

Lutheran Women's Missionary League-Canada

Convention Manual

Revised September 2024



SECTION III

DUTIES OF BOARD OF DIRECTORS, PRESIDENT AND LIAISON COMMITTEE

The President is the presiding officer throughout the convention, although others may take charge of portions of the program.

The President may appoint a Convention Liaison Committee with the approval of the Board of Directors. The President or her representative visits the site chosen by the District for suitability of the convention facilities and gives her approval of the facilities.

A. DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall:

- a) Set the date for the convention at least three (3) years prior to the coming convention.
- b) Choose theme and Biblical verse (choosing the best possible way to implement Bible Study/Worship/Interest Sessions, etc.).
- c) Approve a logo.
- d) Establish the program.
- e) Invite guest speakers, e.g. Bible study leaders, keynote speakers, interest session speakers, President of Lutheran Church–Canada. With approval of the Board of Directors, invite other guests to bring greetings (i.e. president or representative of: LWML (US), LCC educational institutions and auxiliaries, Lutheran Service organizations within Lutheran Church–Canada).
- f) Establish honorariums for guests.
- g) Set registration which includes all expenses relating to the convention (see page 7).

B. DUTIES OF THE PRESIDENT

1. The President shall:

- a) Chair the convention.
- b) Set the agenda.
- c) Sign the convention site contract on behalf of LWML–Canada and sign any amendments to contract.
- d) Invite and advise in writing all guests of time, date and place of the convention, and at a later date inform the guests of the time they will be presenting.
- e) Assign Parliamentarian to plan seating arrangement at the convention for the voting body, LWML–Canada personnel and guests.
- f) Provide a list of all guests and speakers to the Convention Chair, Registration Chair, Convention Treasurer and Chair of the Convention Liaison Committee].
- g) If there is a banquet, plan seating arrangements and whether or not there will be a head table.
- h) Provide the Convention Co-Chair with the order of participants in the convention procession.
- i) Provide the Convention Worship Chair with the order of participants in the Worship Service procession.
- j) After the convention, write notes to thank all special guests and presenters and to clergy assisting with the Worship Service.

C. DUTIES OF THE CONVENTION LIAISON COMMITTEE

1. The Convention Liaison Committee shall:

- a) Act as liaison between the LWML–Canada President and the Convention Committee.
- b) Answer questions asked by the Convention Committee.
- c) Contact the President for clarification on questions asked.

- d) Provide written reports to the Board of Directors on the progress of the Convention Committee.
- e) Attend Convention Committee meeting, if possible, six months before the convention and the final meeting following the convention.

SECTION IV

DUTIES of CONVENTION CHAIR and LIAISON COMMITTEE

A. GENERAL INFORMATION

1. The Convention Chair is the key person in planning all physical arrangements for the convention.
2. The Chair of each Convention Sub-Committee shall submit plans for her committee's activities to the Convention Committee for approval.
3. No expenses or obligations shall be incurred without approval of the Convention Committee. Progress reports shall be submitted at each meeting.
4. All monies for convention-related purposes shall be submitted to the LWMLC financial secretary
5. A convention voucher with receipt(s) or a clear statement of what the voucher covers shall be submitted before payment.
 - a) All vouchers shall be signed and submitted to the LWML–Canada President for approval.
 - b) the LWMLC treasurer shall pay approved vouchers.
6. Copies of all correspondence and a complete report of activities for all Convention Sub-Committees shall be submitted to the Convention Chair and Convention Secretary for filing.
7. Following the convention, Convention Sub-Committee Chairmen shall submit a final written report of their duties and activities to the Convention Chair. The Convention Chair and Secretary will compile the reports into one document, with similar statements combined and organized according to the subjects in the Convention Planning Guide. All individual reports and the combined report should be sent electronically to the LWML–Canada President who will distribute as needed to the General Council and/or the next Convention Committee.
8. Volunteers who attend all or any portion of the convention are required to pay full registration fees according to the registration guidelines. e.g. full registration, one day registration, meal package, banquet ticket, etc.
9. Volunteers who choose not to attend any sessions are not required to pay registration costs. They will not be given convention badges or permitted to enter the convention hall. They should be assigned tasks that do not require entrance to the hall e.g. drivers, registration desk, hospitality booth, etc.

B. CONVENTION CHAIR

As the key person in planning all physical arrangements for the convention the Convention Chair, along with the LWML–Canada President will be responsible for all final decisions. She will need to be a strong communicator, a good motivator and have the ability to keep her committees on target. By her example and encouragement the Convention Committee members will be a Christian witness to all people with whom they come in contact, both the local community and the convention attendees.

1. General Duties:

- a) Act as liaison between the LWML–Canada President and the Convention Committee.
- b) Prepare a budget for the Convention Committee, in consultation with the Convention Secretary, Convention Treasurer and Convention Sub-Committee Chairmen.
- c) Set and review time lines for completion of specific tasks.
- d) If a Convention Liaison Committee has been appointed by the LWML–Canada President,

work with them to determine recommendations to be given to the President and General Council so they may set the registration fee and suggest meal package costs.

e) Contact the LWML–Canada President on issues / decisions.

f) Be prepared to give progress reports on all physical arrangements and answer questions and concerns.

2. Act as main contact with convention site personnel:

a) Make general bookings of convention facilities; meeting rooms for breakout session; newsroom; prayer room, treasurer's and ballot room; hospitality room; exhibit room, bookstore / Resource Centre room and other rooms as deemed necessary for the convention.

b) Make arrangements with convention site for reservation of block of rooms for convention dates

c) Make arrangements for meeting rooms for pre-convention General Council meeting.

d) Check out sound system and visibility of stage/podiums

e) Negotiate prices with convention site for rooms, meals, audio-visual equipment and any other properties needed.

f) Negotiate with convention site for confirmed room costs for single, double, quad rooms.

g) Alert convention site personnel if/when other LWML–Canada or Lutheran Church–Canada people will be involved in meeting arrangements.

Note: LWML–Canada President signs all contracts with convention site.

3. Appoint Convention Committee members:

a) Read carefully the job description for each person and list key characteristics and talents needed to fulfill that job.

b) Appoint Convention Co-Chair, Convention Secretary, Convention Treasurer, Host Pastoral Counsellor and a Chair for each Convention Sub-Committee.

c) Select people for committees through prayer and careful consideration of people and their gifts, talents and abilities.

d) It's important that the group is compatible, but more important that they be witnesses for Christ as they work with people in the community, the convention personnel and the registrants of the convention.

e) Working through the district and zone structure will make the process of finding and recruiting volunteers from all societies an easier task, and will also help in keeping all societies informed of Convention Committee activities.

4. Chair all Convention Committee meetings:

a) Begin each meeting with a devotion and prayer (or assign this responsibility to the Pastoral Counsellor or another committee member).

b) Keep members motivated with awareness of God's love for them and their service for Him.

c) Set the spiritual tone of all meetings and activities.

d) Call meetings as often as deemed necessary. Remember communication is important for all committee members. Convention Sub-Committees need to be kept up-to-date on the progress of other sub-committees.

e) Good communication with all Convention Committee members is very important. When there is a space of time between meetings, keep in touch by phone, e-mail or fax.

f) Distribute this planning guide to all members. Review the duties of each person with the entire group. Make sure all understand their responsibilities, and review general information at the first meeting.

g) Distribute Convention vouchers to Convention Committee members. Review completed vouchers with receipts and submit to LWMLC President for approval and forwarding to LWMLC treasurer for payment.

