

Soroptimist International of the Americas

GOLDEN WEST REGION



Spring Conference Committee Manual

Revised October 2013

Revised October 2013

**Golden West Region
Spring Conference Committee Manual**

**Golden West Region
Spring Conference Committee Manual**

Table of Contents

1.	Purpose	4
2.	Committee structure	4
3.	Standing committee member terms	5
4.	Eligibility requirements for the chair and vice-chair	5
5.	Criteria for the hostess club	5
6.	Standing Committee Members Specific Responsibilities	5
a.	Governor	6
b.	Governor-elect	7
c.	Secretary	8
d.	Chair	10
e.	Vice-chair	13
f.	Registration coordinator	13
g.	Finance coordinator	14
h.	Programs and publicity coordinator	15
i.	Audio visual coordinator	16
j.	Hostess clubs	16
1)	Volunteer coordinator	17
2)	Facilities coordinator	17
3)	Registration staff	18
4)	Hospitality staff.....	18
5)	Dignitary shadow.....	18
6)	Exhibit room coordinator and staff	18
7)	Timekeeper.....	19

Attachments

Attachment A	Conference Planning Calendar	21
Attachment B	Conference Facilities Criteria	25
Attachment C	Conference Audio/Visual Requirements List	28
Attachment D	Governor’s Complimentary Meal & Room List	31
Attachment E	Conference Presentation Confirmation Notices	33
Attachment F	Conference Budget (Non-Election & Election Year)	36
Attachment G	Conference Voucher Form & Voucher Log.....	41
Attachment H	Final Budget vs. Actual Report (2013).....	44
Attachment I	Conference Registration Planning Form	48
Attachment J	Flag Protocol	50
Attachment K	Sample Daily Volunteer Schedule	52
Attachment L	SIA Official Visit Guide.....	58

Golden West Region Spring Conference Committee Manual

1. Purpose:

The spring conference of the Golden West Region, Soroptimist International of the Americas, Inc. is called to meet annually for the purpose of transacting such business as may be on the agenda and may properly come before the conference. The intent is to gather members from throughout the region to one location for a celebration of the work accomplished by individual clubs, to recognize region-level award winners, provide opportunities for leadership and personal development of members, and to conduct other Region business.

2. Committee structure:

The spring conference committee (referred to as the “Committee”) shall consist of members of the region overseen by the region board, with the conference chair acting as primary contact person. The Committee shall be responsible for conference arrangements as assigned by the governor. The Committee chair and vice-chair may appoint sub-committee coordinators to oversee any portion of the conference planning as they deem necessary, and may actively seek volunteers for any such sub-committees. All committee members serve at the discretion of the governor.

Standing Committee Members will include:

- | | |
|----------------------------------|---|
| • Chair | Appointed by the GWR board |
| • Vice-chair | Appointed by the GWR board |
| • Registration coordinator | Appointed by the Committee chair and vice-chair |
| • Finance coordinator | Appointed by the Committee chair and vice-chair |
| • Programs/publicity coordinator | Appointed by the Committee chair and vice-chair |

Ex officio* Committee Members will include:

- | | |
|---|---|
| • GWR governor | Elected by the GWR membership |
| • GWR governor-elect | Elected by the GWR membership |
| • GWR secretary | Elected by the GWR membership |
| • Audio/visual presentation coordinator | Appointed by the Committee chair and vice-chair |

*Ex officio members receive committee meeting minutes and attend committee meetings only as needed

Hostess Club Sub-Committee Coordinators:

- Volunteer coordinator (If more than one club co-hosting, then one from each club)
- Facilities coordinator
- Registration staff
- Hospitality hostesses and ushers
- Dignitary shadow(s)
- Exhibit room coordinators and staff
- Timekeeper

**Golden West Region
Spring Conference Committee Manual**

3. Standing Committee member terms:

- | | | |
|----------------------|---------|--|
| • GWR governor | 2 years | Elected to hold office for two years beginning July 1 in even-numbered years |
| • GWR governor-elect | 2 years | Elected to hold office for two years beginning July 1 in even-numbered years |
| • GWR secretary | 2 years | Elected to hold office for two years beginning July 1 in even-numbered years |
| • Chair | 2 years | appointed by governor |
| • Vice-chair | 2 years | appointed by governor |
| • Registration | 2 years | appointed by the Chair and Vice-Chair |
| • Finance | 2 years | appointed by the Chair and Vice-Chair |
| • Programs | 2 years | appointed by the Chair and Vice-Chair |
| • Audio/Visual | 2 years | appointed by the Chair and Vice-Chair |

This structure allows the governor and governor-elect the opportunity to select and work with a consistent Committee during their biennium, while allowing for succession training. It also allows the chair and vice-chair to select the team they will be working with during their two-year term. It is the intention of this structure to foster training to the incumbents of the registration, finance, program & publicity and AV coordinator functions so that they will be eligible to be appointed chair or vice-chair if desired.

4. Eligibility requirements for committee chair and vice-chair:

- Committee chair:
To be eligible for appointment as the spring conference committee chair, a member must:
 - Be a member in good standing with her club
 - Have been a member of a past spring conference committee. (If there is no member interested in serving who meets this requirement, another member may be appointed.)

- Vice-chair:
To be eligible for appointment to as the spring conference committee vice-chair, a member must:
 - Be a member in good standing with her club
 - Have been a member of a past spring conference committee. (If there is no member interested in serving who meets this requirement, another member may be appointed.)

5. Criteria for hosting clubs:

The hostess club shall:

- Be a club in good standing per SIA Procedures
- Be current on all dues and fees with Golden West Region
- Serve at the discretion of the GWR governor

6. Standing Committee specific responsibilities:

Golden West Region Spring Conference Committee Manual

a. Governor:

- *Presiding officer:* The governor shall preside at all conference sessions, except for club awards session, at which the governor-elect shall preside.
- *Contract negotiation:* Proposed contracts shall be negotiated by the governor, conference chair, vice chair, and/or other board members as appropriate, and shall be submitted to the board for approval. Committee shall discuss with the board in the spring preceding the conference date the general needs and required arrangements for the conference. **NO CONTRACTS SHALL BE EXECUTED WITHOUT PRIOR APPROVAL OF THE REGION BOARD.** Upon approval of the board, contracts will be executed by the governor.
- *Conference theme:* The governor shall set the conference theme. The conference theme will be conveyed to the Committee at least 14 months in advance of the conference. This will allow sufficient time to plan for the logo generation, development of fall meeting presentations, and allow the hostess clubs to prepare their “invitation” at the current year’s conference.
- *Federation official visitor:* Early in each year of the biennium, SIA will provide the governor with an “Official Visit Request Form” to gather the information needed to select the official visitor for each spring conference. Shortly before the conference the governor will appoint a board member to act as hostess/shadow for the official visitor during the conference. **See Attachment L.**
- *Conference session presenters:* The governor shall select all conference session presenters. The governor will provide confirmation notices to all presenters with information including date and time of presentation, room location and number of anticipated participants, AV equipment provided and needed, compensation provided (if any) for cost of handouts, and instructions for providing files (presentation slides, handouts, other materials) for posting on the GWR and/or conference website. **See Attachment E.**
- *Keynote speaker:* The governor may select a keynote speaker and will obtain necessary information to prepare a bio for the conference program.
- *Committee planning meetings:* The governor shall review all minutes of Committee planning meetings and may attend (via conference call) all or some of these meetings.
- *Complimentary rooms and meals:* The Governor will provide a list of the complimentary rooms and meals to the registration coordinator. **See Attachment D.** Comp’s are at the governor’s discretion based on the level, time of participation, and budget limits of the conference. Historically, comp’s have included:
 - *Region board members:* all conference meals and (double occupancy) rooms for Thursday, Friday, and Saturday nights. The governor and governor-elect may have separate rooms. *Federation official visitor:* all conference meals and (single occupancy room for Thursday, Friday, and Saturday nights
 - *Conference Committee* (chair, vice-chair, registration coordinator, finance coordinator, program/publicity coordinator/AV presentation coordinator): all conference meals and (double occupancy) rooms for Wednesday, Thursday, Friday, and Saturday nights
 - *Parliamentarian:* all conference meals and one-half cost of double occupancy room for Thursday, Friday and Saturday nights
 - *Credentials & elections coordinator:* all conference meals and one-half cost of double occupancy room for Thursday, Friday and Saturday nights
 - Presenters whose participation is required at a meal function may be compensated for that meal unless the presenter is a club delegate and the participant’s club pays for such expenses.

Golden West Region Spring Conference Committee Manual

- *Conference finances:*
 - *Conference Budget:* The governor shall review with the Board the proposed budget submitted by the chair. The governor shall present the budget for approval by the GWR Board and provide an approved budget for the Committee no later than January of the year preceding the conference. **See Attachment F.**
 - *Payment Vouchers:* The governor and governor-elect shall approve all payment vouchers for conference expenses and forward to the finance coordinator to process for payment. **See Attachment G.**
 - *Review of Financial Records:* Within 30 days of receiving the final spring conference financial report and related records, the governor shall arrange for a review of the financial records. Upon completion of the review, the spring conference financial records shall be retained as outlined in the GWR Document Retention & Destruction Policy.
- *Call to conference:* The governor shall work with the secretary to prepare information for the call to conference, including the tentative agenda, letter of invitation to the conference, workshop topics and presenters, and other information. The governor will review and approve every page of the official call.
- *Conference agenda:* The governor shall set the conference agenda, schedule all inspirations and workshops, and select presenters. The conference agenda will be set and conveyed to the Committee no later than January of the year of the conference.
- *Conference service project:* The governor shall identify a service project, if desired, to be accomplished at the spring conference. The governor will select the service project no later than September of the year preceding the conference. This will allow sufficient time to present and discuss the project at the fall meetings.
- *Program:* The governor will supply the official order of the program, a letter of greeting and other information as needed for inclusion in the official program. The governor will review and approve every page of the official program no later than one month preceding the conference.
- *Tellers:* The governor shall appoint tellers to assist in the voting process and to assist the credentials and elections coordinator as needed in registering voting delegates. Each district director may be asked to recommend a teller from her district.
- *Workshops:* The governor shall select workshop topics and arrange for conference workshop presenters. The governor will provide workshop confirmation notices to all presenters with information including date and time of workshop, room location /set-up/number of anticipated participants, AV equipment provided and needed, compensation provided (if any) for cost of handouts, and instructions for providing files (presentation slides, handouts, other materials) for posting on the GWR and/or conference website. **See Attachment C.**
- *Gifts/thank you letters:* The governor shall arrange for appropriate appreciation gifts and /or thank you letters for conference presenters, workshop presenters, spring conference committee members, the Federation official visitor, and others at her discretion.
- *DONA Hat Presentation:* At the first spring conference of the biennium, the governor shall arrange for the presentation of a DOÑA hat or other suitable recognition item, to the immediate past governor.

b. Governor-elect:

Golden West Region Spring Conference Committee Manual

- At the beginning of each year of the biennium, the governor and/or governor-elect will set the schedule for all newsletters, and any other method of communications with clubs related to spring conference.
- *Club Awards Program:* The governor-elect shall preside at the club awards program, developing an appropriate agenda.
- *Payment Vouchers:* The governor-elect will review and log all payment vouchers submitted by the committee chair, and forward to the governor for final approval.
- *Workshop AV Coordination:*

Prior to the Conference:

- Receive name and contact information for each workshop presenter from governor at least two (2) months prior to conference.
- Provide instructions to workshop presenters for uploading workshop presentations, handouts, and other materials at least one (1) month prior to the conference. **See Attachment E.** All files should be provided at least one (1) week prior to the conference.
- Contact all workshop presenters at least one (1) week prior to the conference to determine number of laptops available for workshops; arrange for sharing of laptops if necessary
- Download all workshop presentation files on a memory stick to allow for transfer to appropriate laptops.

