and establishes a first aid station at the convention and provides a first aid kit. (Consult with the Meeting Manager in regards to if the convention facility/hotel will provide a room as a First Aid room and what the hotel's policy is on calling 911.)

Properties Committee - (VP – Servant Resources)

This committee provides physical property items requested by convention or district committees, and sets up delegate tables, including setting out name cards. Work closely with the Registration Committee and District President. Make all signs as requested by various committees for events and locations at the convention facility. Coordinate all audio/visual needs with the Convention Chairman, Meeting Manager and District President. Work with the banner committee in placement of banner poles and large theme banner.

Publicity Committee - (VP – Communication)

This committee works very closely with the District VP of Communication, who has the authority for all publicity for the convention. The Photographer will take random convention photos as well as group photos requested by the District President.

Registration Committee - (VP – Servant Resources)

The Registration Committee Chairman **MUST** be computer literate and able to use Excel spreadsheets **COMPETENTLY**. The Registration Committee Chairman takes in and records all registrations and payments prior to the convention. She sends the payments to the District Financial Secretary who will deposit them. The Registration Chairman prints all name tags and performs other duties associated with the position. The Registration Chairman will communicate regularly with the District President and Convention Chairman to update them with various registration numbers. The Excel spreadsheet that is designed and used to record registrations must be able to be manipulated to provide specific lists to the District President and other district committees as requested (for example, lists of delegates or young women representatives). Two people can share this position, if deemed feasible or necessary. The Registration Committee may include 3 or 4 members and is responsible for planning, setting up and working at the registration table during the convention. This committee will also make a decision as to the tote bag type and method of procuring—either by making or purchasing—all within the budget. They will “stuff” the tote bags with convention booklets and information and brochures.

Worship Committee - (VP – Christian Life)

This committee will work with the District President, the Pastoral Counselors, the Music Leader/Choir Director, and all other committees who will assist with worship services. Works closely with the counselors and District President, who plan the worship services; and the Properties Committee to provide all communion ware, paraments, tables and cloths that are needed for worship, and coordinate with the Convention Chairman for the service setup. The Worship Chairman may work with the convention chairman and District President in researching and finding a music leader and choir director. The choir director works with this committee and with the district pastoral counselors and president, who have final say in establishing music for the worship services. This committee works with the hostess committee in planning and execution of communion and offering collection. This committee also establishes a Prayer Room or area as available within the hotel facility.

NOTE: Some of these groupings of tasks may be split up or joined with others, depending on the number of volunteers there are. Some tasks must be done before the convention, and some during the convention. Some committees work very closely with others. They are split just to accommodate the various tasks that need to be done.

The District President may participate in all of the planning of the large Convention Committee and the smaller committees at her discretion or according to requirements of the tasks, including music and worship, seating arrangements of delegates and board members and the order of processional. Other Executive Committee or Board of Directors members may participate in particular tasks.

It would be very helpful if all committee chairmen are computer literate to the extent that they use email and have access to a computer DAILY. This is a time and cost savings. If volunteers don't have computer skills, please don't discourage them from volunteering. Their time and talents are still very much appreciated, as well as God-given.

Disclaimer: This is meant to be only a very brief outline for future Convention Committees, to establish personnel and committee needs. Some of the descriptions of committee responsibilities and tasks may change. Each committee will receive a folder or notebook with a complete description of tasks and information regarding their duties and responsibilities, as well as examples of items they will need to gather. Each committee chairman will be required to do a final report and complete an after-action form. A closing meeting will be held some weeks after the convention to hand in these reports and finalize all convention details.

REIMBURSEMENT/EXPENSE TRACKING

Committee members will keep **ALL** expense receipts. Expense receipts shall be attached to completed reimbursement vouchers. Completed vouchers are then sent (given) in the order as follows for approval and signature:

- Committee members - Committee Chairman
- Committee Chairman - Convention Chairman
- Convention Chairman - District President

The District President will send or give the completed vouchers to the District Treasurer for payment. Reusable equipment purchased by the committee for convention use should be kept, inventoried and returned to the storage unit following the close of convention.

Oregon District LWML - Convention Procedures Manual - Revised September, 2015

The District President sends the vouchers / receipts to the District Treasurer to be paid.