- h) Arrange a tour of the convention site for the Convention Committee as early as possible to assist them in their duties. A second visit may be necessary when plans are nearer completion. To keep good rapport with Convention Site Personnel, all visits should be arranged through the Convention Chair.
 - i) Follow up on all delegated duties, making sure decisions are made and commitments are met. Final responsibility for completed plans belongs to the LWML–Canada Board of Directors and the Convention Chair.
 - j) Call a post-convention meeting to collect written reports from all Convention Committee members. Compile reports into one document combining similar suggestions as well as similar concerns in specific areas and send to LWML–Canada President before the Fall Board of Directors meeting immediately following the Convention.
 - k) Compile a final report of the convention to present at the Fall Board of Directors meeting following the convention using suggested forms from the Board of Directors or [Convention Liaison Committee].
 - l) Review evaluation forms and note any comments or suggestions to pass on to the next Convention Committee. Forward evaluation forms to the LWML–Canada President and the Convention Liaison Committee.
- Evaluation forms may be made available in a variety of ways: distributed at the convention, sent by email to registrants or posted online following the convention.

5. Assist with convention registration packet:

- a) Write a welcome letter.
- b) Assist in preparation and compiling of the following materials:
 - Registration forms – Convention Registration Chair;
 - Housing Forms – Convention Housing Chair;
 - Information Page – Convention Public Relations Chair;
 - Information on fast food and other restaurants close to the convention site and a simple map of main routes to the convention site – Convention Hospitality and Transportation Chair;
 - Program information will be provided by LWML–Canada Vice President, Communication.

6. Final preparations:

- a) Arrange a “walk through” for the LWML–Canada Board of Directors if requested by the President (usually in March or April before the convention). This will assist in making decisions concerning seating, sight lines, and any other problem areas, which will assure a smoother convention.
- b) Be on site one day before pre-convention Board of Directors meeting. Be available at all times until final dismantling of all props the last day of the convention.

C. CONVENTION CO-CHAIR

The Convention Co-Chair will be a much-needed support for the Convention Chair. She will act as a sounding board, a confidante, an all-time helper, assuming many of the extra jobs needing attention.

1. General Duties:

Although there are not many actual duties listed, she will be very busy as she will literally be walking in the footsteps of the Convention Chair.

- a) Assist the Convention Chair in every possible way.
- b) Attend all Convention Committee meetings.
- c) Be prepared to chair meetings in the absence of the Convention Chair.

2. Board of Directors Meals:

- a) Make arrangements for the Board of Directors meals at the pre-convention meeting with the assistance of the Convention Food Services Chair.
- b) Plan for transportation to meal site(s) if meals are to be away from meeting site.
- c) It is important to remember that the Board of Directors will be on a tight schedule, and a lot of time moving from one place to another may not be convenient.

3. Convention Processional:

- a) The banners and flags should be pressed and hung before the convention opens.
- b) The President of LWML–Canada has the final say on how she would like the processional arranged.
- c) Arrange time for practise of convention processional including the Board of Directors, banner carriers etc. Remember the President and the Board of Directors have many duties. Don't keep them waiting; be on time and go through this quickly.
- d) Fifteen (15) minutes before the "Call to Order" line up participants in processional.
- e) Host Pastor will ask congregation to rise and join in the singing of the processional hymn.
- f) Convention should start exactly on time.
- g) Alert first two people to begin, keeping others spaced evenly.
- h) The general order of the processional is as follows:
 - Crucifer – unless cross for the altar is used;
 - Logo Banner – kept at LWML–Canada Resource Centre;
 - Motto Banner – kept at LWML–Canada Resource Centre;
 - VPs District Administration in alphabetical order of District (except the Convention VP District Administration)
 - LWML–Canada Treasurer and Financial Secretary;
 - LWML–Canada Recording Secretary;
 - VP Member Development;
 - VP Christian Mission;
 - VP Christian Growth;
 - VP Communications;
 - Pastoral Counsellors;
 - Theme Banner (Carried by the Convention District President);
 - LWML–Canada President.

Note: The Canadian Flag and the LCC Flag should already be in place on the podium. These should, if possible, be borrowed from a local Lutheran Church–Canada congregation.

D. CONVENTION SECRETARY

The Convention Secretary is the record keeper. She will need good organization, writing and communication skills. She will be responsible for keeping track of times / schedules / and people. She will assist the Convention Chair with reports and correspondence.

1. Contacts:

- a) Compile a roster of Convention Committee names including addresses, phone numbers, fax numbers and email addresses.
- b) Distribute roster to LWML–Canada President, LWML–Canada Board of Directors, Convention Liaison Committee and all members of the Convention Committee.

2. Records:

- a) Keep minutes of all business meetings.
- b) Distribute copies of minutes to the Convention Committee, LWML–Canada President and Convention Liaison Committee.

- c) Review and keep an updated timeline of all tasks to be completed by the Convention Committee and distribute at each meeting or with minutes.
 - d) Handle all correspondence of Convention Committee as directed by the Convention Chair.
 - e) Coordinate photocopying for Convention Committee.
 - f) Assist the Convention Chair in compiling the final report of the Convention Committee to be submitted to the LWML–Canada President and the Convention Liaison Committee.
 - g) Assist the Convention Chair and review evaluation forms and note any comments or suggestions to pass on to the next Convention Committee. Forward evaluation forms to the LWML–Canada President and the Convention Liaison Committee.
- Evaluation forms may be distributed at the convention, sent by email to registrants or posted online following the convention.

3. Convention Manual

Preparing the manual is the responsibility of the LWML–Canada Recording Secretary. The deadline date for submissions to be printed in the convention manual may be as early as February 1 of the year of the convention.

- a) Contact LWML–Canada Recording Secretary for Convention Manual submission deadline date.
 - b) Co-ordinate submission of Convention Committee materials to be sent to LWML–Canada Recording Secretary for inclusion in Manual.
 - List of delegates, including address, phone numbers, email addresses and zone (from Convention Registration Chair).
 - Roster of Convention Committee, including each person’s position, name, address and email address.
 - Hymns and songs to include in manual (from Convention Worship Chair or song leader)
- Note: Hymns for Opening Worship will not be included in manual.
- c) Convention manual will be printed in the host city to save costs on shipping. A digital file will be sent to the printing company.
 - Convention Secretary will assist in finding a suitable and cost-effective place for printing and collating the manuals.

3. Offerings:

There are three convention offerings. The first offering is usually designated for the LWML–Canada Mission Grant goal. The second and third offerings are designated for missions as determined by the LWML–Canada Board of Directors.

- a) Arrange for a locked room for counting offerings. This room will also be used by Tellers counting ballots.
- b) Obtain a set of keys for yourself, the Convention Chair and the LWML–Canada Parliamentarian.
- c) Recruit volunteers to assist in counting the offerings.
 - and regardless of which offering they are in, honour the designation.
- e) Provide offering number and amount to the President for reporting to the convention assembly and to the Convention Public Relations Chair for the newsletter.

F. CONVENTION SUB-COMMITTEE CHAIRMEN

1. Attend Convention Committee meetings

- a) With other members of Convention Committee, make all decisions for physical planning of convention.

- b) Act as liaison between the Convention Committee and your sub-committee.
 - Obtain approval for all sub-committee decisions from Convention Committee.
 - Report on activities and update timeline for Convention Secretary.

2. Appointments

- a) With the approval of the Convention Chair, appoint sub-committee members, as needed to assist in the carrying out of your duties.
- b) Draw on LWML–Canada members as much as possible. Use other volunteers as needed.
- c) Keep your sub-committee members well informed of all Convention Committee activities and timelines.

3. Budget

- a) Set budget for your sub-committee.
- b) Any expenses not included in your budget must receive approval from the Convention Committee.
- c) Complete vouchers for your sub-committee and submit to convention chair who will forward them to the LWMLC President for approval of payment.

4. Chair sub-committee meetings

- a) Call as many meetings as is deemed necessary to complete your duties
- b) Use good stewardship of finances and conduct business by phone and email when possible.
- c) Begin your meetings with devotion and prayer.

G. PASTORAL GUIDANCE

1. LWML–Canada Counsellors

- a) Work with the Host Pastor in all preparations of the Opening Worship Service.
- b) Prepare and lead the closing worship service and installation of officers. Make arrangements for printing of this service folder.
- c) Bring prayer requests to the convention floor when called on by the President.
- d) Assist with other convention duties as assigned by the Board of Directors (i.e. Bible studies, devotions).

