

**COLORADO STATE CONVENTION GUIDELINES**

1. **CONVENTION CITY RESPONSIBILITIES AND PREPARATIONS:**
2. **LOCATION/ PHYSICAL NEEDS:**

* Colorado State Convention typically runs from Friday to Sunday in May, the weekend after Mother’s Day
* Contract with a venue that can offer you the best deal on meeting rooms, food costs, and guest room rates, including ADA rooms
  + Plan who will cover the down payment for the Convention
  + As soon as a venue is selected, **get a signed contract to lock in the availability of the space, room rates, and meal prices**
    - With no contract, they can go back on their “word”
  + Get everything in writing from the venue so there are no $$$ surprises
  + Comp room for the IC (International Council) Representative and the State President
    - Sometimes they room together; discuss this with the State President
  + Meals typically included are Friday dinner, Saturday lunch and dinner, and Sunday Brunch; some venues serve complimentary breakfasts
  + Cash bars: Be aware venues usually have “minimum sales” or a charge for the service; they might charge for an extra bartender, even though you did not ask for one
* Designated areas are needed for:
  + Registration
  + Drawings within the meeting room:
    - Chairmen of various Colorado State Council (CSC) philanthropic projects may request to have a drawing at Convention:
      * Easterseals, Hope for Heros, ESA for St Jude, Disaster Fund, 50/50 (Lamplighters) and Convention City
      * Additional drawings must be approved by the President and the Convention Committee
* Rooms are determined by the President and the Convention Committee and needed for:
  + Friday: President’s Luncheon, Lamplighter Meeting, and Friday Night Mixer
  + Saturday: First General Assembly, Awards Luncheon, Saturday Night Installation, Banquet and Awards
  + Sunday: Memorial Service and the Second General Assembly
  + IC Representative Reception: Can be held in the President’s Suite
  + Announcement Party: Can be held in the President’s Suite
  + Newly Elected and Appointed Officer Meeting: Time determined by President-Elect/Membership Coordinator
* AV equipment: (Confirm charges on all)
  + Basic needs are a microphone and podium
    - Additional requirement, an overhead projector and screen
  + It is best to have two (2) microphones, if possible, for all events having full membership in attendance.
* Water and glasses: Available for attendees at all meetings

1. **THEME:**

* Select the theme for the convention and for each event
  + The events are the Friday Night Mixer, Saturday Awards Luncheon, and Saturday Night Banquet
* Decide times and menus for all events
* Plan centerpieces, favors, and/or entertainment (optional, none are required)
* The President-Elect/Membership Coordinator is responsible for their Installation theme and decorations

1. **REGISTRATION:**

* Set the registration fee to cover the cost of:
  + All required expenses for each attendee
  + One (1) registration to be awarded to an attendee at the Friday Night Mixer (Standing Rules)
  + Accommodations for the IC Representative and the State President; if the venue does not comp the room
  + Tip for staff maybe needed
* Drawings and fundraisers may be held to supplement the income for “extras”
* The President’s Executive Luncheon is paid by attendees to the President, who will reimburse the Convention Treasurer
  + It is not part of the Convention expenses
  + It may be included in the Food and Beverage minimum by the venue.
* Registration form:
  + See Responsibilities of the Convention Registration Chairman
  + There are no partial registrations
* Saturday Night Banquet: Allow the President-Elect/Membership Coordinator to have the option to invite guests to their installation and banquet

1. **CONVENTION PROGRAM:**

* The Convention Program is prepared in conjunction with the State President
  + Some functions are dictated by the Officer Guidelines
  + All Convention events and meeting agendas should be approved by the President

1. **SUGGESTED CONVENTION CHAIRMAN**
2. Primary Chairman:

* Convention Chairman
* Convention Co-Chairman (optional)
* Convention Registration Chairman
* Convention Treasurer
* Convention Secretary

1. Secondary Chairman:

* Convention Publicity/Program Chairman
* Convention Venue Chairman
* Convention Hospitality Chairman
* Convention Event Coordinators

