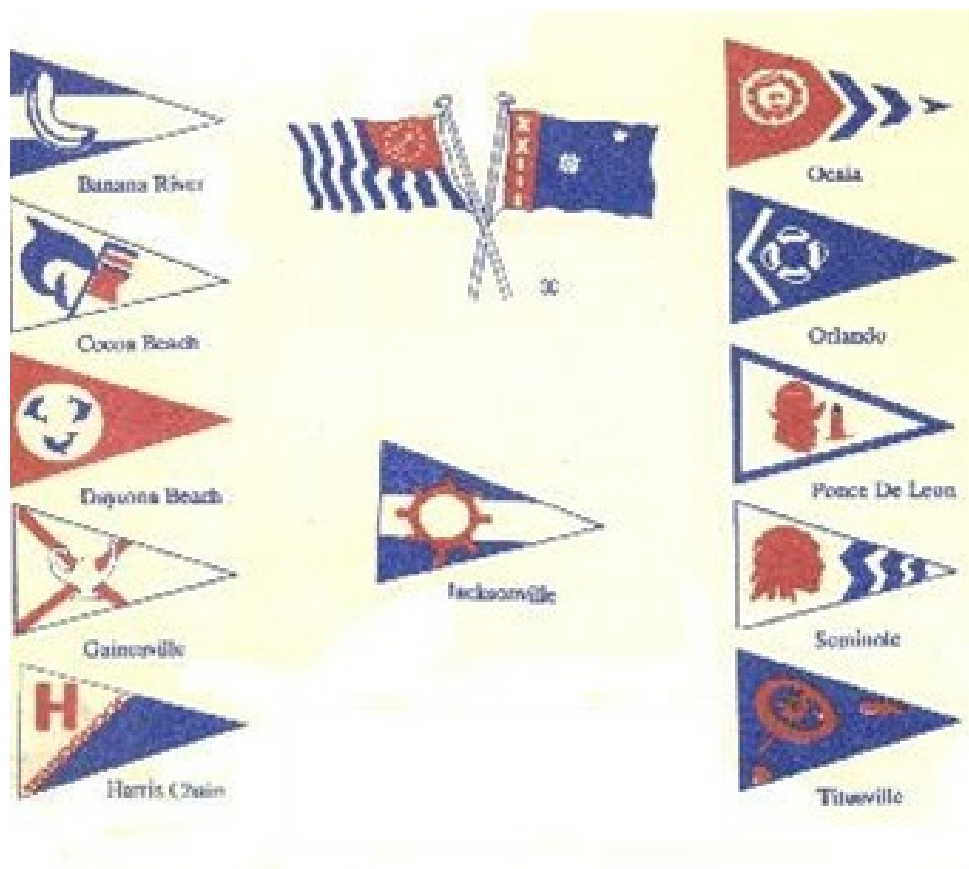


# District 23 Conference Guidelines for Squadrons



6 March 2004

# District 23 Conference Guidelines for Squadrons

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# District 23 Conference Guidelines for Squadrons

## 1 Overview

As provided in USPS Bylaws and the USPS Operations Manual, Section 10.56, the purpose of district conferences is to be the primary meeting of the district and is a clearing house for subjects of particular interest to the district. The times of the D23 Conferences are described in D23 Bylaws, Section 5.1.

The purpose of this **District 23 Conference Guidelines for Squadrons** is to establish procedures to assist squadrons in hosting successful conferences. These guidelines stress the necessity of early planning and cooperation.

This resource tool is designed to help D23 squadrons develop a meaningful program, and to highlight the responsibilities of the Conference Chairperson as they relate to the District and to the Chief Commander's Representative. This document is based on the **District Conference Planning Guide**, published by the USPS National Meetings Committee (2000) and tailored to District 23 requirements.

This document reflects the input of D23 Squadron members, as provided in their responses to a survey on *How to Improve D23 Conferences*, conducted March-June 2003. In addition, I wish to thank the members of the **D23 Ad Hoc Committee on District 23 Conference Improvements** for their contributions:

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## **2 Squadron Guidelines**

### **2.1 Scheduling of a District Conference**

District 23 Conferences are held in the Spring and Fall of each year, running from Friday evening through Sunday morning. District 23 Spring Conferences are held on the first weekend of March (or, Feb 28/29-Mar2), and the Fall Conferences are held the first weekend in October (or Sep 30-Oct2), unless otherwise approved by the D23 Conference. Care should be taken to not schedule the District 23 Conference in conflict with the National Calendar of Events, or national or religious holidays. All reasonable effort should be made to schedule, and announce to the D23 Squadrons the schedule of future D23 Conferences, as soon as possible.

### **2.2 Scheduling of Conference Events**

The District Commander is responsible for the actual content of the Conference - that is, the content of the business meetings held on Saturday. The Host Squadron will work out the Conference arrangements with the full cooperation of the District Commander and/or his designated representative (referred to in this document as the *District Commander's Conference Representative*, or *District Conference Rep*). See **Appendix 1: D23 Conference General Schedule**, for some general formats for the weekend, including evening activities and meals the Host Squadron is responsible for making arrangements.

### **2.3 Host Squadron Assignments for District Conferences**

Squadrons will host conferences as per the schedule adopted by the District 23 Council and Conference. A deviation or change in this schedule must be approved by the Council and Conference at least 2 years before the effective time of the change. (See Appendix 2 for the current **Schedule of Host Squadrons for D23 Conferences**.)

### **2.4 Conference Site Selection**

The location of the District Conference is important to the success of the Conference. 'Easy' access from a major highway is always beneficial, as well as having easy access to a large shopping mall or local attractions. A facility in a boating environment is an added bonus. However, the most attractive facility at a 'reasonable' price should be the driving factor in choosing a facility.

The Host Squadron should survey the facilities in its local area at least eighteen (18) months in advance of the proposed date and select one or a few that meet the needs of the Conference; they should then notify the District Commander's Conference Representative of the potential facility(ies) at least fifteen (15) months in advance of the proposed event and **BEFORE A CONTRACT IS SIGNED**. This notification must include the general aspects of the proposed contract, the cost of sleeping rooms, number and size of meeting rooms available and costs, and the price range of meals. The District Commander's Conference Representative may choose to conduct an on-site inspection of the proposed facility with the Host Squadron's representative, to ensure it meets the needs of the Conference. The District Representative must provide the Host Squadron approval for the facility selection, or the reasons why the facility fails to meet the needs of the Conference, within one (1) month of notification. Section 3 of this document, **Hotel Facility & Meal Requirements**, contains a detailed list of facility requirements for D23 Conferences.

## **2.5 Rooms for National Officer and District Commander**

Care should be taken when setting up room accommodations for the above officers, so that their rooms are conveniently located for all Conference functions. Rooms should be adjoining or close to each other on the same floor. If the hotel provides several complimentary rooms, the Host Squadron may consider offering these rooms to the National Officer and/or the D23 District Commander; otherwise, these officers will cover the costs of their own guest rooms. If complimentary rooms are not available, ask if an 'upgraded' room or mini-suite is available for these individuals at the Conference room rate. [If only one complimentary room is provided, or it's part of the Hospitality Room, this is often reserved for the Chair or a member of the Conference Committee, for the individual to be available to take care of any on-site problems that may arise during the Conference weekend.]

## **2.6 Conference Financial Planning Considerations (revised Oct 2004)**

The district shall be responsible for setting the dates of conferences with concurrence of the squadron(s) hosting the event. The district shall provide available historical information on conferences held in recent years to the squadron(s) planning to host the future conference. This historical information shall include the number of attendees, number of hotel guest rooms used on Friday and Saturday nights and room rate, and information on meals and Hospitality Room, **as provided by past Host Squadrons in their 'Final Financial & Attendance Report'** (See Section 2.9, below, and Appendix 3). In addition, the district shall provide information on the number and requirements for the rooms needed for the meetings and/or other social events for the upcoming conference.

The squadron(s), as designated by the D23 Council & approved by the Conference to host a district conference, shall be responsible for the planning and financial success of such an event. The goal of such an event should be to at least break even, financially. A squadron is encouraged to put on any fund-raising efforts that they deem appropriate to support their conference plans. The squadrons(s) should present their plan at a D23 Council meeting for review and guidance about one year before the scheduled conference. However, the squadrons(s) retain the responsibility for the financial and operational success of the conference.