2. The *Convention Counsellor* is a local pastor appointed by the Convention Chair. (may be the Host Pastor).

- a) Provide spiritual support and be an advisor to the Convention Committee.
- b) Assist the Host Pastor and the LWML–Canada Counsellors in convention duties if requested.

3. The *Host Pastor* is the Pastor of the Host Convention Congregation.

Following the practice of Lutheran Church–Canada, when Divine Service with Communion is celebrated, a host congregation should be secured. The host pastor is generally the pastor of the host congregation.

- a) The pastoral advisor should work closely with this congregation in making the necessary preparations.
- b) The celebrant at the service of Holy Communion should ordinarily be the pastor of the host congregation.
- c) Serve as worship officiant for the Opening Worship Service.
- d) With assistance from the LWML–Canada Counsellors.
 - Prepare and arrange printing of the worship service folder.
 - Invite other local clergy to participate in the worship service and Communion.
 - Work with Convention Organist in selection of hymns for worship service.
 - Work with Convention Worship Chair in physical set up for worship service. She will assist you as requested in any preparations for the service.

SECTION V

DUTIES OF CONVENTION SUB-COMMITTEES

A. CONVENTION WORSHIP COMMITTEE

1. Chair shall:

- a) Work closely with the Host Pastor and the LWML–Canada Counsellors in all preparation and planning of Opening Communion Service.
- b) Make arrangements for Prayer Room.
- c) Appoint – organist for opening Worship Service; choir director for opening Worship Service, song leader and pianist for convention singing.

2. Convention Congregation and Counsellors:

- a) Work with LWML–Canada Counsellors and Host Pastor in all preparations for Opening Worship Service.
- b) Work with Host Pastor and Convention organist/pianist to select hymns and obtain copyright for all music and liturgy.
- c) Arrange with Convention congregation to provide communion set(s), paraments, altar cross, candelabra, and candle lighter.
- d) Communion wine and wafers are to be supplied by the Convention congregation (reimbursement of cost to be included in convention budget).
- e) Make arrangements to get two sets of communion ware from LWML–Canada Resource Centre OR arrange with local congregations for extra sets.

3. Set Up for Service:

- a) Work closely with the Host Pastor, the LWML–Canada Counsellors and the Convention Properties Chair in the physical setup of the service.
- b) Drape all communion distribution tables with white cloths, and also supply one for the altar.
- c) It is recommended that four or more communion stations be set up with communion sets which should be borrowed from local LCC congregations.
Two sets are available from the LWMLC Resource Centre and may be used depending on safe delivery by hand to the convention site.
- d) There should be two (2) pastors stationed at each table.
- e) Two ushers with extra wine are to assist each communion table.
- f) Officiant, celebrant and preacher are seated on stage behind and/or beside the altar.
- g) All other pastors (assisting with the distribution of communion) are seated in reserved seats in the front row of the assembly.
- h) The crucifer, acolyte and ushers assisting with communion are to be seated close by.

4. Processional / Recessional:

- a) The processional/recessional for the communion service is as follows:
 - Crucifer with crucifix
 - Acolyte
 - Host Pastor and Preacher
 - Assisting Clergy
- b) The processional participants are to line up 5-10 minutes before the beginning of the communion service.
- c) The worship service organist is alerted to begin playing the processional hymn when all is ready. The congregation is invited to rise by the Host Pastor.
- d) Following the service, the Acolyte extinguishes the candles.
- e) The reverse order for the recessional is followed.
- f) Pastors are generally very familiar with order of processional and recessional.

5. Clean-up:

- a) Altar and Communion ware is cleared.
- b) The purificators are washed, pressed, and returned to the LWML–Canada Resource Centre.
- c) Communion sets and all property are returned to congregations or LWML–Canada Resource Centre.

6. Prayer Room and prayer requests:

- a) Set up a prayer room with advice from the Convention Counsellor and LWML–Canada Counsellors.
- b) Prepare a prayer box or basket for prayer requests at the convention.
 - At 11:00 a.m. and 4:00 p.m. each day of the convention give any prayer requests to the LWML–Canada Counsellors to bring to the convention floor as directed by the President.

7. Music:

- a) Make arrangements for the following music personnel:
 - Worship service organist / pianist.
 - Worship service choir director.
 - Convention song leader and pianist (may be one person).
- b) Worship service organist/pianist shall:
 - Work closely with the Host Pastor for the Communion Service choosing hymns suitable for the convention theme.
 - Choose hymns that are well-known within the Church body.
 - Obtain copyrights and secure permission to use music and liturgy as required.
 - Hymns from LW and LSB unless public domain also need copyright permission.
 - Some pieces which are public domain, may require copyright approval due to the arrangement, or hymnal where they are printed.
 - Check with the host congregation to see if they have the license for LSB. If they do, copyright for hymns used only in the worship service may not be needed. Make sure the license covers services other than congregational services.
 - There may be a charge for the copyright of hymns/songs and this fee should be included in the budget.
 - Work with the Choir Director to set the time for practice before the convention begins—time to be on registration form.
 - You will be alerted by an usher when the procession music is to begin.
- c) Worship service Choir Director shall:
 - Send welcome letter to all choir volunteers including:
 - Music – early enough for practising pieces at home;
 - Time and place of rehearsal prior to Worship Service;
 - Instructions on return of music.
 - Obtain copyrights and secure permission for the choir music –for use as required. Any costs should be included in the budget.
 - Recommendation: keep music simple – due to other commitments some choir members may not be available to practise prior to convention.
- d) Convention song leader shall:
 - Become familiar with Convention Theme hymn.
 - Choose music in keeping with the Convention theme, choose songs that are known, easy to learn, joyful and lively.
 - Songs and hymns to be approved by the LWML–Canada President or her representative and one LWML–Canada Counsellor.
 - Obtain copyright and/or license for the convention music.

- Convention songs and hymns are printed in the manual requiring early selection. Convention Secretary will co-ordinate submission with LWML–Canada Recording Secretary.

B. CONVENTION REGISTRATION COMMITTEE

1. Chair shall:

- a) Be responsible for all aspects of registration from modifying the registration form from the previous convention to staffing the registration table.
- b) Be responsible for:
 - Accurate record keeping;
 - Compiling and cross checking information;
 - Phoning, email and correspondence concerning registration.

2. Registration Forms:

- a) Modify the registration form to meet the needs of the current convention.
 - Any changes made to the registration form must be sent to LWML–Canada President and approved by LWML–Canada Board of Directors.
- b) Include the following items:
 - Space for name, address, phone and cell number, email address;
 - Check box area for category of participants, i.e. Board of Director member, Delegate etc.;
 - Registration fees and options as determined by LWML–Canada Board of Directors;
 - Date/time of arrival and departure if transportation is needed to and from Convention Centre; This was done by sending a separate link to another form.
 - NO PHOTOS check box and signature line for registrants who do not want their picture taken. (with a note to explain what this box signifies) Needed to comply with Privacy Act;
 - Check box for attendance at special breakfast/events (if required);
 - Choir attendance, voice;
 - Early registration deadline;
 - Final registration deadline;
 - Method of payment, cheque e transfer or credit card;
 - Note regarding refunds as determined by LWML–Canada General Council (*in bold*);
 - Availability of district photos and their cost;
 - Name, address, phone and cell number and email address of Convention Registration Chair - all forms are submitted to her;
- c) Registration may be made online if notification has been distributed to members and forms have been posted.

2. PR Package #2:

- a) Working with the Convention Chairman and Sub-committee Chairmen provide the following items by January 15 for the mailing sent out in early February of the convention year by the Convention Public Relations Committee and LWML–Canada VP Communication.
- b) All forms must have space for registrant's name, address, phone and cell number and email address.
- c) Included in the packet should be:
 - A registration form, including transportation information to and from airport, choir, etc.
 - Information for payment by credit card e-transfer or cheque.
 - A welcome letter from the Convention Chairman.
 - A housing form (provided by the convention site or hotel).