1. **RESPONSIBILITIES OF THE CONVENTION CHAIRMAN(CC) & CO-CHAIRMAN (COCC)**

* Submit Bid for Colorado Convention Form to the Past President/Awards Chairman
* Oversee **ALL** arrangements for the convention
* You are the contact(s) with the venue on meal planning, audio visual requirements, scheduling, etc.
  + Provide the venue a guaranteed count for each event; the contract will stipulate when this is done
* Work with the State President and all others involved with Convention
* Work with all chairmen and committees; have someone assigned to each job
  + Set deadlines for the completion of committee tasks and keep the committees on schedule
* Coordinate with the President to schedule a Site Inspection before Spring Board. Invite the following individuals, as their plans must fit the accommodations:
  + President to view sleep rooms and meeting rooms
  + President-Elect/Membership Coordinator for installation
    - They may wish to invite their installing officer(s)
  + Past President/Awards Chairman
  + Chaplain for the Memorial Service
  + Lamplighter President for the flag ceremony
* Be prepared, at any time during an event to assist with any needs of the group.
* During the Convention you will be the Master of Ceremonies; be prepared to:
  + Give a welcome at the Friday Night Mixer
  + Give a greeting before each event, then pass the floor to the member in charge of the event
  + Be sure all events begin on time and run according to schedule
* Give a Convention Attendance Report at the Second General Assembly
  + The Registration Chairman will provide the report information
* At your discretion or the committees, you may want to give the President, the IC Representative, and any others a centerpiece from one of the events
  + This is a memento of the President’s convention
  + The IC Representative may decide not to accept the centerpiece as they have limited luggage space
* If props are borrowed, be sure they are returned
* After convention, provide any comments to the Guideline Committee regarding updates to the guidelines
* BE GENEROUS WITH THANKS AND PRAISE

1. **RESPONSIBILITIES OF THE CONVENTION REGISTRATION CHAIRMAN**

* Work with Convention Chairman and Co-Chairman
* Publish a Registration Form as early as possible; include:
  + Convention location (address & directions)
  + Fees and dates:
    - Registration fee for Community members and ELANs
    - Deadline date
    - Fees after deadline date
    - Note: There are no partial registrations
  + Cancellation policy. Anticipate reasons you will return the registration fee
  + Special dietary restrictions:
    - Advise Convention Chairman and Co-Chairman of attendees with restrictions, as they are the ones working with the venue
    - Confirm with venue how to identify individuals with dietary needs
  + Venue Room reservation info:
    - Type and cost of rooms
    - Cutoff date for the special group rate
    - Listing of the group block; i.e., ESA, Colorado State Convention
* Keep the completed registration forms as you may need them for reference later
* Provide badges for attendees to include:
  + Name, chapter, and city
  + Chapter Presidents, State Officers, Lamplighters, Delegates, and First Time Attendees
    - Convention Committee members should also have identification on their badge
    - Use different colored dots/ribbons, etc.
* Have a registration table with:
  + Badges
  + Convention Program
  + Travel registration sheet (Provided by the Past President/Awards Chairman)
  + Additional items as needed
* Prepare the attendance report for the Convention Chairman to include:
  + Total number registered
  + Number of:
    - Community Members
    - ELANs
    - MALs
    - Lamplighters
    - Guests

1. **RESPONSIBILITIES OF THE CONVENTION TREASURER**

* Work with the Convention Chairman and Co-Chairman
* Prepare and oversee the budget
* Pay the venue deposit fee
* Receive payments from the Registration Chair
* Reimburse the Convention Registration winner (per Standing Rules)
* Reimburse convention committee members for expenses upon receipt of an itemized statement
* Pay final bill to the venue

**NOTE:** ESA ***does not*** qualify for the State Sales Tax Exemption:

* ESA is exempt from Federal Income Tax under section 501(C)(4). Only organizations exempt under 501(C)(3) of the Internal Revenue Code are considered for state sales tax exemption. **ESA does not qualify for the Exemption.**
* Response from Gregory Miller, ESAF Treasurer, in August 2006: “Foundation is 501 (C)(3). The Foundation “exemption does not cover sales tax, only Federal income tax. Foundation and ESA are individual organizations who operate under different tax rules. We cannot allow any other part of ESA to use our 501(C)(3). That includes everyone from a chapter to the IC council. If an ESA entity wishes to be exempt from sales taxes, it must apply to the taxing entity as a 501 (C)(4) nonprofit entity of its own.”