## **2.7 District Conference Loss (deleted Oct 2004)**

## **2.8 District Conference Excess (deleted Oct 2004)**

## **2.9 District Conference Final Financial & Attendance Report**

The Host Squadron should submit a final report summarizing the Conference income and expenses to the District Commander, the District Administrative Officer, and the District Conference Representative within thirty (30) days after the Conference. This report should include attendance numbers at all conference functions, hotel rooms booked, by nights, and meals served. This report will help other squadrons and the District in planning future Conferences. **Appendix 3: Final Financial & Attendance Report**, provides the format and content of this report.

### 3 Hotel Facility & Meals Requirements

The following lists the minimum Facilities and Meals requirements for District 23 Conferences, as of the writing of this document. Check with the District Conference Representative for any changes to these requirements.

#### 3.1 Meeting Facilities

All meeting facilities are needed for Saturday:

- One group of up to about 12 for breakfast meeting, 75-90 minutes (Bridge Meeting).
- Possibly, other smaller breakfast meetings; can they be accommodated in restaurant?
- Minimum of five (5), but preferably six (6) meeting rooms for Breakout rooms; 2 (or 3) small of about 10-12 people, and 3 larger rooms for up to 25 people each. Each set up theater style with table for speaker; preferable, set up 'hollow-square' or 'classroom' (depending on size and charges). Used for 3 hours, Saturday morning (for Workshops, Department meetings).
- One large room accommodating up to about 100, set up 'theater style' with raised dais if available (wheelchair access may be needed); skirted head table on dais for 6 or 7, podium, and mike. Needed for about three hours, Saturday afternoon (Council meeting and Conference). (Option: needed for about 1 hour in morning, 2 or 3 hrs in afternoon).
- Are there charges for these meeting rooms? For set-up of meeting rooms? If so, can hotel waive charges, or provide a 'sliding scale' of charges, based on number of meals and sleeping rooms used (described below)?

#### 3.2 Sleeping rooms

- Approximately six (6) to fifteen (15) sleeping rooms for Friday night; fifteen (15) to twenty-five (25) rooms for Saturday night. These rooms should not be guaranteed; numbers provided for estimating purposes only.
- Each attendee will pay individually. Many members prefer Non-smoking, King; will they block off most rooms as Non-smoking, King, with some Smoking rooms. **Room rate?** Try to negotiate the best rate possible. Accept all Credit Cards? Accept personal checks?
- At least one **handicapped, smoking** room must be available; are additional handicapped rooms available? How many?
- Special features of rooms? Coffee, Fridge? Can hotel provide brochures for Conference promotion?
- Room check-in/out times? Can they accommodate **early check-in** and **late checkout**? Individuals staying Saturday night only will be arriving early Saturday morning, by 8 or 9 am, for meetings - can they register at the check-in desk early, leave luggage with hotel staff, and pick up room key during lunch break? Individuals attending the N-Club breakfast Sunday morning may need late checkout (around noon).
- Can members use an 800-phone number to make individual room reservations and get the Conference Rate? Is a 'Conference Code' provided?
- How long will hotel hold the block of rooms? **Up to 15 days before the event okay?**
- Can rooms be located in close proximity of each other, of the Hospitality Room, and of the meeting and Banquet rooms?
- Are there any provisions for Complimentary Rooms, based on number of 'room nights'?
- Are one or two 'upgraded' rooms or mini-suites available, at the Conference rate? (ie, for CC's Representative and/or the District Commander.)

### 3.3 Meals Requirements

**Saturday Breakfast:** general - not pre-arranged and not confirmed.

- Bridge meeting breakfast, approx 12 (described in 'Meeting Facilities', above).
- Possibly 2 or 3 other breakfast meetings (described in 'Meeting Facilities', above) Can hotel accommodate?
- Pay as you go breakfast for other attendees, from a few to 50 people.

**Saturday Lunch:** pre-arranged with number confirmed.

- 60 to 100 people - facility's policy on when final number confirmed?
- Can hotel accommodate last minute reservations or cancellations? 10% reserve available?
- Is a separate Banquet Room available for this luncheon?
- Can members be served quickly enough to allow for 30-minute speaker or presentations, and still have everyone out in one hour?
- What are some of the options for lunch? Price, with gratuity? (D23 and Squadrons are tax-exempt - provide documentation to hotel.)

**Optional Additional Saturday Lunch:** (Squadron's option)  
pre-arranged with number confirmed.

- If Squadron can support it, is there a separate area for a Ladies' Luncheon? Room for any Squadron-planned activities they may have (ie, fashion show, speaker, etc).
- 10 to 20 people.
- What are some of the options for lunch? Price, with gratuity?

**Saturday Dinner:** pre-arranged with number confirmed. 60 to 100 people.

- Buffet or plated. Some options? Price, with gratuity?
- With Head table (or not). If head table, seat up to 14 (spouses), podium, mike.
- Bar, with bartender, with pay-as-you-go service. Charges for cash bar and/or bartenders? Can this be deferred with \$100 bar sales?
- Will have a band or 'DJ'. Is a large dance floor available? Charge for dance floor, or gratis?
- Is Banquet room large enough to accommodate 60-100, with dance floor and music equipment? Round tables of about 8 preferred.
- Does facility have table decorations available to choose from? Charge, or gratis?

**Sunday Breakfast:** pre-arranged with number confirmed. 35 to 50 people.

- Buffet or plated. Some options? Price, with gratuity?
- No head table, but podium, mike, small table for speaker, possibly screen. Charge?
- Separate room requested for this breakfast group, who will have breakfast, speaker, short business meeting. Room used for approx three (3) hours. Is there a room charge?

**General, Meals:**

- Can 'special diets' be accommodated with notice? How much notice is required by hotel? Does this also apply when a buffet meal is planned? (ie, buffet for all except special diet plates for a small number of individuals?)
- Are there room set-up fees? If so, try to negotiate waiver? Or 'sliding scale' of charges?
- If outdoor activity planned for any meals (e.g., Ladies' Luncheon, Saturday Night party by the pool), MUST have a back-up plan to move event indoors in the case of inclement

weather. Confirm with hotel that the indoor alternate will be available to you if needed, and not just available if the area isn't booked by another group.

- Whenever planning meals or negotiating costs, always compute gratuity before committing to a price. Hotel normally quotes meal prices that do not include gratuity, which they will add later.

### **3.4 Hospitality Room**

For up to about 100 people, flow.

- Needed for Friday evening, and Saturday afternoon. (possibly, also used Saturday morning for coffee, or other times of day for Ladies' activities.)
- Charge for Hospitality Room, or gratis? If charge, how much? Sliding scale?
- Access to room before 'normal' check-in time on Friday for set-up? What time?
- Size of room able to accommodate up to 100 people on a flow basis (Saturday)?
- Does room lend itself to be set up for a 'bar' and snacks? Wet bar in room?
- Is refrigerator, microwave oven available? Charge? Can bring in own?
- Will need several 'large' trash receptacles available.
- Can excess furniture be removed and replaced by straight chairs and few tables (snacks)?
- No restrictions with our group bringing in own food and refreshments?
- Can we use hotel ice supply for Friday evening and Saturday afternoon?
- If Hospitality Room small, can hotel set up tent or other arrangements in area immediately outside of room (ie, in courtyard, pool area). Charge, or gratis?

### **3.5 Conference Registration Administration**

- Can Squadron set up 'Registration Desk' for attendees in Hotel Lobby or other central, easy-to-find location? Area needed Friday afternoon/evening, and Saturday morning. Set-up requirements for hotel: Several tables (preferably skirted), chairs and trashcans. (numbers required set by squadron.) If you will have raffle items to sell, additional table(s) and chairs will probably be needed.

### **3.6 Special Features of Facility**

- Number of elevators and sizes.
- Ideas for entertainment - groups hotel may have worked with in past?
- Is a Continental breakfast or coffee available Saturday for hotel guests?
- Does hotel have Friday night dinner specials or entertainment that may be of interest to Friday arrivals?
- Pool or exercise room in hotel?
- Ice machines readily available near all rooms?