- Parking information.
- Information about hotel sites other than the convention site.
- Information about local campgrounds.
- A special diet needs form.
- Information about fast-food and other restaurants close to the convention site.
- Forms and information for any tours offered.
- Any other forms or information pertinent to registration.
- Information about sites of special interest in the area.

3. Distribution:

- a) Electronic distribution or mail one packet to:
 - Each LWML–Canada society in Canada (a list of these is available from the LWML–Canada Data Manager);
 - Each member of LWML–Canada Board of Directors (these may be distributed at Spring General Council meeting or electronically);
 - LWML–Canada Resource Centre manager;
 - The LCC national office and each LCC district office;
 - Each Special Guest (a list will be provided by the LWML–Canada President);
 - Exhibits personnel (a list will be provided by the Convention Exhibits Chair).

4. Registration Forms Received:

- a) Enter all information on a computer data spreadsheet—take a copy of this information to the convention. Google forms will create this. For items c and d the google forms spreadsheet can be shared with people who are in need of this specific information.
- b) Keep original registration forms in a binder separated by categories—Board of Directors, Delegates etc.
 - Take this binder or your computer with information to the convention.
 - The forms will serve as a checklist if needed at the registration desk.
- c) Send list of all delegate and alternate registrations in batches as they arrive to the LWML–Canada President. This serves to facilitate seating arrangement, voting and appointments.
- d) Forward Special Diet Needs forms and a tally of meal package information to Convention Food Services Chair.

5. Process of Registration Payments.

- a) Forward the registration spreadsheet to the LWMLC Financial Secretary who then takes care of all payment responsibilities.

6. Name Tags:

- a) Design coloured name tags that clearly indicate registrant’s category printed in bold.
- b) Voting members of the LWML–Canada Board of Directors and delegates are the two most important categories for visibility to help ushers and tellers determine who has voting privileges. The President will provide a list of each of these categories.
 - One colour for LWML–Canada Board of Directors (who have voting privileges).
 - One colour for delegates (who have voting privileges).
 - One colour for LWML–Canada Personnel (non-voting).
 - One colour for Young Women Representatives (one per district).
 - One colour for Special Guests—LCC representatives, LCC District Presidents, Seminary and College Presidents, speakers and other invited guests.
 - One colour for guests (general registration—includes all others not in categories above).
 - Young women (35 and under) who are not official YWRs should have same colour as general registration, but can be identified in some way - possibly a special sticker on their name tag.

8. Meal Tickets:

Work with convention site catering staff.

- a) Make banquet and meal tickets.
- b) Provide meal tickets in convention packets for participants who purchase meals.
- c) Provide tickets for special guests (the President will provide a list).
- d) Make extra tickets for local people who may attend only the banquet.
- e) Identify each meal by date and colour.

9. Convention Packets:

- a) Provide bags for participants convention materials
- b) Print name of registrant on each packet (labels may be used).
- d) Include in packet:
 - Name tag
 - Meal tickets
 - Map of convention site (from Convention Hospitality Chair)
 - Convention manual
 - Other helpful information and items decided by the Convention Committee and gathered by the Convention Hospitality Chair.
 - Other items as approved by the LWML–Canada President.
 - Free souvenirs from the convention area may be included.
- e) Organize packets alphabetically by delegates and general registration to transport to the Convention Site. Banker's file boxes or similar size boxes work well for this.

10. Registration Table:

- a) Determine in conjunction with the Convention Chair a central location that is clearly visible to all registrants upon arrival at the Convention.
- b) Determine times to be open with the approval of LWML–Canada President (never open during sessions and closed 10 – 15 minutes before the beginning of the Convention to allow time for the Convention Registration Chair to prepare Credentials report.) Those arriving after registration is closed may register during the next break when registration is open again.
- c) Appoint volunteers to staff the table (4 –6 volunteers for first registration and whenever large groups arrive, two – four people at other times).
- d) Orient volunteers on specific duties.
- e) Keep LWML–Canada President informed of any delegate changes. Delegates and alternates are already authorized but, if another LWML–Canada member states that she is taking someone's place as a delegate, her Vice President District Administration must authorize this, and she must be approved by the LWML–Canada President.

11. Credentials Report:

- a) The LWML–Canada President will supply credentials report forms and a motion for the report.
- b) A report is given immediately before each balloting. These times will be noted on the agenda.
- c) The first report requires a motion. This gives the official count of voting members for the convention.
 - Subsequent reports require a motion *only if the number in the voting body changes.*
- d) For each credential report:
 - Make four copies;
 - Hand one to LWML–Canada President just prior to giving report to the assembly;
 - Give one to LWML–Canada Recording Secretary, either before or immediately after

- report is given;
- . Provide one for the Technical Support team.
 - Keep one for yourself to read to the assembly and then file for your final convention report.

C. CONVENTION PUBLIC RELATIONS COMMITTEE

1. Chair shall:

- a) Help set tone of the convention and encourage good participation.
- b) Get information out in a timely, accurate and attractive package.
- c) Have good listening, organization and writing skills.
- d) Have experience with computers and office equipment.

2. Set the budget for convention communication

If information is sent electronically there should be minimal expenses.

3. Gather information:

- a) Prior to the convention, information to be shared with members of LWML-Canada and the church-at-large regarding the physical and /or arrangements for the convention will be obtained from various members of the Convention Committee.
- b) Program information will be provided by the VP Communication and/or the LWML-Canada President.
- c) About a year prior to the convention begin discussing with the VP Communication a communication strategy for the convention (pre-convention, during convention, and postconvention). This will likely mean some adjustments/additions to the following details.
- d) Allow ample time prior to deadlines to gather and assemble the information for PR Package #1.
- e) Take some pictures of the convention committee at work to use in promotion, e.g., the Chairman and another Committee member having discussion, some Committee members making signs or doing other tasks, perhaps one of all, or the majority, of the committee, etc. In general, “action” shots, even posed, are preferable to “lined up” shots and small group shots are easier to use than large groups. Consider one taken at the convention site, but be sure to include at least one person doing something, even if it's only looking at the sign out front.

4. PR Package #1

- a) Prepare for a major mailing to LCC congregations. Those with LWMLC societies or LWMLC associate members (addressed to the society president or associate member with information for the pastor); those with no LWMLC society (addressed to the pastor with information to women of the congregation) to be completed in October or November of the year prior to the convention. Discuss with the VP Communication who will do the writing/editing and layout of the content, and who will arrange for copying, and do the mailing. This will depend on computer skills of the Chairman, her accessibility to a company to do copying, etc. Included in this mailing:
 - Convention poster. Include starting and ending dates and times.
 - Program information available at that time.
 - Promotional information about the community and information about convention arrangements available at that time.
 - A letter encouraging attendance from the Convention Chairman.
 - A letter of encouragement from the LWML-Canada President.
 - A request for names and email addresses of those willing to download the second mailing for their society.

Indicate to congregations without LWMLC societies that registration information will be posted online in February.

This mailing is also posted on the LWML-Canada web site.

b) The Spring issue of Tapestry in the convention year, will introduce the convention theme and logo and have a special information section about the convention. Deadline is December 1 of the year prior to convention. Preparation work will be happening about the same time as the first PR mailing. Short blurbs about the convention will be included in earlier issues (e.g., a call for a theme hymn by the Board of Directors). There will also be a special section in the *Summer* issue with a deadline of March 1 of the convention year.

5. PR Package #2

a) A second mailing is done in February of the convention year. This includes a package of registration information. Give careful thought to the layout of this mailing because those receiving it pick and choose what they copy to share.

b) Work with the Registration Chairman in putting together all the information from the Convention Committee, and with the VP Communication regarding program information. As with PR Package #1, work with the VP Communication regarding who will put this package together and who will distribute it.

c) Distribute as follows:

All LWML-Canada societies and associate members.

