



# District 201C1

**lions australia**

Australia, Papua New Guinea, Norfolk Island



## DISTRICT CONVENTION MANUAL GUIDELINE

This manual has been prepared to give guidance to Lions Clubs that have been chosen to host a Convention of District 201 C1.

The manual will also be of value to Clubs that are contemplating a nomination for appointment as a Convention Host Club.

In preparing this manual, input has been obtained from the many Lions who have been involved with organizing and conducting a District Convention.

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*we serve*





# LIONS CLUBS INTERNATIONAL - DISTRICT 201-C1

## DISTRICT CONVENTION MANUAL

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## 1 INTRODUCTION

Where this document makes reference to persons in the male gender it should be read to mean either male or female gender as is appropriate.

From the outset, it needs to be made quite clear that the hosting of a Lions District Convention is one of the most important tasks that any Lions Club can be called on to carry out. The amount of time to successfully complete the task cannot be understated.

It has to be emphasised that the whole membership of the Host Club must be involved if the Club is to properly discharge its obligations to the District Governor and the Clubs of the District.

The only way in which a Host Club can successfully organise and conduct a Convention is by approaching the task methodically, by paying strict attention to detail - and by keeping up the enthusiasm until the whole of the process is over and the winding-up process has been completed.

As a Convention is a **District function**, all arrangements are to the approval of the District Governor and/or the District Cabinet.

Certain constitutional requirements must be observed and these are explained in this Manual.

From time to time some, or all, Host Club members may wonder if all the effort is really worthwhile. Be assured it is !!

## 2 THE CONVENTION ORGANISING COMMITTEE

It is recommended that the Convention Organising Committee be set up in two parts -

### 2.1 The Executive Committee

This committee is composed of the Chairman, Secretary, Treasurer and two or three experienced Lions.

The Executive Committee is responsible for "policy" matters, liaises with the District organisation, considers and decides upon recommendations from the General Committee and generally conducts the business affairs of the Convention organisation.

### 2.2 The General Committee

This committee is composed of the Executive Committee together with the Section Leaders.

The General Committee deals with the "nuts and bolts" of the Convention and forwards recommendations to the Executive Committee for final decision.

## 3 DUTIES OF COMMITTEE MEMBERS

### 3.1 The Chairman

It is most important that the Club member chosen to be Chairman of the Organising Committee be an experienced Lion, a good administrator, have the respect of the whole Club membership and be somebody who speaks well in front of a large gathering of people.

Remember, that for the year of the Convention the Chairman will be a member of the District Cabinet. He must, therefore, be free to attend meetings of Cabinet and be able to clearly and concisely report to Cabinet on matters pertaining to the Convention.

*A **tip for the Chairman.** The Convention Organising Committee is there to work! Don't try to do everything yourself Delegate, others are keen to help!*

### 3.2 The Secretary

The Lion who is to be Secretary of the Convention Organising Committee must, of course, have the required secretarial skills. He needs to be a good organiser, have the facilities available for his work and have the time available to carry out tasks when they need to be done.

### 3.3 The Treasurer

As the Treasurer of the Convention Organising Committee will need to keep at least two sets of accounts, Administration and Hospitality. He must have the necessary experience to do the bookwork accurately and methodically. He too must have the time available to get things done when required.

As bookkeeping methods need only be simple, the Treasurer does not need to be "the World's Greatest Accountant".

***Special Note** - It is strongly recommended that the Executive officers of the Convention Organising Committee - Chairman, Secretary and Treasurer - DO NOT, if at all possible, hold any other office of a similar nature in the Club for the year of the Convention.*

*This could require some forward planning by the Club Nominations Committee.*

### 3.4 Section Leaders

It is considered that the best way of ensuring that all facets of Convention planning and execution are given proper attention is to appoint a number of Section Leaders, each with a group of helpers.

Section leaders could, for instance, be allocated the following matters upon which to concentrate

- Opening, Remembrance and Closing Ceremonies
- Arrangements for Business Sessions - obtaining venues, seating, decorations, PA system and audio taping of proceedings.
- Informal Reception
- Luncheons - Saturday and Sunday
- Saturday evening function
- Accommodation

and so on.

By allocating tasks to Section Leaders and their helpers after the broad format has been determined, the workload is spread more evenly, more members are involved and the whole organisation flows along more smoothly.

## 4 THE BUDGET

### 4.1 Budget Preparation

At a very early stage the Convention Organising Committee will have to prepare a budget for presentation to and approval by the District Treasurer.

The budget will include:

- Cost of printing and distribution of Advance Notices to Clubs, Registration Forms, Name Tags, Programmes etc.
- Hire of venues for Business Sessions, including the provision of decorations, public address system, audio-recording of proceedings, name plates for the top table, etc.
- Opening Ceremony - Payments
- Flag Ceremony - Payments
- Remembrance Ceremony - Payments
- Informal Reception - Receipts & Payments
- Luncheon - Saturday - Receipts & Payments
- Luncheon - Sunday - Receipts & Payments
- District Banquet - Receipts & Payments
- Breakfast - Sunday - Receipts & Payments
- Tea & Coffee - Receipts & Payments
- Closing Ceremony - Payments

In preparing the budget be realistic when estimating the number of people who will attend any particular function. Previous Host Clubs and District Officers can give you guidance.