1. **RESPONSIBILITIES OF THE CONVENTION SECRETARY**

* Work with the Convention Chairman and Co-Chairman
* Keep minutes of all convention meetings and record decisions
  + Destroy the minutes upon completion of convention

1. **RESPONSIBILITIES OF THE CONVENTION PUBLICITY/PROGRAM CHAIRMAN**

* Work with the Convention Chairman and Co-Chairman
* Prepare convention information:
  + Registration fee, deadline dates, refund policy, room rates, phone numbers, and mailing addresses
  + If special attire or costumes are to be worn for the Friday Night Mixer, publish as soon as possible so members can make plans
* Submit the information to the:
  + Communication Coordinator
  + *Golden Lamp* for publication in each issue
  + Web Team
* Convention Program:
  + Work with the State President and Convention Chairman for content
  + Prepare a first draft to be reviewed at the Spring Board meeting, or via Zoom, or email with the President, President-Elect/Membership Coordinator, Lamplighter President, Past President/Awards Chairman, Convention Committee, and any others who might be affected by the agenda
* The program should include:
  + A “Welcome” from someone of prominence from the city government, Chamber of Commerce, the venue, etc. (optional)
  + Greetings from the IC President, the IC Representative, the Colorado State President, and the Convention Chair
  + Agenda timeline and room locations for events
  + Acknowledge all who participate – donors, ESA members, etc.
* Arrange for printing the programs within the convention budget

1. **RESPONSIBILITIES OF THE CONVENTION VENUE CHAIRMAN**

* Work with the Convention Chairman and Co-Chairman
* Secure storage space for convention items, including space for flags
* Flag Ceremony at the First General Assembly:
  + Assist the Lamplighters with placement of the flags, poles, and stands
  + Room should be allowed behind the head table for the flags during convention
  + The flags will be retired at the close of the Second General Assembly
* Ensure room accommodations for:
  + The IC Representative Reception and/or the Candidate Announcement Party
    - These may be held in the President’s Suite or a meeting room
  + State Convention Officer’s Meeting:
    - Work with the President-Elect/Membership Coordinator
    - This may be held in the President’s Suite or a meeting room
  + Workshops:
    - Work with the President and President-Elect/Membership Coordinator
  + Installation:
    - Work with the Installing Director(s) for the President-Elect/Membership Coordinator to ensure their needs are met
* Assigned seating:
  + General Assemblies:
    - All elected officers, the IC Representative, and the Convention Chairman are seated at the head table
    - Appointed officers are seated with the attendees
    - The President and the Communication Coordinator are responsible for the seating assignments and place cards
  + Saturday Night Banquet:
    - Reserve a table for the President-Elect/Membership Coordinator and their guests
    - Officers are seated with their chapter
    - Lamplighters may request a reserved table(s)
* Arrange for a chair for the Saturday Night Award Presentations for:
  + Pioneer Member Award
  + Outstanding Member of the Year Award
* Arrange podium, microphones, water, and glasses

1. **RESPONSIBILITY OF THE CONVENTION HOSPITALITY CHAIRMAN**

* Work with the Convention Chairman and Co-Chairman
* Prepare welcome gift for President and IC Representative
  + These should be placed in their rooms prior to or immediately after they check in
  + Check with the venue to see if they have any items available
* Convention City Drawings:
  + Have items for one or more drawings, prepare a container for tickets, and schedule people to sell tickets
* Other Drawings: It is the Convention Committee’s discretion who may have drawings in addition to Convention City
* Convention Bag (optional)
  + Suggestions: water and snacks
  + Have available at the Registration Desk
* Door Prizes (Optional)
  + Wrap if desired
  + This activity is a good filler if there are delays

1. **CONVENTION EVENT COORDINATORS**

* Work with the Convention Chairman and Co-Chairman
* Oversee the event you are in charge of:
  + Friday Night Mixer
  + Saturday Awards Luncheon
  + Saturday Night Banquet
* Plan theme, room arrangements, decorations, favors, etc.
* If assigned seating is required, work with the Venue Chairman
* Keep things moving