- Communication Partners will be notified to download this package for their society. Also notified will be those who, following PR Package #1, have agreed to download this package for their society. Associate members with e-mail will be notified that the package is available for download.

- Hard copies by mail to be sent to the rest of LWML-Canada's societies.

Each member of the LWML-Canada Board of Directors.

The LWML-Canada Resource Centre Manager.

The LCC national office and each LCC district office.

Each Special Guest (A list will be provided by the LWML-Canada President, who will indicate if it should be sent electronically or mailed.).

Exhibitors (A list will be provided by the Convention Exhibits Chairman.).

6. Other important communication vehicles include *Get Connected* *LWMLC Update* and the various online media

used by LWML-Canada. How to use these and deadlines, etc., will be part of the planning of a communication strategy.

7. Both the VP Communication and the Chairman of this committee will require the use of e-mail addresses and possibly other names and contact information on the registration forms. be organized. This room should be close to the convention hall. It may double as the workroom.

8. Establish a publication timeline that allows for proof reading/review by the VP Communication or the LWMLC President.

a. Select a name for the newspaper that ties in with the theme.

b. Design a header and masthead and have it approved by the LWML-Canada President and VP Communication. If desired, a member of the LWML-Canada Communication Committee can assist.

9. Convention Connection is a worthy choice for newsletter title. Have year, and month that it is released. PR#1 would be issue 1, PR#2 would be issue #2. Welcome edition (pre-convention) would be issue #3, Convention Highlights (post convention) would be issue #4. Any supplementary information that needs to be sent out between PR#2 and Welcome Edition would be Supplement One, Two etc.

a. Suggested content for pre/post-convention newsletters:

#1 – general information, statement of welcome, etc.;

#2 – items of interest; items of instruction; brief synopsis of business and other activities; synopsis of presentations, special speakers/guests etc.

#3 – include business results, offerings etc.; distributed the final day of the convention.

#4 – Included in the communication strategy to be developed are things like sharing news online after the convention, providing a news release that could be downloaded, etc. (post convention).

#3 – include business results, offerings, etc.; distributed the final day of convention.

b. Each newsletter may include promotion of items available at the LWML-Canada store—provided by a member of the LWMLC Communication Committee.

c. Provide digital copies of each newsletter to the VP Communication for posting on the website during the convention.

Have reporters provide stories for online publication.

10. Organize volunteers for the following tasks:

Reporting: news gathering and writing news items.

Layout

Proof reading

Photocopying, stapling and distribution to the ushers

11) Work with the VP Communication regarding the posting of news items, live streaming of convention speakers, etc., during the convention.

D. CONVENTION HOUSING COMMITTEE

1. Chair shall:

a) The Convention Housing Chair is responsible for convention site registration concerns for the convention attendees. She will also research and compile a list of hotels other than convention centre and campgrounds in the area and include in the registration packet.

b) The Convention Housing Chair will establish a responsible working relationship with the convention site contact person.

2. Compile list of registrants who wish to share a room and contact them with name and emails of others wishing to share.

3. Liaison with Convention site:

a) Act as liaison between the registrants and the convention site staff and be prepared to assist with room assignments should any concerns arise.

It is beneficial for a member of this subcommittee to be in the lobby of the convention site to meet and greet people as they arrive for the convention.

b) Be ‘on hand’ or available at ‘check in’ to assist attendees with room assignments and at ‘check out’ to assist if necessary.

c) Confirm that the convention site has a storage room for luggage for those who arrive before check-in time or leave after check-out time.

This room may also be used by members of the Convention Committee or members of LWML–Canada who need to stay and clean up after check-out time.

4. Convention Site Rooms:

a) LWML–Canada President’s responsibilities

The convention site room rates and the number of guest rooms in the reserved block are established by the convention site contact person and LWML–Canada President. It is best to book more rooms in the block of rooms than you anticipate needing.

When the reserved block is filled the prices of the convention site rooms will automatically rise to regular room prices. Further registrants may not be able to receive the negotiated convention room price.

If the room block is not filled the rooms in the block simply revert back to the convention site's regular room rate. Each convention site may have different policies regarding room blocks—check carefully before signing any contracts.

b) Housing Chair responsibilities and information.

The list of reservations printed by the convention site for the Convention Housing Chair will only include those from the original block of rooms.

Every effort should be made to have a complete list of convention site housing registrations for the Convention Housing Chair. This is available from the convention site liaison and/or convention site reservation personnel.

This list is invaluable when it comes to locating convention registrants and checking for double bookings.

5. Housing Forms:

a) Having developed a good working relationship with the convention site contact person the Convention Housing Chair will work with that person to develop a housing form that will meet the expectations of the convention site and LWML–Canada.

b) It is essential that the Housing Form ensure an uncomplicated convention site registration process for convention attendees.

c) The form must include the following information:

The LWML–Canada Convention “year”;

The date and start time of Convention;

The name of convention site [the convention site will assist with their proper copyrighted logo];

Check in and check out times;

The name and contact information of the Convention Housing Chair;

The cost of the room—singles/doubles/triples/quads [if tax is not included specify this in bold];

- Convention rooms costs should extend to 1 or 2 days prior to and immediately following the convention.

Spaces to fill in: Registrants name/address/phone number;

Date/time of arrival and departure;

Space for number and names of people who are sharing the room;

Special requests—non-smoking/handicapped/other;

Check box OR name, phone number and email of Housing Chair for contact if registrants wish to share a room.

6. In bold type state: “All lodging bills are to be paid directly to the convention site by the registrant unless otherwise arranged by the LWML–Canada President”.

Final Note: A good sense of humour and a great deal of patience will help the Convention Housing Chair as she works with the convention site staff and strives to meet the needs of all guests.

E. CONVENTION HOSPITALITY COMMITTEE

1. Chair shall:

a) Be responsible for the comfort and care of all who attend the convention.

b) With her committee, make everyone feel welcome and offer assistance to anyone in need of special attention.

c) Be responsible for setting the mood of all volunteers.

Arrange a short orientation session or if time does not permit then send orientation information to all volunteers.

2. Greeters:

a) Arrange for greeters at the airport.

b) Arrange for a welcome sign at the airport/bus terminal/railroad station.

c) Arrange for greeters at convention site to welcome everyone.

d) Assist people in finding registration table, exhibit areas, etc.

e) Assign a person to meet/assist registrants with physical limitations upon their arrival.

f) Assign individuals to meet special guests and presenters.

3. Hospitality table:

a) This table should be clearly marked and in the same area as the registration table or connected to it—not separated from the convention action area.

It is recommended that the table be used throughout the convention for all Hospitality purposes—including Lost and Found and Information and where the pictures and CD's etc. can be picked up by those who ordered them. Too many different areas with tables are more confusing—a bit of congestion at times is easier to deal with than wandering around trying to find a specific table.

b) Arrange to have volunteers man the table at all times.

Several will be needed for busy registration times and one or two will be needed during sessions in case of emergencies, late arrivals, etc.

c) Arrange to have the following items on hand:

Map and list of the convention site rooms, exhibit area, bookstore, newsroom, chapel, etc.;

Convention site floor plan for delegates/special guests/guests;

Volunteer schedule;

List of LWML–Canada Board of Directors;

Convention agenda;

List of nurses, emergency services and First Aid area;

City map;

Tape, paper clips, pens, markers, extra poster paper for signs.

4. Hospitality room:

a) A room should be made available for volunteers to rest and relax in when necessary.

b) The room should be stocked with modest nutritional snacks and drinks.

c) If no extra room is available, the work room could be partitioned off and used for this purpose.

d) This room could also be used as an emergency area.

e) Recruit volunteer nurses to be "on call" during convention for any medical emergencies or use St. John Ambulance. If you are using a hotel this is taken care of by the hotel.

5. Message board:

a) Set-up message board close to Hospitality/Registration/Information table.

b) Supply tacks/note paper/pens.

c) Keep general information posted, time of special events, copy of shuttle agenda, Worship service times, convention site check out time, etc.

d) Remove old messages, keep board tidy.