A Host Club may apply to District for an advance to cover initial expenses. This should be done, if required, early in the year of the convention.

The District Treasurer is a member of your convention committee and you are advised to make use of his knowledge of previous conventions.

#### **4.2 Budget Approval**

Both the Administration Budget and the Hospitality Budget must be approved by the District Cabinet initially, with any proposed alterations to the approved budgets being to the approval of the District Governor.

***It is strongly recommended that the proposed budget be discussed with the Cabinet Treasurer prior to it being presented to the District Cabinet for approval.***

### **5 FINANCIAL RECORDS**

As stated earlier, the Convention Treasurer will be required to keep books of account. A simple cash book system is sufficient. Receipts are to be written for all income and all payments are to be made by cheque, details of both transactions being recorded in the cash book.

All cheques should be signed by the Convention Treasurer and one of either the Convention Chairman, or the Convention Secretary.

The Convention Organising Committee is required by the District Constitution to submit to the District Governor audited statements of the Convention accounts within ninety (90) days of the close of the Convention.

The audit must be conducted by a Registered Company Auditor or a member of the Australian Society of Accountants or the Institute of Chartered Accountants.

It is considered that ninety (90) days from the close of the Convention is quite sufficient time for the accounts to be finalised. Don't just sit back after the Convention and wait for accounts to come in - ask for them!

***Tip for the Treasurer** - If you make the time available to keep your books up to date you will find that your task is not onerous at all and you will easily meet the deadline for submission of the audited financial statements to the District Governor*

## **6 THE VENUES**

The Convention Host Club has the responsibility of obtaining venues for both Business Sessions and Social Functions. These must be the best available consistent with the need for economy.

Every effort should be made to obtain venues at a discounted rate of hire if at all possible. All venues are to be to the approval of the District Governor.

### **6.1 The Business Session Venue**

The venue for the Business Sessions of a District Convention should have the following features:

- Capacity to comfortably seat up to 500 people, with an absolute minimum capacity of 350.
- A reliable public address system with a minimum of the following microphones
  - 1 for the rostrum on stage.
  - 2 for the top table on stage
  - 4 floor microphones for the use of Delegates.
- Ability for the auditorium lighting to be dimmed.
- A stage area adequate for ceremonies to be conducted
- An area suitable for the "Lions Shop", display of publicity material and an office.
- Space for a "coffee shop".
- Adequate "free parking" in close proximity.
- It is desirable for a telephone to be available on the premises.

### **6.2 Social Function Venues**

The size and type of venues for social functions depends, of course, on the actual functions to be conducted

It is most important that if outdoor functions are being planned alternate venues are available in case of inclement weather.

Some of the features required for social function venues, irrespective of the type of function, are:

- Easily accessible in all weather conditions.
- Adequate "free parking" in close proximity.
- Plenty of space for the number of people expected to attend.
- Adequate, easily accessible, toilet facilities.

### **6.3 Forum Venues**

It is usual for Forums on several subjects to be conducted during a Convention decision as to the subjects to be covered being the prerogative of the District Governor

It is necessary, therefore, for rooms in which to conduct the Forums to be available either at the main Business Session venue or in close proximity thereto.



Each room for a Forum should be divided by a soundproof wall from any other similar room and should preferably have a power point to permit the use of projection or video equipment. A blackboard or whiteboard may also be required.

The size of any room for a Forum and the facilities in that room will be advised to the Convention Committee by the District Officer responsible for conducting any particular Forum.

#### **6.4 Static Display Areas**

A District Convention provides an opportunity for District Chairmen to convey to Club members information on a wide range of Lions projects and activities.

It is vital, therefore, that an area adjacent to the Business Session venue be available for the District Chairmen to set up their static displays.

About three months prior to the Convention the Convention Committee should contact, in writing, District Chairmen and request them to advise the area required, if any, for display. Set a date by which the Chairmen shall reply.

It may not be possible to meet all requests for space from the District Chairmen, but provided each one gets fair treatment in this regard everybody will be satisfied. The Convention Organising Chairman, by his attendance at meetings of District Cabinet, is in a good position to liaise with the District Chairmen in this matter

### **7 THE CONVENTION PROGRAMME**

The entire Convention Programme is subject to approval of the District Governor.

You will find him ever ready to discuss the detail of the programme with you but, as a Convention is a District function, you may find that at times it is not possible for all of the good ideas of your Committee to be put into practice

As the principal purpose of a District convention is to conduct the business of the District, as provided for in the Constitutions, this business must take precedence over every other part of the Convention.

As a guide when first drafting the Convention programme study programmes of past District Conventions. Any particular District Governor may, however, wish to make wholesale changes to previous programme formats - that is his sole prerogative. It becomes essential, therefore, that the Host Club commence discussions with the District Governor regarding the programme several months in advance of the Convention.

