

A GUIDE TO HOSTING A DISTRICT CONVENTION



The International Association of Lions Clubs
District 201W1

ACKNOWLEDGEMENT

This document would not have been possible without the assistance of Past District Governor Sandra Laundry who made a paper copy of a document she received during her term. We have been unable to verify the original author but we send them our heartfelt thanks for the very valuable resource which we have unashamedly tailored to our won District's needs.

INTRODUCTION

Almost inevitably, a member of your Lions Club will come back from a District Convention all fired up with enthusiasm, and pose the question "Why don't we run a convention?"

Before that question can be answered honestly, members need to know exactly what is involved in running a District Convention, what they would be responsible for, who does what, how much leeway they have in organising ceremonies and all manner of other details.,

This guide should answer most of those questions.

Make no mistake, organising and running a convention is a lot of hard work for a couple of years, for the most part by a committee of 4 or 5, but nearer the event a successful convention needs input from every club member (and a lot of help from partners too!)

Whilst it is a lot of hard work, a successful convention also brings a great deal of satisfaction and for most organisers, it also leads to the development of new skills and accomplishments; a broadening of their Lions horizons and a greater appreciation of our great organisation at the District level.

Few District Constitutions provide for more than one club to host a convention, but that doesn't stop 2 or more clubs getting together and doing so. It just means 1 club must be the host club and be responsible for everything.

The Organising Committee can have members from as many local clubs as are interested under the chairmanship of a member of the official host club. Of course workers at the actual convention can come from any club and, in fact, don't have to be Lions at all!

Many towns and areas have tourist organisations that will go out of their way to assist, as will most local government councils. Lions Conventions mean many "tourists"-conventioners – and many tourist dollars to these organisations.

So, don't just sit there. Read this guide, then go out and do it!

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EXPRESSIONS OF INTEREST

THE BID

1. If a club is to apply to host a District Convention, the vote supporting this resolution should be unanimous or be strongly in favour; otherwise the club will be short on hands when the crunch comes.
2. A Steering Committee of 3 but no more than 5 to consist of at least the anticipated Chairman, Secretary and Treasurer should be nominated to prepare the application to go forward to the DG/Cabinet.
3. Following a club's endorsement by the District Cabinet, submit a Nomination of the Club's intentions to the Cabinet Secretary prior to the deadline (60 days before the beginning of the next Convention, normally this nomination is made 2 years prior)
4. Prepare a presentation briefly explaining how the Club proposes to stage the Convention. Include such matters as:
 - Theme
 - Venues and Sites
 - Accommodation
 - Transport
 - Local Facilities
 - Tourist Attractions
 - Help from local organisations
 - Sponsorship
5. Presenting the Proposition
Select your presenter wisely to create the best impression. Your club should be strongly represented to convey a high degree of enthusiasm.
6. Take notes during the preceding Conventions of points that impress you, and likewise those where you think an improvement can be made. Remember your turn can be up to 1 – 2 years away.

THE FOLLOW UP

If successful in the ballot:

- a. The District Governor of the day, generally in consultation with the Club President, will formalise the appointment of the Chairman and then the Chairman and the Club President will appoint the committee, consisting of Secretary, Treasurer and Committee Members to be responsible for the overall administration including:
 - Finance
 - Public Relations
 - Opening
 - Flag and Remembrance
 - Business Sessions
 - Catering
 - Banquet/Ball/Cabaret

Closing

- b. It is essential to choose your Committee widely. Be mindful that appointees must be able to spare sufficient time for the position, possess the necessary talent and have access to equipment needed in carrying out the task. The DG or DG Elect may have some specific Lions that he/she wants appointed to the committee or to a particular committee position and these wishes should be followed.
- c. The District Governor of the day gives the DG Elect authority to liaise with the Convention Committee as soon as is practical after his/her election
- d. Make early contact with the DG Elect re the Convention format as he/she will have the ultimate decision on content, format, speakers and all other things that make up the convention.
- e. The DG Elect should be invited to attend all committee meetings so that early planning is pointed in the right direction. Where the convention is in a location that makes the DG Elect's regular attendance difficult, then other regular means of consultation needs to be arranged. One possibility is to use a speaker phone to allow the DG Elect to "sit in" at meetings.
- f. The DG Elect should indicate his/her preference in consultation with the Convention Chairman for:
 - Keynote Speaker(s)
 - List of Invited Guests
 - Forums
 - Presenters for both forums and ceremonies
- g. If it is intended to invite an International representative e.g. International Director, Past International Director, Council Chairman and/or Part Council Chairman, it is the responsibility of the DG Elect to make the Official Application
- h. It is the DG Elect's responsibility to arrange and organise the forum topics and presenters. The committee must liaise with the selected presenters to provide any required resources for each forum.
- i. Your neighbouring Clubs are a valuable resource. Seek their assistance in physical preparations and dismantling, or delegate them to a specific function with your Committee approving the arrangements made. Often, one or more of the convention committee members will actually belong to a neighbouring club, although the overall convention organising responsibility remains with the nominating club.
- j. Your committee and supporting Club Members should attend and present to the Convention preceding yours, a detailed presentation including:
 - Planning re venues, functions, accommodation and tourist information
 - Actively promote your Convention
 - Accept advance bookings

Your observation of details at this Convention should be keen and astute. This is your last chance to pick up on the finer points. Look for items that make the convention really good and consider how you can adapt them to your convention. Likewise, look for items that are less than ideal and consider what you can do differently to overcome the problems. Take every opportunity to talk with organisers, ask questions, look behind the scenes etc. to get a really good feel for the organisation behind the event. Do it without making a nuisance of yourself.

ROLES OF THE COMMITTEE

The organising committee should keep in mind at all times, that they are organising a District Convention on behalf of the District Governor of the day. The committee are not organising their own convention, nor do they have the final say in any part of the Convention. District Governors usually give the Committee wide powers and plenty of latitude in what they want to do, but it is still the District Governor who chairs the Convention and bears the responsibility for the success or otherwise of it. In all matters, the DG has the final say and the final approval.

CHAIRMAN

The Chairman becomes a member of the District Cabinet (following advice from the District Governor of their appointment to that position).

These duties include:

- Providing leadership and ensuring teamwork
- Liaising closely with each Sub-Committee. It is normal for the chairman to be an ex-officio member of each sub-committee
- Liaising closely with DG Elect including suggestions covering all convention activities.
- Chairing all meetings of the Convention Coordinating Committee
- Assessing all written quotations
- Sanctioning all printing and photocopying
- Sponsorship (*To be effective, a small (one person) sub-committee is better to negotiate sponsorship. The Chairman can still oversee sponsorships, just as everything else*).
- Reporting to the next District Convention details of planning progress made so far, and exhorting Conventioneers to attend.
- Submission of the final report including the unaudited statements to the DG and Cabinet.

DEPUTY-CHAIRMAN

It is wise to give consideration to the appointment of one of the Committee Members to this position. This appointment is in addition to their other duties on the Committee and acts in the Chairman's place whenever the chairman is unavailable.