6. Signs:

a) Design/print/post all information signs. More signs are better than not enough.

b) Signs should be posted before first registrants arrive - Wednesday evening or early Thursday morning.

c) Signs should include:

- Welcome
- Information
- Registration
- News Room
- Exhibits
- LWML–Canada Resources
- Bookstore
- Prayer Room
- Hospitality Room
- any other signs which will aid registrants in finding whatever they need.

F. CONVENTION TRANSPORTATION COMMITTEE

1. Chair shall:

a) Arrange all transportation related to the convention.

b) Arrange pre-and/or post-convention tours.

2. Transportation:

a) Arrange all pickups to and from bus terminal/airport/convention centre for:

- guests and special guests—a list of names will be provided by LWML–Canada President.
- Requests as noted on registration forms.

b) Arrange shuttle buses to/from hotels and convention centre if needed.

c) Arrange transportation for any off-site events during convention days, including servant events and transportation to and from the mission walk if needed.

d) It is appropriate to offer honorariums to those who provide their personal vehicles for transportation—especially when the distance traveled is considerable or several trips are made.

The decision to pay an honorarium should be made at a meeting of the entire Convention Committee and the amount (not exceed \$50.00) to be paid should be thoroughly discussed.

This honorarium should be included in the Convention Committee budget.

3. Tours:

a) Coordinate two or three tour choices of local area, the tours should take place during the day prior to the opening of convention or after the conclusion of the convention.

Ensure tour times do not overlap with Servant Events or clearly indicate in tour publicity that there is an overlap.

Tours should not be more than one hour traveling time away from convention site and must not be in conflict with scheduled convention activities.

If applicable, a one-, two- or three-day tour (just prior to or after the convention) may be arranged to a particular place of interest, prices should include bus, hotels and meals.

b) Arrange for tour transportation.

c) Provide tour guides.

d) Provide tour details, including costs – to Convention Registration Chair for inclusion in the convention registration packet. Any changes to the tour should be sent to those who have submitted a form.

e) Tour form should include name and address of person responsible for organizing the tours.

f) Cheques for tours should be made out to ‘LWML–Canada Convention “year”’.

- g) Look for a tour company and get firm prices for tours—no contracts are to be signed without the specific approval of LWML–Canada President.
- h) Arrange with the Convention Hospitality Chair to have hospitality people help the guests on the transportation provided.

G. CONVENTION PROPERTIES COMMITTEE

1. Chair shall:

- a) Be responsible for ALL properties used during convention sessions.
- b) Work closely with all other Convention Sub-Committee Chair in compiling a list of needed items, both large and small, paying close attention to details.
- c) Work with the Convention Liaison Committee regarding requirements of LWML–Canada personnel and guest speakers.
- d) Communicate with local businesses, congregations and individuals in procuring properties and will make sure that all items borrowed are returned promptly after the convention.

2. Convention Centre Personnel Contact:

- a) Arrange to have one contact person from the convention centre who has good knowledge of lighting system, sound system, (see following detail) air conditioning, and all properties provided by centre.
 - Meet with this person ahead of time, exchange names and telephone numbers so you can be in contact with each other at all times.
- b) Air conditioning in convention halls can be difficult to adjust—try to identify a sensible room temperature before the convention begins. Room temperature that is one or two degrees cooler than average is preferred—sweaters can be worn—warm air dulls the senses.

3. Technical Support

Your main task is to be a liaison between the LWMLC and the professionals they hire. A checklist to help you fulfill your duties.

Before the Convention

- a) Make a checklist of all the equipment that will be required. Talk to the Board of Directors of LWMLC to find out their vision of how they see the convention unfolding. Once the convention committee has determined who and what is needed for the convention, talk to everyone involved and find out what audio/visual (AV) equipment they require. This includes organist/pianist, presenters, banquet entertainment/speaker, etc. and add that to your checklist. This will help you and the AV companies to be on the same page when you get quotes. Make sure they know how to use OBS software. (See #7.)
- b) Once your checklist is “finalized,” get a few quotes from AV companies that have experience with conferences and conventions. The convention committee will then look at the quotes and make a recommendation to the LWMLC Board of Directors. Ultimately, it is the Board of Directors that make the final decision with the LWMLC President signing the AV contract.
- c) Don’t hesitate to get clarification – either for yourself or for others. You may need to add or subtract equipment, ask if something is possible for a presentation, or see if you can make last-minute changes. Lean on the professionals you have helped hire; they are professionals for a reason.
- d) Be patient. There will be a lot of questions directed to you in the lead-up to the convention. Remember those asking the questions want to get everything right – even when that may not be possible.

At the Convention

- a) Invest time and energy into the relationship you have with the professionals. They are more likely to go above and beyond if you have done the same with them. Plan on sitting near them during the convention to “translate” between the LWMLC and the AV techs.
- b) Go with the flow. There will be things that will pop up beyond your control or those who are the audiovisual experts. If you hire good people, most if not all these last-minute complications can be solved.
- c). For livestreaming, using OBS software worked well. If you do use OBS and do a trial run to make sure everything is working, know you will have to reissue a new link to anyone watching online as OBS thinks the original link is now over after the test.
- d) Keep track of what worked well and what didn’t so the next technical support person can benefit from your experience.

After the Convention

- e) Share your notes and experience with the convention committee at the debriefing meeting.
- f) Offer any suggestions or observations you had about the convention.

While maintaining low convention costs are always to be considered—this is an area where increased spending can and will be justified, including the cost of better equipment and knowledgeable technicians.

4. Main Convention Hall:

- a) Arrange with the Convention Co-Chair regarding flags and banners.
- b) The following should be borrowed from a local LCC congregation and be in place on the convention platform before the convention begins.
 - Canadian Flag
 - Christian Flag
 - Lutheran Church-Canada Flag
- c) A Cross should be borrowed from a local LCC congregation and may either be one which can be carried by a young woman (designated by the President) or one to be placed on the altar prior to the beginning of the convention.
- d) The following banners are kept at the LWML–Canada Resource Centre and may be used, at the discretion of the President, and will be carried by those designated by the President.
 - LWML-Canada Logo Banner
 - Called to Serve Motto Banner
- e) Theme Banner [Made at the direction of the LWML–Canada Board of Directors and carried by Host District President.
- f) Arrange for the rental of a piano, organ or an excellent quality keyboard which may be used for the convention opening worship service if held in the same facility as the convention. Good music is vital to the success of a convention—there is no substitute for good equipment.

5. Stage platform:

- a) Arrange stage platform and equipment according to directions from LWML-Canada President.
- b) Needed are the following:
 - Two podiums, one for the President and one for all other speakers on stage;
 - One microphone at President’s podium;
 - Two microphones at speaker’s podium for dual speakers–1 lapel;
 - One head table and three chairs for seating during sessions for LWML–Canada President, Secretary, and one Vice-President;

- One chair directly behind the President's podium for her page;
- Water and glasses on head table;
- Arrangement of flags and banners.

6. Assembly seating:

a) Arrange distinct sections for delegates and general convention attendees.

- The LWML-Canada President or Parliamentarian will provide a seating plan for all participants (i.e. delegates, Board of Directors, guests, etc.)

b) Arrange seating signs for delegates, voting members of the General Council and guests and visitors at the appropriate tables.

c) Supply the following;

- Water and glasses on all tables;
- Three microphones on the convention floor for delegates and guests;
- Four chairs on the speaker podium side of the stage for guest speakers.

d) Reserve some aisle seating for people with special needs.

e) Arrange for special seating close to the speakers podium for Special Guests, Speakers and Visitors—this should be in good view of the convention stage.