**IT IS EMPHASISED THAT NO FINANCIAL COMMITMENT MUST BE MADE FOR ANY PART OF THE CONVENTION PROGRAMME WITHOUT PRIOR APPROVAL FROM THE DISTRICT GOVERNOR AND/OR THE DISTRICT CABINET, AS APPROPRIATE. THIS IS PARTICULARLY IMPORTANT WHEN CONSIDERING GUEST SPEAKERS - SOME OF THEM SEEK TO IMPOSE CHARGES WHICH ARE FAR BEYOND WHAT MAY BE CONSIDERED REALISTIC.**

Once the programme has been approved by the District Governor it must not be changed except with the permission of the District Governor, or by resolution of the Delegates at the Convention.

It is essential that an outline of the Convention programme be circulated to all Clubs in the District at the earliest possible opportunity. Many Lions, for a variety of reasons, are unable to attend the whole of a Convention. Early

notice as recommended gives them an opportunity to decide what will be the best time for them to attend.

The notices of motion and the Rules of Procedure & Debate for inclusion in the programme book will be provided by the Cabinet Secretary.

## **8 THE CEREMONIES**

The usual Ceremonies during a District Convention are

The Flag Ceremony during the opening proceedings,

The Remembrance Ceremony,

The Flag Furling Ceremony, at the close of the Convention.

Broadly speaking, a Convention Host Club has quite a free hand in deciding the format for each of these ceremonies. However, the District Governor must be consulted for any special requirements he may have. The general format of the ceremonies is, like all other Convention programme items, subject to approval of the District Governor. It is most important that the Host Club decide the format of each ceremony at an early stage so that any bookings may be made for bands, choirs and the like. In addition, special items of equipment may be needed (e.g. flags, an organ, special lighting). Contact may be required with another organisation for some assistance with such matters as providing flag bearers.

For the Flag Ceremony and the Flag Furling Ceremonies, the importance of conducting at least one rehearsal cannot be over-emphasised. This will ensure that the ceremonies run smoothly to the credit of all involved.

Our District owns a set of flags which can be obtained for use at Conventions. These can be booked by contacting the Cabinet Secretary in the first instance. Arrangements can then be made for the pick up from the storage site and return at the completion of the Convention weekend..

During the Flag Ceremony a number of National Anthems will need to be played:

Australia, Papua-New Guinea, New Zealand, United States, Great Britain and the country of the current International President

It is always more impressive if music, including the anthems, played during the ceremonies is played by a band or an organist, rather than by the use of recordings.

In any case, make absolutely certain that the correct anthems are used and if they are to be played by "live musicians" advise them well ahead so that they can get the right music and practice!!

Above all, be sure that correct "flag etiquette" is observed in ceremonies involving flags. Obtain a book on the subject - and read it.

The Remembrance Ceremony is conducted as a tribute to those Lions, Lionesses, Leos and Partners who have passed on since the previous District Convention.

The Cabinet Secretary will advise the names of the deceased and their respective Clubs.

If you require representatives of those Clubs to assist in the ceremony, advise them well in advance of what is required, and at what time to be in attendance.

It is most important to keep in mind that not all persons involved in the Lions organisation are of the Christian faith. Therefore, the Remembrance Ceremony must be designed in such a way as not to give offence to anybody. Most Ministers of Religion would be happy to advise on this matter.

The over-riding thing to keep in mind when planning a Remembrance Ceremony is that it must be sincere, rather than overly solemn, well executed and not too long.

## 9 SOCIAL FUNCTIONS

The usual Social Functions held during the course of a District Convention in District 201-C1 are :

- Informal Reception - following the Official Opening of the Convention on Friday evening.
- Saturday Luncheon - for both Lions and Partners. May be one function or separate.
- Saturday Evening - normally a major function with full dinner, entertainment and dancing. If possible, it should have a suitable theme.
- Sunday Luncheon - following the close of the Convention, quite often outdoors as a barbecue.

Additional to the above, there may be other Social Functions held such as a breakfast for Key members, a tour for Partners, a function for Melvin Jones Fellows and similar speciality functions. The District Governor will advise whether he wishes these sorts of functions to be arranged.

The actual format of any particular Social Function is largely for the Convention Host Club to determine, subject to the approval of the District Governor and/or the District Cabinet.

For all Social Functions the following points are relevant

- Catering must be of good standard consistent with the absolute necessity of providing value for money.
- Sufficient catering staff must be on hand to ensure that meals and other refreshments are made available with the least possible congestion and delay.
- Advertised commencement times for functions must be observed. Make sure that caterers understand this point.
- Be absolutely sure that persons wishing to attend any or the social functions are made aware in advance whether a function price is "all inclusive" or whether they are to bring their own liquor or purchase it at the function.
- Nobody, no matter who they are, should be admitted to any social function unless they produce the relevant function ticket.
- Cost of all items associated with each social function must be closely monitored if the admission cost to any function is not to become prohibitive for those wishing to attend.
  - the best organised function is a failure if people don't come!
- IT IS NOT NECESSARY FOR A CONVENTION HOST CLUB TO TRY AND OUTDO EVERY PREVIOUS HOST CLUB WHEN ARRANGING SOCIAL FUNCTIONS
  - that can bring more problems than you will need.

Finally, bear in mind that every person from another Club who attends a social function at the Convention you host, is your Guest. Make them all welcome, give them a good time at the least possible cost and you will have won many, many friends.

## 10 ACCOMMODATION FOR VISITORS

The Convention Organising Committee is responsible for arranging accommodation for visiting Lions, Lionesses, Leos and Partners.