### **3.7 Hotel Charges**

- Is an Advance Deposit required? If so, when and how much?
- What is the Hotel's Cancellation policy? Is the deposit refundable? What is the time line for refund? (ie, 6 months before the event, or as late as 30 days before event?)

## 4 Conference Budget

In any activity, financial management is concerned with obtaining money and using it efficiently to satisfy certain established plans or organizational goals. A budget is a financial road map of how the projected income and expenditures will achieve the goal, which in this case is a successful District 23 Conference.

Host Squadron should develop a budget for the D23 Conference they will host, as soon as possible after visiting hotels and getting prices and before contacting District Commander's Conference Representative for facility approval. (See Section 2.4)

The first step is to identify the costs for the activities with sufficient markup to cover all the extra items that will be incurred for this district conference. This includes the costs for the band or DJ, 'Welcome Gifts', decorations, gratuities, set-up fees, 'room-use' fees, and the Hospitality Room refreshments and snacks.

In identifying sources of funds, with most money coming from the sale of meal tickets, the Host Squadron should check with the District Treasurer for any funds that are available from the district treasury. As of the publication of this **Conference Guidelines**, the District budget includes funds to reimburse the Host Squadron for the CC Rep and spouses' meals; however, the budget changes annually. Contact the District Admin Officer or the District Treasurer to confirm if these or other funds are available and the amount of funding. In addition, there's always the possibility of gifts from members, or marine stores/local businesses for special purpose advertising, such as an ad in the Conference Program distributed to all conference attendees.

It is recommended that the Host Squadron get the Final Conference Report from the previous spring or fall conferences (ones similar to yours) and use those historical number of attendees as a starting point for the current Conference Budget.

There are many factors that must be considered in developing a Conference Budget. After considering as many factors as possible, develop a Conference Budget. Appendix 3 provides a sample budget.

The following are some of the factors you should include in your budget considerations.

### 4.1 VIP Guest List

At the discretion of the District Commander, some individuals have at times been invited as official guests for all or part of the Conference, such as the Commander of the Coast Guard Auxiliary, District 7. Often, they are asked to say a few words at the business meeting pertaining to their organization's relationship with USPS.

Expenses incurred for these guests are normally covered by the District, or in some cases, by the District Commander. However, be sure to check with the District Commander prior to finalizing the Conference budget to see if expenses for any of these guests need to be included in the Conference Budget.

In addition, a Host Squadron may choose to invite a VIP as their guest at the squadron's expense. These are normally individuals that the Host Squadron has had a long-standing relationship. Some examples of VIPs that might be included are:

- Local Mayor
- State Congressman
- Representatives of the U.S.Coast Guard

- Representatives of the U.S.Coast Guard Auxiliary
- Local Representative of the Florida Fish and Wildlife Commission
- Local Law Enforcement Officials, such as Sheriff's Marine Patrol, State Park Rangers, and Federal Marshals.

Finalize the list of guests whose expenses need to be considered in the budget **before finalizing the budget**.

## 4.2 Fund Raising

Most successful District 23 Conferences have used some form of fund-raising to help defray some of the costs of the Conference. Examples of successful fund-raising include:

- raffle of items made by squadron members, or donated by members or local marine stores, and/or
- sale of (smaller) items made or donated by squadron members.

Successful raffle items have included inflatable PFDs; a pair of 'Captain's Chairs'; a membership to SeaTow (can be used for membership renewal); nautical watercolor by local artist or member, framed. Nautical themes with values of approximately \$100 have been the most popular for raffle items.

Successful past items made or donated by squadron members include: towels with a nautical design added; handcrafted pillows, throws, Ladies' tops; Door wreaths; and gift baskets.

If a Host Squadron chooses to use a raffle or sell items to help with conference costs, Host Squadron members must limit the sale of these tickets/items to members of USPS **only**; if sold to non-members, the Host Squadron must have *previously* registered with the State of Florida and obtained a permit to conduct a raffle in order to be in compliance with Florida Law. (current Florida Statue references: **s. 849.0935**, **s. 496.405** and **s. 496.406**).

In addition, the Host Squadron may only sell these tickets/items at specific times or events:

- at the Host Squadron's Conference (anytime Friday, Saturday and Sunday).
- at the Council meeting *immediately proceeding* their Conference (ie, at the Winter Council, if Squadron will host the Spring Conference). Co-ordinate with the D23 Admin Officer prior to the Council meeting if your squadron would like to sell raffle items.

In addition, a Host Squadron may make arrangements with other D23 Squadrons to visit them, for the express purpose of selling raffle tickets (or items). **DO NOT PRESUME** that this permission is given; some squadrons have their own on-going raffles or fund-raising efforts and cannot afford to share those funds.

A Squadron may **NOT** conduct any of their fund-raising efforts at any D23 Conference proceeding their own.

## 4.3 Ship's Store

As a service to district members, the Host Squadron may make arrangements to have a 'Ship's Store' at their Conference. The 'Ship's Store' currently provides a 20% commission for handling the sale of these items and can be a good source of funds; however, the Host Squadron must have the manpower to man this table throughout the Conference weekend and facilities to secure the items overnight, and the Conference hotel must have the room to accommodate extra tables to display these items for sale. Be sure to check with the Conference hotel to ensure there are no restrictions on such sales in a public area, and with local area officials where the hotel is located to

be sure you will be allowed to sell in the hotel without a special permit. As you are selling only to members, not to the general public, a permit is usually not needed, but you must check to be sure.

If the Host Squadron chooses to have a 'Ship's Store', they must contact Hq. USPS (1-888-FOR-USPS) to get the current details of how this is handled. Current procedure requires the Squadron to send a written request to be received at National at least six (6) weeks in advance of the Conference dates. Remember to consider shipping charges for the 'Ship's Store' (to ship TO you, as well as to return unsold items to Hq.) in estimating your gain for your Conference budget.

## 5 Conference Facility Contract

After checking potential facilities in the area, getting prices, and coordinating with the District Commander's Conference Representative (as described in Section 2.4 and Section 3), you need to negotiate a contract with the facility. This contract must be signed by an authorized agent from the Host Squadron (usually the Commander), as well as an authorized hotel representative.

The purpose of the contract is to reserve the specific dates of the event, lock in all meal and room prices, and specify all that the hotel will provide and at what cost. If the hotel requires a deposit at contract signing, ensure your squadron's **Executive Committee** understands and accepts the hotel's cancellation and refund policy. It is usually to your advantage to negotiate and sign a contract for the Conference about a year in advance of the event, since meal and facility prices tend to only increase over time. In any event, the planning and coordination for this Conference needs to be completed in time to sign a contract **no later than** six (6) months before the event.

Contracts vary by facility. **Have several Conference committee members read the contract before it is signed**, to help ensure all aspects of your requirements are included at the terms you verbally agreed to earlier. Items you should ensure the contract includes are:

- Date of event, deposit required, and cancellation policy.
- Menu (including entree choices, salads, sides, desserts, coffee/tea, etc) and price of each meal of the event, with gratuity rate specified. Approximate number for each meal, but with no penalty for not meeting this number (ie, estimated 60 to 100; but if only 50 register, event will still be provided at agreed per-person rate). Date final count and payment for each meal event is due. Last minute reservation policy (ie, 10% reserve, no reserve, will accommodate as possible).
- Specific rooms reserved for Conference use for each of the meals, workshops, Hospitality Room, Conference Registration, etc; times these rooms are reserved; specify 'No Charge' or cost for set-up or room rental, as applicable. Include details of room set-up for the dinner [ie, Head table or Reserved table(s); rounds for 8, centerpiece (no charge), linens, dance floor (no charge, or specify charge), we can provide and hang decorations, table for DJ, etc.] and for each of the meeting rooms [ie, six (6) workshops: classroom set-up, 3 set for 12 and 3 set for 25, each with speaker table, possibly podium, water station, etc.]
- Cash Bar set up before Saturday night dinner and available throughout the party, with costs specified. It's a good idea to negotiate and put in the contract the prices that will be charged for drinks (well, call, premium, beer, wine). Sometimes, facility will waived Bar set-up fee if bar sales exceed a certain amount (approximately \$100).
- Number of guest rooms blocked off for Conference attendees, and room rate. Specify number of rooms that will be non-smoking (majority) and smoking, handicapped access, king or double beds, and date un-reserved rooms will be released. Include number of

complimentary rooms provided by hotel (usually at least the Hospitality Room; at times, one to a few guest rooms as well), and terms. Often meeting rooms and set up fees are waived if a minimum number of guest rooms are occupied each night; ensure your contract with the hotel specifies this. If possible, rather than having a firm number of rooms required to waive *all* charges, try to negotiate a 'sliding scale' of charges - ie, if 20 rooms are occupied each night, all fees waived; if 15-20 rooms, you pay 25% of fees etc.