During the Conference (with assistance from host club committee facilities coordinator or her designee):

- Copy presentations from memory stick to appropriate laptops for workshop presentations.
- Ensure the laptops are installed and working properly in appropriate rooms.
- Provide contact information (cell phone) to all workshop presenters should problems arise.
- Ensure laptops and other equipment is stored securely when not in use and returned to owners when no longer needed.
- *Installation of GWR Board:* In the second year of the biennium the governor-elect shall arrange for an installing officer. It is optional, but traditional, to present a gift to the installing officer (this is a non-budgeted item).

c. Secretary:

- *Call to Conference:* The secretary is responsible for the preparation of the call to conference and to provide it to all clubs, the GWR board and parliamentarian, past governors in the region, GWR committee coordinators, SIA executive director, SIA president, SIA president-elect, SIA Area 9 board member, SIA governors in North America, and Venture clubs in the region at least 90 days prior to the conference. The call to conference includes, but is not limited to:

<u>ITEMS FOR CALL:</u>	<u>SOURCE:</u>
Governor's letter of greeting	Governor
Hostess club(s) letter of greeting	Hostess club(s)
General information/conference menu	Conference chair
Registration information	Registration chair

**Golden West Region
Spring Conference Committee Manual**

Hotel reservation information	Registration chair
Workshop descriptions	Governor
Tentative Agenda	Governor
Proposed budget	Governor/Finance Committee
Conference highlights	Governor
Information for delegates	See delegate section
Credentials	See delegate section
Conference standing rules	See previous standing rules section
Report of Laws & Resolutions Committee	Laws and resolution committee
Report of the Nominating Committee	Nominating Committee Coordinator
Resumes and photographs of candidates	Nominating Committee Coordinator
Press release for clubs	Program/publicity chair
Registration form	Registration chair
Celebration of Life (flier)	Presenter
Fundraising event (flier)	GWR fundraising chair
Governor's appreciation event (flier)	Governor
Exhibit room reservation form	Conference chair
Club credential form	Secretary

- *Conference Agenda:* The governor and/or secretary will review the program agenda in detail and provide a final agenda to the Committee no later than two months prior to the conference.
- *Conference Program:* Secretary will supply the following information to the conference chair/programs/publicity coordinator for the official program:
 - Spring Conference Standing Rules
 - Delegates instructions for voting from the floor
 - Credentials report form
 - List of clubs by district
 - List of international/Federation/region officers and past region governors
 - List of region committee chairs
 - Soroptimist dates to remember
- *Opening Ceremonies:* The secretary shall issue an invitation to each DOÑA/REGAL in the region inviting them to participate in the opening ceremony processional.
- *Conference Minutes:*
 - The secretary shall take the minutes of the conference
 - The secretary may want to explore the option of arranging to have the entire conference taped through the audio system. The final decision should be mutually agreed upon by the governor and the conference chair based on availability and cost.

Golden West Region Spring Conference Committee Manual

- The official conference overview and minutes highlight the important features in the presentations. Refer to past minutes as a guide. The completed credentials report (both abbreviated as printed in the official conference program and the detailed club information) is printed with the official conference minutes.
- The governor must approve minutes prior to distribution.
- Conference minutes are due within 45 days after the end of conference or at a date to be determined by the governor.
- Conference minutes shall be posted on the GWR website. Notification of availability of conference minutes shall be sent to: All clubs, GWR board and parliamentarian, past governors in the r, GWR committee coordinators, SIA executive director, SIA Area 9 board member, and Venture clubs in the GWR.
- Report to SIA within 45 days after spring conference all proposed amendments and resolutions receiving approval of the spring conference and requiring convention action.
- *Other Conference Duties:* In addition of taking the conference minutes the secretary shall:
 - Read the call, by stating "*The [year] Spring Conference of Golden West Region, Soroptimist International of the Americas, Inc., is hereby called to meet in [city, state] on [month, days, year], for the purpose of transacting such business as may be on the agenda or may properly come before the conference.*"
 - Following the first credential reports, move adoption of the official program and conference standing rules printed therein (after noting any major corrections).

d. Conference chair:

The Conference Chair's responsibilities prior, during and following the conference shall include, but not be limited to, the following:

Prior to the Conference:

- Initiate process of researching future conference locations. Companies such as Conference Direct may be a valuable resource to assist in the identification and selection process.
- Schedule time to travel to and review future conference locations.
- At the direction of the governor, initiate contract negotiations with the facility for the recommended location.
- Act as liaison between the governor, the region board and the Committee.
- *Conference Site Visit:* No later than October of the year preceding the conference, travel to the conference location and review the hotel/conference center contract with the governor and governor-elect, hotel liaison, and Committee members. The intent of this onsite meeting is to ensure the appropriate public rooms, conference session rooms, meal function rooms, and any other necessary rooms are provided.
- *Conference Budget:* Meet with the conference finance coordinator to develop the conference proposed budget for submission to the governor in November to meet the deadline for approval at the January board meeting preceding the conference. **See Attachment F.**
- *Payment Vouchers:*
 - Prepare and provide the governor with a copy of the official conference voucher to include in the governor's letter to conference participants. **See Attachment G.**
 - Review payment vouchers for expenses incurred to plan the conference. Ensure all appropriate documentation to justify the expense and cross referenced to the

Golden West Region Spring Conference Committee Manual

approved budget is included in the packet. Approve and forward to the governor-elect for review.

- *Newsletter Articles:* Submit articles for the region newsletter, as prescribed by the governor-elect.
- *Appoint Coordinators:* No later than October of the year preceding the conference, appoint coordinators for sub-committees as outlined in this manual.
- *Hostess Clubs:*
 - No later than October of the year preceding the current conference, identify hostess clubs for the subsequent year's conference. For example, if the Committee is actively planning the 2014 conference, then the chair should be identifying the hostess clubs for the 2015 conference.
 - Appoint hostess committee coordinators, providing each with a list of responsibilities. Develop a timeline for meetings with all conference committee personnel to coordinate and review activities:
 - Facilities
 - Staff for exhibit room
 - Staff for registration
 - Staff for the fund raising event
 - Hospitality hostesses and ushers
- *Committee Meetings:*
 - Hold planning meetings with coordinators. Provide coordinators and hostess clubs with guidelines for specific responsibilities.
 - Email copies of planning meeting minutes to the governor within one week following the meeting. The same shall apply to informal meetings or notes of any meeting with a facility contact person.
- *Call to Conference:* Provide to the secretary for inclusion in the call to conference:
 - Letter of greeting from the hostess clubs
 - Official conference theme, color theme, and camera-ready artwork, if any, to coordinate cover of the call with the official conference program
 - Hotel rates, reservation deadline, and amenities such as non-smoking rooms, handicapped rooms, free parking, additional parking information, space available for motor homes, etc.
 - Menus for all meals with individual meal prices (including vegetarian selection) and the package price which will be used to prepare the conference registration
 - Conference registration deadline
 - Hotel reservation deadline
 - Registration times and locations
 - Exhibit room information--table fee and time information
 - Transportation options and driving directions
 - Conference dress information--theme dress, special needs, governor's appreciation dinner, Friday and Saturday business sessions, Friday and Saturday banquets – as set by governor
 - Guest entertainment information
- *Program:*
 - Provide a welcome letter and the committee coordinators list to the program & publicity coordinator for inclusion into the official program.

Golden West Region Spring Conference Committee Manual

- Proof read the program pages including the cover and back page. It is helpful to have the secretary and all conference committee members help with the proof reading to ensure accuracy.
- *Awards Program:*
 - Supervise the printing of the awards program to include region honoree's photographs, hosting clubs, and service summary with the program & publicity coordinator.
- Actively seek corporate sponsorships to defray costs.
- Negotiate and plan for all specifics of the conference as needed in accordance with the approved conference agenda.
- Determine registration deadlines for conference and hotel registration with direction from the GWR board.
- Oversee actions of any designated sub-committees as to printing of programs, registration packets, hospitality, facilities navigation, entertainment, and any and all conference related activities and/or requirements.
- Secure from governor a listing of complimentary meals and complimentary room reservations. This list may not be available until January or later at the discretion of the governor. Pass this information on to finance and registration coordinators.
- Coordinate with the governor to identify overall audiovisual needs for the timed agenda five (5) months prior to conference. **See Attachment C.**
- Negotiate audio visual contract with hotel or selected vendor.

During the Conference:

- Review and confirm with hotel staff all required space arrangements, head tables, registration tables, credentials tables, voting areas, exhibit spaces, audio/visual needs, etc. the day before conference begins. Review the banquet event orders (BEOs) in detail and make adjustments as necessary.
- Provide hotel with final counts for meal functions, etc., according to time requirements in contract and as confirmed by registration coordinator.
- Serve as liaison with the designated hotel official for any problems occurring during the conference
- Act as the liaison between all conference committees and the conference hotel/convention center. Unless specifically agreed upon beforehand, no coordinator should contact the hotel directly.
- All requests having to do with hotel facilities should be directed through the chair identified by the governor as the GWR authorized contact. This coordinator will work with the hotel on all reservations for board members and as directed by the Governor.
- Preside at banquets when requested to do so by the governor.
- Make necessary announcements at the close of each session and banquet.
- Provide a paper or electronic conference evaluation to each conference attendee either at the conference or via the internet. The questions and responses will be coordinated with the Governor.
- Prepare a daily event sheet broken into time periods that list: the event, equipment needed, VIPs and performers involved and where they should be, any special needs, and volunteers. This helps to ensure that every detail is covered. Share with all committee coordinators prior to the event to obtain input from all and then disseminate. **See Attachment K.**

After the Conference:

Golden West Region Spring Conference Committee Manual

- Coordinate transport and storage of the state flags and region conference banner and supplies at the end of the conference to avoid costly shipping charges. Supply an inventory list (i.e., six paper boxes and a heavy 6' long x 12" square box containing flags) so an adequate transportation vehicle can be arranged.
- Provide the governor with a list complete with correct addresses of any individuals / companies that should receive a thank you note from the governor.
- Write thank you notes to hostess club conference committee coordinators and to those extending courtesies and donations.
- Obtain final reconciled financial report from finance coordinator and send the original report to the governor by September 15.

e. Committee vice-chair

- It is the responsibility of the vice-chair to “shadow” the chair as a training mechanism for assuming the chair responsibilities in subsequent years.
- Observe and evaluate proceedings as models to continue and/or improve upon for the next conference.
- Provide information to keep the GWR spring conference committee website with current content.
- Coordinate sales of promotional items, such as T-shirts, pins, and club banners.
- Perform all duties as assigned by the chair

f. Registration coordinator:

Prior to the Conference:

- Reserve room(s) for federation officers and other special guests attending, as directed by the governor.
- Coordinate delivery of VIP amenities from hotel as assigned by the governor.
- Provide list of dignitaries registered to the governor at least ten days prior to conference.
- Ensure sufficient volunteers are scheduled to assist during hours of registration.
- Compile lists of attendees for registration tables with appropriate information including name, delegate or non-delegate status and meals. Number and balance each sheet.
- Compile a list of clubs, club president names, and indicate if they are registered for the president’s procession.
- Provide a copy of registration sheet to finance coordinator with matching funds.
- Prepare name badges with first name in bold type, listing the club.
- Obtain ribbons to add to conference name badges for designated members such as: Delegates, Board, Laurel Society, etc.
- Maintain record of all correspondence relating to registration, including changes, requests for refunds, etc., until 30 days after final payment is made and the financial audit is complete. Provide a complete list of changes, refunds, etc. to finance coordinator. ALL REFUNDS MUST BE APPROVED BY THE GOVERNOR.
- Crosscheck complimentary meals and hotel rooms with list received from governor.
- Prepare meal tickets according to registration. Meal tickets should be a different color and dated appropriately. Tickets are to be included in the registration packets.
- Prepare table assignments for each meal, for each attendee, as directed by the governor. Seating assignments at meals, to the extent possible, shall insure clubs will be seated

Golden West Region Spring Conference Committee Manual

together. All guests (WOA winners, VRA winners, etc.) should be seated with their sponsoring club.

- In an installation year, sufficient seating at front tables shall be reserved for the governor-elect's guests and club members. Front seating shall also be reserved for guests and club members of the outgoing governor.
- Communicate with the credentials and elections coordinator in weeks prior to determine correctness of the actual voting delegates
- Meet with credentials and elections coordinator prior to opening of registration at conference to review procedures and determine how possible problems will be handled.