As soon as possible after a Club has been chosen to host a District Convention it should have a representative personally call on the manager of each Motel, and Caravan Park in the vicinity of the Convention venue.

Advise each manager when the Convention is to be held and, if possible, make a "pencil" block booking of all accommodation at the various motels, hotels and caravan parks.

The personal approach should be followed up with a letter confirming any arrangements made - don't forget to keep on file a copy of all such letters so that they can be referred to if any problems arise.

A summary sheet of all accommodation available should be made, to list the following

- Name of accommodation house or caravan park.
- Number of rooms or caravan sites available.
- Number of persons who can be accommodated in each room or in each on-site caravan.
- The tariff for each accommodation house and the cost of each caravan site - whether for site only or for an on-site van.

An undertaking must be given to each accommodation house and to each caravan park of the date on which rooms or sites not needed for the Convention will be released.

### ***DO THIS IN WRITING SO THERE IS NO CONFUSION.***

When Registration Forms for the Convention are distributed to Clubs the forms must contain a section for those wishing to attend to indicate details of accommodation they require. Be sure to clearly show the closing date for accommodation bookings and also include a statement to the effect that accommodation will be allocated strictly in the order in which applications are received. Make it clear on Registration and Accommodation Booking Forms what amount of deposit is required to secure accommodation.

It is very strongly recommended that a Host Club does not accept any requests for accommodation bookings by telephone or FAX.

Immediately after the closing date for accommodation bookings

- Prepare a master list of each accommodation house and caravan park to indicate who is booked in at each, forward a copy of the list to relevant accommodation house and caravan park together with a cheque for the amount of deposits paid. Match the deposit amounts with the names of persons booked in.
- Forward to the Secretary of each Lions Club from which members have been allocated accommodation a list showing the names of the members, where they are booked in and the amount of deposit paid over on behalf of each person.

Be sure to keep copies of all accommodation lists so that they can be available at the Registration desk at the Convention.

If any requests for accommodation cannot be met, the deposit money received must be returned to the relevant Clubs without delay after all accommodation has been allocated.

It is suggested that one Lion from the Host Club be made responsible for all matters related to accommodation.

## 11 REGISTRATION

Registration of Delegates, Alternate Delegates and others attending the Convention is the responsibility of the Cabinet Secretary assisted by other District Officers and/or Host Club members.

The area to be used for registration requires to be easily accessible, will need to have substantial table space and have sufficient floor area to avoid congestion. The Cabinet Secretary will advise the Convention Committee of specific requirements for the registration area.

It should be particularly noted that the registration area should be capable of being secured when not in use. This is to obviate the need to pack up, take away, bring back and unpack for the next registration session any registration material not issued in an earlier session.

It is a good idea to provide a notice board in the registration area for the Host Club to use for advising Delegates and others of any changes to previously announced arrangements for the Convention.

### 11.1 Registration

This is the process in which attendees at a Convention report their arrival to the Convention Committee. It is customarily handled by the Host Club committee and here registrants receive their satchels which normally contain the programme, and other items such as Convention bannerette, Convention pin, give away items from sponsors, and any other goods that the Convention committee might see fit to add.

### 11.2 Accreditation

This is conducted by the Cabinet Secretary and assistant(s) or other Lions who may have the task delegated to them by the Cabinet Secretary. The process is used to obtain a record of the numbers of attendees at the Convention, in all categories, so that the credentials report can be prepared, and also to issue voting cards to Delegates.

### 11.3 Accreditation Procedure

In District 201 C1 the accreditation recording forms are preprinted and contain the names of the delegates and alternates as advised to the Cab Sec on District Return Form No. 3. The receipt of this return acts as the accreditation form from the Club, and no further authorisation is required (other than identification of the Lion if he (she) is not known by the accrediting officer).

When the registrant presents, the page appropriate to the Club is accessed and checked for their name. If the person is a delegate, the number of the next available voting card is entered in the "Delegate Card No. " column, the name of the delegate recorded against that number on the Voting Card sheet and the voting card issued.

The name of the partner and any other persons attending with them, including school age children is ascertained and entered in the "Partner" column. A tick is placed in the column adjacent to the name if appropriate viz. Lion, Leo, Lioness. Indicate if an attendee is a child.

**It is important to ensure that the partner's name is not already listed as a Delegate or Alternate on another Club sheet.** An attendee must not be recorded in more than one place on the accreditation forms otherwise the credentials report will not be accurate.

If a Lion presents and is not named on his (her) Club sheet, determine if he (she) is a Delegate or Alternate and ensure that the Club has not already nominated their complement of Delegates and Alternates as shown on the top right of the accreditation record sheet. (A club is entitled to one Delegate and one Alternate for each 10 Club members, or major portion thereof. Also in our

District, PDG's have an additional vote to the number as calculated above.) Do not accept a Delegate or Alternate application if the full number of accredited members is recorded on the Club sheet unless it is a replacement for an existing Lion who has not registered.

## 12 VOTING

It is the Cabinet Secretary's responsibility to have voting slips prepared, organise issuing of these to the delegates and supervise the counting of votes. The Host Club is responsible for the provision of ballot boxes and a suitable area for the distribution of the voting slips and placement of ballot boxes such that there is no congestion during the voting period. The Cabinet Secretary may require assistance from the Host Club in the issuing of the voting slips and counting of the votes.