7. Special Audio Visual Properties Form:

If a professional technical team is hired the following list of Audio-Visual items probably becomes redundant. Most presenters are prepared to bring items they desire to be projected in an electronic form. If an audio-visual form is prepared it should list the following: following: [suggestions]

- overhead projector
- slide projector
- LCD projector
- screen
- DVD player
- CD player
- laptop computer
- extra microphones
- flip chart and stand
- extension cords
- plug-ins
- other

Audio visual equipment for all exhibits (other than LWML-Canada) must be provided by the exhibiting organization.

The Audio-Visual Properties Form must be given by October 1st of the year directly preceding the LWML-Canada Convention to:

Convention Chair. She will distribute forms to members of the Convention Committee and others as necessary.

Convention Committee Exhibits Chair. She will arrange to forward the form to those LWML-Canada committees who will have exhibits or will be doing presentations at the convention.

LWML-Canada President.

All special convention guests and speakers (LWML-President will provide a list)

District President of next hosting convention (see page 5 for rotation chart)

f) Arrange for the set up and removal of the audio visual properties at the appropriate times.

H. CONVENTION EXHIBITS COMMITTEE

1. Chair shall:

- a) Make arrangements for all exhibits during the convention.
- b) Be responsible for invitation and set up arrangements of a Christian-bookstore that is willing to provide Lutheran materials from CPH or Augsburg Fortress.
The selection of the bookstore is made under the direction of the Board of Directors.
- c) Be the main contact for any group wishing to set up exhibits and provide the groups with convention guidelines and space available.
- d) Communicate with the Convention Properties Chair regarding exhibit area properties.

2. Correspondence

- a) Update the exhibit application form. This should be available from the previous convention chairman.
- b) Compile a list of exhibitors, updating the list received from the previous convention.
The list must be approved by the LWML–Canada President or her representative.
- c) Write letters of invitation to exhibitors on the approved list in October/November in the year prior to convention. (A sample of the most recent letters should be available from the previous convention.)

Invite them to set up an exhibit at the convention.

Include a copy of the application form and the Exhibits Property Form.

Advise the applicants of the Exhibitor's Fee (set by the Board of Directors). □

Include the special registration form for exhibitors and include other information from general registration package. Note: LWML–Canada exhibits use general registration form. □

Include a list of items available from the convention site (e.g., tables, skirting, chairs, etc.) and their cost.

- d) All exhibitors should be in accord with LCC and LWML–Canada policies.
- e) Make follow-up contacts March/April if no response has been received by that time.
- f) Give the final list of exhibits to the Convention Chair and the LWML–Canada President or her representative.
- g) If available space for exhibits is limited, a note of explanation to past exhibitors who will not be invited for a specific convention is recommended. If an exhibitor arrives at convention and is not on the approved list, contact the Convention Chair and the LWML–Canada President before set up is permitted.

3. General rules for Exhibits

- a) LWML–Canada Store, CLWR exhibits/sales and Christian bookstore may be open prior to convention (during registration). If possible these three exhibitors should be in the same area. They must be in a room that can be locked and access given to those responsible for each exhibit.

- b) Those exhibits not related to a mission grant proposal on the ballot may be open prior to the convention. □

Because no campaigning is allowed regarding proposals on the ballot, exhibits related to a proposal may be asked to delay their opening until after the balloting for mission grants. Any change is at the LWML–Canada President's discretion. □

Their exhibit table may be set up with the name of their organization; however, no one may man the table or set up information until after the balloting takes place.

- c) Other than the groups listed under a), there will be no sale of any product unless specific permission has been given by the LWML–Canada President. □

Permission must be obtained at least 6 weeks before convention.

d) The manning of an exhibit is the sole responsibility of the organization. □
Equipment available will be basic convention site equipment – tables, chairs, skirting, etc. □

Technical equipment and extension cords for its use are not included and must be provided by the exhibitor.

e) Exhibits will be open and manned according to the hours set by the Board of Directors.

f) LWML–Canada is not responsible for missing or damaged items.

4. Bookstore

a) Work with the LWML–Canada President or her representative and make arrangements for a Christian Bookstore that is willing to provide Lutheran materials from CPH or Augsburg Fortress.

b) Obtain a written guarantee that they will be attending.

c) Give an estimate of the size of space available.

5. LWML–Canada Exhibits

a) The LWML–Canada exhibit area should follow the general design and plan for the exhibit area. There may be times when a separate area for LWML–Canada exhibits is necessary.

b) These exhibits include:

Christian Mission

Christian Growth

Member Development

Communication

Other committees

VP District Administration of next hosting convention (see page 5 for rotation chart)

c) LWML–Canada Resource Centre

This table will have items for sale approved by the LWML–Canada and requires a large space. It may be in the same area as the Christian bookstore.

6. Set-up

a) Design a floor plan for exhibit area, assigning spaces to each exhibit.

b) Allow enough room for people to gather at exhibit and to circulate through the area without traffic congestion.

c) Make arrangements for set-up of tables, chairs, skirting, backdrops and other requirements requested by exhibitors.

d) Inform groups of the times set-up may begin and deadline for dismantling. The convention site personnel will inform you of these times.

e) Be on hand or have volunteers on hand to meet groups as they arrive, show them their specific area and assist with any last-minute preparations.

I. CONVENTION FOOD SERVICE COMMITTEE

1. Chair shall:

a) Be responsible for arranging the provision of all food and drink consumed during the convention and be the main contact person for all catering needs.

b) Work closely with the catering services of the convention site in menu planning, quantity needed and time of meals.

c) Coordinate plans for banquet, if one is planned.

d) Prepare a form for special diet needs for the registration packet, receive the completed form from the Convention Registration Chair and communicate those needs to the convention site Catering Manager.

2. Board of Directors Meals:

- a) Work with the LWML–Canada President or her representative in making arrangements for the Board of Directors meals prior to the convention.
- b) Work with convention site staff and advise them when meals are to be served, plan the menus and confirm the prices. These meals are a convention expense and are to be included in the convention meal count.

3. Fellowship Reception:

- a) If requested—work with the LWML–Canada President or her representative in arranging refreshments for the Fellowship Reception.
All arrangements for the reception are at the direction of LWML–Canada Board of Directors.
Determine amount of refreshments needed based on total convention registrations.
- b) Budget planning must include any costs that might be related to the reception even if the refreshments have been donated at previous conventions.

J. CONVENTION PAGES AND USHERS COMMITTEE

1. Chair shall:

- a) Be responsible for all usher duties during the Communion Service and the convention sessions.
- b) Be well informed regarding the layout of all sessions, seating arrangements, and know the location of other rooms in use for the convention.
- c) With her committee work closely with the Convention Hospitality Chair in helping guests feel welcome and assisting them with information.

2. The Communion Service Ushers:

- a) Make arrangements to meet with the Host Pastor and/or LWML-Canada Counsellor Thursday afternoon – prior to the Communion Service – to receive instructions on assisting with Communion.
- b) If possible meet with the Convention Worship Committee and ushers and pages on Thursday afternoon to get a visual of the facility and to go over the evening process.
- c) Distribute service folders.
- d) Gather offering and arrange with LWMLC Treasurer to have offering secured.
- e) Assist with ushering for Communion.
- f) Assist pastors at Communion tables with refilling wine and wafers.
- g) Count the number of persons attending the Communion Service.

3. The Convention Ushers:

- a) Arrange to have ushers at each convention assembly hall entrance before and during all sessions.
- b) Request a separate table for ushers at the back of the convention hall—for items the ushers will hand out or use during the convention, i.e. offering baskets, newsletters, etc.
- c) The duties of the ushers include:
 - Prepare baskets for the convention offering.
 - Distribute daily newsletters.
 - Distribute Bible Studies and other hand-outs provided by the LWML–Canada Board of Directors if requested.
 - When distributing important voting materials or materials for discussion, hand these out at the door, do not place on tables where they may get covered and not seen.
 - Know all areas of the convention and be prepared to give directions to exhibit areas, chapel, information booth, etc.
 - Seat special guests in the marked seating area close to the stage. A list of special guests

and visitors will be provided by LWML–Canada President or her representative.
Bring guest speakers to special seating area close to stage (speakers’ podium side) 10-15 minutes before they appear on agenda. [Chairs will be provided]

Help delegates find assigned tables.