Packets:

- Decide if packets will be distributed to conference attendees, and in what form.
- Obtain a sufficient quantity of the appropriate packet to be used (folder, bag, etc.)
- Collect contents to be inserted in packets, such as:
 - Official program
 - Tourist information
 - "Freebies" from donations (optional - at no expense to committee)
 - Information provided by committees and/or region board
 - Evaluation forms, if used

Note: Set a deadline for items being collected and notify appropriate individuals

- Arrange for insertion of materials into packets and storage
- Coordinate distribution of packets during conference registration times

During the Conference:

- Arrange to have separate designated tables for each district for registration of attendees (A 6-foot table for each district with a sufficient number of chairs)
- Instruct those checking the attendees to advise delegates to pick-up their voting credential card and register with the credentials and election committee coordinator. Delegates must register in person.
- Provide the region credentials and elections chair with a small work table and chair (near an electrical outlet) in or near the registration area.
- Require that each conference attendee pick up her/his own individual registration packet. NOTE: This will assist the registration chair in compiling and presenting accurate numbers to the credentials and elections coordinator for the credentials report to the conference body, and will assist the registration committee in verifying names of those pre-registered and making changes when needed.
- Permit club members to pick up meal ticket(s) for members or guests of their club who will not arrive in time to register prior to a meal function, and advise them that the individual must officially register to receive her/his registration packet. It is highly recommended that a note be attached to the appropriate registration sign-in with the name of the individual who picked up the meal ticket(s).
- At the end of each registration period, provide count to credentials and elections coordinator to report the official count.

g. Finance coordinator:

The finance coordinator shall report to the chair and shall have the following responsibilities:

Golden West Region Spring Conference Committee Manual

- Meet with the chair and vice-chair to develop a preliminary conference budget to be presented to the governor by November of the year preceding the conference. **See Attachment F.**
- At least 45 days before deposits are due, based on the hotel contract language, request the conference fees from the region treasurer.
- Confirm and receive all registration monies received from the registration coordinator.
- Manage the Quick books data entry.
- Deposit all monies received related to the spring conference.
- Provide a detailed accounting of all monies received to the chair and the treasurer quarterly and as requested.
- Reconcile all bank statements.
- Following the steps for approval below, pay all approved conference expenses and/or refunds from the conference account.
 - A voucher will be completed for each expense and forwarded to the chair.
 - The chair will forward the approved expense to the governor-elect
 - The governor-elect will log the expense, assign a voucher code and forward to the governor for review and approval
 - The governor will forward the approved voucher to the finance coordinator for payment disbursement
 - All payments will be disbursed within one week of receiving the fully approved voucher.
- Provide the registration coordinator with a list of complimentary expenses.
- Assist the chair with preparing the final conference budget vs. actual financial statement for the conference. The complete final report, including all receipts, vouchers, bank statements and canceled checks, shall be provided to the governor by September 15 following the conference. **See Attachment H.**

h. Programs / publicity coordinator:

The responsibilities and duties of the programs / publicity coordinator include:

Conference media coverage:

- Contact newspaper(s) in the conference location and outline the conference plans, and arrange for articles and pictures of conference activities
- Contact radio stations and TV stations in the conference location (if appropriate) for advance announcements regarding time, date and place of the conference
- Invite press personnel in the conference location to various functions of the conference as determined by the chair and governor

Media & press relations tips:

Suggestions for building a relationship with members of the press and media:

- Identify all news sources (television, radio, cable, daily and weekly newspapers, journals, magazines, newsletters, etc.) available to you and the appropriate contacts for each. Larger news sources will identify a community relations or public service announcement contact.
- Contact local news sources three to four months out and query them on their interests in developing a story on the conference.
- Determine the method of contact that will be used to issue the news releases: email, regular mail, etc.
- Build your communication list for news and media sources early to include this method of

Golden West Region Spring Conference Committee Manual

- contact and where possible, create an email group list or mailing list, etc.
- Build a timeline at least five to six months out from the conference. The first news release may serve to inform members of the media of the four Ws (who, what, when, where) for the conference.
 - Develop a 'Media Kit' for the conference which includes, at a minimum, a press release that covers the conference and a fact sheet that provides basic information about Soroptimist and its programs. (Download 'Media Kit 101' from www.soroptimist.org – Public Awareness Resources & Information page. Consider including a special news release on the keynote speaker for the conference.
 - Take every opportunity to highlight any important award winners or other announcements after the conference.

Official conference program:

- Develop the cover design in connection with the conference theme and logo.
- Collect contents for the official conference program as follows:
 - Governor will supply the official order of the program and a letter of greeting
 - Secretary will supply the standing rules, a list of region officers and other dignitaries, and a list of region committee chairs
 - Hostess club president(s) will supply a letter of welcome
 - Chair will supply a list of conference committee coordinators
 - Obtain a list of donors and others to receive acknowledgement
- Advertising in the official conference program:
 - Solicit advertising to help offset the cost of printing the official conference program
 - Solicit ads from clubs in the region to advertise an upcoming club event, recognize/congratulate a club member, etc.
- Printing of the official conference program and region reports:
 - Provide a copy of the program to the governor for approval prior to submitting for printing
 - Select a printer after receiving several bids
 - Arrange for printing of other items, as directed by the governor
- Distribution of the official conference program:
 - One to each person registered for the conference
 - One extra to each region board member
 - Additional copies as requested by the region governor

Awards program:

- Coordinate the printing of the awards program to include recipients' photographs, hosting clubs, and service summary with the governor and chair.

i. Audio visual presentation coordinator:

Prior to the conference

- Review timed agenda and coordinate with governor and chair on overall design of audio visual presentations for conference sessions and/or luncheon and dinner functions four (4) months prior to conference
- Receive name and contact information for each conference presenter from the governor a minimum of one month prior to conference.

Golden West Region Spring Conference Committee Manual

- Access and download all presentation files from conference presenters seven (7) days prior to conference.

During the conference

- Coordinate timing of conference session presentations with AV vendor.
- Run the AV presentations during the general sessions and/or luncheons and dinner functions.

j. Hostess clubs:

The responsibilities and duties of the hostess club(s) include:

- Securing sufficient volunteers to provide a facilities coordinator, to staff the registration tables, to staff the hospitality room, to staff the exhibit room, to provide shadows for dignitaries as needed, and to provide a timekeeper, as directed by the chair.
- Coordinating the physical arrangements for the conference at the direction of and with support from the Committee.
- Determining the hostess identifying attire. The hostess identifying attire decision will be conveyed to the chair no later than two (2) months prior to the conference.
- Preparing and presenting an “invitation” to the conference at the current year’s conference.

Seven key volunteer positions from the hostess club:

- Volunteer coordinator (If more than one club is hosting, then one from each club)
- Facilities coordinator and staff
- Registration staff
- Hospitality hostesses and ushers
- Dignitary shadow(s)
- Exhibit room coordinators and staff
- Timekeeper

The 7 key volunteers are expected to be on the conference site premises as appropriate to perform all scheduled duties. It is highly recommended that those in key volunteer positions stay at the hotel during the conference.

1) Volunteer coordinator:

[NOTE: It is strongly advised that the current club president not serve as the volunteer coordinator.]

Responsibilities and duties of the volunteer coordinator include, but are not limited to:

- Secure sufficient volunteers as directed by the chair.
- Participate in the Committee conference calls from January through the Spring Conference.
- Maintain a list of all volunteers, club name, cell phone number, and the function they volunteered to do.
- Manage the volunteer schedule to ensure each person is at their appointed assignment
- Each day of the conference, confirm that all volunteers are still available.
- Make adjustments as needed.
- Consult with chair on a regular basis during the conference to review the progress, make any necessary adjustments, and to ask/answer any questions.

Golden West Region Spring Conference Committee Manual

2) Facilities coordinator and staff:

Responsibilities and duties of the facilities coordinator include, but are not limited to:

- Place nameplates for head table during all conference sessions and meal functions.
- Confirm proper placement of flags, banners, etc., in accordance with guidelines provided herein. **See Attachment J.**
- Confirm proper placement of way finding signs indicating workshop sessions, voting area, sales rooms, etc., as confirmed with the chair.
- Assist governor-elect with ensuring workshop rooms are set-up and that appropriate AV equipment is installed and working properly
- Assign one host-club volunteer to monitor each workshop to introduce speaker(s) and provide other assistance as needed
- Consult with registration chair to confirm attendees for Ruby, WOA and VRA to obtain numbers and names of individuals for reserved seating during luncheon or banquet.
- Handle specific requests of governor and/or governor-elect to accommodate needs of Federation visitor(s) or other dignitaries present.
- Consult with Chair on a regular basis to review progress and ask any questions

3) Registration staff

Responsibilities and duties of the registration staff include, but are not limited to:

- Staffing the registration tables as directed by the registration coordinator.
- Coordinating with the registration coordinator to provide supplies and equipment as needed.

4) Hospitality staff

Responsibilities and duties of the hospitality staff include, but are not limited to:

- Hostesses
 - Greet conference attendees at conference center
 - Provide hostess badges or other identification for all hostesses from the registration coordinator
 - Consult with chair on a regular basis to review progress and ask any questions
- Ushers/Pages
 - Check badges at door during general sessions
 - Verify meal tickets for luncheon and dinner functions
 - Assist with VIP seating, delegate and non-delegate seating, etc.
 - Run errands and carry messages during general sessions
 - Assist attendees with walking up/down podium stairs
 - Distribute and collect conference evaluation forms, if utilized
 - Consult with chair on a regular basis to review progress and ask any questions
- Information Center/Hospitality Area/Lost & Found
 - Arrange for water and glasses available to conference attendees
 - Provide a bulletin board for announcements and messages
 - Provide emergency medical information
 - Maintain supplies including a first aid kit
 - Provide information and/or brochures such as local church services, transportation schedules and tourist information about the local area
 - Greet speakers and entertainers
 - Consult with chair on a regular basis to review progress and ask any questions

Golden West Region Spring Conference Committee Manual

5) Dignitary Shadow(s)

Responsibilities and duties of the dignitary shadow include, but are not limited to:

- Act as an errand runner for the governor to obtain items from her room, make copies, or any other function requested.
- Act as an escort for the SIA official visitor. The escort may greet and travel with the visitor from arrival to departure. The Governor may select a GWR board member to act as the SIA official visitor's shadow after arrival at the venue, to escort the visitor to her proper location for each event, obtain items from her room, make copies, or any other function requested by the visitor.

6) Exhibit room coordinator and staff:

Responsibilities and duties of the exhibit room coordinator include, but are not limited to:

- Secure the exhibit room when it is closed during the business sessions and at all other times the exhibit room is closed.
- Arrange to have at least one member of each selling club in attendance at all times when the exhibit room is open.
- Provide sufficient personnel to assist during the hours the exhibit room is open (minimum of 2 per shift)
- Assign table/spaces and provide club name cards for each table.
- Provide and operate a bell or bullhorn to announce the closure of the room.
- Consult with Chair on a regular basis to review progress and ask any questions
- Provide volunteer (s) to operate the SIA merchandise sales table, when applicable.

7) Timekeeper:

The hostess club will provide one volunteer to act as the timekeeper for the Governor during presentations and general sessions. Duties shall include:

- Time the presenters based on the agenda provided by the governor.
- Notify the presenter with appropriate signs of speaking time remaining at 5-minute, 2-minute, and 1-minute intervals.
- Discretely present the stop sign when the presenter's time has concluded.
- Maintain eye contact with governor in order to respond to any changes related to any of the above.

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

A

Conference Planning Calendar

**Golden West Region
Spring Conference Committee Manual**

Conference Planning Calendar

Who	What	When
Governor	Conference theme will be conveyed to the Committee	At least 14 months in advance of the conference
Governor	Select conference service project	September of year preceding the conference
Governor	Provide an approved budget to the Committee	January of the year of the conference
Governor	Provide list of complimentary meals and complimentary room reservations to registration chair	January of the year of the conference
Governor	Conference agenda will be set and conveyed to the Committee	January of the year of the conference
Governor	Review the program agenda and provide a final agenda to the committee	Two (2) months prior to the conference
Governor	Review and approve every page of the official program	One month preceding the conference
Governor-elect	Receive name and contact information for each workshop presenter from governor	Two (2) months prior to conference
Governor-elect	Provide instructions to workshop presenters for uploading workshop presentations, handouts, and other materials	One (1) month prior to the conference
Governor-elect	Contact all workshop presenters to determine number of laptops available for workshops; arrange for sharing of laptops if necessary	One (1) week prior to the conference
Governor-elect	Receive all files from workshop presenters	One (1) week prior to the conference
Secretary	Distribute call to conference	90 days prior to the conference
Secretary	Conference minutes are due to the governor	45 days after the end of conference
Secretary	Report to SIA all proposed amendments and resolutions receiving approval of the spring conference and requiring convention action	45 days after spring conference
Conference Chair	Plan travel to the conference location to review the hotel/conference center contract with the Governor and Governor-Elect, hotel liaison, and Committee members	Mid-September of the year preceding the conference
Conference Chair	Submit proposed conference budget	October of the year preceding the conference
Conference Chair	Appoint Coordinators for sub-committees	October of the year preceding the conference
Conference Chair	Identify hostess clubs for the subsequent year's conference	October of the year preceding the conference

**Golden West Region
Spring Conference Committee Manual**

Conference Planning Calendar

Who	What	When
Conference Chair	Coordinate with the governor to identify overall audiovisual needs for the timed agenda	Five (5) months prior to conference
Conference Chair	Provide Region Secretary with required information for inclusion in the Call to Conference	45 days prior to date of call distribution
Conference Chair	Write thank you notes to hostess club conference committee coordinators and to those extending courtesies and donations	Within 30 days after completion to conference
Conference Chair	Obtain final financial report from finance coordinator and send the original report to the governor and copies to the region governor-elect, secretary and treasurer	By September 15 following the conference
Registration Coordinator	Provide list of dignitaries registered to the Governor	Ten days prior to conference
Registration Coordinator	Maintain record of all correspondence relating to registration, including changes, requests for refunds, etc.	Until 30 days after final payment is made and the financial audit is complete
Finance Coordinator	Meet with the chair and vice-chair to develop a preliminary conference budget to be presented to the Board	Prior to October in the year preceding the conference
Finance Coordinator	Assist with preparing the final conference budget vs. actual financial statement	No later than September following the conference
Finance Coordinator	Complete final report, including all receipts, vouchers, bank statements and canceled checks, shall be mailed to the Golden West Region Treasurer	No later than September 15 following the conference
Program / Publicity Coordinator	Build a news release time-line for the conference.	Six months prior to conference
Program / Publicity Coordinator	Collect contents for the official conference program	Until five (5) weeks prior to conference
Program / Publicity Coordinator	Solicit advertising to help offset the cost of printing the official conference program	Until five (5) weeks prior to conference
Program / Publicity Coordinator	Solicit ads from other clubs in the region to advertise an upcoming club event and charging for that ad as if it were advertising	Until five (5) weeks prior to conference
Program / Publicity Coordinator	Arrange for printing of official conference program	Four (3-4) weeks prior to conference
AV Presentation Coordinator	Review timed agenda and coordinate with governor and chair on overall design of audio visual presentations for conference sessions and/or luncheon and dinner functions	Four (4) months prior to conference

**Golden West Region
Spring Conference Committee Manual**

Conference Planning Calendar

Who	What	When
AV Presentation Coordinator	Receive name and contact information for each conference presenter from the governor	One (1) month prior to conference
AV Presentation Coordinator	Access and download all presentation files from conference presenters	Seven (7) days prior to conference
Hostess Clubs	The hostess club identifying attire decision will be conveyed to the chair	No later than 2 months prior to the conference
Credentials & Elections Coordinator	Obtain financial reports from GWR treasurer to distribute to delegates	Wednesday prior to conference start

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

B

Conference Facilities Criteria

**Golden West Region
Spring Conference Committee Manual**

SPRING CONFERENCE “SAMPLE” FACILITIES CRITERIA

NOTE: This Attachment should be used for guidelines only. Numbers and conference agenda will vary year to year, as determined by the Governor.