Preference should be given to one who regularly attends Conventions.

SECRETARY

Duties include:

- Recording of Minutes of Meetings circulated to Committee Members, DG(E) and Cabinet Secretary. Often email is the quickest and cheapest method of circulation if all recipients have access
- Attend to all official correspondence
- Maintain accurate and up-to-date filing of all items

- Prepare a Register of names of all attendees for various functions – a well-constructed computer database can make management of registrations, ticket issue, attendance reports and many others of the secretary and treasurer duties immeasurably easier. A District convention database may be available for download free of charge from the Lions Australia website Leadership Committee site.
- Assist the Cabinet Secretary immediately before and during the Convention.

TREASURER

Responsible for:

- Open special Convention Account, signatories to be Treasurer and either President or Secretary
- Compilation of a budget in conjunction with other committee members and the Cabinet Treasurer
- Receiving and receipting all monies
- Payment of all accounts, which must have prior Committee approval
- Preparation of final Balance Sheet ready for auditing
- Forwarding accounts in an auditable fashion to the Cabinet Treasurer for their inclusion by the Cabinet Treasurer with the other District Accounts to the District Auditor
- Submission of unaudited Statement to Cabinet and the Club through the Chairman of the Convention organising committee.

The Treasurer should also be present at the Registration Table at all times when this facility is open, to collect outstanding monies, provide additional tickets if required for functions, and answer questions in general of Conventioneers. Note that sales of additional tickets are not encouraged, nor should there be much outstanding money. It is a convention principle that all fees accompany registrations and those registrations are not accepted without the appropriate fees. Unless this principle is enforced, the committee will have difficulty in meeting its budget targets, booking correct function numbers etc. Exceptions need to be made only where there are changed circumstances, such as where a Lion has made a late request after registrations close to purchase additional tickets but has been unable to send the appropriate fees because of time restraints.

PUBLIC RELATIONS OFFICER

Responsibilities are:

- Prepare Registration Form for publication as soon as practical after January in the District Newsletter; West Lion Magazine and the District and Multiple District websites.
- Arrange printing of acknowledgment sheets. Hospitality Books, Programmes approved by the DG Elect, and other incidentals
- Arrange a roster for Club visitations for promotion, where practical
- Confer with local Civic authorities re provision and erection of street bunting, decorations etc.

- Endeavour to have an article published in the local newspaper or broadcast by local radio stations of the coming event.
- Arrange for an article in the local papers with Photographs immediately following the Convention giving a concise description of the event
- Have available accommodation information

BUDGETING

The proposed budget has to be passed by Cabinet usually at the Cabinet meeting prior to the preceding Convention. Therefore, the draft budget should be sent to the Cabinet Treasurer in time to be presented to that meeting.

The following notes and model should be of some assistance to the Convention Committee in compiling a budget.

It is suggested that the Chairman and members of the Organising Committee of the most recently conducted Convention are an ideal resource for your early planning. Much can be gained by discussing these matters with them.

Each District Constitution covers the calling, timing and operation of the District Convention and details the method of choosing the host club. The appointment of a Convention Organising Committee and other such details are also included in the District Constitution.

Clubs considering nominating to run a Convention should first become thoroughly familiar with their own District Constitution.

The District By-Laws will contain some specific requirements for the Convention, and these should be checked at the same time as the District Constitution.

The other area where the District sets out details of the Convention requirements is in the District Policy Minutes. Policy Minutes include such items as:

- Recordings of Proceedings. The cost of recording is normally a District expense
- That hospitality book costs for the DG, VDG, Cabinet Secretary, Cabinet Treasurer and CBL Chairman and their partners, and possibly some others, is paid from District funds.
- The method of appointing Official Guests and who pays the hospitality book and sometimes accommodation and travel costs of those guests.
- Arrangements for the Convention Bannerette and/or Badge; who approves the design.
- If a Lions Shop is to be run, and, if so, how, and by who, and the accountability for the shop

The hospitality fee – both for a full book and for individual functions – is recommended by the Convention Committee and approved by the District Governor and District Cabinet. This fee is collected by the Convention Organising Committee and used exclusively to defray

hospitality expenses. The aim is to always break even, keeping administration costs to a minimum, and make neither profit nor loss on the whole convention.

All other expenses are a responsibility of the District. Usually the District will make a cash advance available to the Organising Committee to assist with these costs and this advance must be fully acquitted after the Convention. All profit remaining after the costs of the convention have been met must be returned to the District Treasurer.

It is prudent for the organising committee to conduct a raffle offset the costs of the convention. In accordance with District By Laws and Policy Minutes, no other raffles may be conducted at the convention.

A club can request an advance of up to \$2000 from the District to assist with bookings and start-up costs.

The following guide is provided to enable you to get your planning in prioritised order.

1. Seriously arrive at a realistic attendance figure taking into consideration your geographical locality and uniqueness/attractiveness of your area considering other Lions conventions of a similar nature and the attendance figures they attracted with the personalities featured. Err on the side of caution when budgeting, but on the side of optimism when planning venue sizes.
2. From this, determine the approximate sized venues that would be required to house the varying functions. Select same and establish the fixed function costs e.g. hire etc. Provision should be made for alternate venues for outdoor events in the event of inclement weather.
3. Seek sponsorship for specific aspects of the Convention either in cash or in kind.
4. Establish administrative costs e.g. postage, telephone, stationary, etc.
5. Detail the requirements for specific functions and get quotations for same.
6. Establish a charge based on the minimum number of likely attendees. If you use the expected number and less turn up, you will run at a loss.

It is normal to offer some sort of incentive for early purchase of hospitality books, and sometimes a small discount for purchase of complete hospitality books rather than selected items only. It is doubtful that these practices actually increase attendance, but they do no harm and may be offered if the committee wishes. Early purchases assist with cash flow for things like venue booking fees so from that point of view incentives can be worthwhile.

A simple method of arriving at a suitable price for each function is to set out a simple spreadsheet showing all the fixed and variable costs for a range of attendances as follows:

THIS IS A GUIDE ONLY – LOCATION WILL DETERMINE COSTS						
Item / Numbers	160	170	180	190	200	210
Fixed Costs						
Venue Hire	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00
Band Hire	\$2000.00	\$2000.00	\$2000.00	\$2000.00	\$2000.00	\$2000.00
Decorations	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
PA System Hire	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00
Guests not paid by District (2)	\$1200.00	\$1200.00	\$1200.00	\$1200.00	\$1200.00	\$1200.00
Printing Costs	\$1200.00	\$1200.00	\$1200.00	\$1200.00	\$1200.00	\$1200.00
TOTAL FIXED COSTS	\$7700	\$7700	\$7700	\$7700	\$7700	\$7700
Variable Costs						
Meals @ \$140.00	\$22400.00	\$23800.00	\$25200.00	\$26600.00	\$28000.00	\$29400.00
Drinks	ALL DRINKS ARE PAID FOR BY CONVENTIONEERS					
TOTAL	\$30100	\$31500	\$32900	\$34300	\$35700	\$37100
Plus contingency 5%	\$31605	\$33075	\$34545	\$36015	\$37485	\$38955
Actual Cost Per Head	\$197.50	\$194.55	\$191.90	\$189.55	\$187.40	\$185.5

In this example, the committee expect 180 to 200 people to attend the dinner dance so a budget has been prepared based on a range of numbers from 160 to 210. It will be seen that the total ticket price of \$140.00 will be OK if at least 180 people turn up, but will run at a loss if less arrive.