Collect offerings.

Know where the aisle seating is for people in wheelchairs/or with walking disabilities.

Assist the Convention Food Services Chair with collection of meal tickets or checking for name tag meal identification—if she requests help.

4. The President’s Page:

a) The LWML–Canada President requires one young woman to act as her personal page for the duration of the convention. □

The President may choose her own page—a relative or close friend or she may ask you to find one for her.

b) The duties of the President’s Page include:

- Sit on stage behind President during all sessions.
- Deliver messages to the President and to others for the President.
- Carry out other small tasks for the President.

5. The Convention Floor Pages:

a) Two other pages—may be younger teens and should be available during all sessions. They should be seated—one on either side of delegates seating section and should be clearly visible to the delegates.

b) The duties of the Convention Floor Pages include:

- Deliver messages for delegates and Board of Directors.
- Assist with the gathering of the offerings.
- Assist with handing out information papers to delegates.

K. CONVENTION PHOTOGRAPHY/AUDIO COMMITTEE

1. Chair shall:

a) Be responsible for all official film photographs and digital pictures taken at the convention

b) Work with the PR Chairman and VP Communication re arranging for volunteer photographers for still photos (film and digital) and video (digital).

c) During the convention provide digital still photos to the Convention PR Committee as needed for use in the convention newspaper.

d) During the convention provide digital still photos to the LWML-Canada VP Communication for news items online.

e) Provide a copy of all still photos (digital) and video (digital) to the LWML-Canada VP Communication at the end of the convention for preparation of a photo CD, DVD of highlights, use in Tapestry, use online, etc.

2. General Photography:

a) Confirm with Convention Registration Chair all registrants who checked and signed the NO PHOTOS box on their registration form. According to the LWML–Canada Privacy Statement, photos or video shots of these individuals may not be used. If they are inadvertently caught on film those pictures should be noted and eliminated before distribution in any media.

b) Request a list of pictures required by the Archivist/Historian.

- Photos of the LWML–Canada Board of Directors and Committees are taken only for historical purposes. A film camera is preferred for photos of an archival nature because of the negatives.

- c) Use of a digital camera for candid shots and additional archival shots eliminates the cost of film and developing as well as making them convenient for use in various media.
- d) Provide a mechanism (e.g., form in the convention newspaper) for ordering, and paying for in advance, a CD of photographs. Include mailing costs. (At a previous convention one copy of each candid shot was printed and they were laid out on a table and sold to cover the cost. It's of particular benefit to those who cannot access a CD.)
- f) If District Photographs are requested by convention registrants:
 - Arrange times and place.
 - Arrange for the signage to be shown with each group.
 - Ensure the cost (including mailing) of the District Photo is on the Registration Form.

3. Video

- a) Determine, in consultation with the VP Communication and LWML-Canada President what is to be recorded.
- b) Determine, in consultation with the VP Communication, whether the Communication Committee will provide someone to do live streaming of various speakers, or if a volunteer is required. This volunteer should be familiar with tying into the sound system for good quality sound. If there is no one to do the recording of video, the General Council will determine whether or not to pay for this service.
- c) Assuming a video will be made, work with the Convention Properties Chairman to ensure a good sound system and good lighting of the speakers.
- d) Use a digital camcorder.
- e) Relay to the photographer the wishes of the LWML-Canada President. Check the agenda in advance for the times of special parts of the convention (e.g., select speakers and some special events, etc.). Also convey the importance of keeping to the picture schedule.

4. Audio CDs

- a) Confirm with the LWML-Canada President or her representative which speakers are to be taped.
- b) Confirm with video / audio technician that recording can be done via the sound system and copied onto a CD.
- c) Set price for CDs including packaging and mailing costs.
- d) Find a volunteer to make copies and mail the orders for the CD received at the convention.
- e) CDs ordered after the convention may be available through the LWML-Canada Resource Centre.

L. CONVENTION DECORATIONS AND ENTERTAINMENT COMMITTEE

1. Chair shall:

- a) Be responsible for making the convention site visibly attractive.
- b) Help set the mood at the convention by carrying out the theme and colors of the convention in decorating of the convention hall and banquet room. Work with the convention site personnel asking for suggestions.
- c) Suggest to Convention Committee and arrange a type of identification for the Convention Committee.
- d) Make all arrangements for the entertainment portion of the evening meals.

2. Decorations:

- a) Use your imagination and talents and have fun.
- b) Decorate the convention hall, and if possible the chapel and other areas of the convention site.
- c) Keep it simple and decorate only the stage—add if there is a banquet.

- d) Decorations should not interfere with visibility of stage.
- e) Recruit volunteers to assist with making and setting up decorations.
- f) Recruit volunteers to assist with dismantling the decorations at end of convention and returning any borrowed items.
- g) Suggestion: on the morning of the last day of the convention set up a table with decorations that would otherwise be thrown away and announce that those present may choose some to take home. This makes clean up of decorations a lot easier may still be enjoyed after the convention is over.
- h) Assist with any changes to convention meeting room necessary for Communion Service – a probable change of the location of stage decorations.
- i) Design and make menu cards for evening meals—if requested to do so.
- j) Design and make small usable table favours—if requested to do so.
- k) Design and make table prayers—if requested to do so.

3. Convention Committee Identification:

- a) Using the convention colors – design a means of identification for all Convention Committee members.
- b) Ensure that the identification is not an added expense to the volunteers, and keep cost minimal for budgeting.
- c) Get a final count of volunteers from each Convention Sub-Committee Chair.
- d) Purchase materials needed for the Convention Committee Identification and arrange for enough to be made.

4. Entertainment:

- a) Work closely with the LWML–Canada President or her representative to determine the type of entertainment and the amount of time required for the entertainment program at evening meals.
- b) Contact local groups and congregations for information on different types of entertainment.
- c) Consider: what is appropriate, will it be well received by convention assembly, will the facility be suitable for the type of entertainment selected. □

Good quality entertainment is a must. Humour is appreciated.

d) The final decision regarding the entertainment is made in cooperation with the Convention Committee, the LWML–Canada Board of Directors, the LWML–Canada President or her representative.

e) Talk about honorariums or added costs before extending the invitations.

- Honorariums are usually budgeted by the Convention Committee.
Before confirming an invitation check with the LWML–Canada President.

□ Include entertainment honorarium or cost in budget.

f) Make final arrangements with the invited entertainment group[s].

□ A firm commitment is essential—convention attendees may be attending the meal because of their interest in the entertainment.

□ Give the invited entertainment group[s] information regarding the date, time and location Where they will perform and the allotted amount of time for their performance. Advise group that this time must be followed as other items may be on the program.

□ Make arrangements for the group[s] to view the stage area and assist with any changes or props needed.

□ A good sound system is very important for the entertainment portion of the convention – microphones are essential.

g) Fill out a Properties Request Form and give to the Convention Properties Chair asking for the specific property needs of the entertainment group.

- h) Make every effort to ensure that the entertainment is visible to all – this is not always easy to do but is extremely important.
- i) Give details of names and other pertinent information to the Emcee for the evening – the full evening agenda is appreciated.
- j) Meet the entertainment group when they arrive.
- k) Arrange a room for the entertainment group to gather prior to performance—provide some refreshments and directions to the washrooms.
- l) Escort them to convention hall and watch for entrance timing.
- m) It is your responsibility to make sure that the entertainers do not go over their allotted time.
 - The mood of the assembly will be a determining factor in how you approach the situation.
 - Prior consultation with the Emcee about the possibility of this happening and how it may be resolved is advised.
- n) If an honorarium is to be paid to the group, request it from the LWMLC Treasurer in advance and give it to the group with a thank you note before or immediately following their performance.
- o) If other arrangements have been made for payment of guest entertainment expenses please advise the group of the arrangements; how they will be paid and by whom. Arrangements for payment might have been made by a Sponsor.