SLEEPING ROOM REQUIREMENTS

4 Guest Rooms and one Suite for January Board Meeting
150-200 Guest Rooms (Many Double/Doubles and/or Roll-aways, Handicapped)
1 Presidential Suite (preferable with space for 10 for Board Meeting)
3 Suites (but not mandatory)

MEETING ROOM REQUIREMENTS

Registration Area - 24 Hours (with security)
Exhibit Area - 24 Hours (with security) Room for approximately 20 tables (6 to 8 foot length)
Hospitality Rooms - 24 Hours (with security) Preferably off Registration or near General Session

THURSDAY

Board Room or Suite	Space for 14 people + adequate table space
Area for DOÑA Reception	Space for 15 people, need access to cocktails/beverages
Banquet Facility	Table seating for approximately 150
Food service-determined by Governor	Podium with microphone

FRIDAY

Breakout Sessions: (time TBD)	4 or 5 rooms - Seating 50-100 Podium with microphone in each room Projectors and appropriate screen in each room
-------------------------------	--

Lunch:	Tables 350-400 people Head Table on risers for 16 people Podium with microphone Appropriate Projection Screen(s) Microphone in center aisle
--------	---

General Session:	Theater Style 350-400 people Head table on risers for 16 people Podium with microphone, 8ft Projection Screen Microphone in center aisle
------------------	---

Cocktail Reception Area:	No Host Bar (open space okay)
--------------------------	-------------------------------

Silent Auction Area:	20 Tables by Cocktail Reception Area (varies yearly)
----------------------	--

Banquet Room:	Round tables 350-400 people Head table on risers for 16 people Podium with microphone, 8ft Projection Screen
---------------	--

SATURDAY

Voting Rooms:	Two doors, good accessibility
---------------	-------------------------------

**Golden West Region
Spring Conference Committee Manual**

General Session:	Theater Style 350-400 people Head table on risers for 16 people Podium with microphone, 8ft Projection Screen Microphone in center aisle
Luncheon:	Round tables seating 350-400 people Head table on risers for 16 people
General Session:	Theater Style 450-600 people Head table on risers for 16 people Podium with microphone, 8ft Projection Screen Microphone in center aisle
Cocktail Reception Area:	2-3 No Host Bars near Silent Auction Area (Open space okay)
Banquet Room:	Round tables 350-400 people Head table on risers for 16 people Podium with microphone, 8ft Projection Screen
<u>SUNDAY</u>	
Board Meeting:	Board Room or Suite for 12-14 people with adequate table space

ADDITIONAL REQUIREMENTS

Adequate public restroom facilities adjacent to banquet and meeting rooms

Close proximity to airport OR good transportation to facility

If multi-level facility, elevator access

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

C

Conference Audiovisual Requirements List

**Golden West Region
Spring Conference Committee Manual**

**2015 GWR Spring Conference
Audio-Visual Quote List**

Thursday

Meals/General Session Rooms

2-9x12 Fast Fold Screen and LCD Projector Park	
Black Drapes	
30 x 16 x 24" stage with stairway	
2 Light Tree Package (podium & stage wash)	
Sound System Package	
Set Up from Technicians	
Audio Engineer (6 hour minimum)	
Total Thursday	

Friday

Meals/General Session Rooms

2-9x12 Fast Fold Screen and LCD Projector Park	
Black Drapes	
30 x 16 x 24" stage with stairway	
2 Light Tree Package (podium & stage wash)	
GOBO Lighting for main ballroom ("S" logo)	
Sound System Package	
DVCAM Camcorder	
1 Professional Head Medium	
4x1 Switcher	
Video Camera Operator	
Total Friday	

Saturday

Meals/General Session Rooms

2-9x12 Fast Fold Screen and LCD Projector Park	
Black Drapes & LED Light Package	
Black Drapes	
30 x 16 x 24" stage with stairway	
GOBO Lighting for main ballroom ("Live your Dream" logo)	
25' AC Cable	
Sound System Package	
DVCAM Camcorder	
1 Professional Head Medium	
4x1 Switcher	
Audio Engineer (6 hour minimum)	
Video Camera Operator	
Total Saturday	

Golden West Region Spring Conference Committee Manual

Workshops Friday & Saturday Inclusive

Workshop #1

LCD Projector Package	<input type="text"/>
Podium Microphone Package	<input type="text"/>
	<input type="text"/>
Total	<input type="text"/>

Workshop #2

LCD Projector Package	<input type="text"/>
Podium Microphone Package	<input type="text"/>
	<input type="text"/>
Total	<input type="text"/>

Workshop #3

LCD Projector Package	<input type="text"/>
Podium Microphone Package	<input type="text"/>
	<input type="text"/>
Total	<input type="text"/>

Workshop #4

LCD Projector Package	<input type="text"/>
Podium Microphone Package	<input type="text"/>
	<input type="text"/>
Total	<input type="text"/>

Workshop #5

LCD Projector Package	<input type="text"/>
Podium Microphone Package	<input type="text"/>
Total	<input type="text"/>

Total AV & Staging: Spring Conference	<input type="text"/>
--	----------------------

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

D

Governor's Complimentary Meal & Room List

**Golden West Region
Spring Conference Committee Manual**

**GOVERNOR'S COMPLIMENTARY LIST
(To be paid by Conference Funds)**

NAME	CLUB	Trans.	Fri. Lunch	Fri. Dinner	Sat. Lunch	Sat. Dinner	Hotel (nights)
Governor			X	X	X	X	TH,F,S
Governor-elect			X	X	X	X	½ TH,F,S
Secretary			X	X	X	X	½ TH,F,S
Treasurer			X	X	X	X	½ TH,F,S
District 1 Director			X	X	X	X	½ TH,F,S
District 2 Director			X	X	X	X	½ TH,F,S
District 3 Director			X	X	X	X	½ TH,F,S
District 4 Director			X	X	X	X	½ TH,F,S
Parliamentarian			X	X	X	X	½ TH,F,S
Credentials & Elections Coordinator			X	X	X	X	½ TH,F,S
Official Visitor			X	X	X	X	TH,F,S
Conference Chair			X	X	X	X	½ W,TH,F,S
Conference Vice-Chair			X	X	X	X	½ W,TH,F,S
Registration Coordinator			X	X	X	X	½ W,TH,F,S
Finance Coordinator			X	X	X	X	½ W,TH,F,S
Programs & Publicity Coordinator			X	X	X	X	½ W,TH,F,S
AV Presentation Coordinator			X	X	X	X	½ W,TH,F,S

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

E

Conference Presentation Confirmation Notices

**Golden West Region
Spring Conference Committee Manual**

WORKSHOP CONFIRMATION NOTICE

TO: _____

Thank you for agreeing to present a workshop at the [YEAR] Golden West Region Spring Conference. We appreciate your willingness to share your knowledge and expertise with GWR members.

WORKSHOP INFORMATION

Workshop Title:	
Track:	
Date & Time:	
Room:	
Room Set Up:	

AV EQUIPMENT

Equipment Provided: Podium with microphone, screen and projector

You will need to bring a laptop computer* (Be sure to bring appropriate cords!)

You are also strongly encouraged to bring two (2) copies of your presentation on a CD or flash drive.

*If you cannot bring a laptop, contact [NAME & EMAIL] to coordinate sharing of computer equipment.

WORKSHOP HANDOUTS

You can expect a maximum of [##] participants in your workshop session based on available seating. Please note you are responsible for bringing enough handouts for your workshop. We suggested you minimize paper handouts as much as possible, as you will not be reimbursed for printing costs.

PRESENTATION FILES ON CONFERENCE WEBSITE

We will be posting workshop presentation slides, handouts and other materials on the GWR website prior to the conference. This will allow these materials to be available online during your workshop. Many attendees will be able access these documents using smart phones and tablets. Please email your files to [NAME & EMAIL] no later than [DAY & DATE] to assure that your materials will be posted prior to the conference.

QUESTIONS?

Contact [NAME, EMAIL, & PHONE NUMBER] if you have any questions or need to make arrangements to have other equipment available during your workshop.

**Golden West Region
Spring Conference Committee Manual**

CONFERENCE PRESENTATION CONFIRMATION NOTICE

TO: _____

Thank you for agreeing to make a presentation at the [YEAR] Golden West Region Spring Conference! We appreciate your willingness to share your message with the members of the GWR.

PRESENTATION DETAILS			
Session:			
Date & Time:			
Description:			
Room:		Presentation Minutes:	

PRESENTATION FILES
<p>To allow ample time for the development of a coordinated conference AV program, we will need to receive your Powerpoint presentation file (if applicable) by [DAY & DATE].</p> <p>To allow for the fact that your Powerpoint presentation may be too large to email, we are using a free online service called Dropbox, where you can save your conference presentation files, large and small.</p> <p>You will receive an invitation to view a Dropbox shared folder called “[YEAR] GWR SC Speaker Presentations.” When you click to view the folder, you will be prompted to set up an account name and password. Once you do this, you will have access to the shared folder and a Dropbox folder will be created on your computer. Any file you save to your Dropbox folder will also be saved on the Dropbox website!</p>

HANDOUTS
<p>Your presentation will be given to an audience of 350-400 women. We will be posting presentation slides, handouts and other materials on the GWR website <u>prior</u> to the conference. This will allow these materials to be available online during your presentation to those with smart phones and tablets. Please save files for any handouts or other materials in the Dropbox folder by [DATE].</p>

QUESTIONS?
<p>Our official GWR Geek aka AV Program Coordinator, [NAME] will be developing the AV conference program. If you have questions or want to discuss your presentation, please contact her at [EMAIL & PHONE].</p>

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

F

**Conference Budget
(Non-Election & Election Year)**

**Golden West Region
Spring Conference Committee Manual**

2013 Spring Conference Budget

Description	Qty	Price/Cost	Budget
NON-ELECTION YEAR*			
INCOME			
Conference Fees from Members (1400 x \$10)	1400	\$10.00	\$14,000.00
Conference Fees from Clubs (58 x \$100)	54	\$100.00	\$5,400.00
Carry-over of Designated Funds	1	\$9,805.43	\$9,805.43
Meals			
Membership Retention Clinic (100 x \$55.00)	100	\$55.00	\$5,500.00
Friday Lunch (300 x \$30.00)	300	\$30.00	\$9,000.00
Friday Dinner (300 x \$45.00)	300	\$45.00	\$13,500.00
Saturday Lunch (300 x \$30.00)	300	\$30.00	\$9,000.00
Saturday Dinner (350 x \$55.00)	350	\$55.00	\$19,250.00
Advertising in Program			\$500.00
Region Reimbursement for hotel rooms on Wednesday Night	1	\$737.17	\$737.17
Exhibit Room Fees (20 tables x \$40)	20	\$40.00	\$800.00
Conference Sponsorships (50% to Service Fund)			\$1,000.00
Conference Raffle Proceeds (100 spots at \$25, value = \$610)			\$2,500.00
1 complimentary room night for every 40 room night generated (Minimum 509 guaranteed)	12	\$113.41	\$1,360.92
Photography Sales Items (Photo Booth 100@ \$5, Conference Photo CD 40 @ 12.50 includes postage)	1	\$1,000.00	\$1,000.00
Promo Item Sales (pins=150 @\$5, Tshirts = 100 @\$35, Banners=10 @ \$175, TableClothes= 25 @\$140, Smear Art Notescards 100@12.50)	1	\$10,750.00	\$10,750.00
TOTAL INCOME			\$104,103.52

