



**DISTRICT CONVENTION GUIDELINES
PREPARATION, PLANNING & FORMS EXAMPLES**

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- Save the Date
- Convention Registration Form
- Ad Journal

***AHEPA Family Protocol Mini Manual**

Refer to this Manual for District Convention Protocol

- Table of Precedence for Official Functions
- Banquets
- Flags and National Anthems
- AHEPA Family Order of Precedence for Seating at Banquets
- Order of Precedence for Seating Important Non-Ahepans

DISTRICT CONVENTION PREPARATION

Deciding who will be hosting the District Convention is the 1st step and it should be chosen earlier rather than later so that there is ample time to plan and promote the event. Refer to the District Convention Timeline to keep on track. The District Lodges should be notified that your chapter would like to be considered as the next Convention host. It should be announced at the prior convention so delegates can report back to chapters as to the location for the following year.

PRELIMINARY PREPARATION

- Schedule a Host Meeting with (District/Chapter) Convention Committee-All four orders (if applicable)
- Chairmen (one from each order if possible)
- Discuss a location (City)
- Discuss accommodations (Guest Rooms * Meeting Rooms)
- Discuss if there will be events on Friday and Saturday nights.

HOTEL

- Research a few hotels
- Visit each facility and ask to take a tour
- Negotiate reasonable guest room rates
- Carefully read through and ask questions before signing any contracts
- Choose facility for presentation at convention prior to yours
- Choose facility with accessibility to activities, shopping, culture, etc.

PLANNING

Arrangements with Hotel

- ◆ Be sure to speak to the hotel contact person frequently - Ask questions!!!!
- ◆ Request detailed breakdown of all expenses IMPORTANT!!!
- ◆ Request the number of rooms you must guarantee to get the best rate
- ◆ Know what the hotel will allow you to bring in and what must be purchased from them (i.e., hospitality room sweets, snacks, banquet desserts, etc.)
- ◆ Be sure to ask for meeting rooms to be setup properly to allow delegates to partake in the business sessions in a beneficial manner (Round or rectangular tables)
- ◆ Request microphones and any other audio -visual equipment needed for presentations
- ◆ Request all additional fees for services rendered
- ◆ Request a map/ layout of the hotel for distribution

Important Issues to Discuss

- ◆ Discuss registration fees and package fees for the Convention
- ◆ Know what social functions are included with Registration
- ◆ Inquire as to the arrangements for any complimentary rooms and tickets for dignitaries
- ◆ Ad Journal Booklet

Arrangements for Activities

- ◆ Choose activities and events so that all four orders can participate
- ◆ Some Suggestions: Greek Night* Recognition Luncheon* Awards Luncheon * Silent Auction * Breakfast * Brunch

Arrangements with Church (Optional)

- ◆ Contact the priest of the parish by phone initially
- ◆ Send a letter stating the details
- ◆ Request Artoklasia in honor of District Convention

TIME TO TAKE ACTION

- ◆ Correspondence/Communication
- ◆ District Governors should include dates in all bulletins and visitations
- ◆ January: Information should be sent to all chapters
- ◆ First wave of album ad contracts
- ◆ February/March: Letters requesting letter for album sent to all national presidents, liaisons, clergy, and political dignitaries
- ◆ March: Packages sent to delegates (Registration Form, Itinerary of Events, Hotel Information)
- ◆ Confirm dates with Priest
- ◆ Second wave of album ad contracts

BUSINESS SESSIONS

It is the responsibility of the District Governors/Lodges to plan the agenda for the business session. Every District does something different for the Luncheon.