It is customary to have elections as the first order of business in the first business session.

## 13 IMPORTANT GUESTS

At every Convention there are always present some important Guests, both from within and without the Lions organisation.

In regard to these Guests, it is absolutely essential that their correct titles be used. This will require some research, but must be done properly.

For instance, if a member of Parliament is to be present - of what Parliament is he or she a member and for what seat? Does he or she hold any special office within the particular Parliament? If so, what is that office?

For important Lions guests, be absolutely certain that you find out what offices they have held when held, and what they are doing now. District Officers will assist you in this.

If Guests are to speak, advise them well in advance of what they are to do - be it a welcome to visitors, opening the Convention, as a Keynote Speaker, and so on. And - tell them for how long they are to speak!!

One other item often overlooked, is to make somebody responsible to meet the important Guests when they arrive at the Convention. explain to them what is to happen and escort them to their seats.

In other words, treat Guests as if they are welcome and look after them!!

## 14 VISITING LADIES - LIONS, LIONESSES AND LIONS LADIES.

Many of the ladies attending your Convention may not have been in the area before make arrangements for them to have a look around. Who knows -they may leave a dollar or two behind to help boost the local economy!

A few ideas to help show that you really do appreciate the attendance of Ladies at your Convention:

- On name cards, be sure to indicate whether the lady is Lioness or Lions Lady.
- Place a small gift in rooms to be occupied by Lionesses and Lions Ladies - a few flowers in a vase, a few "home-cooked" biscuits, or similar.
- Provide a list of hairdressers, and see if those establishments will provide a small discount for ladies attending the Convention.
- Some ladies may wish to bring their children with them to the Convention. If you are able to arrange for baby-sitters, make sure that advice to that effect is given to all Clubs well in advance of the Convention.

- If arranging a special function for the ladies, such as a tour of the district, try and make that function interesting for visitors by showing them things which are not likely to be seen in the areas the ladies come from.

***A helpful hint*** - If you are having a function for the ladies do not make it too strenuous or too long. Avoid the position of ladies having to rush to get ready for the next function.

## 15 PUBLICITY

Publicity for a District Convention is aimed at two groups

- The Lions, Lionesses, Leos and Partners who may wish to attend and
- The community in which the Convention is to be held.

### 15.1 The Lions, Lionesses, Leos and Partners

The best organised Convention will be a failure if people do not come!!

The only way to ensure that all the efforts of the Host Club get the reward they deserve is to plan and carry out a publicity campaign aimed at making sure that all Clubs within the District are kept fully informed of

- Where the Convention is being held and when.
- What is to happen at the Convention.
- How much it will cost those attending.
- How-to make bookings for functions and accommodation and by what date those bookings are to be made.

In the early stages, publicity can be placed in the District Newsletter with regular news items prepared by the Convention Organising Committee.

About six months before the Convention it is advisable to forward to each Club in the District a "Convention Newsletter" giving full details as they are known at that time so that persons interested in attending can do some forward planning.

Well in advance of the closing date for bookings - say about two months forward to very club in the District a number of registration and accommodation booking forms, accompanied by supporting details as to costs of functions, availability and cost of accommodation, and so on.

Following up with a reminder about one month before the closing date.

When sending out publicity material to Clubs it is a good idea to include a tourist brochure of the Convention district if one is available.

If any of the social functions are to have a special theme, be sure that is highlighted in the publicity material you **distribute**.

Remember, the Host Club may know all about the Convention and its venue but that everyone else in the District needs to be told!!

### 15.2 The Community

A District Convention presents a wonderful opportunity for a Host Club to publicise to the community about Lions in general and the Host Club in particular.

One way to present this information is through a supplement in the local newspaper. Another way is for shop window displays depicting the work of Lions to be arranged.

The secret of community publicity is to prepare for it early, make sure it is factual and well presented.

District Officers will be able to give a Host Club some valuable assistance in the preparation of community publicity.

## **16 THE LIONS SHOP**

It is not unusual for the District Governor to request the Convention Host Club to conduct a shop at which Lions merchandise is sold to Conventioneers.

Goods for the shop come from the Lions Multiple District Council Office in Newcastle and are ordered by the Cabinet Secretary.

The responsibility of staffing the shop rests with the Convention Organising Committee but the Committee may call on assistance from others, such as Lions Ladies, members of other Clubs and the like.

One Lion must be given responsibility for ensuring that the shop is properly run in accordance with accepted commercial practice. He is responsible for checking the goods when received from Newcastle, looks after takings from the shop and checks the unsold merchandise prior to it being returned to Newcastle.

It must be possible to secure the shop area when it is not open.

Sufficient counter space must be available and if possible try and obtain a showcase for the smaller items of merchandise. Display boards are also helpful as is a prominent sign stating the trading hours.

If the District Governor wishes a Host Club to conduct a Lions Shop, he will advise to that effect well in advance and relevant District officers will discuss the matter in detail with the Host Club.

## **17 CLUB BANNERS**

Clubs are encouraged to bring their Club Banner to a District Convention.