EXPENSES			
Meals (Package \$210)			
Governor's Appreciation Dinner (100 x \$55.00)	100	\$55.00	\$5,500.00
Friday Lunch (300 x \$30.00)	300	\$30.00	\$9,000.00
Friday Dinner (300 x \$45.00)	300	\$45.00	\$13,500.00
Saturday Lunch (300 x \$30.00)	300	\$30.00	\$9,000.00
Saturday Dinner (350 x \$55.00)	350	\$55.00	\$19,250.00
Total Hotel Meal Revenue (\$40,000 before Tax & Svs Chg per contract)			\$56,250.00
Comp Meals			
Board Members - 8 @ \$215.	8	\$215.00	\$1,720.00
SIA Visitor - 1 @ \$215	1	\$215.00	\$215.00
Parliamentarian - 1 @ \$215	1	\$215.00	\$215.00
AV Assistant (Friday & Saturday Meals)	1	\$160.00	\$160.00
Fund Development Chair (Friday meals)	1	\$75.00	\$75.00
Fund Development Committee (Friday Dinner)	4	\$45.00	\$180.00
Special Guest (SI President Alice Wells)	1	\$215.00	\$215.00
Credentials/Elections Chair - 1 @ \$215.	1	\$215.00	\$215.00
2013 GWR SC Committee - 6 @ \$215.	5	\$215.00	\$1,075.00
Membership Clinic Moderators (2@\$55)	2	\$55.00	\$110.00
Comp Meals (other)			
Artist/Singer/Photographer (Friday/Saturday Lunches & Saturday Dinner)	3	\$115.00	\$345.00
**VRA/WOA Awards Banquet - Saturday Dinner (6 WOA + 4 VRA) + 10 guests	20	\$55.00	\$1,100.00
**Ruby Award (Keynote) - Friday Lunch (1+4 guest lunches)	5	\$30.00	\$150.00
MEALS TOTALS			\$62,025.00

**Golden West Region
Spring Conference Committee Manual**

Complimentary Sleeping rooms \$99 x 14% +.55 = \$113.41)			
Governor (3 nights)	3	\$113.41	\$340.23
Governor-elect (3 nights)	3	\$113.41	\$340.23
6 Board Members (3 nights x 3 rooms)	9	\$113.41	\$1,020.69
Federation Visitor (3 nights)	3	\$113.41	\$340.23
Credentials/Elections chair (1/2 room x 3 nights)	3	\$56.71	\$170.13
2013 GWR SC Comm (3 nights x 6 x 1/2 room)	18	\$56.71	\$1,020.78
Parliamentarian (3 nights) 1/2 room/night	3	\$56.71	\$170.13
AV Assistant (3 nights) 1/2 room/night	3	\$56.71	\$170.13
Fund Development Chair (3 nights) 1/2 room/night	3	\$56.71	\$170.13
Special Guest (SI President Alice Wells) (3 nights)	3	\$113.41	\$340.23
WOA Winners/VRA Winners/Ruby -	11	\$113.41	\$1,247.51
Artist/Singer/Photographer (Friday night)	1	\$113.41	\$113.41
Complimentary Sleeping rooms (to be reimbursed by region)			
***Governor (1 night) - Wednesday	1	\$113.41	\$113.41
***Governor-elect (1 night) - Wednesday	1	\$113.41	\$113.41
***6 Board Members (1 night x 3 rooms) - Wednesday	3	\$113.41	\$340.23
***Parliamentarian (1 night x 1/2 room) - Wednesday	1	\$56.71	\$56.71
***Federation Visitor (1 night) - Wednesday	1	\$113.41	\$113.41
Other Expenses (Program related)			
Conference Sponsorship's Proceeds to Service Fund			\$500.00
Other Miscellaneous Expenses (Non-Service related)			
Audio Visual (Contract Agreement + 2 rooms for 3 nights + \$200 for meals)			\$12,120.00
Bar Service (verified waived 2013)			\$0.00
Club Identifying Dress Awards			\$15.00
Conference Folders (500 x .20/cents)			\$100.00
Other Decorations			\$300.00
First Time Attendees Recognition			\$50.00
Memorial Service			\$50.00
Printing:			
Registration Packets			\$100.00
Call (Transmitted via e-mail)			\$0.00
Conference Program (color budget at this point)			\$1,750.00
Programs for Luncheons and Banquets (color budgeted at this point)			\$300.00
Publicity			\$1,000.00
Registration Supplies (badges)			\$700.00
Workshop Supplies/easels			\$50.00
Wayfinding (Orcutt has committed to provide these for 2013 at no charge)			\$200.00
Speakers (Ruby Award in 2013)			\$0.00
Speaker gifts			\$75.00
Welcome baskets - (1 @ \$25) Federation Visitor			\$25.00
Exhibit room Table Skirts (20 x \$50 - verified waived by hotel 2013)			\$0.00
Entertainment (DJ \$575, Entertainment \$500, Singer \$200, Artist \$500)			\$1,775.00
Gift to Flag Presentors			\$100.00
Photographer (GWR Fund Development/Live you Dream)/Photo Booth			\$1,000.00
Invitation to 2014 Conference			\$50.00
Raffle Package Expenses (3 nights, full meal and \$125. allocated to spa package)			\$610.00
Credit Card Charges			\$300.00
Office Supplies			\$100.00
Conference Call Phone Charges			\$175.00
GWR Website Updates 2013			\$700.00
Promo Item Cost (pins=150@\$2.50, Tshirts=100@\$30, Banners = 10@\$90,Notecards=100@7.50 includes postage, Tableclothes=25@\$90)			\$7,275.00
Committee Site Fall Visit (September 2012)			\$2,000.00
Contingency			\$4,477.52
TOTAL EXPENSES			\$104,103.52

**Golden West Region
Spring Conference Committee Manual**

Description	Qty	Price/Cost	Budget
ELECTION YEAR			
INCOME			
Conference Fees from Members (1500 x \$10)	1500	\$10.00	\$15,000.00
Conference Fees from Clubs (59 x \$100)	59	\$100.00	\$5,900.00
Carry-over of Designated Funds (leftover from 2011)	1	\$4,000.00	\$4,000.00
Meals (Package \$164)			
Governor's Cocktail Party (100 x \$38.00)	100	\$38.00	\$3,800.00
Friday Lunch (300 x \$43.00)	300	\$43.00	\$12,900.00
Friday Little Black Dress Affair (300 x \$38.00)	300	\$38.00	\$11,400.00
Saturday Live your Dream Lunch (350 x \$46.00)	350	\$46.00	\$16,100.00
Advertising in Program			\$500.00
Region Reimbursement for hotel rooms on Wednesday Night	1	\$429.52	\$429.52
Exhibit Room Fees (20 tables x \$40)	20	\$25.00	\$500.00
Conference Sponsorships (50% to Service Fund)			\$2,000.00
Conference Raffle Proceeds (100 spots at \$25, value = \$675)			\$2,500.00
Promo Item Sales - Banners, Pins, Shirts			\$3,375.00
TOTAL INCOME			\$78,404.52
EXPENSES			
Meals (Package \$164)			
Governor's Cocktail Party (100 x \$38.00)	100	\$38.00	\$3,800.00
Friday Lunch (300 x \$43.00)	300	\$43.00	\$12,900.00
Friday Little Black Dress Affair (300 x \$38.00)	300	\$38.00	\$11,400.00
Saturday Live your Dream Lunch (350 x \$46.00)	350	\$46.00	\$16,100.00
Total Hotel Meal Revenue (\$35,200 before Tax & Svs Chg per contract)			\$44,200.00
Comp Meals			
Board Members - 8 @ \$164.00	8	\$164.00	\$1,312.00
SIA Visitor - 1 @ \$164.00	1	\$164.00	\$164.00
Parliamentarian - 1 @ \$164.00	1	\$164.00	\$164.00
Credentials/Elections Chair - 1 @ \$164.00	1	\$164.00	\$164.00
2012 Conference Committee(Chair/Co-Chair/Reg/Finance/Program/AV Coord) - 6 @ \$164.00	6	\$164.00	\$984.00
Guest Speakers - Friday/Sat Lunches - 2 @ \$46 & 2 @ \$43.00	4	\$44.50	\$178.00
Comp Meals (other)			
Region Fundraising Chair & 4 Assistants - Friday Fundraising Event	5	\$38.00	\$190.00
Big Four Region Chairs - Thursday Governor's Appreciation	4	\$38.00	\$152.00
MEALS TOTALS			\$47,508.00
Complimentary Sleeping rooms (Wed/Thur \$59 x 12% = \$66.08, Fri/Sat \$119 x 12% = \$133.28)			
Governor (3 nights-1@\$66.08 + 2@133.28)	1	\$332.64	\$332.64
Governor-elect (3 nights-1@\$66.08 + 2@133.28)	1	\$332.64	\$198.24
6 Board Members (3 rooms x 3 nights-1@\$66.08 + 2@133.28)	3	\$332.64	\$997.92
Federation Visitor (3 nights-1@\$66.08 + 2@133.28)	1	\$332.64	\$332.64
Credentials/Elections chair (1/2 room x 3 nights-1@\$33.04 + 2@66.64)	1	\$166.32	\$166.32
2012 Conf Comm (6 rooms x 1/2 room x 3 nights-1@\$33.04 + 2@66.64)	6	\$166.32	\$997.92
Parliamentarian (1/2 room x 3 nights-1@\$33.04 + 2@66.64)	1	\$166.32	\$166.32
Region Reimbursed Complimentary Sleeping rooms			
Governor (1 night) - Wednesday	1	\$66.08	\$66.08
Governor-elect (1 night) - Wednesday	1	\$66.08	\$66.08
6 Board Members (1 night x 3 rooms) - Wednesday	3	\$66.08	\$198.24
Parliamentarian (1 night x 1/2 room) - Wednesday	1	\$33.04	\$33.04
Federation Visitor (1 night) - Wednesday	1	\$66.08	\$66.08

**Golden West Region
Spring Conference Committee Manual**

Other Expenses (Program related)			
Conference Sponsorship's Proceeds to Service Fund			\$1,000.00
Other Miscellaneous Expenses (Non-Service related)			
Audio Visual			\$9,000.00
Website (development-Onetime expense)			\$1,200.00
Website (Annual Hosting)			\$150.00
Online Registration (6 months x \$50 through Constant Contact)			\$300.00
Awards (Club Identifying Dress, First Time Attendees)			\$100.00
Publicity			\$1,000.00
Decorations - Other			\$300.00
Decorations - Gov.'s installation			\$300.00
Memorial Service			\$50.00
Speakers (mileage and donation to organizations) (\$500 + \$500) (n/a in 2012)			\$0.00
Speaker gifts (Federation Visitor + Keynote Speakers (3 total x \$25)			\$75.00
Welcome baskets - (1 @ \$25) Federation Visitor			\$25.00
Entertainment (Friday night's Little Black Dress Fundraising Event)			\$1,000.00
Photographer (for Friday night only)			\$250.00
No-Host Bar Fees (3 @ \$250)			\$750.00
Invitation to 2013 Conference			\$50.00
Opportunity Raffle Package Expenses			\$496.64
Credit Card Charges (Assumes \$30K in cc charges)			\$900.00
Bank Service Fees & Minimum monthly credit card fees)			\$500.00
Conference Call Fees			\$300.00
Quickbooks Online Monthly fee (\$12 per month)			\$144.00
Promo Item Expense (10 Banners @ \$83.16, 200 pins @ \$2.50, 25 shirts @ \$18.00)			\$1,781.60
Printing:			
Registration Packets			\$100.00
Conference Program			\$1,250.00
Programs for Luncheons and Banquets			\$200.00
Supplies:			
Registration Supplies (badges, ink, paper, binders)			\$700.00
Conference Folders (500 x .25/cents)			\$125.00
Office Supplies			\$150.00
Signs/Banners/Wayfinding (Banners - Exhibit Rm, Hospitality, Gen Session)			\$614.00
Workshop Supplies/easels			\$300.00
Banners to hostess clubs			\$170.00
TOTAL EXPENSES			\$74,410.76
		Contingency	\$3,993.76

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

G

Conference Voucher Form & Voucher Log

**Golden West Region
Spring Conference Committee Manual**



Soroptimist International of the Americas, Inc.

**GOLDEN WEST REGION
VOUCHER**

TO: GOVERNOR-ELECT _____
 <NAME> _____
 <ADDRESS> _____
 <EMAIL> _____

DATE: _____

PAYABLE TO: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

FROM: _____ **PHONE #:** _____

POSITION: _____ **SIGNATURE:** _____

EXPENSE DESCRIPTION	GWR BUDGET ACCOUNT (Leave blank. Completed by Governor-elect)	AMOUNT
TOTAL		

Please attach receipts and other supporting documentation for the expenses listed above.

INSTRUCTIONS FOR COMMITTEE MEMBERS

Please mail this form to your Committee Coordinator for approval. She will forward to the Governor-elect.