Consumables (paper, name tags and holders and tent cards) not used up, and reusable items already in the Convention Property Inventory or purchased at this convention are to be given to the Properties Committee Chairman following the close of the convention, at which time she will inventory them and give them to the Convention Chairman to be passed on to the next Convention Chairman.

The Convention Chairman or Properties Committee Chairman has a current inventory of such items from prior conventions, some of which may be useful to your committee.

Note about donations: If approved by the District President, groups or companies that donate items can be acknowledged in the convention newsletter. They may not advertise in the newsletter or otherwise, nor distribute literature at the convention without express permission of the District President and Executive Committee.

After Action Report

**Attach to Committee's Final Report or use to compile information to prepare Final Report.
Please type onto this report or hand write then attach report from computer file, and email
computer file to Convention Committee Secretary.**

Committee: _____ Date: _____

Submitted By: _____ Other Members: _____

Summary of committee work or event (date, time, activities, number of volunteers used): _____

What worked well for this event? _____

What could be done differently next time to make event more efficient and successful? _____

How could this committee's Convention Procedure be changed to help the next committee? _____

Summary of Expenses (Besides expected expenses, please note any unexpected or unusual):

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____

Attach copies of vouchers. Receipts should have been attached to Vouchers for payment given to the
Convention Treasurer.

EXHIBIT - B

PARTICIPANT INFORMATION, ACKNOWLEDGMENT, WAIVER AND RELEASE FORM

The purpose of this participant information form, acknowledgment, waiver and release is to identify each person ("Participant") who wishes to volunteer with the Lutheran Women's Missionary League ("LWML") or participates in LWML-sponsored activities. As a condition to becoming a Participant, LWML requires each person to provide the following information and to release LWML from any liability for his or her safety and well being when volunteering for LWML and while participating in any LWML-sponsored activities including optional activities scheduled in conjunction with the Convention. LWML may copy this form for use at optional activities. (Note: If you are completing the mission pledge walk, please bring an additional copy of this form to the pledge walk registration table.)

Name/Address: _____

Allergies and Other Known Health Risks/Problems: _____

Person to Contact in the Event of an Emergency (Name, Address, Telephone Number(s), Relationship): _____

Health Insurance Carrier/Policy Number: _____

Medications: _____

ACKNOWLEDGMENT, WAIVER AND RELEASE

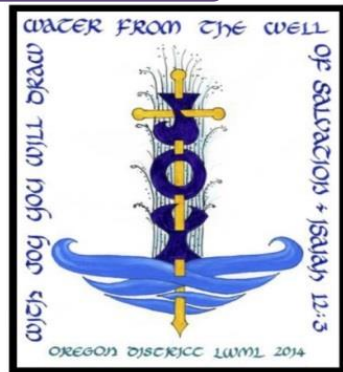
I understand that to become a Participant, LWML requires me to acknowledge and agree that LWML assumes no, and disclaims all, liability for my safety and well being while acting as a Participant. In consideration of LWML permitting me to be a Participant:

- (a) I acknowledge that the information set forth above is complete and accurate;
- (b) I recognize that there are certain risks inherent in events including servant activities and the mission pledge walk and will register for, and participate in, these optional events only if I am medically able and I assume the responsibility for personal injury to myself as a result of such activities.
- (c) I acknowledge and agree that LWML is an auxiliary agency of The Lutheran Church—Missouri Synod and cannot and does not accept any (and expressly disclaims all) responsibility for my safety and well-being while I am a Participant;
- (d) I hereby waive, on behalf of myself and my heirs, executors and assigns, all claims arising from my participation in LWML-sponsored activities. I release and discharge LWML, its directors, officers, employees and agents from all claims, demands, actions or causes of action that I may have, now or in the future, relating to or resulting from any illness or injuries (including death), loss or damage suffered by me while I am a Participant; and
- (e) I consent to any medical treatment that LWML (or any of its authorized representatives) deems to be necessary or appropriate in the event of my illness, accident or other medical emergency, and I accept full financial responsibility for any fees or expenses relating to this treatment.
- (f) I further grant permission to LWML and/or agents authorized by them to use any photographs, in web cast, video or audio recordings or any other record of this event for any purpose.
- (g) **I hereby acknowledge that I have read this document and understand it. I further acknowledge that by signing below I voluntarily surrender certain legal rights.**