Note that in this example, an initial estimate of \$200.00 has been made per head cost for the 2 invited guests that are not paid by the District.

One of the biggest single expenses is the production of the Convention Booklet; there may be a budgeted cost of around \$1200 for this. The following should be included, most of which is supplied by the Cabinet Secretary

- District Governor’s message
- Convention Chairman’s message
- Council Chairman’s message
- Convention Programme
- Notices of Motion
- Nominations
- Rules of Procedure and Debate
- Lions District 201W1 – Audited Financial Statements including prior convention statements
- Reports and Financial Statements from other District Foundations or similar

Sponsorship and advertising in the convention booklet can substantially reduce costs. Local printing and copying firms can sometimes be persuaded to provide the printing in exchange for advertising in the booklet.

Fancy binding, glossy paper and multi-colour covers are not needed. Consider simple comb of wire binding, perhaps even use a club working bee to do the binding in-house. Comb binding machines are cheap and can sometimes be borrowed from a local school.

Things to Consider When Putting a Budget Together

EXPENDITURE

1 FUNCTIONS

- a) Informal Get Together
- b) Business Session
 - School Assembly Hall, town hall or other suitable facility Hire
 - Public Address (Hire or use existing, if suitable)
 - Recording Facilities as required by the Constitution
 - Laptop Computer, Projector and Screen
 - Whiteboard or similar
 - Decoration – Modesty skirt on top table
 - Lectern (borrowed or hire)
 - Identification boards for top table
 - (These are all administrative charges against District, and should be kept separate from hospitality costs)
- c) Banquet/Cabaret/Ball
 - Hire local Hall or Hotel or Function Centre (incl. tables, chairs and crockery etc.)
 - Public Address (often supplied by the band)
 - Lectern – borrowed or hired
 - Band Hire
 - Decorations
 - Printing Costs
- d) Picnic
 - Local Park – check for permits and fees required from local council
 - BBQ Hire – At least 1 per 50 attendees. Cooks to operate BBQ's. Some clubs own catering trailers, BBQ's etc. which may prove ideal
 - Trestle Hire
 - Chair Hire – limited number if locals and attendees are asked to bring their own. Not practical for fly-in conventioners.
 - Drinks (user pays) – Liquor Licence for venue. Liquor Act in some areas may require professional security people to be in attendance, and some parks are declared dry area and thus unsuitable
 - Public Address System hire (music and announcements)

2. CATERING EXPENSES

- a) Breakfast
 - Food

Drinks – at own cost

b) Combined Luncheon

Food

Invited Guests not paid by District

Drinks – user pay

c) Banquet/Cabaret/Ball

Food

Starter Drink (then drinks at own cost)

Invited Guests not paid by District

d) Picnic

Food

Drinks – at own cost

3. PERFORMERS / DECORATIONS

a) Props and Decorations

Remembrance – according to presenter's requirements. Note that this is an administrative expense and not chargeable to hospitality.

Table Decorations – Banquet (listed under banquet arrangements above)

Banquet – Hall Decorations (listed under Banquet arrangements above)

b) Performance Fees

Cabaret Band (listed under the banquet arrangements above)

c) Donations

Scouts of other similar group (Flag Ceremony) (Administrative Cost)

d) Guest Speaker Costs

Accommodation and Hospitality at District Cost (if MD Council Chairman, MD may pick up some of the costs). Generally, Lions of motivational speakers arranged by District will be a District expense for hospitality, accommodation and transport.

e) Catering/Refreshments for entertainers

4. ADMINISTRATION

1 Registration Satchels – (hopefully sponsored)

2 Registration Handouts – (hopefully sponsored)

3 Photocopying Costs

Dinner Menus (hospitality charge against the dinner)

Registration Forms (1 to each club & Cabinet Member – Clubs to copy)

4 Printing

Letterheads. (The cost of printing letterheads can be avoided by creating them in the computer and simply printing together with the letter each time one is needed).

Convention Programmes

5 Stationery

Envelopes (500)

Name Badges (The plastic pin-on badge holders that are usually used are quite expensive and alternatives need to be checked. They can be tracked down on-line for less than half the cost from stationery suppliers).

- 6 Communication
Postage
Telephone

5. FEES AND CHARGES

1. Bank/Government Charges
2. Secretary/Treasurer Incidentals

INCOME

Note: A club can request an advance of up to \$2000 from the District to assist with bookings and start-up costs.
This loan should be repaid to the District as soon as adequate cash flow is established or at the conclusion of Convention.

FUNCTIONS

1. Breakfast
2. Combined Luncheon
3. Banquet
4. Picnic (Farewell Lunch)
5. Partners Tour
6. Picnic or other final function.

SPONSORSHIP

- Any Business or Bank (Satchels)
- Printers, photocopy shops, business supply houses – booklet printing and/or binding subsidy
- Advertising in convention booklet – local businesses, tourist organisations etc.
- Prizes for raffle (local businesses)

FUNCTIONS AND CEREMONIES

The format for ceremonies or functions is up to the convention committee and the District Governor.

A suitable experienced Lion to organise each of the ceremonies should be selected and approved by the DG as early as possible. The DG will often have particular requirements or ideas for some, if not all, of the ceremonies, and the organising committee should discuss this with the DG (probably still VDG or DG Elect) to ensure their requirements are met.

In most cases each ceremony organiser will have their own ideas, requirements and methods of running the ceremony and the Organising Committee will only have to provide the required facilities, props and assistants. The Committee should discuss these requirements, and the arrangements for each ceremony with each organiser so there is a clear understanding of the way things are to be arranged, responsibilities etc. It is a good idea to take notes during these discussions, and then

write a briefing note listing the relevant points so that everyone remains clear about the requirements.

1. REGISTRATION

The facility needs to be in a noticeable position inside the foyer near the main entry but out of natural draughts. For the Convention Treasurer to carry out this vital duty of Registrations, a table, trestle style or similar is OK. It should be about 1.8 metres (6 foot) in length. Queuing facilities are most desirable to maintain orderly registration.

The Cabinet Secretary should have an adjoining position with a separate table nearby for the Registration of Delegates and validation of voting cards.

Contents of all satchels/folders should be alike. Tickets and name tags for the registrant and partner are best provided in a sealed, standard, business envelope clearly identifying the registrant's name and Club.

The Cabinet Secretary arranges for the supply and issue of Delegate Voting Cards. Registration is usually required on the prior evening and early morning of the day of the Convention.

2. CIVIC RECEPTION

The organising committee usually plans for such a function to be arranged by the local Civic leader.