Plan on having a meeting with the hotel staff approximately 30 days before the event, to review the contract and add detail, as needed. For example, the contract may specify that tables have linens and centerpiece provided by hotel, but color of linens and specific centerpiece determined later; finalize whether head table or reserved table(s) needed and how many to be at these tables, lay-out of tables; final determination on workshop set-up (but costs of set-up provided for in original contract signing), etc. You should probably also plan to have a 'final' meeting with the staff during the week prior to the event.

## **6 Chief Commander's Representative - Guidelines for Assistance**

The Chief Commander's Representative to your District Conference may be traveling far and under uncertain travel conditions. Also, he/she may be unfamiliar with your District's customs and procedures.

The District Commander is responsible to communicate Conference schedule details to the Chief Commander's Representative not less than (60) days prior to your Conference. However, in order to communicate all information that's needed, the District Commander must have certain information from the Host Squadron. Contact the District Commander well in advance of your Conference (about 4 months prior) to find out when he/she plans to send information to the CC Rep; provide the District Commander with the following information **at least** thirty (30) days prior to this scheduled communication:

- Name, address and phone number of the Conference site, with detailed directions. If location is in an out-of-town or unusual location, include a map.
- Name of person who may be contacted at Conference site, if travel delay or emergency is encountered. Include cell number, if available.
- Theme for Saturday night party and ideas for dress, so they can bring appropriate 'costume'.
- Provide a Hotel Registration Form and a Meal Registration Form. Confirm with the District Commander whether meal expenses are covered by the district or CC Rep will pay for meals; if district guest, cross out meal prices but include form so entree choices can be made and/or so CC Rep will know what meals are part of Conference.
- Provide information on extra activities, such as cruise or sightseeing, so visitor can bring appropriate clothing.
- Provide information on Ladies' Activities, if any, and a description of these activities. If available, include a personal invitation to the CC Rep's spouse, written by the Host Squadron's Ladies' Hostess.

## 7 Conference Job Descriptions

A successful Conference will need the efforts and cooperation of the entire membership of the Host Squadron. It is not a one-person job, by any means.

The following is a description of the major jobs that need to be accomplished to host a successful district conference.

### 7.1 Chairman/Co-Chairman, Host Squadron

1. Be the overall leader of the Conference.
2. With input from Conference Committee, develop the budget for the Conference. Once the budget is approved, ensure the expenditures stay within budget.
3. Be the primary liaison with the Conference hotel staff.
4. Oversee the selection of the Saturday night theme. Appendix 5 includes some ideas for themes.
5. Oversee the plans for the content of the Conference.
6. Report progress to the Squadron and to District Commander.
7. Call meetings within the Squadron for planning and updating all progress to date.
8. Oversee all external actions of the committees.
9. Ensure conference PR materials are sent to the District Commander, Squadron Commanders, squadron newsletter editors, and the D23 website in a timely manner (described in **Section 8** of this document).
10. Be able to listen to all ideas and criticism and then act in the best interest of the Conference.
11. Work closely with the hotel people to ensure good relations between all involved.
12. Within 30 days of the conclusion of the Conference, submit the **Final Financial & Attendance Report** (see Appendix 4 for content and format of this report).

### 7.2 Finance

1. Open and maintain a separate checking account  
OR, **with approval of the Host Squadron Executive Committee**, maintain Conference funds in the same physical bank account at the Squadron account, with a strict separate accounting of all Conference Funds.
2. Prepare and update a complete accounting of all Conference INCOME and EXPENSES.
3. Pay all Bills, with Chairman and/or Committee approval.
4. Within 30 days after the Conference and all bills are paid, request an Audit of the Conference account be completed.

### 7.3 Entertainment

1. Provide input to the Budget Committee on estimate of costs for entertainment. Include cost of entertainer's meal(s), if required.

2. Work with other members of the Conference Committee to come up with a theme for the Saturday night party.
3. Locate options for a band or DJ, in keeping with the theme and the budget. Check on entertainment equipment special requirements and clear with hotel. If hotel charge associated with these requirements, include in figuring costs.
4. Pre-view several band/DJ options, if possible. Find out what the deposit and final payment requirements are. Report to the Committee, with recommendation.
5. After Committee approval, book the entertainment for the Saturday night party.
6. Several weeks before the event, confirm date and time with entertainment. One week before event, re-confirm. Check again if special stage requirements are needed and arrange with hotel.
7. On night of event, oversee entertainment set-up and co-ordinate with hotel to resolve any issues.
8. Make sure all monies owed are paid, both deposit and final payment, in accordance with the booking contract.
9. Customarily, we have a 'Costume Contest' on the night of the themed party. Plan on how to run this contest. If you decide to have several categories, have small 'prizes' for each winner. Ensure the 'traveling trophy' for the best costume is returned by the winner at the previous Conference, and award this to the 'top' costume winner at this event.

#### **7.4 Meals and Menus**

1. Work out all menus for the different events: Saturday morning breakfast meetings (members pay-as-you-go); Saturday luncheon; Saturday night dinner; and Sunday morning breakfast. At the Host Squadron's option, a Ladies' Luncheon may also be planned; if so, work out that menu as well.
2. Make sure that special dietary meals are available to members that need them.
3. Coordinate the Sunday morning breakfast options with the N-Club Captain and Purser before final meal selection and setting price. (If in doubt as to who these individuals are, contact the District Commander's Conference Representative for this information.) The N-Club usually pays for the breakfast of four (4) guests at this breakfast: the CC's Rep and spouse, and the guest speaker and spouse. Before the breakfast price is set, the N-Club must ensure it will cover the costs of these meals.
4. Ensure that members who will man the Registration Desk know the hotel's policy on last minute reservations and cancellations. Provide them the lists/tools to accommodate these changes, as appropriate.

#### **7.5 Sunday Morning Breakfast Committee (N-Club Liaison)**

1. The Sunday morning breakfast is hosted by the St. Johns N-Club and is open to all members and D23 Conference attendees. After the breakfast and program is completed, the N-Club conducts a short business meeting; this business meeting is limited to N-Club members.
2. The Host Squadron is responsible to make arrangements for the Sunday morning breakfast, in coordination with the St. Johns N-Club. Identify the individual of your squadron that will co-ordinate with the N-Club; ideally, this individual is a member of the N-Club. The

Host Squadron should get a few options for the Sunday morning breakfast and co-ordinate with the N-Club Liaison, but not commit to a menu or publish a price for the breakfast until after this co-ordination is completed. The N-Club normally pays for the breakfast of the CC Rep and spouse, as well as the Guest speaker and spouse; these costs, in addition to room set-up charges, if any, must be budgeted for by the N-Club before setting the final price. The N-Club will set the price of the breakfast. The Host Squadron will publish this price in the meals registration form, keeping the accounting for the breakfast separate from other meals. The Host Squadron will collect all monies for the N-Club breakfast (along with monies for the other meals provided at the Conference) and pay the hotel for the breakfast. At the conclusion of the Conference and breakfast, any 'gain' from the breakfast is turned over to the N-Club, and any 'loss' from the breakfast is covered by the N-Club.