These banners make a colourful and interesting display in the venue for business sessions and the Host Club must make arrangements to

- Receive the banners from Club delegates and issue a receipt therefor.
- Display the banners in such a manner that they are not likely to be lost, damaged or stolen.
- Return the banners at the close of the Convention upon production of the previously issued receipt.

Remember, that during the course of the Convention Club banners are the responsibility of the Host Club and should be treated with the same care that the Host Club would give to its own banner.

## **18 VITAL INFORMATION FOR CONVENTIONEERS**

Unfortunately, there are always some emergencies which arise during a Convention. The Host Club should make sure that the following information is readily available:

Location and Telephone Number of

- Police Hospital.
- Doctors Motoring Service Organisations



- Dentists
- Location of Churches and Service Times.

## 19 LOST PROPERTY

It seems to be inevitable that several items will be lost by people in attendance at a Convention.

Therefore, make it known to Conventioneers where any items found can be handed in and from where they may be claimed by the rightful owners.

## 20 SO, THE CONVENTION IS OVER WHAT NEXT?

The Conventioneers have gone home, you have cleaned up the venues and placed all the gear in a safe place.

*PUT YOUR FEET UP AND RELAX FOR 24 HOURS!*

Then, get on with the job of finalising everything as quickly as possible.

- Return all items of equipment which have been borrowed or hired.
- Check all stock not sold in the Lions Shop, pack it for return to Newcastle and arrange transport of the returned items without delay.
- Prepare and mail all letters of thanks to those who have assisted the convention to be a success.
- Get on with the job of paying accounts to hand.
- Chase up accounts not yet received - don't wait for them to come in to you over an extended period.
- Prepare the books of account for audit and have the audit done as soon as you possibly can.
- *Note:- Discuss this matter with the Cabinet Treasurer before going to the Auditor.*
- Forward the audited statement of accounts to the District Governor within 90 days of the close of the Convention.
- Prepare and forward to the District Governor a report of the operation of the Convention as you see it. Be honest - if you think anything could have been done better, whether by the Host Club or anybody else, say so.
- If you wish to recommend some alterations to the format of District Conventions state these in some detail.
- The report from the Host Club will be a valuable guide for Clubs hosting future District Conventions.
- Lastly, get back into the day to day involvement helping your Club to make your particular community a better place.

## 21 NOTES ON ORGANISING YOUR FORMAL FUNCTIONS

### 21.1 Formal Function

You are in the public eye as leader of your organisation. The occasion should reflect credit on the PLANNING, DECORUM and reputation of your organisation - and upon your own leadership.

### 21.2 Invitations

- These should be forwarded neither too soon nor too late. It is suggested that the invitations bear a reply request, 'R. S.V.P. with a name of person to receive the reply, an address and

date', otherwise catering and seating arrangements cannot be adequately made before the function.

- Invitations should state the order of dress for the function, whether evening dress, black tie (dinner jacket), lounge suit, or informal.
- Where the order of dress is stated to be either black tie (dinner jacket) or informal, enquiries will invariably be received from or on behalf of the ladies as to what they should wear. This is a matter for the organiser to advise on. In these days of varying forms of dress for women, this including evening dress, it is not always easy to give advice. If there is any doubt, the chief hostess should be consulted and her wishes made known to any enquirer.
- Indicate whether "Guest" or what cost will be.

### **21.3 Toasts and Speeches**

- Prior notice and briefing for proposers and respondents.
- 6 bars only "God Save the Queen" for loyal toast or when Governor General, Governor or member of Royal family is present.
- "Advance Australia Fair" is our national anthem.

### **21.4 Precedence and Protocol**

- Mayor - Shire Pres. - State Member - Federal Member.
- Place cards on at least top table. -
- Flowers for ladies at top table.
- Greeters ensure that VIP guests meet President and each other early.
- Greeters assist VIP guests to mingle, but ensure they are not monopolised.
- Greeters ensure that VIPs ladies are at no time left lonely.
- President is usually official host for the function.
- Formal entry of the official party.

### **21.5 Points about Menus for Dinners and Luncheons**

For official luncheons and dinners, there is sometimes the problem of a suitable menu for some of the guests. For example, Moslems cannot eat pork, and the Jewish religion prohibits the consumption of not only pork. but also shellfish and fish without scales. in more recent years the Roman Catholic Church has no longer required its members to abstain from meat on Fridays and some other days in that church's calendar, although some do still abstain. Catering for the particular requirements of such guests is most important, and if possible their particular requirements should be ascertained beforehand.

### **21.6 General Details**

Costing for non-paying guests Collection of dinner fees or pre-paid tickets. Arrange accommodation for visitors. Refreshments in rooms of visitors. Media coverage. Greeters arrive early. Car parking arrangements. Cloakroom for wet night. Table decorations, etc. Place cards if possible. Soft drinks always readily available Timing of food service.