It is imperative that a clear indication is obtained from the civic body regarding the maximum numbers they are prepared to host.

Hopefully this should include the Cabinet members and partners, Guests of the Convention and their partners. If, however, the Civic body is not prepared to cater for all of these, the District Governor should indicate who is to be invited.

The Convention Committee should then supply the Civic body with a listing of those Lions and their partners.

The Civic body then extends the invitation direct to the listed members who need to respond accordingly. Duration of approximately 1-2 hours is ample for the Reception.

Should no Civic Reception be planned a Friday evening informal reception supper should be held and catered for to include all conventioners and invited guests.

3. OPENING CEREMONY

The Opening proceedings including everything through to and including the Informal Reception sets the tone of the whole convention and is a part of the proceedings deserving much serious attention from the committee.

- Call to Order and Introduction of the Official Party who will be seated at the front in reserved seating. (Sargent at Arms)
- Opening Address and Welcome (Sargent At Arms)
- A short performance by a local group, welcoming the conventioners and introducing them to the local culture (optional)
- Welcome by Person of Prominence. Normally, the local mayor will be asked to perform this function. Mayors are seen as representing the citizens of their town or city and are thus the most appropriate person to welcome visitors. Besides, the committee have already asked the Mayor to host a civic function for senior visiting Lions and this is an opportunity to give something back.
- Official Opening of the Convention (selected person). Often a local politician at State or Federal level (State is more appropriate for a District Convention). Make sure the persons doing the opening and the welcome know how long they have available to speak. Neither should be more than 10 minutes.

4. **FLAG CEREMONY**

The District has a flag set available for Convention use. There is a possibility of using a “Multi-media” presentation in place of, or together with, a flag set if the selected venue is suitable equipped.

Whilst there is no set method of presenting a flag ceremony, precedence dictates that flags are generally carried in and presented by some uniformed group, if they are available (Scouts, local CMF of full-time Military, Police, School Cadets, even Park Rangers have all been successfully used in the past). If a multi-media presentation is used, the flags could perhaps be “hidden” on stage (by lack of lighting) and “presented” by spotlighting them at the appropriate moment during the presentation.

There is an established protocol for the order in which the flags are presented, and it **MUST** be followed. Just as there is an official protocol for the order in which senior Lions are introduced, so there is a protocol for the order in which flags are introduced.

- Any flags other than the official nine (9) that are recognised should always be presented first. An example of a flag from another country that might be presented here would be the flag(s) of the home country/countries of any Exchange Students present at the convention, or of any overseas visiting Lions
- If used, the flag of Indonesia, as part of our area of Lionism (Constitutional Area 7), comes next.
- The flag of our sister nation, New Zealand follows.
- The flag of the USA is next presented, and at the same time it is usual (though not essential) to present the flag of the United Nations, and the flag of Lions.

It is quite acceptable to present the United Nations, and then Lions (in that order) AFTER the flag of the USA – but it makes a longer ceremony

- The final group of flags is that of Australia, PNG and Norfolk Island, correctly presented as a group, although PNG may be presented before Australia if any PNG Lions are present. If the convention was in PNG, then Australia would be presented before PNG.

In the sample presentation that follows, flags are shown as being presented on stage to individual Lions. It is also acceptable for the flags to be placed directly in the flag holders, but as for when they are handed to a Lions, they should not be placed until after the anthem is finished.

WARNING! If the flag ceremony is to be held outdoors, it is vital that the flag stands are adequate to withstand any wind that may blow. Stands need broad bases and also need to be pegged securely to the ground. The embarrassment of flags blowing over mid-ceremony is something that the convention organising committee can do without!!

Sample Presentation

“At the completion of the presentation of the flags of the continents we will honour nine flags with particular significance to those gathered here for this convention of 201W1. Should any of the flags presented here have particular significance for you personally, please feel free to stand as that flag is presented either singly or in a group”

“We are pleased to have with us from (example) New Zealand, Past International Director (name) and his Lions lady (name), please stand for the playing of the New Zealand national anthem as we honour the flag of our neighbour in Lionism”

Entry of flag during anthem

[N.B. Flag receiver to remain holding flag on stage if anthem is still playing and place it at the completion of anthem]

GROUP	FLAGS	NOTES
New Zealand	New Zealand	Received by Lion

“In recognising the flag of the United States of America, the home of our founder Melvin Jones, we will also present the flag of the United Nations & Lions Clubs International. Please stand for the national anthem of the United States of America”

- Entry of flag(s) during anthem

[N.B. Flag receivers to remain holding flags on stage if anthem is still playing and place it/them at the completion of the anthem.

GROUP	FLAGS	NOTES
USA	USA	Received by Lion _____

	United Nations Lions Clubs International	Received by Lion _____ Received by Lion _____
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“Our nation’s flag will be accompanied by the flags of Norfolk Island and Papua New Guinea who form part of Lions Multiple District 201. Please join me in singing our national anthem. “

[N.B. Flag receivers to remain holding flags on stage if anthem is still playing and place it at the completion of the anthem]

GROUPS	FLAGS	NOTES
Australia	Papua New Guinea Norfolk Island Australia	Received by Lion _____ Received by Lion _____ Received by Lion _____ May leave stage or remain – if one remains, then all remain

“Flags have always provided a rallying point for their people – as the Lions of our District gather here at (name of town) for this convention, they remind us of all our responsibilities to our state, our nation and the wider international community. “

5. REMEMBRANCE SERVICE

There is no set way of performing the remembrance ceremony. It should be held with dignity and respect for those that have left us and the partners and friends that are present. A presenter with a mellifluous voice and perhaps soft background music will enhance the presentation.

Low lighting, stage spots and use of flowers, plants, individual light bulbs that might, when all on, form a pattern, crosses and battery operated candles can enhance the desired effect. Miniature waterfalls, ponds and even stage smoke can be used to good effect. A multi-media presentation could perhaps be used in a suitably equipped venue. The list of names of the departed from the last convention to a cut-off date for this convention is arranged by the Cabinet Secretary.

A nice touch is to seek out surviving partners or very close friends of the deceased and invite them to take part. Often, someone from the deceased’s home Lions club will be asked to place the candle, float the flower or make some other gesture in recognition of the deceased as each name is read out. Who better than a surviving partner?

It is very important to keep the whole ceremony non-sectarian/ non-denominational.

Often a non-denominational prayer will be used to complete the ceremony although a verse of an appropriate non-denominational hymn like “Abide With Me “can be used to good effect. Perhaps a small choir, possible from a local school, might provide a very effective lead, particularly if the lighting is faded from everything else and brought up on the choir and the central focus of the ceremony – the pond, battery operated candles, etc. as the choir begins to sing. With battery operated

candles and other lit forms, it may even be better to fade all lights except on the choir.

Note to all organising committees: Get to know your local amateur theatre company. Directors and Lighting Specialists can be invaluable when formulating this sort of ceremony. Your local Primary School (or High School) choir master is likewise potentially a very valuable asset.