DATE: _____ PRINTED NAME: _____ SIGNATURE: _____

(If under 18) PARENT'S SIGNATURE: _____ PARENT'S NAME: _____

EXHIBIT - C



OREGON DISTRICT LWML
CONVENTION JUNE 27-29, 2014

*"Joy from the Wells
of Salvation"*

With Joy you will draw water
from the wells of salvation.
Isaiah 12:3 ESV



Lutheran Women in Mission

January 31, 2014

Dear Potential Convention Exhibitor,

The Oregon District Lutheran Women's Missionary League (LWML) will be holding their 2014 Convention on June 27-29 at the Embassy Suites, Portland Airport.

We invite your organization to have an exhibit at our convention. We expect approximately 350 registrants to attend. This is a wonderful opportunity to share your message with fellow Christians in Oregon and SW Washington. If you are not able to have a display, but wish to have your materials distributed, please send them to us* and we will see that they are made available to our attendees.

To reserve a space for your exhibit, or to have information included in the convention packets, please return the attached "Exhibits/Displays Registration Form" by April 1, 2014. There is a \$50 fee to reserve your exhibit space, which is due and payable with your registration form. Each exhibitor is also asked to register at least one person for the convention and pay the \$155 registration fee which includes the meal and beverage package for the Saturday Lunch Buffet and Saturday's Evening Banquet. You will be responsible for your own travel and lodging. If you choose to stay at the Embassy Suites (503-460-3000) during convention, breakfast is included with your room charge.

A schedule of sessions, maps and floor plans will be sent with your registration confirmation letter, or as soon as possible thereafter. If your organization has a Mission Grant Proposal on the ballot, you may not open (uncover) your exhibit until the lunch break on Saturday, or until the Mission Grant ballots have been cast.

We invite you to visit our web site www.orlwml.org to find out more about the exciting events and guest speakers scheduled to be at our 2014 LWML Convention. You can download our winter 2014 *Oregon Leaguer* for more convention articles too, and share in our joy and excitement.

I look forward to hearing from you and pray that you will join the members of the Oregon District LWML in joyful service to our LORD – always, and especially during this special time together.

Blessings and Joy to you!

XXX XXXXX, Exhibits and Displays Chairman/2014
XXX XXXXXX Ave
City State Zip
503-XXX-XXXX ~ email address

* If sending bulky materials for packets,
mail them to:
XXXXXXXXXXXXXXXXXX; XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX; XXXXXXXXXXXX

EXHIBIT - D



EXHIBITS/DISPLAYS REGISTRATION FORM

"Joy from the Wells of Salvation"

Friday, June 27th thru Sunday, June 29th ~ 2014
Embassy Suites Portland Airport; 7900 NE 82nd Ave; Portland, OR 97220

Name of Exhibit/Board/Committee: _____

Contact Person: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Alternate Phone: _____ Email: _____

Please X one box only, and provide information requested:

☐ If DISPLAY: Type/Size _____

Number of 6' Covered, Skirted Tables Needed _____

Number of Electrical Plug-Ins Needed . . . _____

(must provide own extension cords)

☐ If NO DISPLAY: Number of sample items for packets _____

Exhibits & Displays may be set up early Friday morning, June 27th. They must be closed during Convention sessions, but may be opened during breaks and lunch times. All exhibits/displays can stay set up through the close of convention.

Please return this completed form in the enclosed envelope to:

Xxxx XXXXXXX - 2014 LWML

XXXXX NE XXXXX Ave

XXXXXXXXXXXX, OR XXXXX

(Or email pdf file to XXXXXXXX@XXX.XXX)

Attn: Xxx XXXXXXX - 2014 LWML

Send (bulky) items for packets to this address:

XXXXXXXXXXXXX LUTHERAN CHURCH

XXXXXXXX XX XXXXXX Avenue

XXXXXXXXXXXX, OR XXXXX

EXHIBIT - E



Oregon District LWML Convention Evaluation

Embassy Suites, Portland Airport, Oregon; June 27-29, 2014

Joy from the Wells of Salvation

"With Joy you will draw water from the wells of salvation." Isaiah 12:3 ESV

Your feedback regarding this convention is used to help us plan future events that will enable excellent attendance and offer uplifting and Spirit-filled programs and worship opportunities.