### 21.7 The Formal Ball

- Prepare a budget of costs.
- Make sure tables are not too crowded.
- Have adequate table space.
- Supper to be provided at table
- Overcome the difficulties where supper is pushed on tables in midst of half empty glasses, bottles, etc. Under these circumstances no supper is attractive
- Check carefully on quantity of standard of the supper so you will know what to expect
- **Investigate the** possibilities of a smorgasbord table being set early in the night. The cold dishes could be eaten throughout the evening and bowls of hot dishes placed on the smorgasbord table at intervals from 10 pm. onwards.
- Appoint a reliable member to take charge of liquor distribution. He should order the liquor for the evening, check it against invoice and issue it to the distribution points throughout the evening. He will be aware of the allocation per head and will ensure that the budget is adhered to and that supplies are available all evening. This is possible if speed of service is controlled. The best method of controlling the allocation is to continually check the unissued supplies.
- Ball decorations to be attended to by your Committee.
- Make sure any artists are top quality.
- Dress for Banquet should be formal or lounge suit.
- Have 2 ticket collectors at the door. No ticket - No admittance.
- Make sure that Official Guests are suitably greeted and that they have reserved seats.
- Have readily available a baby-sitting service.
- Make sure Stewards are available to keep tables clear of glasses and dirty ash trays.
- The night must be bright and friendly, but never be allowed to get out of hand.
- Take steps at an early date to obtain Liquor Licence.
- Plan in complete detail. Many items would have been glossed over in preparing these instructions. They should not be overlooked in your planning.

### 21.8 Reception Prior to a Main Function

- Arrange an attractive although not elaborate menu of hot and cold savouries. Make sure you sample the menu by arranging for a sample supper to be prepared prior to the evening. Sample it for quality and quantity.
- The reception is to allow visitors to mix and to renew or establish friendships.
- Artists would not be appreciated.
- Seating is not necessary for everyone attending. However, a few seats for older guests should be appreciated.

- Serve drinks by Stewards. Mobile trolleys may not be practice able because of congestion.
- Make sure all attending are personally welcomed.
- Have your executive circulate freely making sure that everything is going well.
- Organise and supervise liquor distribution. Unused liquor could be used for later function.

### 21.9 Liquor

- The success of many aspects of a function will be determined by the control of the liquor. There must be sufficient without creating a "swill".
- Order your supplies in accordance with your budget through the source approved by the Organising Committee.
- Appoint a member in charge of the liquor at your function. His duties will be
  - Order supplies
  - Check deliveries against invoice
- Control the issue throughout the evening to ensure that supplies last the full period of the function. If consumption has been excessive, slow down the service for a while.
- Establish serving points
- Ensure that there are sufficient glasses, jugs, measures, etc.
- List and control liquor not used.

## 22 PLANNING FOR YOUR CONVENTION

### 22.1 Introduction

Details provided here are intended as a guide to planning by a host Club for a District Convention and include information on the Committee activities from the time that the Club prepares its nomination to the date of the Convention being hosted.

### 22.2 Calendar of activities

- Two Conventions prior to the one being hosted.

Host Club has conducted local feasibility studies, motel capacities have been checked and suitable venues are available. Club is enthusiastic, 60 days prior notice of application has been submitted to Cabinet Secretary, promotion materials and speakers have been organised. Club has large attendance at Convention. Convention appoints Host Club for Convention two years hence.

#### 22.2.1 By the time of the Convention prior to the one being hosted:-

Who	What
Organising Committee	Pro tem organising committee has been established by the Club in consultation with the DG.
Chairman	Convention theme and purposes understood by the Club
Deputy Chairman	
Secretary	Accommodation and venues tentatively booked
Treasurer	Bank account has been opened and petty cash

	advance obtained
Public Relations Officer	Promotion material and reminders distributed
Committee Members A Transport, greeters, signs etc. B Social and catering  * Registrations, forums and business sessions * Formal ceremonies E Accommodation and Ladies hospitality	UP TO THIS POINT, ALL OF WORK IS DONE BY EXECUTIVE OF COMMITTEE

**22.2.2 Twelve Months Planning Schedule, Months 1 - 3**

## COMMITTEE MEETS MONTHLY

Who	1st Month	2nd Month	3rd Month
<b>Organising Committee</b>	Chairman and Committee acceptable to DG Elect. All Club members appointed to sub-committees		
<b>Chairman</b>	Determine format for Convention by  Committee discussion and consultation with DG Elect	Report on programme prepared for next  Cabinet meeting.  Approval of DG Elect for official guests and speakers	Attend planning meeting of each sub-committee
Deputy <b>Chairman</b>	Full briefings for sub-committee		
Secretary	Convention stationary printed		Invite guest speaker and Australian rep. etc.
Treasurer	Seek budgeting advice from each Committee member	Prepare budget	Full committee analysis to confirm budget
Public Relations Officer			Prepare article for District Newsletter
Committee Members A Transport, etc.	Think Tank session by whole organising committee		
B Social etc.	Consult DG Elect re his wishes		
C Registrations etc	Consult DG Elect re his wishes	Commence detailed planning of forums & business sessions	Confirm venues for forums and business sessions
D Formal ceremonies	Approval of DG Elect for Flag & Remembrance Ceremony Officers		

E Accommodati on etc		Review tentative  accommodation  bookings made by  Secretary	Secure VIP  accommodation for official guests, DG etc.
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**22.2.3 Twelve Months Planning Schedule, Months 4 - 6**