6. INFORMAL RECEPTION / GET TOGETHER

If the Convention opens during the evening e.g. Friday, it is usual for some kind of “Informal Reception” supper to follow. This is primarily a time for visiting friends to catch up with each other, make new friends, and generally enjoy the hospitality of the Local Lions. How well this function runs is how your convention will usually be remembered. If the night has started well and the ceremonies and speeches were good, then as long as your Informal Reception is good, visitors will rate it as a good convention.

Make no mistake, if everything else is OK and you make a pig’s breakfast of the Informal Reception, nothing you can do on the next 2 days has much hope of salvaging your “lousy” convention.

Provision needs to be made to collect tickets prior to entry to the food area which really needs to be a separate place (adjacent if possible) to the area used for opening. Ticket collectors/checkers MUST be ready and in position well before the function start time, otherwise early arrivals will cause ticketing havoc.

The method of ticketing for all functions needs to be decided early. Ease of collecting/checking tickets should be made a major consideration.

One common method is to make tickets the same size as name badges so they can be stored behind the name badge. Each function is printed on different bright coloured paper to ease checking and collecting. Tickets can be easily printed from the computer database then cut up with a hand paper guillotine.

Another method is to mark the functions on the bottom or other edge of the name badge where it can be easily checked at the door. The disadvantage of this method is that no tickets are collected, so it is not as easy to check attendance because there is nothing to count.

The supper should never be regarded as a meal, but simply a light snack consumed while enjoying the fellowship of those who have assembled.

Seating is not necessary for everyone attending, however, some seats for the older conventioners is essential.

If the Convention opens in the morning e.g. Saturday, Conventioneers who need to travel reasonable distances often arrive on the preceding evening.

Many like to book in, then find fellow Lion travellers and socialise. Whilst it is not a part of the official programme, if there is a suitable venue where visitors can meet, probably over a meal, then that information should be passed on to registrants. E.g. "Friday night pre-convention rendezvous at the i.e. local bowls club. Advise if meals are available. Local Lions there to sign you in or if nothing is available 'We regret there is no really suitable place in our town for a Friday evening gathering.' If the venue is suitable, and appropriate Lions are available, it may even be possible to accept some registrations at this venue. Don't underestimate the goodwill value of providing services like this – Lions don't forget service, it is after all what Lions is all about, - and a convention committee that appears to be caring for fellow Lions by making life a little easier will gain a lot of valuable "Brownie" points.

7. SECRETARIAL FACILITIES

The following should be available on site for the day OR at very close proximity to the Business Session venue. requirements:

- Copying facilities.
- Power
- Desk and chair
- Storage

Liaise with the Cabinet Secretary regarding any other

8. BUSINESS SESSIONS

Try to select a venue which has good acoustics. There is nothing more frustrating than not being able to hear well. It is better to use a room that is filled to capacity rather than one that is partly filled where participants are spread out everywhere. Things to avoid are TIN ROOFS (if rain is possible), ceiling fans, local traffic or noisy school playgrounds are all considered undesirable. Sometimes theatre-style tiered seating can be found in some school and university halls, but usually a more mundane venue must be used. Again, the expertise that your local amateur theatre group have could be of huge assistance in providing suitable sound. Use these local people who know the venues and available equipment. Often, such a group will provide a sound technician for the duration of the convention for nothing more than a chance to bend your club's collective ear about the next production.

It is essential that the sound technician is advised that all business sessions are to be recorded and a copy given to the Cabinet Secretary on the last day of the convention.

The head table should be elevated from the floor so that the assembled gathering can be clearly viewed and vice versa. It should provide for:

- District Governor (centrally seated)
- Constitution and By-Laws Officer and Cabinet Secretary seated one on each side of the DG

- Cabinet Treasurer (next to CBL)
- Visiting District Governors
- Guest of Honour (next seat on right hand side)
- 1st Vice DG next seat on left
- 2nd Vice DG

GUEST	2 nd VDG	1 st VDG	CAB SEC	DG	CBL	CAB TREAS	W2DG	GUEST
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-----Stage-----

**Reserved Seating
(Seated Conventioneers)**

Provision should be made for priority seating for Guest Speakers and partners, and other distinguished Guests in the front row of the body of the hall. At times members of the top table will move down to sit in these seats to listen to a Key Note Speaker or view a presentation. These seats should be reserved for this purpose throughout the entire Business Session. Reserved signs need to be placed, but it is also important to have an usher at each aisle of the row to direct other people away from the reserved row.

Provide jugs of water and glasses for the head table.

A microphone needs to be permanently available for the District Governor and Constitution and By-Laws Officer in addition to one at the lectern to one side of the top table. On the floor, free standing microphones should be placed in strategic locations such that any delegate who wishes to address the convention can easily access a microphone. The actual number and layout of microphones will depend on the layout of the venue.

Each microphone should bear a large identifying number (front and back) so that the District Governor can indicate clearly the order of speakers and so that the speakers will know at which microphone they are standing.

Delegates wishing to enter into the debate should move to the nearest microphone in readiness and await their turn to speak as directed by the District Governor.

For the business session the District gavel and gong will be supplied by the District. Identification boards bearing the name of the office and its office holder should be placed in front of those on the top table so that the Conventioneers have the opportunity to get to know those who occupy the respective positions.

9 ELECTIONS

Ballots for nominated positions are usually conducted during the lunch break. A table and chair is required for the Cabinet Secretary or Constitution and By Laws Chairperson to issues voting slips to the authorised convention delegates. Tables for delegates to write on should be provided in the ballot room. The Cabinet Secretary will provide a Ballot Box which is placed in the voting room.

10 FORUMS

Separate rooms for each are absolutely necessary to prevent one group distracting another, They should contain

- Table for presenter

- Sufficient chairs for attendees appropriately arranged

- Data projector & screen, laptop or other computer. (Many presenters will use their own laptop).

- Possible overhead projector and screen

- White board/ Chalk board/ blank flip charts, markers and eraser.

- Possible a video cassette recorder and monitor.

It is advisable to check well prior to the Convention what each presenter actually required, and what, if anything they will provide for themselves.

11 RECORDING

An audio taping of the entire proceedings is vital. It is kept for future referral by the Cabinet Secretary.

Host Clubs must ensure that the recording incorporates all microphones in the hall.

A complete set of tapes is to be handed to the Cabinet Secretary at the end of the Business Session.

A check on the effectiveness of the recording should be made prior to the start and then periodically during the proceedings to ensure a high standard is maintained.

The Cabinet Secretary will provide new blank tapes/disks for the purpose. The cost of any equipment for recording is a District charge.

CATERING & REFRESHMENTS

TEA & COFFEE FACILITIES

If a morning break is scheduled then this can be provided in the customary fashion.

A minimum of two (2) dispensing points greatly assists in serving the needs of Conventioneers and helping to keep within the time frame.

Free water should be available to conventioneers.

It should also be available to those who may desire same at any time of the day including early arrivals.

It will depend on the Host Club as to whether a charge is made for same.

LUNCHEAS AND BREAKFASTS

Endeavour to keep the costs to an acceptable level – remember, quite often Lions gauge the success of such functions by comparing costs against the product.