3. The N-Club is responsible to secure the Guest Speaker for the breakfast, and to provide the information about the Guest Speaker and program to the Host Squadron in adequate time to be included in the Conference publicity information and registration forms.
4. Within the N-Club, the 1st Officer has the responsibility of securing the guest speaker; in practice, the 1st Officer normally requests assistance from an N-Club member of the Host Squadron - ie, the N-Club 'Liaison'.
5. The N-Club Liaison must make arrangements for the Sunday breakfast speaker, within the guidelines of the N-Club interests. Normally, the program deals with something of nautical or celestial interest, but not so complex that the program cannot be appreciated by individuals who are not N-Club members. Current policy is that this is a non-paid speaker; however, breakfast is provided for the speaker and one guest. Co-ordinate with the N-Club 1st Officer for any changes in this policy.
6. The N-Club Liaison must provide the Publicity Committee with information concerning the Sunday breakfast speaker in time to be included in the Conference PR materials (approximately 5 months before event - check with PR chair).
7. If speaker has equipment or special requirements (ie, LCD projector, VCR, A/V stand, etc), ensure they can be secured before booking speaker. If there is a cost involved for this equipment or special requirement, ensure the N-Club is aware of **and approves** the cost in advance of commitment.
8. Several weeks before the Conference, the N-Club Liaison should confirm the date with guest speaker and check again if special equipment or requirements are needed; make arrangements, as needed. One week before the Conference, re-confirm with Speaker.
10. On Sunday morning of the breakfast meeting, meet and greet the guest speaker and introduce him/her to the N-Club 1st Officer. You and the 1st Officer should then introduce guest to others present, and help with program set-up, if needed.

## **7.6 Publicity**

1. Provide the N-Club liaison with the deadlines for information on the Sunday breakfast speaker, to be included in the Publicity materials and Registration Forms. Obtain the information from this individual in time to include in PR materials.
2. Once the theme for the Saturday night party is established, start developing a one-page 'flyer' announcing the date, location, theme, major activities of the Conference, and information on the Sunday breakfast speaker. Prepare artwork or graphics, as needed..

3. Gather information needed to develop a one-page Registration Form for both the Hotel Registration and the Meals Registration. If non-member activities are available, include information and registration for these activities as well.
4. Have one-page publicity flyer available no later than the conference immediately preceding yours. Conference Chair should take the flyer (and Conference Hotel brochure, if available) to that conference, start promoting the next conference, and include a copy of the flyer in each of the D23 Squadron Commander's folders and for the D23 Bridge. In addition, send a soft copy of the PR flyer to the D23 Webmaster about 2 weeks before the conference before yours, for inclusion in the website immediately after the previous conference is completed.
5. At the Council meeting immediately prior to your conference, have **all** PR materials ready. Take to Council meeting, once again promoting your upcoming conference. Include a copy of flyer and Registration Forms in each of the D23 Squadron Commander's folders and for the D23 Bridge. About 2 weeks before this Council meeting, send a soft copy of the Hotel and Meals Registration Forms (and of the flyer, if it's been changed or updated) to the D23 Webmaster, for inclusion in the website immediately after the Council is completed.
6. Ensure the flyer and the Registration Forms are published in each of the D23 newsletters, according to the schedule in effect at the time of your upcoming Conference. The current schedule is that you send a soft copy of your flyer and registration forms to the D23 Editor/Coordinator (listed in the D23 Roster), who will, in-turn, distribute it to all D23 newsletter editors. For **Spring** Conferences, this deadline is currently **1 November**, for publication in the December newsletters; for the Fall Conferences, the deadline is **1 July** for publication in the **August** newsletters. Check with District Secretary for changes in these deadlines, or for changes concerning whether you should send this information directly to each D23 squadron editor.

### 7.7 Local Information Package; Welcome Gift

1. Gather pamphlets, booklets, or other types of information about the local area, including 'things to do' information.
2. Some business are willing to provide small items that can be included in these packages, such as key chains, pens, pad or notebook, etc.
3. Make a package of these information items and small gifts and have ready at the Registration Desk to give to each individual or couple that registers at the conference.
4. It has become customary in D23 for the Host Squadron to also provide a small 'Welcome Gift' to conference registrants. At times, this gift is only for members staying at the hotel; however, at other times, it's been provided to all attendees. Plan what this 'Welcome Gift' will be well in advance to include its cost, if any, in the budget; some squadrons have been very successful in finding a source to donate the Welcome Gifts. Some Welcome Gifts from past Conferences have been a bottle of wine (with 2 disposable glasses, maybe a small package of cheese and crackers); a small fruit basket; a plant. Usually, gift includes a small card, welcoming the participant and signed by the Host Squadron.  
**Option:** Welcome gift may be placed in guest rooms, if hotel allows.

## 7.8 Door Prizes and Raffle Items

1. In general, door prizes are items that the Host Squadron would give away, based on a drawing where the participant doesn't 'buy a ticket' for a chance to win; a Raffle item is a higher valued (often, around \$100 or so) item that is displayed, so Conference attendees can buy tickets for a chance to win the item. If you choose to have Raffle items as part of your fund-raising, plan to have from 2 to about 8 items to sell tickets for; you would want to have many more 'door prizes' to give away at the Saturday night dinner, and sometimes the Saturday lunch as well (depending on the number of door prizes you were able to get).
2. Contact local area businesses including area boating stores and marinas for donations. Provide these donors with a receipt for their donation.
3. Try to get door prizes, etc, that would benefit all types of members.
4. Maintain and publish a complete donor's list.
5. Work out a system to distribute the prizes quickly and efficiently. (10 to 15 minutes, maximum)
6. Plan on displaying the Raffle items and selling tickets for them from Friday afternoon/evening when registration opens and throughout the day on Saturday. Drawing for the Raffle items would normally be at the Saturday night dinner. (See **Section 4.2, Fund raising**, for additional discussion on Raffle items.)

## 7.9 Decorations

1. Help plan the theme for the Saturday night party, with the theme approved by the Conference Committee.
2. Check on whether any centerpieces and room decorations are available from the hotel. Is there a charge for use of these centerpieces and/or decorations? (Often, no charge for centerpieces, but at times, charge for room decorations.) If can be made to fit with the Saturday night theme, make arrangements to use hotel items.
3. If committee will be making room decorations, co-ordinate with hotel **before** making any decorations that would hang on walls of room.
4. Provide input to the budget committee of an amount that should be allocated for decorations. Usually, this budgeted item is for materials to make centerpieces and some room decorations for Saturday night dinner (if nothing suitable available from hotel); it may also include some decorations for the Hospitality Room and/or some supplies to get attendees without a costume 'in theme' (for example, some bandanas for a 'western' theme, or some 'bandages' for a 'MASH' theme).
5. Design and buy (or make) centerpieces and decorations for Saturday night, within the approved budget amount.
6. Co-ordinate with hotel staff when decorating committee will be allowed access to the Saturday night party room to decorate. Decorate the room, as access provided. Take down remaining decorations after party is over.
7. If centerpieces are made, you may want to develop a scheme to give away the centerpieces at the end of the evening.
8. If centerpieces or decorations are borrowed from hotel, ensure they are left in the room at the end of the evening.

## 7.10 Reservations

1. Keep accurate records of all meal reservations (and activities reservations, if any) as they come in.
2. Give monies sent with these reservations to the Conference Treasurer in a timely manner, for deposit.
3. Notify the Conference Chair of any anomalies with the reservations, such as none received from a specific squadron shortly before the reservations deadline.
4. Organize the pre-paid meal (or activities) tickets for easy distribution at Registration. A successful method used to do this effectively has been to place all prepaid tickets for an individual (or a couple) in an envelope with their name on it; these ticket envelopes are filed by squadron, to make locating the correct envelope during Registration easier.  
**Recommendation:** Note the number and type of tickets on the outside of the sealed envelope, as well as the name. Have a list printed with the same information. When member is given the envelope at Registration, have him check the tickets inside the envelope before leaving the desk and initial the list acknowledging the recorded number of meal tickets received; otherwise, resolve discrepancy before member leaves with tickets. Also, have the original meal reservation forms available, if needed to resolve a discrepancy.
5. Notify the Meals & Menus chairperson of the final counts, to schedule the proper number and types of meals.
6. **Option:** Print place cards for the Saturday night dinner, if Committee chooses to use place cards. These can either be included in the envelope containing all tickets (if open seating is desired), or given to the Decorations Committee with seating chart, for placement before the dinner.