Delegate Packets

- ◆ Blank paper* Pens * Folder * Agenda * Some treats *
- ◆ Name Badges (Name*Chapter* Chapter Location)

- ◆ Convention Workbook and Business Meeting Agenda (District Lodge is responsible for this)
- ◆ Tickets for events
- ◆ Interesting facts and brochures about city if sight- seeing is an option

Credentials desk

- ◆ District Secretary is responsible to check in delegates
- ◆ Should have credential attendance sheet (hard copy or computer generated)
- ◆ Binder with credential forms separated by chapter

Essentials for business sessions

- ◆ District Banner (If available)
- ◆ Flags
- ◆ Dais with podium in the center with Microphone
- ◆ Bible
- ◆ Copies of current Constitution
- ◆ Copies of Robert's Rules

Events/Activities

- ◆ Prepare Dais and Table Seating according to proper protocol for AHEPA family events - See protocol manual
- ◆ Name cards on dais
- ◆ Table & dais decorations
- ◆ Prepare programs
- ◆ Proofread names and order of speakers
- ◆ Inform all speakers of time limits
- ◆ Break up program to make it more interesting and hold attendees' interest

DISTRICT CONVENTION TIMELINE

This is meant as a guide, you may alter timeline to suit your needs

TWELVE MONTHS OUT:

- Outline three-day agenda, identifying events and space required for each.
- Check hotel space and negotiate deal, sign contract, place deposit.
- Identify requirements in terms of setup, A/V, timing of all events.
- Choose menus for all food events and determine bar requirements.
- For evening events, determine dress code.

- For evening events, determine entertainment required.
- Negotiate entertainment, sign contracts, place deposit.
- Determine off-site events, if any.
- Check event locations, negotiate terms and contract with deposit.
- Determine financial requirements for Convention weekend and write Budget, to include ticket pricing of events.

SIX MONTHS OUT:

- Set up database of possible attendees and create mailing list.
- Design letterhead for event.
- Draft 'Save the Date' letter and do mail-out.
- Draft Announcement letter, Registration form and Acknowledgement letters.
- Draft Invitation letter for Dais guests.
- Draft Invitation letter to any off-site events.
- Begin solicitation for program book ads, source a printer and determine price for printing and collating book.
- Identify source of Registration bags and contract.
- Write letters to various companies soliciting small gifts for registration bags.
- Draft list of items to include in registration bags.
- Design print material required for all meetings.

TWO MONTHS OUT:

- Send Announcement letter together with Registration form and mail out.
- Mail Invitation letter to Dais guests.
- Feed database of attendees as responses come in, mailing acknowledgement letter to responders.
- Mail Invitation letter for off-site event.
- Set up database for responses to off-site event.
- Invite singer to sing American National Anthem at banquet.
- Invite singer to sing Greek National Anthem at banquet.
- Obtain Greek flag for Friday luncheon and Saturday banquet.
- Design and print attendee name badges.
- Design and print tickets for all events.
- Design and print menus for all lunches and banquets, as required.
- Begin editing program book.
- Begin packing registration bags.

- Nominate hosts and hostesses where events require.
- Designate Toastmaster for Saturday banquet.
- Designate Toastmaster for PDB lunch.
- Develop rotation for Registration Desk volunteers.
- Design and print ballots for any issue that may require a ballot vote.

Print and collate material required for all meeting.

ONE MONTH OUT:

- Determine décor for Event tables.
- Determine transportation need for off-site event(s).
- Complete packing of registration bags.
- Purchase any food/beverage required for Hospitality or Greek Night events.

MEETING WEEKEND:

- Planning committee to hotel early morning.
- Deliver food/beverage for Hospitality and Greek Night events. Deliver all print material/bags/brochures/menus, etc. to one location. Oversee setup and stocking of Registration table.
- Event Chairman to liaise with Catering Service Manager for all events, ensuring smooth and timely flow.
- Assistants to provide backup where needed.
- Off-Site Activity Chairman to take full responsibility for all off-site activities, to include transportation etc.

SAMPLE FORMS

Tentative Convention Weekend Schedule

Convention Registration Form

Ad Journal

87th District Convention
Hellenic District #86
Hosted by the Hellenic AHEPA Family
RAMADA PLAZA New Town, Anywhere
June 8th & 9th, 2018

2018 CONVENTION REGISTRATION FORM

Delegate/Alternate and/or Guest Registration (PLEASE USE ONE FORM PER PERSON)

Name: _____ Chapter Name & No. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

For Which Organization Are You Registering?