## COMMITTEE MEETS FORTNIGHTLY

Who	4th Month	5th Month	6th Month
<b>Organising Committee</b>			
<b>Chairman</b>		Report on budget prepared for next Cabinet meeting , including approval for cost of Hospitality Book.	Recommendations to DG Elect for forum leaders.
Deputy <b>Chairman</b>	Start organising Give-Away gifts & Convention satchel		
Secretary	Arrange for insurances		Invite civic dignitaries for Opening Ceremony
Treasurer		Attend budget meeting of each sub- <i>committee</i>	
<b>Public Relations Officer</b>	Mail preliminary Convention Call to all Clubs in District		Prepare article for District Newsletter
<b>Committee Members</b>	Sub-committees consider total programme in detail	Sub-committees consider budget in detail	
A Transport, etc.			
B Social etc.			
C Registrations etc			
D Formal ceremonies			
E Accommodation etc			



**22.2.4 Twelve Months Planning Schedule, Months 7 - 9**

## COMMITTEE MEETS FORTNIGHTLY

Who	7th Month	8th Month	9th Month
<b>Organising Committee</b>			Full Club meeting for briefing and discussion
<b>Chairman</b>		Full programme finalised	Club members enthused and well-informed. Prepare comprehensive agenda for DG
<b>Deputy Chairman</b>	Arrange honorary social club memberships for delegates	Arrangements for sports events - if required	
Secretary	Engage artists for functions	Obtain confirmation from all invited speakers and guests	Arrangements for Lions Shop
<b>Treasurer</b>	Work closely with planning for registrations		
<b>Public Relations Officer</b>	Monthly articles from now on for District Newsletter and Club Bulletins	Mail Convention Call to all Clubs in District.	Commence local publicity. Arrange newspaper supplement
Committee Members  A Transport, etc.	Sub-committees consider total programme in detail	Sub-committees consider budget in detail	Decorations planned Order all signwriting
B Social etc.	Planning almost complete		
C Registrations etc	Commence register of Hospitality books required	Order Hospitality Books, name tags, etc.	Order PA system
D Formal ceremonies	Planning almost complete		
E Accommodation etc		Ladies hospitality planning almost complete	

**22.2.5 Twelve Months Planning Schedule, Months 10 - 12**

## COMMITTEE MEETS WEEKLY

Who	10th Month	11th Month	12th Month
<b>Organising Committee</b>			CONVENTION
<b>Chairman</b>	Employ stenographers and hire typewriters. Emergency plans in case of rain, accident etc.		
<b>Deputy Chairman</b>			Flowers for ladies of VIP guests
Secretary	Advise ZC weekly regarding Club registrations	Arrange printing of Programme booklet	
<b>Treasurer</b>			Work closely with registrations sub-committee
<b>Public Relations Officer</b>	Invite media representatives		
<b>Committee Members</b> A Transport, etc.	Arrange buses between motels and venues if required	Organise tables, chairs etc for transporting as required	Provide hospitality at Registration and Greeters at functions
B Social etc.			
C Registrations etc	Liaise with Cab Sec regarding registrations		
D Formal ceremonies			
E Accommodation etc		Release all unconfirmed accommodation	

**22.2.6 After Convention**

Organising Committee	Report to DG within 60 days Audited Financial statement
Chairman	Arrange to hand over equipment and pass on advice to next Convention Committee
	Letters of thanks

Secretary	
Treasurer	Finalise all accounts

**23 SAMPLE REGISTRATION FORM**

*Space for Convention details etc. at top of page.*

**REGISTRATION FORM**

**Name:** . . . . .

**Address**  
 .....

**Telephone (Home)** ..... **(Business)** ...

**Club:** ..... **First Convention (Y/N)**

**Partner's Name :** .....

Lion/Lioness/Lion's Partner

**Special Requirements - Dietary:**  
 .....

**Other requests :** .....

Day	Time	Function Details	Number	Cost per person	Total
Friday	7.00 pm 9.00 pm	Opening Ceremony Informal Reception		\$	
Saturday		Registration (includes Morning & Afternoon Teas)		\$	
Saturday	12.30 pm	Saturday Luncheon		\$	
Saturday	7.00 pm	District Governor's Banquet		\$	
Sunday	7.00 am	Convention Breakfast		\$	
Sunday	1.00 pm	Sunday Luncheon		\$	
		Hospitality Book (includes all above)		\$	
Saturday		Partner's Tour		\$	
		Convention Badge		\$	
		Convention Bannerette		\$	
		TOTAL			\$

Please make all cheques payable to

**24 SAMPLE ACCOMMODATION FORM**

*Space for Convention details etc. at top of page.*

**ACCOMMODATION FORM**

Please reserve accommodation for a total of ..... persons as set out below.

Friday night ..... Saturday night ..... Sunday night

Single

Double

Family 3 or 4

Family 5 or 6

A deposit of \$ per room is required with this application

.....

Family Name (please print) ..... Given name

..... 1

Address ..... Suburb/Town ..... Post

Code

Lions Club of .....

Date of arrival ..... Date of departure ..... Method of travel

Total Deposit \$ ..... Signed .....

Please make cheques payable to

**FOR COMMITTEE USE ONLY**

Receipt No . ..... Registration No . ..... Issued on .....

Accommodation booked at .....

.....

Please complete all sections of this form and forward to

District 201-C1 Convention Organising Committee

PO Box

Hotel	Motel	On site caravan	Caravan Park site