## 7.11 Registration

1. The Registration Desk should be located in the main lobby or general assemble area. Ensure this has been coordinated with the hotel ahead of time.
2. The Registration Desk should be opened from at least 1700 to 1930 on Friday evening, and from 0730 to 1000 on Saturday.
3. Have Host Squadron members manning the registration desk at all appropriate times.
4. Have a sign-in sheet for each D23 Squadron prepared and at the Registration Desk. As a member arrives, have them sign in on appropriate sheet and indicate hotel room number.
5. Provide each registrant with a Conference Program.
6. Provide the arriving member with the meal tickets they pre-ordered and pre-paid. Have member initial a list acknowledging the recorded number of meal tickets received; otherwise, resolve discrepancy before member leaves with tickets.
7. Know the hotel's policy on last minute meal reservations and cancellations. Ensure you have the lists/tools to accommodate these changes, as appropriate. Notify the Meals & Menus chairperson of the final changes, if any.
8. Provide each registrant, or couple, with the 'Welcome Gift' and/or packet of local information, as planned by the Conference Committee.

## 7.12 Conference Program

1. Locate and engage a printer to handle conference needs.
2. Oversee development of all parts of the Conference Program. As a minimum, the Program must include the schedule of all events of the conference weekend, from Friday afternoon through Sunday morning, with room location specified. The specific details of the times and workshop topics are provided by the District Commander; contact the District Commander's Conference Representative for this information. Two possibilities of a 'typical' conference schedule (without room identifiers) is provided in **Appendix 1**. In addition, include a hotel layout to facilitate locating meeting/banquet rooms.
3. The Conference Program *may also contain*:
  - information about the CC's Rep  
(contact the District Commander for this information),
  - information on the incoming and/or outgoing D23 Bridge  
(if this is the Spring Change of Watch Conference),
  - a list of individuals and businesses that donated prizes for the Conference,
  - paid advertisements from local businesses or supporters, etc.
4. Ensure the Conference Program is printed in adequate quantities to distribute one for each attendee, plus extras for 'lost' programs.

## 7.13 Hospitality Room

1. Develop a budget for the snacks and drinks for the Hospitality Room that will be open Friday night and Saturday afternoon before dinner. Check with the Chairmen of the two conferences preceding yours for their list of items consumed to develop a reasonable budget estimate. Coordinate this budget with the Conference Chair to include in the overall Conference Budget.
2. Shortly prior to the Conference, get as accurate a count as possible of the number of people expected to be in the hotel on Friday night, and the number of people who will be at the meetings on Saturday. Don't forget to account for local people who won't necessarily make hotel or meal reservations.
3. Buy refreshments, snacks, and supplies for the Hospitality Room.  
**Option:** Some of these items may be donated by Host Squadron members.
4. Solicit and schedule members to man the Hospitality Room for both scheduled times. Usually, 2 bartenders plus 2 members taking care of snacks, minor clean up, etc. for each event is sufficient.
5. At the time the Hospitality Room will be made available for your use, pick up the room key. Set up room, with helpers. Oversee hotel set-up of furniture, as needed.
6. At the end of the 'Happy Hour', ensure Hospitality Room is cleaned up. Lock room.

## 7.14 Facilities/Meetings

1. Work with the Conference Chairperson on identifying equipment needed for the Council/Conference meeting room. (e.g., microphone, podium, projector, screen, VCR, LCD, etc.). Identify these needs early enough to include their cost in the budget, if needed. Ideally, items may be provided by the hotel at no cost, or borrowed from local assets.

2. Work with the hotel staff to get the proper setup for the different meeting rooms, such as chairs, tables, and podiums.
  - In general, the morning workshop rooms are set up theater style, with a table for the speaker, and podium if available; group sizes vary from about 10 to 30, depending on the particular workshop and topic. However, if the meeting room is large enough, tables are available and cost is not an issue, it may be preferable to set up the room as 'hollow-square' or 'classroom' style. Check with the District Commander's Conference Representative for variations to these general requirements.
  - The afternoon session for the Council meeting, followed by the Conference, is set up in a single larger room for a group size of about 100. Usual set-up is theater style with a wide center aisle (to allow room for Presentation of the Colors), and a head table (preferably on a dais with ramp access - wheelchair access may be required). Head table should be set for six or seven, skirted, with podium and microphone at center of head table. Check with the District Commander's Conference Representative for variations to these general requirements, and to confirm whether 6 or 7 will be at head table (depends on whether CC's Rep sits at head table).
3. Make arrangements with hotel staff to hang the District 23 Flag (approximately 10 ft by 10 ft) on the wall behind the head table for the duration of the Council/Conference meeting, and to take down after the meeting.
4. Identify the meeting rooms with the necessary signage for the different workshops, by workshop topic. Check with the District Commander's Conference Representative for this information.

### **7.15 Saturday Night Party/Dinner**

1. Work with the Conference Chair to ensure all details for the Saturday night party and dinner are taken care of. Include items such as coordinating with the chairs of all committees involved with the Saturday night party (Entertainment, Decorations, Meals, Door Prizes & Raffles, etc) to ensure items are on track.
2. Work out the details of room set-up for the evening and coordinate with all involved and the hotel. Check with District Commander's Conference Rep whether there are special set-up requirements for the room, such as whether a head table is desired, or just 'Reserved' tables, how many, etc.
3. Develop a schedule for the evening's events, including time of Cocktail hour, time dinner is served, when entertainment is provided, what goes on during the breaks, when and how door prizes are distributed, when raffle items are distributed, etc., and coordinate this with all Chairs and District personnel involved.
4. At the conclusion of the party, ensure Squadron and/or District assets are secured or put away, and that hotel assets, such as table decorations (if used) are left in the room.

### **7.16 Ladies' Activities**

1. If the Host Squadron has a Ladies' Auxiliary, or has in interest in providing activities for non-members, a program for non-members is encouraged.
2. Ensure there is a host or hostess assigned for each non-member function, who is responsible for the details of the planned activity.

3. Some non-member activities to consider include a Ladies' coffee on Saturday morning in the Hospitality Room; a separate Saturday luncheon with program, either at the hotel or off-property; a fashion show (humours or serious); a trip to a local major mall; a trip to a local area attraction; a luncheon cruise in the local area. For all activities outside the hotel facility, transportation should be coordinated.
4. Include a special invitation to the CC's Representatives' spouse, if appropriate, to attend these functions. Assign an individual to escort her at all times during these functions.
5. Prepare information and registration forms on these non-member activities, and include with the general Conference information, Hotel Registration Forms, and Meal Registration Forms that are sent to all squadrons.
6. Be prepared with guides for shopping trips, for those who may choose not to participate in scheduled non-member functions.

These are general areas for each committee, but committees can (and often do) overlap one another. Just because you're on one committee does not mean you can't help on another - this is encouraged. Everyone's help is needed. As you progress closer to the time of the conference, some committees are winding down while others are cranking up to full speed. Remember, the conference's success depends on everyone's INVOLVEMENT.

## 8 Functions & Procedures/Time Line

A district conference requires extensive advance planning. The following timeline outlines the timeframes for the major tasks that must be accomplished. All time references are to the time period before your Conference, unless otherwise noted.

- 20-18 months
  - Survey local facilities for suitability to host conference.
  - Meet with suitable hotels and discuss District Conference Requirements.
  - Review proposal from hotels. Contact Sales Manger of 'promising' ones, arrange to visit the hotel and check out facilities. Ensure meeting rooms and Hospitality Room are adequate, meals and prices are reasonable, and general appearance of hotel is good and up to our standards. Negotiate for the best room rate. **HOWEVER, DO NOT SIGN A CONTRACT AT THIS TIME;** only get a commitment from hotel for dates, room rate, and general prices.
- 15-16 months
  - Notify District Commander's Conference Representative (or District Commander, if Rep not identified) of potential Conference facilities. (See Section 2.4 for details of this notice)
  - Maintain communication with 'most promising' hotel(s).
- 13 months
  - Finalize dates of Conference. Meet with District Rep, as needed, to review Conference requirements and note changes.
  - Form the Conference Committee and select the Host Conference Chair.
  - Assign jobs within the Conference Committee, and provide job descriptions.
  - Start contract negotiations with selected Conference facility (after District concurrence).
- 12-14 months
  - Before signing contract with hotel, ensure all details of the Conference weekend are provided in writing. (See Section 5 of this document.)
  - Review proposed contract with the Conference Committee; request review by District Commander's Conference Representative.
- 10-12 months.
  - After negotiations completed and concurrence by District Rep, sign contract with hotel facility.
  - Select Saturday night theme for party; notify District Rep.
  - Arrange for band or DJ for Saturday night.
  - Start working on decorations, prizes, and other tasks
- 6-7 months
  - Have Publicity flyer ready for distribution at the Conference prior to yours.
  - Send copy of Publicity flyer, by e-mail, to D23 Webmaster, for inclusion in the next district website update.
- 4 months
  - Contact District Commander or District Conference Rep. to find out when Conference details for CC Rep are needed.
  - Send Conference details to District Commander, as needed.
- 3-5 months
  - Have Hotel & Meals Reservation Forms available for distribution at the Council meeting prior to your Conference, as well as additional Publicity flyers.
  - Send copy of Hotel & Meals Reservation Forms (and Publicity flyer, if changes made from initial release), by e-mail, to D23 Webmaster, for inclusion in the next district website update.