_____ Approved: _____
 Date Received GWR Committee Coordinator Date Sent to Governor-elect

_____ Issued: _____
 Date Received GWR Governor-elect Date Sent Voucher #

_____ Approved: _____
 Date Received GWR Governor Date Sent

_____ Paid: _____
 Date Received GWR Treasurer Date Sent Check #

**Golden West Region
Spring Conference Committee Manual**

**GWR Spring Conference Committee
Voucher Log**

Payable to:	Voucher #	Amount	Sent to GE	Sent to G	Return to SC	Date Paid	Check #
Totally Couture	2013sc-001	\$ 641.11	9/7/2012	9/15/2012	9/15/2012	9/15/2012	1076
Denise Hammer	2013sc-002	\$ 283.73	9/15/2012	9/15/2012	9/15/2012	9/15/2012	1075
Debra Murphy	2013sc-003	\$ 59.20	9/15/2012	9/15/2012	9/15/2012	9/15/2012	1077
Lori Reed	2013sc-004	\$ 211.60	9/17/2013	9/17/2012	9/20/2012	1/12/2013	1081
Helen Walsh	2013sc-005	\$ 104.80	1/16/2013	1/19/2013	1/19/2013	1/24/2013	1082
Linda Nixon	2013sc-006	\$ 39.91	9/15/2012	9/15/2012	9/15/2012	9/15/2012	1078
Sandi Cvercko	2013sc-007	\$ 318.50	9/15/2012	9/15/2012	9/15/2012	9/15/2012	1074
GWR District 2 FM	2013sc-008	\$ 135.00	9/21/2012	9/21/2012	9/12/2012	10/13/2012	1080
Totally Couture	2013sc-009	\$ 622.80	10/9/2012	10/10/2012	10/10/2012	10/10/2012	1079
Doral Desert Resort	2013sc-010	\$ 789.95	1/13/2012	1/16/2013	1/19/2013	9/15/2012	1073
Debra Murphy	2013sc-011	\$ 88.20	1/16/2013	1/19/2013	1/19/2013	1/24/2013	1083
Allegra Print Mail	2013sc-012	\$ 192.00	3/4/2013	3/4/2013	3/11/2013	3/12/2013	1086
DJ Pro	2013sc-013	\$ 150.00	3/12/2013	3/12/2013		3/12/2013	1085
Shinoda	2013sc-014	\$ 154.17	3/12/2013	3/12/2013		3/2/2013	1084
SIA	2013sc-015	\$ 50.00	3/12/2013	3/12/2013		2/8/2013	DebitCard
Allegra Print Mail	2013sc-016	\$ 96.00	3/18/2013	3/18/2013	3/19/2013	4/4/2013	1087
Allegra Print Mail	2013sc-017	\$ 81.00	4/15/2013	4/19/2013	4/20/2013	4/23/2013	1088
Totally Couture	2013sc-018	\$ 320.00	4/18/2013	4/20/2013	4/23/2013	4/23/2013	1089
Stephanie Clark	2013sc-019	\$ 197.80	4/22/2013	4/23/2013	4/23/2013	4/23/2013	1090
Rose Urena	2013sc-020	\$ 50.00	4/22/2013	4/23/2013	4/23/2013	4/23/2013	1091
Chris Miller	2013sc-021	\$ 55.00	4/23/2013	4/24/2013	4/24/2013	4/28/2013	1092
Barbara Grode	2013Sc-022	\$ 55.00	4/23/2013	4/24/2013	4/24/2013	4/28/2013	1093
Betty LaFerriere	2013sc-023	\$ 160.00	5/3/2013	5/3/2013	5/16/2013	5/18/2013	1094
Inland Audio Visual	2013sc-024	\$ 5,620.00	5/7/2013	5/8/2013	5/16/2013	5/18/2013	1096
Beth Groves	2013sc-025	\$ 125.00	5/8/2013	5/8/2013	5/16/2013	5/18/2013	1097
Londa Spaulding	2013sc-026	\$ 130.00	5/8/2013	5/8/2013	5/16/2013	5/18/2013	1098
Sarann Graham	2013sc-027	\$ 60.00	5/9/2013	5/9/2013	5/21/2013	5/28/2013	1099
Lori Oliver	2013sc-028	\$ 55.00	5/13/2013	5/13/2013	5/21/2013	5/28/2013	1100
Totally Couture	2013sc-029	\$ 1,330.00	5/13/2013	5/13/2013	5/21/2013	5/28/2013	1102

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

H

Final Budget vs. Actual Report (Sample)

11:10 AM

09/12/13

Accrual Basis

GWR Spring Conference Profit & Loss Budget vs. Actual September 2012 through August 2013

	Sep '12 - Aug 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Advertising in the Program	725.00	500.00	225.00	145.0%
Carry Over Funds-Prev Year	0.00	9,805.43	-9,805.43	0.0%
Conference Fees from Clubs	5,500.00	5,400.00	100.00	101.9%
Conference Fees from Members	12,810.00	14,000.00	-1,190.00	91.5%
Conference Sponsorships				
Gifts in Kind - Goods	0.00	1,360.92	-1,360.92	0.0%
Conference Sponsorships - Other	0.00	1,000.00	-1,000.00	0.0%
Total Conference Sponsorships	0.00	2,360.92	-2,360.92	0.0%
Exhibit Room Fees	640.00	800.00	-160.00	80.0%
Fund Development				
Laurel Society Raffle	0.00			
Pick-A-Prize ticket sales	0.00			
Silent Auction	0.00			
Total Fund Development	0.00			
Late Fees	600.00			
Meals -Paid by Members				
01-Thursday Dinner	8,865.00	5,500.00	3,365.00	161.2%
02-Friday Lunch	7,410.00	9,000.00	-1,590.00	82.3%
03-Friday Dinner	11,520.00	13,500.00	-1,980.00	85.3%
04-Saturday Lunch	8,340.00	9,000.00	-660.00	92.7%
05-Saturday Dinner	15,520.00	19,250.00	-3,730.00	80.6%
Total Meals -Paid by Members	51,655.00	56,250.00	-4,595.00	91.8%
Opportunity Drawing	900.00	2,500.00	-1,600.00	36.0%
Promotional Item Sales	8,846.00	11,750.00	-2,904.00	75.3%
Wed Night Region Reimburse	1,587.76	737.17	850.59	215.4%
Total Income	83,263.76	104,103.52	-20,839.76	80.0%
Expense				
Comp Meals				
Board Members	0.00	1,720.00	-1,720.00	0.0%
Credentials & Elections Chair	0.00	215.00	-215.00	0.0%
Guest Speakers	0.00	215.00	-215.00	0.0%
Parliamentarian	0.00	215.00	-215.00	0.0%
Region Award Finalists & Guests	0.00	1,595.00	-1,595.00	0.0%
Region Big Four Chairs	0.00	270.00	-270.00	0.0%
Region Fund Raising Chair	0.00	75.00	-75.00	0.0%
Region Fund Raising Member	0.00	180.00	-180.00	0.0%
SC Committee	0.00	1,075.00	-1,075.00	0.0%
SIA Visitor	0.00	215.00	-215.00	0.0%
Comp Meals - Other	0.00			
Total Comp Meals	0.00	5,775.00	-5,775.00	0.0%

**GWR Spring Conference
Profit & Loss Budget vs. Actual
September 2012 through August 2013**

	Sep '12 - Aug 13	Budget	\$ Over Budget	% of Budget
Comp Rooms				
Credentials & Elections Chair	340.23	170.13	170.10	200.0%
Federation Visitor	453.64	340.23	113.41	133.3%
Governor	453.64	340.23	113.41	133.3%
Governor-Elect	453.64	340.23	113.41	133.3%
Parliamentarian	453.64	170.13	283.51	266.6%
Region Award Finalists & Guests	1,006.37	1,701.15	-694.78	59.2%
Region BOD	1,360.92	1,020.69	340.23	133.3%
SC Committee	1,247.48	1,361.04	-113.56	91.7%
Total Comp Rooms	5,769.56	5,443.83	325.73	106.0%
Deposit for Future SC	-1,000.00			
Expense-Wed Region Reimburse	0.00	737.17	-737.17	0.0%
Fund Development Expense				
Corporate Donations	0.00	500.00	-500.00	0.0%
Total Fund Development Expense	0.00	500.00	-500.00	0.0%
Meals				
01-Thursday Dinner	10,018.57	5,500.00	4,518.57	182.2%
02-Friday Lunch	7,384.34	9,000.00	-1,615.66	82.0%
03-Friday Dinner	11,873.27	13,500.00	-1,626.73	88.0%
04-Saturday Lunch	8,177.29	9,000.00	-822.71	90.9%
05-Saturday Dinner	17,620.00	19,250.00	-1,630.00	91.5%
Total Meals	55,073.47	56,250.00	-1,176.53	97.9%
Misc Expenses				
Audio Visual	11,780.23	12,120.00	-339.77	97.2%
Awards-First Time Attendees	0.00	65.00	-65.00	0.0%
Bank Service Charge	514.80			
Bar Fees - No Host	0.00	0.00	0.00	0.0%
Conf Call Phone Charges	0.00	175.00	-175.00	0.0%
Credit Card Charge	1,026.48	300.00	726.48	342.2%
Decorations - Other	282.13	300.00	-17.87	94.0%
Entertainment	2,215.00	1,875.00	340.00	118.1%
GWR SC Site Visits	2,479.09	2,000.00	479.09	124.0%
Invitation to next SC	40.28	50.00	-9.72	80.6%
Memorial Service	0.00	50.00	-50.00	0.0%
Opportunity Raffle Expense	215.00	610.00	-395.00	35.2%
Photographer	900.00	1,000.00	-100.00	90.0%
Printing				
Official Program	1,552.94	1,750.00	-197.06	88.7%
Programs for Luncheon/Meals	235.00	300.00	-65.00	78.3%
Registration Packets	0.00	100.00	-100.00	0.0%
Total Printing	1,787.94	2,150.00	-362.06	83.2%
Promo Items Expense	5,848.15	7,275.00	-1,426.85	80.4%
Publicity	0.00	1,000.00	-1,000.00	0.0%
Speaker Gifts	0.00	75.00	-75.00	0.0%

11:10 AM

09/12/13

Accrual Basis

GWR Spring Conference Profit & Loss Budget vs. Actual September 2012 through August 2013

	Sep '12 - Aug 13	Budget	\$ Over Budget	% of Budget
Supplies				
Banners to hostess clubs	96.00			
Conference Folders	89.83	100.00	-10.17	89.8%
Office Supplies	28.07	100.00	-71.93	28.1%
Registration Supplies	373.42	700.00	-326.58	53.3%
Signs/Banner/Wayfinding	0.00	200.00	-200.00	0.0%
Workshop Supplies/Easels	0.00	50.00	-50.00	0.0%
Total Supplies	587.32	1,150.00	-562.68	51.1%
Website				
Website Development	1,042.50			
Website - Other	0.00	700.00	-700.00	0.0%
Total Website	1,042.50	700.00	342.50	148.9%
Welcome Baskets-Fed Visitor	0.00	25.00	-25.00	0.0%
Total Misc Expenses	28,718.92	30,920.00	-2,201.08	92.9%
ZZ-Contingency	0.00	4,477.52	-4,477.52	0.0%
Total Expense	88,561.95	104,103.52	-15,541.57	85.1%
Net Ordinary Income	-5,298.19	0.00	-5,298.19	100.0%
Net Income	-5,298.19	0.00	-5,298.19	100.0%

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT



Conference Registration Planning Form

**Golden West Region
Spring Conference Committee Manual**

YEAR GWR Spring Conference Individual Registration Planning Form

REGISTRATION DEADLINE: [ENTER DATE]

REGISTRATION LATE FEE: \$50.00 (REGISTRATIONS AFTER MAILED AFTER [ENTER DATE])

NAME (FIRST AND LAST ONLY):

ADDRESS:

CITY:

STATE:

ZIP:

NAME OF CLUB: **SI**

and if a **GUEST** name of Soroptimist member:

PHONE:

EMAIL:

If you have questions about
registration, **CONTACT**
@@@@ @@@, Registration Chair
Phone / email

ID CODES—SOROPTIMISTS/VENTURE	ID CODE--GUESTS	ATTENDEE INFORMATION				MEAL SELECTION CODES										TOTAL MEAL AMOUNT	
		ID Code <i>(see list at left)</i>	FIRST TIME ATTENDEE	Laurel Society Member	Laurel Legacy Member	R – Regular Menu					V – Vegetarian meal						
P PRESIDENT D DELEGATE PG PAST GOVERNOR S SOROPTIMIST MEMBER BD GWR BOARD MEMBER CC GWR COMMITTEE COORDINATOR V VENTURE SR SOROPTIMIST— <i>FROM OTHER REGION</i>	G GUEST / NON-SOROPTIMIST ID CODES--HONOREES WOA WOMEN'S OPPORTUNITY AWARD VRA VIOLET RICHARDSON AWARD RA RUBY AARD					Thursday Dinner	COMP	Friday Lunch	COMP	Friday Dinner	COMP	Saturday Lunch	COMP	Saturday Dinner	COMP	Meal Code	
☛ Complimentary meal(s) authorized by Governor [Name] via letter to recipient.		↓	Y/N	Y/N	Y/N	\$##	↓	\$##	↓	\$##	↓	\$##	↓	\$##	↓	↓	\$
**Description of Special Dietary Needs:																	
Exhibit Room Table - \$##.## each <i>Recommendation: Have club president or treasurer submit on their registration. Please provide a copy of your club's temporary sales tax certificate.</i>																\$	
Pick-a-Prize Raffle (optional) _____ cards @ \$##.## each Save \$# by PRE-purchasing Raffle tickets for the ENTER EVENT HERE! (Price will be \$##.## at Conference)																\$	
YEAR Spring Conference LOGO T-SHIRT – XS-XL \$##.##/EA ~ 2XL/4XL \$##.##/EA																	
TOTAL NUMBER OF EACH SIZE																	
YEAR Spring Conference LOGO PINS - _____ @ \$##.## EACH																\$	
OPPORTUNITY DRAWING - _____ CHANCES @ \$##.##																\$	
PROFESSIONAL PHOTOS OF YEAR SPRING CONFERENCE CD - _____ @ \$##.## EACH																\$	
OTHER ITEM																\$	
Late fee applies to registrations received after DATE - \$50.00 per person																\$	
TOTAL AMOUNT DUE																\$	

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

J

Flag Protocol

**Golden West Region
Spring Conference Committee Manual**

FLAG PROTOCOL

The United States Flag should be placed on the floor to the right of the head table (the speaker's right).