1. **FRIDAY NIGHT MIXER**

* Convention Chairman (CC) welcomes all and introduces the President to preside over the event
* President:
  + Officially opens Convention
  + Introduces the person presenting the Welcome to Convention City
  + Introduces the Officers, the IC Representative, and any guests
    - Be sure the President is aware of all guests
* Dinner:
  + President introduces the Chaplain for the Invocation
  + CC gives any directions for dinner
* IC Representative Presentation
* President introduces the Past President/Awards Chairman
  + See CSC Awards Guidelines
* CC introduces any entertainment (optional)
* President introduces the President-Elect/Membership Coordinator to present Candidates for the upcoming year; skits recommended
* CC conducts the drawing for the free Convention registration
  + Convention Treasurer reimburses the registration fee to the winner (Standing Rules)
* CC announces door prize winners (optional)
* CC asks for announcements

1. **FIRST GENERAL ASSEMBLY**

* President conducts the First General Assembly following the agenda:
  + Welcome
  + Call to Order
  + Flag Ceremony by Lamplighters
  + Opening Ritual
  + Thought for the Day
  + Introduce the Officers and IC Representative
  + Rules of Convention
  + Minutes approval
  + Proposed Bylaw/Standing Rule Changes
  + Leadership & Educational Fund Report
  + President-Elect/Membership Coordinator Workshop
  + Candidate Presentation
    - Presentation of slate of officers
    - Nominations from the floor
    - Voting by Acclamation or Balloting
  + Future Convention Site Bids and Voting

1. **AWARDS LUNCHEON**

* CC welcomes all and introduces the President to preside over the luncheon
* President introduces the Chaplain for the Invocation
* Luncheon
* President introduces the Past President/Awards Chairman:
  + They introduce each Committee Chairman, who will give a report and present awards
  + See CSC Awards Guidelines

1. **OFFICER INSTALLATION REHEARSAL**

* Directed by the installation Director(s) selected by the President-Elect/Membership Coordinator
  + Attendees: All incoming Elected Officers, Escorts, and Honor Guard

1. **SATURDAY NIGHT BANQUET**

* There is typically a cash bar before the Officer Installation and the Banquet
* Officer Installation is a “Closed Door“ event once it starts
  + No pictures are allowed during Installation
* New President’s Installation
  + Time for Pictures
  + Acceptance Speech
  + Introduction of Guests
* CC welcomes all and introduces the current State President to preside over the event
* President introduces the Chaplain for the Invocation
* Banquet
* President introduces the Past President/Awards Chairman
  + They present the awards per the CSC Awards Guidelines
  + Requirements, chair for:
    - Pioneer Member Award
    - Outstanding Member of the Year Award
* President asks for any announcements
* Reception line for newly installed officers, Outstanding Member of the Year, Pioneer Member, and Pledge of the Year

1. **MEMORIAL SERVICE:**

* Chaplain conducts the service
* Work with the Chaplain to decide time and location to coordinate with breakfast/brunch

1. **SUNDAY BRUNCH:**

* President introduces the Chaplain for the Invocation

1. **SECOND GENERAL ASSEMBLY:**

* President presides over the meeting
  + Introduces the IC Representative for any closing remarks
  + Conducts the Second General Assembly following the agenda:
    - Lamplighters
    - Treasurer/Disaster Fund Chairman
    - Chaplain
    - RMRC
    - Convention Attendance Report by Convention Chairman
* Outgoing President gives Retiring Message
* Lowering and Raising Gavel Ceremony
  + Conducted by individuals the Outgoing and Incoming Presidents have selected
* Outgoing President’s Installation Ceremony into the Lamplighters
* Newly Installed President:
  + Shares any comments
  + Introduces new Officers and Committee Chairmen
* Drawings:
  + Easterseals
  + ESA for St Jude
  + Hope for Heroes
  + Disaster Fund
  + 50/50 (Lamplighters)
  + Convention City
* President asks for any unfinished business
* President asks for any announcements
* Benediction by the Chaplain
* Retiring of the Flags by the Lamplighters
* Closing Ritual
* Meeting Adjourned