Key Member and First Conventioneer functions are sometimes held separately (either luncheon or breakfast) from the meal partaken by other Conventioneers and partners. A Key Member and First Conventioneer's breakfast is sometimes offered. Alternately, simply have a combined breakfast at which Key Members and First Conventioneers are recognised. Combined functions are usually better received by conventioneers than separate ones and numbers at District Conventions are such that separate functions are often not justified.

The decision as to whether these will be separate functions rests with the District Governor and the Convention Committee. Often, there is only one suitable venue so the question is easily resolved.

LUNCHEONS

Conventioneers like to chat and dislike excess formality

Consideration should be given to a buffet style lunch on the Business Day of the Convention to enable attendees to socially mingle.

Alcohol consumption should be kept to a bare minimum.

BREAKFASTS

Allow no more than 1 hour maximum

Providing the usual breakfast foods and setting is probably the easiest way of organising the function.

Self-service greatly assists in satisfying the individual's requirements.

Alternatively if the Club provides persons to serve each of the items on offer as the queue moves along, control can be maintained on the amount of food consumed and not wasted.

The value of having a guest speaker is debatable but some form of entertainment – often a good Tail Twister – is essential. It is also normal to recognise First Conventioneers even when the breakfast is for everyone. Key members should also be recognised, with all key members standing and then a count back to find the Lion still standing with the highest number of members sponsored.

The Convention Key is presented to the sponsor of the newest Lion inducted into the District.

BANQUET/CABARET/BALL

Choice of style of evening including formalities rests with the District Governor and the Convention Committee e.g. a Banquet, Ball or Cabaret. Available venues and entertainers, and their costs, may dictate the best form for the function to take.

The evening should enable guests to consume their meal, partake of refreshments, participate in fellowship, and enjoy dancing if the latter is catered for. Round tables are far more acceptable than other traditional types.

Protocol for seating should still apply to the Official Party regardless of table arrangements for seating Conventioneers and their partners.

The Convention Committee should confer with the District Governor as to whether a seating plan should apply to the Conventioneers and their partners. Even if no formal seating plan

is used, an attempt should be made to have at least one representative of the host club and any other local clubs at as many tables as possible.

Place names for the Official Party to be used.

If a seating plan is used, a board at the entry should clearly indicate at which table every couple is to be placed. Alternatively have (say 4) Lions with complete lists and have them inform the guests of their table number and its appropriate position. A third method that functions smoothly is to show the banquet table number on the outside of the ticket envelope and possibly also on the name tag. This can be easily and automatically done with the computer database.

Seating at the head table (with partners) in a formal situation: (if used) with partners, this makes a table of 16 which may be beyond many venues. If split into 2 tables, or two round tables, follow the same general seating arrangement – the International Rep and the Mayor on either side of the DG etc. Note that also if the DG of an adjoining District is an invited guest at the convention, then he or she and partner should also form part of the official tables(s).

DG(E) CAB SEC MAYOR DG INT. REP 1ST VDG CAB TREAS. CONV. C/MAN

Conventioneers' Tables

FAREWELL FUNCTION (PICNIC OR SIMILAR)

This should be a very pleasant occasion with emphasis on family participation.

It is an opportunity to say a final farewell and thank you; and to further socially enjoy the fellowship of other Lions of the District.

Picnics are most appreciated if structured organisation is kept to an absolute minimum.

Conventioneers appreciate the informality after the fairly rigid structure of a Convention.

Ensure that there is adequate seating available for those attending.

A meal – usually a BBQ and salads followed by fruit salad and ice-cream is ideal.

Arrange for a limited amount of liquor to be available on a user pay basis.

Recorded party style music helps to create an atmosphere.

The function should finish by about 1:00 pm giving the distant travellers an opportunity to get an early start on their journey home.

CLOSING CEREMONY

Keep it short.

The ceremony is usually conducted by the First Vice District Governor.

The Organising Committee will ensure that there are enough flag bearers to ceremoniously present the flags to the DG(E) and representatives of the next Convention Committee. The DG(E) will do a summary of the Convention with a slide show of photos.

In the closing speech, the District Governor will include appropriate thanks to Conventioneers for their support and involvement, and the extending of best wishes to the succeeding Committee for another enjoyable Convention next year.

GENERAL INFORMATION

OFFICIAL GUESTS

It is the responsibility of the District Governor to ensure that official guests are met and escorted to their accommodation. Ensure that Official Guests are suitable greeted (and received) on arrival at your town. Likewise, that they are again greeted on arrival at functions and that they have reserved seating.

Inform them of their commitments and times as well as venues for each prior to the Convention – a map showing certain sites in relation to their place of accommodation are most useful. If they are to arrive by air, ascertain flight details and be sure to have the Convention Organising Chairman or delegate meet them and transport them to their place of accommodation.

Check with the District Governor as to who will “provide their wheels” during the Convention. The District Governor will ensure that the room reserved for the visiting International dignitary has a welcome message, several pieces of fruit, and maybe a small vase of flowers.

Information about nearby reliable hair salons and charges are often greatly appreciated.

Check with the District Governor as to who will provide transportation for official guests and to ensure that they are looked after at all venues.

ACCOMMODATION

A list of suitable hotels, motels, units and caravan parks should be prepared together with addresses, telephone numbers and current tariffs, and circulated to the Clubs from January.

It should be made clear to all intending Conventioneers that it is their responsibility to arrange their own reservations, except for Official Guests.

ROAD / DIRECTIONAL SIGNS

Ensure that ample signage is positioned to assist the arrival of Conventioneers at the correct site without confusion.

It may be necessary to seek permission from the local council re the positioning of some of these at road or street intersections.

Whenever possible, transport to accommodation venues should also be provided unless impractical. Even then, the greeter will enable groups to get together to share taxis etc.

CONVENTION LOGO, BADGE AND BANNERETTE

Some thought needs to be given to the design of a suitable logo very early in the life of the committee as it will be used on the letterhead, all advertising and promotion materials, the bannerette if one is produced and probably the convention badge if used. As soon as the committee is happy with the design, it MUST be approved by the DG, as must the design of any badge or bannerette used. Keep the number of colours to a minimum to keep printing and bannerette / badge costs to a minimum.

HOST CLUB IDENTIFICATION

Members of the Host Club need to clearly identify themselves in such a way that Conventioneers can seek them out and approach them for information.

A good idea is the wearing of a fluorescent coloured ribbon bearing the Convention Logo and the words "HOST CLUB". A distinctive shirt could also be worn by all Host Club members, perhaps something as simple as a screen printed tee-shirt with the words "HOST CLUB" printed on the back.

SPONSORSHIP

If your committee has succeeded in gaining several sponsors, each of these should be appropriately recognised at the respective function by:

- Displaying their banner
- Preparing posters and positioning same prominently on/beside/above the equipment/goods provided by the sponsor.
- Acknowledging them in the Convention Programme Booklet
- Verbally recognising the respective sponsors at the relative function which they have supported.