- If desired, start selling raffle tickets at the Council meeting prior to Conference, after coordinating with the District Rep and District Admin Officer.
- 3-4 months - Send Publicity flyer and Hotel & Meals Reservations Forms, by e-mail, to D23 Editor Coordinator or newsletter editors, depending on the current policy. If sending directly to newsletter editors, request confirmation of receipt of the materials; follow-up with those who don't respond. Current due dates for Publicity submissions:  
**1 July**, for publication in the **Aug** newsletters for the **Fall** Conference;  
**1 Nov**, for publication in the **Dec** newsletters for the **Spring** Conference.
- 3-4 months - If Ship's Store is planned, contact National and get details. Present to Conference Committee and get approval. Submit order, if approved.
- 3 months - Confirm date and arrangements with hotel.  
- Confirm date and arrangements with band/DJ.
- 1-3 months - Finalize 'Welcome Gifts' and/or information packages for attendees, as planned.  
- Get the agenda for the Saturday meetings, usually provided in the Call to the Conference, from the District Commander's Conference Representative, or directly from District Commander.  
- Assign rooms for these workshops and meetings; consider anticipated size of attendance and match to room size. If room sizes won't accommodate expected workshop attendance, try to work on alternate plan or notify District Rep.  
- Provide meeting and workshops room assignment list to the Conference Program chair, for inclusion in the Program.  
- Send e-mail reminders to Squadron Commanders and other D23 members about upcoming Conference, theme for party, registration deadlines, etc.
- 2-4 weeks - Reconfirm A/V or special room requirements with those concerned, including District Commander's Rep for business meetings and N- Club for breakfast.  
- Meet with hotel to review and finalize arrangements (except final meal count). Also, request info from hotel concerning number of guest rooms reserved.  
- Send additional reminders to Squadron Commanders and members, if needed.  
- Prepare envelopes, lists, etc for ticket distribution at Registration Desk.  
- Finalize decorations, raffle & door prizes, welcome gifts, Ship's Store, etc. Ensure associated expenditures stay within budget.  
- Notify District Commander if CC Rep room and meal reservations not received.  
- Print Conference Brochure.
- 1-2 weeks - Provide hotel with final meal counts; get the current count of reserved rooms.  
- Make final arrangements and buy supplies for Hospitality Room.  
- Re-confirm date and arrangements with band/DJ.  
- Review all Conference planning details.  
- Ensure Squadron members are available for Registration tables and Hospitality Room, etc.
- Weekend of: - Be prepared to handle minor last-minute changes or additions.

## Appendix 1 - D23 Conference General Schedule

### Alternative #1

#### Friday:

- 1700-1930 Conference Registration Desk open  
Dinner on your own - Info and directions to close-by restaurants available.
- 1930-2130 Hospitality Room  
Meet CC Rep/spouse & mingle with friends.

#### Saturday:

- 0730-0845 D23 Bridge Breakfast Meeting at hotel restaurant with CC Rep.
- 0730-0845 (Optional) Other District Committee groups may choose to have a breakfast meeting (ie, VSC, Co-Op Charting, Membership, MI, Safety, etc).
- 0730-1000 Conference Registration Desk open
- 0900-0950 Workshops, Group I\*
- 1000-1050 Workshops, Group II\*
- 1100-1150 Workshops, Group III\*
- 1200-1300 Lunch. Pre-registration/payment required.  
**Option 1:** Host Sq. may arrange for a guest speaker (20-30 minute time limit);  
**Option 2:** If Host Sq. has Ladies Auxiliary ,or an interest, may host separate luncheon.
- 1315-1345 Council meeting. Reports deferred to Conference session. Brief Council members of upcoming Conf. items, and vote on items requiring Council approval prior to Conference vote (ie, budget; Sq. name change, etc.). All Council members must be advised beforehand (via e-mail or letter) of anything likely to be controversial.
- 1345-1600 Conference. Conduct all Conference business, including all awards.  
In Spring, include election & installation of officers.
- 1300-1600 **Option 1:** If Host Sq. has a Ladies Auxiliary (or an interest), may schedule tour or special event during this time.  
**Option 2:** May schedule a workshop sometime during this timeslot. All voting members of the Council and Conference MUST attend the Council & Conference; others can attend this optional workshop
- 1600-1800 Hospitality Rm.
- 1830 Cash Bar
- 1915(?) -2230 Dinner. Pre-registration/payment required.  
Themed Party, with DJ or Band. Informal, fun night, with minimal business.  
Possibly, thank outgoing Bridge, introduce new bridge, give gift to CC Rep.(15 min). Also, distribute door prizes, raffle items (10-15 minutes).

#### Sunday:

- 0800-0930 Farewell Breakfast, hosted by N-Club, with program. All attendees invited.
- 0930-1030 N-Club Meeting for members.

## General D23 Conference Schedule - Alternative #2

- Friday:** Same as 'Alternate #1'
- Saturday:**
- 0700-0800 D23 Bridge Breakfast Meeting at hotel restaurant with CC Rep.
- 0700-0800 (Optional) Other District Committee groups may choose to have a breakfast meeting (ie, VSC, Co-Op Charting, Membership, MI, Safety, etc).
- 0730-1000 Conference Registration Desk open
- 0815-0900 Short Council meeting. Reports deferred to Conference session. Brief Council members of upcoming Conf. items, and vote on items requiring Council approval prior to Conference vote (ie, budget; Sq. name change, etc.). All Council members must be advised beforehand (via e-mail or letter) of anything likely to be controversial.
- 0915-1030 Workshops, Group I\*
- 1040-1150 Workshops, Group II\*
- 1200-1300 Lunch. Pre-registration/payment required.  
**Option 1:** Host Sq. may arrange for a guest speaker (20-30 minute time limit);  
**Option 2:** If Host Sq. has Ladies Auxiliary or an interest, may host a separate luncheon.
- 1315-1600 Conference. Conduct all Conference business, including all awards.  
In Spring, include election & installation of officers.
- 1315-1600 **Option 1:** If Host Sq. has a Ladies Auxiliary (or an interest), may schedule tour or special event during this time.  
**Option 2:** May schedule a workshop sometime during this timeslot. All voting members of the Council and Conference **MUST** attend the Council & Conference; others can attend this optional workshop
- 1600-1800 Hospitality Rm.
- 1830 Cash Bar
- 1915(?) - 2230 Dinner. Pre-registration/payment required.  
Themed Party, with DJ or Band. Informal, fun night, with minimal business.  
Possibly, thank outgoing Bridge, introduce new bridge, give gift to CC Rep.(15 min)
- Sunday:** Same as 'Alternate #1'

The primary difference between 'Alternative #1' and 'Alternative #2' is the Saturday schedule. In 'Alternative #2', the Saturday activities start 30 minutes earlier with the D23 Bridge meeting, followed by a Council meeting in the morning. This is then followed by 2 time-slots for workshops, each of which are each a little longer than the 3 workshop time-slots of 'Alternative #1'.

\*NOTE: Workshops I, II, & III are flexible. Each D/ Bridge officer, including the D/C, should carefully plan well ahead of time how to best use these 3 Workshop timeslots of Alternate #1,

or the 3 Workshop timeslots of Alternate #2, and co-ordinate with the D/C (or his appointed representative).