State flags are placed on the floor to the speaker's left in alphabetical order with the hostess club state flag closest to the head table.



United States

Arizona

California

New Mexico

Texas

(AUDIENCE)

The United States flag always leads in the processional and leads out first. When the U.S. flag passes in review, all persons should face the flag and stand at attention with the right hand over the heart. Once the flag has passed, the hand may be lowered.

Flags should not drag the ground. It is suggested that it is best to carry the flag at a 45 degree angle. Allow sufficient space between the flag bearers when processing in to avoid bumping into each other. One hand is extended and the other is close to the body. Flag bearers walk erect with the head high, no gum chewing, etc. The proper respect needs to be shown to the flags.

When the United States flag is displayed on stage, it is to be at the speaker's right. Other flags are to be placed to the speaker's left, either on stage or on the floor level.

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

K

Daily Volunteer Schedule (Sample)

Sum of Qty							
Date	Day	Task	Start Time	End Time	Assigned to	Club	Total
6/1/2011	Wednesday	BEO Walk Through	3:00 PM	4:30:00 PM	SC Committee	GWR	1
		Deliver VIP Gifts to Rooms	3:00 PM	3:15:00 PM	SC Committee	GWR	1
		SC Committee Meeting	4:30 PM	6:30:00 PM	SC Committee	GWR	1
6/2/2011	Thursday	BOD Meeting	8:00 AM	4:30:00 PM	SC Committee	GWR	1
		Hospital Suite	12:00 PM	3:00:00 PM	Nancy Grothaus	SI Phoenix	1
			3:00 PM	5:00:00 PM	Norma Turner	SI Valley of the Sun	1
		Registration	2:00 PM	4:00:00 PM	Jeanine Decker	SI Phoenix	1
				5:00:00 PM	Peggy Wensman	SI Phoenix	1
			3:00 PM	5:00:00 PM	Nancy Grothaus	SI Phoenix	1
			5:00 PM	6:00:00 PM	Jan Miller	SI Phoenix	1
		Reunion of Dona's	5:00 PM	6:00:00 PM	Terry Flood	SI Phoenix	1
				6:00:00 PM	Lynn Wurth	SI Phoenix	1
		Tribal Dancers	5:30 PM	6:00:00 PM	SC Committee	GWR	1
				6:30:00 PM	Frankie James	SI Phoenix	1
		Take Meal Tickets	6:00 PM	6:15:00 PM	Jan Miller	SI Phoenix	1
					Joan Boiko	SI Palm Springs	1
					Lynn Wurth	SI Phoenix	1
					Terry Flood	SI Phoenix	1
Amy Flood	SI Phoenix				1		
6/3/2011	Friday	Ensure AV is Set-up	8:00 AM	8:45:00 AM	Karen Saelens	SI Phoenix	1
			9:00 AM	9:45:00 AM	Karen Saelens	SI Phoenix	1
			12:00 PM	1:30:00 PM	Karen Saelens	SI Phoenix	1
		Ensure Gloria has what she nee	12:00 PM	1:30:00 PM	Alicia Jacobs	SI Phoenix	1
		Ensure Room Set-up	10:00 AM	11:30:00 AM	Mary Grier	SI Phoenix	1
			12:00 PM	1:30:00 PM	Mary Grier	SI Phoenix	1
			2:00 PM	4:00:00 PM	Mary Grier	SI Phoenix	1
		Escort Dignitaries	12:00 PM	12:10:00 PM	Judy O'Donoghue	SI San Tans	1
					Laura Perez-Rogers	SI Phoenix	1
					Need Volunteer	(blank)	2
					Patty Dorset	SI San Tans	1
		Exhibit Room	7:00 AM	7:55:00 AM	Peggy Wensman	SI Phoenix	1
					Kay Creed	SI Palm Springs	1
					Rene Meyers	SI Desert Tucson	1
					Sally Haslett	SI Desert Tucson	1
	11:30 AM	11:55:00 AM	Kay Creed	SI Palm Springs	1		

Date	Day	Task	Start Time	End Time	Assigned to	Club	Total		
40697	Friday	Exhibit Room	0.479166667	0.496527778	Rene Meyers	SI Desert Tucson	1		
					Sally Haslett	SI Desert Tucson	1		
			1:30 PM	1:55:00 PM	Rene Meyers	SI Desert Tucson	1		
					Sally Haslett	SI Desert Tucson	1		
			4:00 PM	5:00:00 PM	Rene Meyers	SI Desert Tucson	1		
					Sally Haslett	SI Desert Tucson	1		
		Hospital Suite	7:00 AM	5:00:00 PM			Rene Meyers	SI Desert Tucson	1
							Sally Haslett	SI Desert Tucson	1
							Linda Baird	SI Phoenix	1
							Peggy Wensman	SI Phoenix	1
				Rocki Creaser	SI Phoenix	1			
				Terry Parker	SI Phoenix	1			
		Organize Candidates backstage	2:40 PM	2:45:00 PM	Debbie Dematteis-Miller	SI Corona	1		
		Organize Head Table with Table	12:00 PM	1:30:00 PM	Peggy Wensman	SI Phoenix	1		
		Organize Processional	11:30 AM	11:45:00 AM	SC Committee	GWR	1		
		Place Flags in the Theater	11:00 AM	11:30:00 AM	Mary Grier	SI Phoenix	1		
		Place Programs	7:20 PM	7:30:00 PM			Jan Miller	SI Phoenix	1
							Linda Baird	SI Phoenix	1
							Rocki Creaser	SI Phoenix	1
							Sally Taylor	SI Phoenix	1
							Susan Webster	SI Phoenix	1
							Shelly Cutts	SI Phoenix	1
							Vi Brown	SI Phoenix	1
							Margie Burke	SI Phoenix	1
		Registration	7:00 AM	12:30:00 PM	SI Helendale	SI Helendale	5		
			5:00 PM	6:00:00 PM	SI Helendale	SI Helendale	5		
		Run Silent Auction	6:00 PM	7:25:00 PM			Laurie Moses	SI Parker	1
							Petey Keavy	SI Parker	1
							SI San Tans	SI San Tans	5
		Set-up Silent Auction	5:00 PM	6:00:00 PM			Laurie Moses	SI Parker	1
							Petey Keavy	SI Parker	1
							SI San Tans	SI San Tans	5
Timekeeper	12:00 PM	1:30:00 PM	Margaret Henderson	SI Palm Desert	1				
Workshop 1	8:00 AM	8:45:00 AM	Judy O'Donoghue	SI San Tans	1				
Workshop 2	8:00 AM	8:45:00 AM	Judy O'Donoghue	SI San Tans	1				
Workshop 3	8:00 AM	8:45:00 AM	Liz Glowka	SI Palm Desert	1				
Workshop 4	8:00 AM	8:45:00 AM	Liz Glowka	SI Palm Desert	1				

Date	Day	Task	Start Time	End Time	Assigned to	Club	Total
40697	Friday	Workshop 4	9:00 AM	9:45:00 AM	Judy O'Donoghue	SI San Tans	1
		Workshop 5	9:00 AM	9:45:00 AM	Liz Glowka	SI Palm Desert	1
		Workshop 6	9:00 AM	9:45:00 AM	Norma Turner	SI Valley of the Sun	1
		Workshop 7	9:00 AM	9:45:00 AM	Linda Baird	SI Phoenix	1
		Take Meal Tickets	11:55 AM	12:00:00 PM	Amy Flood	SI Phoenix	1
					Liz Alexander	SI Phoenix	1
					Terry Flood	SI Phoenix	1
			7:30 PM	7:35:00 PM	Frankie James	SI Phoenix	1
					Nancy Grothaus	SI Phoenix	1
					Patty Thompson	SI Phoenix	1
					Carol Roddy	SI Chino Hills/Inland Empire	1
6/4/2011	Saturday	Collect Eval Forms	3:15 PM	3:30:00 PM	Andrea Smiley	SI Phoenix	1
					Frankie James	SI Phoenix	1
					Jan Miller	SI Phoenix	1
					Linda Baird	SI Phoenix	1
		Ensure AV is Set-up	8:00 AM	8:45:00 AM	Karen Saelens	SI Phoenix	1
			9:00 AM	9:45:00 AM	Karen Saelens	SI Phoenix	1
			10:00 AM	11:30:00 AM	Karen Saelens	SI Phoenix	1
			12:00 PM	1:30:00 PM	Karen Saelens	SI Phoenix	1
			2:00 PM	3:30:00 PM	Karen Saelens	SI Phoenix	1
			7:00 PM	9:00:00 PM	Karen Saelens	SI Phoenix	1
		Ensure Gloria has what she nee	10:00 AM	11:30:00 AM	Alicia Jacobs	SI Phoenix	1
			12:00 PM	1:30:00 PM	Alicia Jacobs	SI Phoenix	1
			2:00 PM	3:30:00 PM	Alicia Jacobs	SI Phoenix	1
			7:00 PM	9:00:00 PM	Alicia Jacobs	SI Phoenix	1
		Ensure Room Set-up	10:00 AM	11:30:00 AM	Mary Grier	SI Phoenix	1
			12:00 PM	1:30:00 PM	Mary Grier	SI Phoenix	1
			2:00 PM	3:30:00 PM	Mary Grier	SI Phoenix	1
			7:00 PM	9:00:00 PM	Mary Grier	SI Phoenix	1
		Exhibit Room	7:00 AM	7:55:00 AM	Rene Meyers	SI Desert Tucson	1
					Sally Haslett	SI Desert Tucson	1
			11:30 AM	11:55:00 AM	Rene Meyers	SI Desert Tucson	1
					Sally Haslett	SI Desert Tucson	1
			1:30 PM	1:55:00 PM	Rene Meyers	SI Desert Tucson	1
		Sally Haslett	SI Desert Tucson	1			
		Hospital Suite	8:00 AM	10:00:00 AM	Melissa Krueger	SI Phoenix	1
			10:00 AM	11:00:00 AM	Jeanine Decker	SI Phoenix	1