Please take a moment to fill out and return this evaluation. THANK YOU!

Please rate your overall satisfaction with:	Excellent	Good	Average	Poor
Pre-convention information				
Location				
Registration process				
Hotel facilities				
Meal package, if applicable				
Mission Faire (Zone Activities)				
Off Site Servant Events				
Exhibit areas/CPH Store				
Online Ordering vs. Oregon Store onsite				
Guest Speakers				
Overall convention program overall				

Please provide additional comments or suggestions you have for future conventions:



OREGON DISTRICT LWML
CONVENTION JUNE 27-29, 2014

*"Joy from the Wells
of Salvation"*

With Joy you will draw water
from the wells of salvation.
Isaiah 12:3 ESV



Lutheran Women in Mission

PROPERTIES REQUEST FORM

Department or Committee Making Request:

Person Making Request:

Address:

City, State, Zip:

Phone#:

Fax#:

Email:

Property Requested

Tables/Chairs	Number	
	Size	
	Location (Room)	
	Day/Time Needed	
Audio/Visual	Item(s) Needed	
	Location (Room)	
	Day/Time Needed	
Electrical	Item(s) Needed	
	Location (Room)	
	Day/Time Needed	
Other	Item(s) Needed	
	Location (Room)	
	Day/Time Needed	

Return Form by April 1, 2014 to:

Email: _____



Oregon District LWML Convention 2014 ~ June 27-29, 2014

Embassy Suites Portland Airport 7900 NE 82nd Ave Portland, OR 97220

REGISTRATION FORM

Joy From the Wells of Salvation

"With joy you will draw water from the wells of salvation". Isaiah 12:3

Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Cell Phone _____

Email _____

Home Congregation _____ City _____

Society _____ Zone _____

I will be attending the convention as:

- ☐ Delegate ☐ Alternate ☐ First Time Attendee
☐ District Board of Directors (voting) ☐ Guest for whole convention
☐ District Special Appointed Personnel and Committee Members (non-voting)
☐ Young Woman Representative (YWR) ☐ Teen LWML
☐ Past District President

Registration fee: \$155.00
(includes meal package)

- ☐ Clergy ☐ Zone Counselor
☐ Saturday banquet only

\$80.00 (includes meals - registration fee waived)
 \$40.00

Meal Package includes Saturday Lunch Buffet and Banquet

Banquet Choices: ☐ Pork Loin Roast ☐ NW Salmon Filet ☐ Vegetarian Wellington

Special dietary needs: _____

- ☐ Convention Pin \$ 5.00
☐ Moving for Mites \$10.00
☐ Servant Event * \$ 5.00 (donation)

Convention Choir: I wish to sing
☐ 1st Soprano ☐ 2nd Soprano ☐ Alto

REGISTRATION DEADLINE: May 15, 2014

Total amount enclosed: _____
(registration fee is non-refundable)

Late fee if registration is postmarked after May 15, 2014: add \$15.00

Make checks payable to "Oregon District LWML"

Please check the website after January 15 for registration mailing instructions.

Registration Questions: Debbie Vosseler
 503-649-4805 tmsajmom@gmail.com
 Alternate contact: Laurie Siewert
 503-690-0531 lauriesiewert@gmail.com

Please try to reuse your lanyard and bag from previous conventions/retreats!

See the Winter Oregon Leaguer or the OR District for more information.

Book your own reservations!

Embassy Suites 503-460-3000

\$129.00 per night plus 12.5% occupancy tax Total Price \$145.12

\$10.00 is added per night for each additional person beyond 4

(Breakfast is included at the Embassy Suites)

* Servant Event!

Northeast Portland Backpack Lunch Program provides a weekend meal for needy kids. We will be partnering with students from Concordia University, who will buy the food; we'll help pack the lunches. Northeast Portland Backpack Lunch Program will pick up the completed lunch bags.



EXHIBIT - H

LWML Convention Deposit Sheet		
Deposit Report	Date:	
Registrant's Name/Other	Check number	Check Amount
Sample: Jane Doe	1234	\$ 50.00
Total Amount		\$

EXHIBIT - I

TIMELINE FOR COMMITTEE:		EFFECTIVE DATE:		
Time	Responsibility	Who	Sort Key	reference pg.