One of these workshop sessions would be used for Sq. Officers' meetings (ie, Cdr, XO, SEO, etc), but all 6 officers' meetings do not need to be conducted at the same time. If a department needs more than one session for their department meeting, the responsibly D/Lt/C can schedule to use 2 time slots (ie, Ed. Workshop I, Ed. Workshop II).

- Workshop times not needed for Sq. Officers' meetings should be scheduled for department-specific special interest workshops. Again, flexibility of scheduling is available; for a complex topic, schedule 2 workshop slots; for 'simple' topics, can schedule 2 related topics for one time slot.

Obviously, not all workshop topics will be repeated at each Conference, but instead, scheduled at some interval such as once a year, or every other year, etc., as it seems that the members need information on the topic. Examples of topics for different workshops include:

**D/C** - Open Forum, Merit Marks (ie, how to use DB2000 for MM), upcoming controversial topic for Gov'n Board or Annual Meeting (discussion).

**XO** - VSCs, Co-Op Charting, Safety (ie, Conducting a Successful Boat Safety Week campaign), PRO, GPS (or other ME equipment updates).

**Education** - How to write a Chapman Award nomination; Effective Teaching Aids; Issues involved with conducting public boating classes; Power Point; Instructor Certification (4-hr course, can be conducted over 2 Conferences, or one Conf and follow-on Council meeting).

**Admin** -Duties of Membership Chair; Ideas for successful MI; Cruising (ie, how to conduct a Poker Run, Predicted Log Contest, etc); Fund Raising ideas (successes & failures); the 'Power of One' Campaign.

**Secretary** - Using DB2000 (basic); Using DB2000 to create your Sq. Roster (advanced); Criteria used in determining the Excellence in Journalism Award; Different techniques of putting newsletter on-line (with pros and cons); Required elements in a squadron website (to meet USPS standards); Duties of Squadron Historian (how to fill out the History Report simply).

**Treasurer** - Dues Renewal procedures; How to Apply for Grants (and sources); Details of DiscountTech (source for discounted software, made available through Hq USPS contract); Current best sources for LCD projectors, laptops, etc (InfoTech or local sources?), How to conduct an Audit.

Stagger the time slot of the Sq. Officers' meetings and have some special interest workshops going on at that time as well. Also, it's not intended that each department have **exactly** 3, or 2, workshop slots to fill; for example, if Treas. or Sec. dept would like one slot for their respective Sq. Officers, and only one slot for a special-interest topic in their area, and another department could use 4 workshop slots, then co-ordinate with the D/C (or rep) to schedule this. The only limiting factor would be the number of breakout rooms available, times the 3 workshop time slots (for Alternative #1); or, in Alternative #2, times the 2 workshop time slots.

## **Appendix 2 - Schedule of Host Squadrons for District 23 Conferences (revised Oct04)**

As approved by the District 23 Council and Conference, 3 October 1998

Fall 2003	Daytona Beach & Titusville
Spring 2004	Gainesville & Ocala
Fall 2004	Banana River
Spring 2005	Jacksonville
Fall 2005	Cocoa Beach
Spring 2006	Seminole

**Note:** Harris Chain Power Squadron will be worked into the schedule at an appropriate time in the future.

Changes to this list of Host Squadrons will be incorporated periodically, as approved by the Council and Conference.

Remaining Schedule of D23 Conference Hosts - Revised

**As approved by the D23 Council and Conference, 6 March 2004**

**AND, Harris Chain Power Sq. is included in the schedule.**

Fall 2004	Banana River
Spring 2005	Seminole & Harris Chain
Fall 2005	Cocoa Beach
Spring 2006	Jacksonville

### **Schedule of Host Squadrons for District 23 Conferences**

As revised & approved by the District 23 Council and Conference, 2 October 2004 **REVISION:** Due to hurricanes in Sept 04 (forcing cancellation of the Banana River - Hosted Conference, Oct 04), Fall Conferences are revised to work BR back into the cycle.

Fall 2006	Banana River
Spring 2007	Orlando
Fall 2007	Ponce de Leon Inlet
Spring 2008	Ocala & Gainesville
Fall 2008	Daytona Beach & Titusville
Spring 2009	Seminole & Harris Chain
Fall 2009	Cocoa Beach
Spring 2010	Jacksonville
Fall 2010	Banana River
Spring 2011	Orlando
Fall 2011	Ponce de Leon Inlet
Spring 2012	Gainesville & Ocala

### **Appendix 3 - Sample Conference Budget**

[To be added - maybe use a sample of an actual budget used for a recent D23 Conference]

## Appendix 4 - Final Financial & Attendance Report

From: Host Squadron Conference Chairperson  
To: District Commander  
District Commander's Conference Representative  
District Admin Officer

Date:

Subject: Conference Final Report

1. Meeting: (Spring or Fall Conference)  
Dates:  
Chief Commander's Representative: \_\_\_\_\_, and spouse \_\_\_\_\_  
(National position) \_\_\_\_\_  
Location:  
Guest Room Rate:  
# Guest Rooms Friday night:  
# Guest Rooms Saturday night:
2. Host Squadron:  
Host Squadron Chairperson:
3. Hospitality Room  
Approx. number of people attending each evening:  
Approx. cost to Squadron of Hospitality Rm supplies:  
Was room provided by hotel at no cost? If cost, how much?  
General list of liquor, soda, snacks, etc. consumed: Please attach list.  
Time Hospitality Room open:
4. Saturday Lunch:  
Number of people with advance reservations:  
Plus Chief Commander's Rep. and spouse: 2  
Number of last minute reservations, if any:  
Number of no-shows, if any:  
Total number attending:  
Menu:  
Ticket price per person:  
Time:
5. Saturday night Themed Party:  
Theme:  
Number of people with advance reservations:  
Plus Chief Commander's Rep. and spouse: 2  
Number of last minute reservations, if any:  
Number of no-shows, if any:  
Total number attending:

Menu:  
Ticket price per person:  
Time:  
Cost of band/dj, and/or other entertainment:

6. Sunday Morning N-Club Breakfast:

Number of people with advance reservations:  
    Plus Chief Commander's Rep. and spouse: 2  
    Plus Guest Speaker (spouse invited):  
Number of last minute reservations, if any:  
Number of no-shows, if any:  
    Total number attending:  
Menu:  
Ticket price per person:  
Time:  
Name of Guest Speaker and topic:

7. Number of Break-out rooms arranged for at hotel:

Was there a cost to the squadron for these rooms and /or General Conference meeting room?  
    If so, what was the cost? \_\_\_\_\_  
    If not, what was the contract requirement to waive charges? \_\_\_\_\_

8. What was the approximate attendance at the Saturday General Conference session? \_\_\_\_\_

9. Were there any non-member, or 'Ladies', activities? \_\_\_\_\_ If so, what were they?

\_\_\_\_\_  
How many attended?  
What was the cost per person?

10. Did you have a 'Ship's Store'? \_\_\_\_\_  
If so, would you recommend future hosts have a 'Ship's Store'? Why?

11. Approx. how many items (if any) did you have for your raffle?  
Was the raffle profitable?  
Any problems, or 'lessons learned', from running the raffle?

12. Overall, did your squadron make a profit, break even, or 'go in the hole' in putting on this conference? \_\_\_\_\_  
Can you identify the reason(s) for this result? \_\_\_\_\_

13. Comments: (Problems, successes, recommendations, etc.)

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 5 - Themed Saturday Night Party**

The use of 'themes' to set the mood of the district conference has been a success in many districts. Members look forward to the different ways to decorate and dress, to coincide with these themes and programs.

As with anything else, if the same theme is used too often, it will get old and uninteresting to the members. Keep the themes varied.

The following themes have been used successfully at past conferences in USPS:

- Cruising Down the River
- Golden Anniversary
- Festival
- Nautical Novels
- Pirates of the Caribbean
- Orient Express
- Harbors (or Ports) of the World
- Be a Clown
- Trick or Treat
- Comic Strip Come Alive
- The Things we did last Summer
- Halloween
- Squadron's Charter Year Events
- Broadway on Stage
- West is Best
- Ships among the Stars
- Spring Break