Date	Day	Task	Start Time	End Time	Assigned to	Club	Total
40698	Saturday	Hospital Suite	11:00 AM	1:00:00 PM	Kim Winzer	SI Phoenix	1
			1:00 PM	2:30:00 PM	Frankie James	SI Phoenix	1
		Organize 2012 SC hostess Club	2:40 PM	2:45:00 PM	Debbie Dematteis-Miller	SI Corona	1
		Organize Head Table with Table	10:00 AM	11:30:00 AM	Andrea Smiley	SI Phoenix	1
			12:00 PM	1:30:00 PM	Andrea Smiley	SI Phoenix	1
			2:00 PM	3:30:00 PM	Andrea Smiley	SI Phoenix	1
		Place Programs	6:30 PM	6:45:00 PM	Jeanine Decker	SI Phoenix	1
					Linda Baird	SI Phoenix	1
					Nancy Grothaus	SI Phoenix	1
					Rocki Creaser	SI Phoenix	1
					Susan Webster	SI Phoenix	1
					Shelly Cutts	SI Phoenix	1
					Vi Brown	SI Phoenix	1
		Margie Burke	SI Phoenix	1			
		Registration	7:00 AM	10:00:00 AM	SI Helendale	SI Helendale	5
		Tellers for Voting	6:45 AM	7:55:00 AM	Liz Glowka	SI Palm Desert	1
					Ardith Turner	SI Moreno Valley	1
					Lori Vario	SI Zane Grey Country	1
					Margaret Cweika	SI Valley of the Sun	1
		Timekeeper	10:00 AM	11:30:00 AM	Margaret Henderson	SI Palm Desert	1
			12:00 PM	1:30:00 PM	Margaret Henderson	SI Palm Desert	1
			2:00 PM	3:30:00 PM	Margaret Henderson	SI Palm Desert	1
			7:00 PM	9:00:00 PM	Margaret Henderson	SI Palm Desert	1
		Workshop 10	8:00 AM	8:45:00 AM	Judy O'Donoghue	SI San Tans	1
		Workshop 11	8:00 AM	8:45:00 AM	Liz Glowka	SI Palm Desert	1
		Workshop 12	8:00 AM	8:45:00 AM	Liz Glowka	SI Palm Desert	1
		Workshop 13	9:00 AM	9:45:00 AM	Judy O'Donoghue	SI San Tans	1
		Workshop 14	9:00 AM	9:45:00 AM	Liz Glowka	SI Palm Desert	1
		Workshop 15	9:00 AM	9:45:00 AM	Norma Turner	SI Valley of the Sun	1
		Workshop 16	9:00 AM	9:45:00 AM	Linda Baird	SI Phoenix	1
		Workshop 9	8:00 AM	8:45:00 AM	Judy O'Donoghue	SI San Tans	1
		Take Meal Tickets	11:55 AM	12:00:00 PM	Andrea Smiley	SI Phoenix	1
Jeanine Decker	SI Phoenix				1		
Rocki Creaser	SI Phoenix				1		
Sally Taylor	SI Phoenix				1		
6:55 PM	7:00:00 PM		Jan Miller	SI Phoenix	1		
Rocki Creaser	SI Phoenix	1					

Date	Day	Task	Start Time	End Time	Assigned to	Club	Total
40698	Saturday	Take Meal Tickets	0.788194444	0.791666667	Sally Taylor	SI Phoenix	1
					Susan Webster	SI Phoenix	1
6/5/2011	Sunday	Assist with breaking down the c	10:00 AM	12:00:00 PM	Jeanine Decker	SI Phoenix	1
					Need Volunteer	(blank)	2
		BOD Meeting	9:00 AM	12:00:00 PM	SC Committee	GWR	1
Grand Total							173

**Golden West Region
Spring Conference Committee Manual**



GOLDEN WEST REGION SPRING CONFERENCE MANUAL

ATTACHMENT

L

SIA Official Visits Guide

**Golden West Region
Spring Conference Committee Manual**

OFFICIAL VISITS GUIDE [Updated November 2012]

**PROTOCOLS, PROCEDURES AND CHECKLIST FOR THE REGION GOVERNOR
AND THE OFFICIAL VISITOR**

General Information

The purpose of the Official Visitor's presence at Region Conferences is to connect the Federation Board and Headquarters (staff) to the region leadership and club members.

Official visitors are selected by Governor's preference with due regard for the federation officer or board member's personal schedule and availability, language skills and prior year's visitation schedule.

Official Visitor Finances

The Federation pays travel expenses for Official Visitors to attend Region Conferences. The Region is expected to pay for conference registration, meals and lodging. If extra nights are required due to travel arrangements, the Federation will split this expense with the Region.

Pre-Conference Arrangements

_____ ***Initial Contact.*** The Governor, Secretary, or region staff should make the initial contact within two weeks of receiving notification of their Official Visitor. At this time you will want to share conference plans to date, ascertain official visitor travel schedule, both arrival and departure, and offer assistance as needed.

_____ ***Hotel and/or Conference Location.*** Provide the precise name, address and telephone number. This information will be shared with Headquarters as well as the Official Visitors' family.

Provide a single room unless you have made specific arrangements with the Official Visitor. Most often, international visitors will experience jet lag and a restful retreat is most welcome.

If the Conference is held in a location away from the hotel, advise the Official Visitor as to when and how she will be transported to the Conference location.

_____ ***Transportation Schedule.*** The Official Visitor should advise the above contact (Governor, secretary, staff) of their flight or other transportation (train, automobile, etc.) schedule and send a copy of her flight itinerary to the Governor and Federation Headquarters. It is preferred that she be met at the airport and escorted to the hotel. It is preferred that the Official Visitor has time to unpack, review her notes, and rest before the first event begins. If the Official Visitor will have an assigned steward to assist her, ensure that they are introduced upon her arrival.

Golden West Region Spring Conference Committee Manual

Ascertain the departure schedule and arrange for transportation to the airport. Ideally, the steward or other designee shall travel with her to ensure that her flight is not unreasonably delayed, cancelled or missed.

_____ **Call to Conference.** As soon as it is available, please send an electronic or paper copy of the Call to Conference. An advisory letter to the Official Visitor pointing out any special activities, special dress requirements, theme parties, or participatory gift exchanges is greatly appreciated.

_____ An electronic copy of the Call to Conference should be sent to SIA Headquarters. All Region Conference Calls will be available on the Governors Section of the SIA website at: http://soroptimist.org/members/RegionGovernors/regionsgovernor_events.html

_____ **Conference Program Greeting.** If it is the Governor's desire to have the Official Visitor write a brief greeting to be included in the Conference Program please allow her at least 45 days notice before a given deadline. Very often, Official Visitors are at the same time preparing Conference workshop materials, additional speeches, and preparing to attend a second or third region conference.

_____ **Official Visitor's Speech.** Please schedule a minimum of 35 minutes on the Conference Agenda for her speech. Governors may request translated copies of the speech for inclusion in the program and/or shown on a large screen when the speech is being delivered by the Official Visitor. This latter method ensures some eye contact with the speaker.

_____ **Presentation of Awards.** The Official Visitor is expected to play a major role in presenting the Federation *Women's Opportunity Award* and *Violet Richardson Award* to the region winners. Further, she will bring with her the Soroptimists' *Celebrating Success Award* Region Finalist Certificates. Please allow time on the program schedule to accommodate these award presentations.

_____ **Interpretation.** The Federation does not provide for interpretation for region conferences. Typically Official Visitors are not assigned to regions where they are not fluent in the language or interpretation cannot be provided locally by volunteers. A bilingual steward is most helpful to facilitate conversation and ensure that the Official Visitor knows what is happening at the conference, especially when debate is occurring or there are changes to the conference schedule.

_____ **Inviting Fundraising Council Members to Conference.** Upon invitation by the Governor, the Federation may fund the travel expenses for this visitor. The Region would be expected to fund registration, lodging and meal fees. Allow time during the conference schedule for the FRC Member to address the attendees about the relationship between fundraising, through the Laurel Society and Club Giving Programs, to our SIA Federation programs. They may be asked to honor and pin new Laurel Society members or those who've upgraded their membership in conjunction with your Region Fundraising Chair. Assigning a Steward to this individual is preferred.

_____ **Inviting SIA Executive Director & CEO.** The Federation will fund the travel and incidental expenses for the SIA Executive Director & CEO to visit SIA's Regions. The Region would be

Golden West Region Spring Conference Committee Manual

expected to fund any conference registration, lodging and all meals. Allow time during the conference schedule for the Executive Director & CEO to address the attendees and participate in events where appropriate. It is very helpful to convey in writing no later than 75 days ahead of conference any special messages you want delivered by the Executive Director & CEO. Assigning a Steward to this individual is preferred.

_____ **Inviting Staff to Conference.** Staff is always excited to attend a region conference and share their expertise with members. If the Region requests a staff member to attend, the request will be considered as part of a pool of Region requests of staff. These requests are due no later than January 31 of each year. Expenses will be negotiated according to the available budgets. The same courtesies should be extended as you would to other guests of honor – such as being introduced early in the conference schedule, seated in places of honor.

Conference Procedures & Protocols

_____ **Titles and Forms of Address.** Official Visitors are members of the Federation Board of Directors. They should be referred to by their office (e.g. President Raquel or President-elect Cheri) or as Federation Director "first name" (e.g. Director Mary). Fundraising Council members should be addressed as Council Member Akemi. Staff should be addressed as Executive Director Liz or Senior Program Director Lori.

_____ **Assign A Steward.** As the Region Governor is extremely busy during Conference, it is best to assign a hostess or steward to the Official Visitor. The Steward, ideally, has no major responsibilities during the Conference and may also serve as her translator.

The Steward should:

- ▶ greet her at the airport, travel with her to the hotel and assist with room check-in
- ▶ be available during the entire conference to the Official Visitor
- ▶ offer to run an errand if the Official Visitor needs assistance with a personal item,
- ▶ escort her to and from meetings, dinner functions and social events, ensure she has some refreshments and knows where to sit.

_____ **Gifts.** A welcome gift from the region upon the Official Visitor's arrival is not necessary but nice. A small bouquet, fruit, snacks, water or wine, with a welcome note is appreciated. Small gifts are often exchanged between the Governor and Official Visitor. Bear in mind that the Official Visitor may have limited space in her luggage and its weight is a concern. The Official Visitor may want to avail herself of the Soroptimist Store for her gifts to Governors. A small gift is also appropriate for her Steward.

_____ **Meal Functions.** Advise the Official Visitor of the seating arrangements for meal functions. Please check with the Official Visitor prior to her arrival to determine if she has any dietary preferences or allergies to certain foods. If Head Tables are utilized for dining, the Official Visitor should be seated to the right of the Governor and the dinner speaker(s) to the left of the Governor. If certain meals, such as breakfast, are not scheduled, ask if they prefer to have room service which will be charged to the room, meet someone in the dining area, or prefer to be "on their own".

Golden West Region Spring Conference Committee Manual

_____ **Social Hours.** If there is a reception, the steward or region officer should ensure that she has something to drink, and is introduced to others. She should not be left standing alone, nor be monopolized by overly zealous members who want to chat, or take pictures. She may need her steward to protect her in these instances.

During meal functions, insist that the Official Visitor have a few moments to eat, relax with those at her table, and enjoy the speaker or entertainment, prior to having others surround her for pictures. Official Visitors know how important it is to connect with the members and they are more than willing to accommodate picture requests, after the dessert course is served, or when she travels to other rooms that may be required to accommodate the members.

Region Conference Activities

_____ **Pre-conference Board Meeting.** Advise the Official Visitor if you'd like her to attend the Pre-conference Board Meeting if she is able to coordinate it with her travel schedule. This is often the time when the Region leadership can ask questions, share areas of concern, and seek advice. Further, the leadership can share what issues may arise during the Conference Business session, and what the Official Visitor might expect to hear from the membership.

Other visitors, such as SIA staff or Fundraising Council members may attend at the Governor's option.

_____ **General Sessions.** At General Sessions, the Official Visitor should be seated to the Region Governor's right if working from a Head Table. If you have strictly "working" head tables (that is, only those seated will be speaking during the session) and the Official Visitor is not scheduled to speak, introduce her, ask her for a brief greeting at the first session and note that she will be speaking at a later session. If the President or President-elect attends your conference but is not the Official Visitor, she is none the less, seated at a place of honor, either at the Head Table or in a front row or front table. She should also be asked to address the attendees sometime during the Conference and should be allotted 15-20 minutes for her presentation.

_____ **Workshops.** If the Official Visitor has been asked to conduct a workshop by the Governor, the steward should ensure that she knows where the workshop will be held, ensure that the necessary equipment is available (computer, projector, microphone, podium, etc.), and advise her as to how many members may attend. On site, time should be given to prepare for her workshop.

Other Critical Information

_____ **Other Board Members, Fundraising Council Members.** Your Region may have a Federation Board Member or Officer in attendance at Conference who is not the Official Visitor. She should be seated in a place of honor, and introduced to the delegates early in the schedule. Her rank as a member of the Federation Board is not diminished just because she is from your region or not serving as the Official Visitor. The Federation does not pay expenses for the Federation Board Member or Fundraising Council Members to attend her own region conference if not assigned as the Official Visitor. However, if you are aware they are attending and have asked them to

Golden West Region Spring Conference Committee Manual

participate in the program (conduct a workshop, for example) then the same courtesies should be extended to her as you would to other program participants.

_____ **Photographs & Facebook.** Governors and Committee Chairs should be mindful that some award winners may not wish to be photographed. Please secure their permission to do so and particularly if the picture will appear on the Region website or Facebook. In addition, some Official Visitors may not wish to have “cute or funny” pictures displayed on Facebook. Please obtain their permission to do so and urge members to be mindful of this as well.

_____ **Business Cards.** Official Visitors will want to share their business cards with members so take several dozen. Remember protocol suggests that cards be exchanged with your name facing the recipient, given with two hands and accepted in the same manner. Cards should not be stuffed in a pocket but held, then placed on a table or in one’s purse or briefcase later.

Region Conference Reports by the Official Visitor & Governor

The Official Visitor and the Governor will each complete a report regarding the Conference and each document will be submitted to Federation Headquarters. The reports are to ensure that the objectives of the Official Visit met those of Region expectations. Both reports will be shared by the Federation Board and the Region Governor and/or Governor-elect.