

STATE CONVENTION GUIDELINES 11/5/2006

JOB GUIDELINES

EXECUTIVE COMMITTEES:

General Chairperson

Selected by local federation with their full approval and support.
Responsible for the overall convention to the dancers, executive committee, local federation and state corporation.

Assistant Chairperson

Helps the General Chairperson and advises other members of the executive committee when needed.
Takes over for the General Chairperson if necessary, plans demonstration for the preceding Ohio Dance Convention.

Secretary

Takes minutes of all executive committee meetings.
Reproduces and distributes copies to all members of the committee.
Responsible for all correspondences pertaining to the total convention.

Treasurer

Forms the convention budget

Publicity Chairperson

Responsible for convention program book.
Sell advertising to pay for printing program books.
Travels to area dances to promote convention in all areas throughout the state.
Handles media, TV, radio, and newspaper communications.

Registration Chairperson

Arranges for registration forms to be printed and available for distribution at the preceding convention.
Handles all advance registration, keeps files and mails packets.
Handles ribbons for dancers, staff, and guest.
Maintains registration desk throughout the convention.
Handles housing and camping information.

Sound Chairperson

Provide sound where needed: dance halls, callers, breakfast, State Corp. luncheon, fashion show and Mini Legacy.
Arranges for rental of equipment.
Responsible for safety of all rented equipment.

STATE CONVENTION GUIDELINES 11/5/2006

Program Chairperson

- Contacts the callers and leaders
- Develops the schedules for squares, rounds, contra, clogging and country western
- Forms program committee for each room or level
- Responsible for a Master of Ceremonies in each room
- Arrange for callers clinic, after parties, exhibitions and special ceremonies

Program Chairperson Continued

- Prepares callers and leader names and addresses for program book

Facilities Chairperson

- Arrange security for exhibitors booths, registration and other areas as needed
- Make sure all equipment is removed or room is locked
- Responsible for decorations, putting them up and making sure they are taken down at the close of the convention
- Arrange for signs at each room as needed. Some are passed on from previous conventions

Exhibitor Booth Chairperson

- Sells space for exhibitor booths
- Arranges for scheduling of move-in and move-out
- Set-up and tear down of exhibitors booth areas
- Parking for exhibitors

Hospitality Chairperson

- Maintain hospitality desk in convention lobby throughout convention
- Provide city maps and information on tours, restaurants, and churches
- Maintain first aid room, lost and found room, caller/leader lounge
- Make sure water is provided for callers and dancers

Special Events Chairperson

- Responsible for caller/leader breakfast, State Corp. luncheon, fashion show, sewing room, and Mini-Legacy meeting room.

Planning Time Schedule

6-5 Years

- Find a suitable place large enough for the state convention
- Put a temporary hold on the dates (First full weekend in May)
- Write and submit a bid to the State Corporation at its November meeting. Include the area submitting the bid and the place the convention will be held.
- When the bid is accepted, confirm the dates with the convention location, contact the local chambers of commerce or convention bureau, hotels and motels, and give your callers association the dates.

STATE CONVENTION GUIDELINES 11/5/2006

5-4 Years

Idea research:

- What does the local area want in the way of programming.
- Raise necessary seed money for early cost.
- Form a committee through the local federation.

4-3 Years

Continue the idea research

Keep in touch with dancers and other convention. Know what they want and what works and doesn't work.

For the executive committee:

- | | |
|--------------------------|----------------------------|
| General Chairperson | Sound Chairperson |
| Assistant Chairperson | Program Chairperson |
| Secretary | Facilities Chairperson |
| Treasurer | Exhibitor Chairperson |
| Publicity Chairperson | Hospitality Chairperson |
| Registration Chairperson | Special Events Chairperson |

3-2 Years

Determine the specific job guidelines, know who is responsible for what.

Executive committee form their committees.

Form proposed budget and raise funds if necessary.

Determine convention theme and slogan.

Plan program: Squares, Rounds, Contra, Clogging, Line, and Country Western.

Establish dress attire: dresses, shirts & blouses, men's outfit and color.

2-1 Years

Print registration forms to be ready for distribution at the preceding convention.

Confirm dance program.

Plan demo for preceding convention.

1 Year

Put it all together

Present the demo at the preceding convention

Keep everyone informed.

Have meetings frequents enough to ensure good communication.

Travel and advertise the convention.

ASCAP and BMI

The host convention is responsible for pay ASCAP and BMI fees to the State Corp.

The State Corp. will pay the ASCAP and BMI fees to ASCAP and BMI.

STATE CONVENTION GUIDELINES 11/5/2006

Convention Fee

Effective with the 2002 convention, the convention committee will pay 35 cents per dancer at the convention to the State Corporation within 60 days following the convention.

Convention Chairperson Plaque

The plaque awarded to the convention chairperson is ordered presented, and paid for by the State Corp.

It is presented by the State Corp. president at the Saturday evening ceremonies.

Honor Couple

The names and addresses are to be submitted by the local council or federation to the convention chairperson by the delegates at the February meeting, no later than March 1st.

Badges are ordered by the convention chairperson and paid for by the State Corporation.

Pictures and resume' should be brought to the convention in frames for display, by the honor couple prior to the opening ceremonies.

Luncheon to be paid for by the local council/federation of the honor couple.

Honor couples are recognized from the podium by the State Corporation President at the Saturday evening ceremonies with a framed certificate paid for by the host convention or plaques may be presented at the option of the host convention.

State Luncheon

A luncheon facility will be provided by the hosting convention committee. Invitations to the luncheon are to be sent to the following:

Current Delegates

Honor Couples

Past Presidents of the State Corporation

Other designated guests as identified by the local federation/council

A list of current delegates, past presidents of the corporation, along with addresses should be given to the convention chairperson by the State Corporation at the February meeting.

Council Blankets/Banners

This fact should be made known to the delegate whether yes or nay.

This is contingent on whether there is a display area in the host city convention center.

If the council/federation is planning to display a blanket and/or banner, the information should be given to the convention chairperson at the February meeting.

The State Corporation Banner will be displayed on the stage in the hall where the ceremonies are held.

STATE CONVENTION GUIDELINES 11/5/2006
CONVENTION PROCEDURES

Tables Provided at the Convention

Tables will be made available as follows:

- One for each council/federation/BRDC (9)
- One for the Mini-Legacy
- One for honor couples
- One for each of the next two state conventions
- As needed for other states and national conventions

Vendors

A copy of the Exhibitors Booth report should be given to all future convention chairperson by the previous convention chairperson.

A list of previous vendors can be taken from the previous convention program book.

Minimum fee is \$75.00 per space.

Financial Reporting

Starting in 2006 the convention report is due at the next Ohio Corporation meeting following the convention.

A fine of \$100 will be imposed if the convention report is not presented at the next Ohio Corporation meeting following the convention and additional \$100 for each additional meeting late.