AHEPA: ____ Daughters of Penelope: ____ Sons of Pericles: ____ Maids of Athena: ____ Guest: ____

I Am Registering As A: Delegate: ____ Alternate: ____ Guest: ____

REGISTRATION FEES / CONVENTION

AHEPA Delegate/Alternate (which includes registration & luncheon) \$70.00 = \$ _____

DOP Delegate/Alternate(which includes registration & luncheon) \$70.00 = \$ _____

SOP Delegate/Alternate \$20.00 = \$ _____

MOA Delegate/Alternate \$20.00 = \$ _____

Friday, June 8th: 86th DISTRICT AHEPA & DAUGHTERS OF PENELOPE SCHOLARSHIP AWARDS & COCKTAIL RECEPTION (Proceeds to benefit AHEPA & DOP Scholarships)

AHEPAN/DAUGHTER/SOP/MOA/GUEST \$35.00 = \$ _____

Saturday, June 9th: DAUGHTERS OF PENELOPE LUNCHEON

SOP/MOA/GUEST \$35.00 = \$ _____

Saturday June 9th: GOVERNOR'S GRAND BANQUET

AHEPAN/DAUGHTER/SOP/MOA/GUEST \$65.00 = \$ _____

TOTAL: \$ _____

I have enclosed a check, # _____ in the amount of \$ _____

Please mail check and form promptly as head counts are needed for the events.

Questions?: Phone: (555) 555-5555 Email: 123Convention@gmail.com

Checks Payable to: AHEPA/DOP

Mail To: John Theakos, Convention Chairman

123 AHEPA Way

Town, State, Zip



87th District Convention

John G. Thevos Fifth District New Jersey-Delaware

Hosted by Order of AHEPA, Hudson #108

June 8th & 9th, 2018

RAMADA PLAZA Newark Liberty Airport

160A Frontage Road~Newark~NJ~07114

(973) 589-1000

Room Rate: \$119.00

Deadline to book room: May 28, 2018

CONVENTION SCHEDULE (subject to change)

Friday, June 8th:

6pm-7pm: Registration Opens

7pm-7:30pm: Opening Ceremonies

7:30pm-8pm: AHEPA Business Session

8pm: AHEPA & DOP Scholarship Awards and Cocktail Reception

Saturday, June 9th

8:30am-9:15pm: Registration Opens, Bagels and Coffee Available

9:15am: Business Meetings

12pm-1:15pm: Daughters of Penelope Luncheon Hosted by the
Daughters of Penelope 5th District Lodge

1:30 pm: Reconvene of Business Meetings

6:30pm: Cocktail Hour followed by the Governor's Grand Banquet

Questions? Please contact John Theakos, Convention Chairman Phone:

(555)555-5555 Email: 123Convention@gmail.com



87th District Convention
JOHN G. THEVOS FIFTH DISTRICT
NEW JERSEY and DELAWARE
JUNE 8th and 9th, 2018



JOURNAL ADVERTISEMENT CONTRACT FORM
(Please Circle One)

OUTSIDE BACK COVER: \$1,000

INSIDE FRONT PAGE: \$750

INSIDE BACK PAGE RIGHT: \$750

INSIDE BACK PAGE LEFT: \$500

GOLD PAGE: \$150

FULL PAGE: \$100

HALF PAGE: \$75

QUARTER PAGE: \$50

NAME OF ADVERTISER: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone: _____ Email: _____

Questions: John Theakos, Convention Chairman Phone: (555) 555-5555 Email: 123Convention@gmail.com

PLEASE ATTACH A BUSINESS CARD OR PRINT YOUR AD LEGIBLY

DEADLINE: MAY 28, 2018

PLEASE ENCLOSE PAYMENT WITH YOUR AD

PAYABLE TO: AHEPA

Mail To: John Theakos, Convention Chairman 305 123

AHEPA Way

Town, State Zip