LIONS SHOP

Liaise with the Executive Office of the MD Council re display material, order forms and stock for sale. Select several dependable Lions to operate same on a rotational basis. It needs to be open whenever Registry is open and during all refreshment breaks.

Accurate accounting to the requirements of the Executive Officer needs to be kept of all business conducted.

STATIC DISPLAYS

The Convention Chairman should advise Cabinet in his report to the last Cabinet Meeting of the previous year (May) that the District Chairmen for the coming year have until the end of July to register their intention of staging a static display. If there are more intimations than space can accommodate, the District Governor in consultation with the Convention Organising Chairman will have to decide which displays can be staged. A maximum size for each display should be decided and included in the report.

DECORATIONS

CLUB BANNERS

Clubs should be encouraged through the monthly mailing and District Newsletter to bring their banner to the Convention. Banners should be left with the Convention Chairperson at the Registration desk, where a receipt for same will be issued.

The banners should be used to appropriately decorate the Business Venue and the Banquet/Cabaret/Ball.

An announcement at the end of the Business Session should be made stating the arrangements for the collection of same. This information should also be included in the convention booklet.

DISTRICT PROPERTY

Some Districts have property available for convention use, such as large flag set. Usually, that property can be made available by contacting the District Property Officer or Cabinet Secretary. Bookings for this property should be made well in advance to avoid any conflicting requirements, and to allow plenty of time to make other arrangements if there are conflicts.

Arrangements to use District property should be made with the Asset Manager.

The Host Club is financially responsible for any items of District Property not returned.

BANQUET/CABARET/BALL

If using pre-arranged seating, make sure that a Club Member and partner are seated as a host at each table

If no seating plan is followed, the Host Club Members and their partners should circulate among the guests at their tables to make sure that the needs of all are being met. All tables should be numbered. This greatly assists staff.

HOSPITALITY

Establish carefully with the selected caterer the quantity and standard of food to be served for each meal.

It is a prime responsibility to obtain in writing the basis on which contractual arrangements have been established with the caterer. That is charged for number booked regardless of actual attendance, charged for actual attendance, charged actual attendance if it is within (say) five (5) persons of the booking, otherwise charged at number booked or actual attendance whichever is greater and so on. There are many variations. What is important is that the method calculating the charge is agreed in writing before the event. Because the committee will have insisted on prior payment with registrations, the actual numbers should usually be pretty close to the number booked.

A point to consider is that the number of attendees used to obtain a quote on which costs are based may vary significantly from the number of actual bookings, and when negotiating a price, the committee should ensure that a minimum and maximum attendance for quoted price is stipulated, and any price variation for lower or higher numbers than those on which the quote is based. Higher numbers won't cause any financial problems, but lower numbers might cause embarrassment.

Have sufficient door attendants to collect tickets or check function code numbers on Convention name badges.

An accurate count should be made of those in attendance and handed to the function organising chairman who will ensure that the treasurer pays for the correct number of guests in accordance with the contract, and to the convention secretary for statistical compilation.

Verify with the caterers on the occasion, the number for which a charge will be made. Ensure that same is agreed upon by the caterers and the account signed on behalf of the committee, before the guests leave the function. Many venues will require payment on the night; some others may allow seven-day accounts. Rarely will longer terms be accepted. There is no reason why the convention treasurer cannot pay at the conclusion of the function, as long as the amount is in accordance with the agreed terms. Even if the amount is in dispute, the agreed part of it should be paid as an indication of good faith and the invoice endorsed accordingly.

If another Club is responsible for the running of a function e.g. breakfast, ensure that:

- All associated approved expenses are passed on to the Committee for payment, or
- Numbers in attendance are agreed upon and the Club is reimbursed at the negotiated rate per person.

LIQUOR

District Policy forbids the inclusion of liquor to be served at functions in the cost of the tickets; however, provision is made for some drinks to be placed on tables for the Loyal Toast.

Refreshments required after the initial issue has been consumed are at the expense of the Conventioneers.

Many venues will already be licensed and suitable arrangements for sale and service of drinks can easily be made with them. For premises without licenses, arrangements should be made for a license to supply drinks for dispensing and sale. Waiting staff could well be supplied by a local organisation – even another service club – if approached. Care must be taken in these circumstances to fully comply with all local liquor licensing requirements.

Adequate time must be allowed to obtain special liquor licenses and to comply with any other requirements.

During initial planning, the committee must ascertain these licensing requirements and ensure from the relevant authority that a license is likely to be issued. It is vitally important that all legal requirements for the service of alcohol are met. The fallout, if Lions were to be found guilty of transgressing local laws would cause unthinkable damage to the organisation.

You may wish to provide for several dispensing outlets and have Conventioneers move to these to purchase their requirements.

PARTNERS HOSPITALITY

Organise whatever functions are necessary to entertain partners (e.g. tours)

Numbers will have to be carefully established in order to organise appropriate transport at minimal cost.

ACCOUNTING PROCEDURES

Each function coordinator is responsible to submit to the Committee all invoices associated with that respective Function as soon as possible after the event. Attached should be a statement showing:

- Numbers who attended
- Statement of monies to be paid (with invoices) or money paid on the night – see above
- Any other items purchased
- Any monies received

Those providing non voluntary casual services should be paid as soon as practical after the event. **Payment in all cases to be made ONLY BY CHEQUE**

SAMPLE DRAFT BUDGET

INCOME		EXPENDITURE			
		HOSPITALITY		NON-HOSPITALITY	
Friday – Opening Ceremony and Informal Reception					
250 x \$16	\$4000	Supper 250 x \$16	\$4000	Flag Raising	\$100
				Remembrance	\$100
				Sound System	\$180
				Rememb. Certs/Supplies	\$100
Daily Total	\$4000		\$4000		\$480
Saturday - Business Sessions					
Morning Teas 250 x \$8	\$2000	M/A Teas 250 x \$3	\$750	Head Table Name Cards	\$50
Lunch 250 x \$11	\$2750	Luncheon 250 x \$8	\$2000	Sound System	\$400
Partners Tour 50 x \$30	\$1500	Partners Bus 50 x \$11	\$550		
		Partners M/Tea 50 x \$5	\$250		
		Partners Lunch 50 x \$7	\$350		
		Part. Ent. Fee 50 x \$3	\$150		
		Total Partners Tour	\$1400		
Daily Totals	\$6250		\$4150		\$450
Saturday Evening Banquet					
Banquet 300 x \$38	\$11400	Banquet Meals 300 x \$32	\$9600		
Bus 100 x \$8	\$800	Staff 300 x \$1	\$300		
		Bus	\$770		
		Sound System	\$200		
		Decorations	\$500		
		Band	\$650		
		Lighting	\$100		
		Hall Hire	\$234		
Daily Totals	\$12200		\$12354		

It follows that, while this budget is balanced overall, it cannot be said to be balanced because the constitutional requirement that the hospitality fees be used exclusively for hospitality prevents the \$3396 hospitality surplus being applied to the \$3800 administration loss.

SAMPLE CONVENTION DRAFT BUDGET

HOSPITALITY BUDGET

INCOME		EXPENDITURE		COMMENTS
Informal Reception				
250 @ \$	\$	Caterer 250 @ \$	\$	
		Surplus/Deficit Informal Reception	\$0	
Morning Afternoon Tea Saturday				
250 x 2 @ \$	\$	Club 400 @ \$	\$	Assumes 250 book for M/A Tea -
		Surplus for M/A Teas	\$	Not all take it
Luncheon				
240 @ \$	\$	Caterer 240 @ \$	\$	
		Surplus for Lunch	\$	
Partners Tour				
50 @ \$	\$	Bus @ \$	\$	Based on 50 partners booking
		M/Tea @\$	\$	
		Lunch @ \$	\$	
		Venue Ent. Fee@ \$5	\$	
		Total Tour Cost	\$	(=\$ /head)
		Surplus for Partners Tour	\$	
Saturday Evening Banquet				
300 @ \$	\$	Meals 300 @ \$	\$	
		Staff 300 @ \$	\$	
		Sound System	\$	
		Decorations	\$	
		Band	\$	
		Lighting	\$	
		Hall Hire	\$	
		Total Banquet Cost	\$	
		Gain/Loss/Deficit on Banquet	\$	
Bus 100 @ \$		Bus	\$	
		Surplus on Bus	\$	
		Net Gain/Loss on Banquet	\$	
Sunday Breakfast				
200 @ \$	\$	Food 200 @ \$	\$	
		Sound System	\$	
		Total	\$	
		Surplus for Breakfast	\$	
Sunday Farewell Lunch				
240 @ \$	\$	Food 240 @ \$	\$	
		Sound System	\$	
		Band/DJ	\$	
		Park Use Permit	\$	
		Special Liquor Licence	\$	
Cleaning Deposit Returned	\$	Council Cleaning Dep.	\$	
Total	\$	Total	\$	
		Surplus Farewell Lunch	\$	
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$	The \$ surplus is considered sufficient to cover the contingency amount.
		Net Surplus on Hospitality	\$	
		Contingency @ 2.5% of exp.	\$	
		NET GAIN/LOSS ON HOSPITALITY	-\$	

ADMINISTRATION BUDGET - EXAMPLE

INCOME	EXPENDITURE	ESTIMATED COST	COMMENTS
Friday Opening Session			
	Flag Ceremony	\$	Donation to (Scouts) for assistance
	Remembrance Ceremony		
	Candles/Certs.	\$	
	Any Hire fees	\$	
Saturday Sessions	Sound System		
Business			
	Sound System		
	Top Table Name Cards \$		
	Venue Hire \$		
Sunday Business Session			
General Administration			
Donations \$		\$	Bulk of Fee donated
Raffles (Net) \$	Programme Printing \$	\$	Partly sponsored by printers
Advertising in Brochure \$	Stationery & Postage \$		Email used as much as possible to reduce costs
	Phone \$		
	Sundries \$		
Administration Totals \$	Total \$		
	NET ADMIN COST TO DISTRICT		\$

Sample Convention Programme

Friday October 00.00.2014		Dress Code	Venue
1400 - 1700	Set Up Booths		
1700	Civic Reception (by invitation)		
1730 - 1900	Registrations		
1900 - 2200	Informal Get Together		
	Entertainment		
	Official Opening		
Saturday October 00.00 2014			
0800 - 0850	Registrations		
0900 - 1500	Partner's tour		
0900	Call to Order Business Session		
	Official Opening (if not Friday)		
	Flag Ceremony		
	Morning tea		
	Convention Business		
	Election Speeches		
	2nd VDG		
	1st VDG		
	DG		
	Foundation Election Speeches		
	Bids for next convention		
1230	Lunch		
	Foundation Presentations/AGMs		
1230	Ballot Boxes Open		
1300	Ballot Boxes Close		
1300	Call to Order Business Sessions		
	Announcement of Election Results		
1700	Business Session Closes		
1900 - Late	Dinner/Dance/Cabaret/Ball		
Sunday October 00.00 2014			
0730 – 830	Breakfast		
0900	Remembrance Ceremony		
	Unfinished Business		
	Successful candidates Acceptance Speeches		
	Motivational Speaker		
	DG Presentations		
1130	Closing Ceremony		
	Farewell Lunch		

The District Governor in office at the time of the Convention has the final say about what is and isn't included in the programme, its order, timing, and the names of all speakers and official guests

Sample Convention Registration

<i>Name of Convention</i>					
REGISTRATION FORM					
LIONS CLUB OF					
NAME				LION LIONESS LEO	
PARTNER				IF LION IS A PARTNER PLEASE REGISTER SEPARATELY	
ADDRESS				POSTCODE	
PHONE				MOBILE	
EMAIL				FIRST CONVENTIONEER? Y N	
CODE	DAY	FUNCTION	Number	COST (ea)	TOTAL
1	Friday 7.00 pm	Get together Nibbles only			
Saturday					
2	10:00 am	Morning Tea			
3	12:30 – 1:30	Lunch			
4	9:00 – 3:30	Partners Tour			
5	3:15 pm	Afternoon Tea			
6	7:30 pm	Cabaret/Ball			
Sunday					
7	7:00 am	DGE Breakfast			
8	10:30 am	Morning Tea			
9	12:30 pm	Lunch			
10	Convention Pin				
				GRAND TOTAL	
SPECIAL REQUIREMENTS		DIETARY			
		OTHER			
PLEASE SEND YOUR COMPLETED FORM AND CHEQUE TO :					
CONVENTION CHAIRMAN, XXXXXXXX CONVENTION PO BOX 000000					
CHAIRPERSON		SECRETARY		TREASURER	
				ACCOMMODATION	

Comments regarding the Registration Form

Provision should also be made where practical to accept direct bank deposits payments (easily done) or credit card payments (remember to allow for credit card fees when calculating the budget). Generally, accepting credit cards payments will require a committee member to be a trader with credit card facilities. When it can be arranged, it is a convenience that many conventioners will appreciate.

OFFICIAL PROTOCOL, ORDER OF PRECEDENCE

Lions shall be recognised in the following order:

- 1) International President
- 2) Immediate Past International President
- 3) International Vice-Presidents (according to rank)
- 4) International Directors
- 5) Past International Presidents
- 6) Past International Directors
- 7) Chairperson, Council of Governors
- 8) District Governors

- 9) Association Executive Administrator
- 10) Association Secretary
- 11) Association Treasurer
- 12) Past Council Chairpersons
- 13) Immediate Past District Governor
- 14) Vice District Governor (according to rank)
- 15) Past District Governors
- 16) Multiple District Secretaries
- 17) Multiple District Treasurers
- 18) District Secretaries
- 19) District Treasurers
- 20) Region Chairpersons
- 21) Zone Chairpersons
- 22) District Chairpersons
- 23) Club Presidents
- 24) Immediate Past Club Presidents
- 25) Club Secretaries
- 26) Club Treasurers
- 27) Past Club Presidents