

TEXAS OKLAHOMA DISTRICT CONVENTION MANUAL



This manual has been prepared as the Official Guide for Convention planners in the Texas-Oklahoma Kiwanis District. It will include the District's policies in regard to hosting the annual convention and information on what a potential Host club will need prior to presentation at the annual convention.

The standard and proven Committee Structure is also detailed. Also attached are examples of workshops, daily schedules and ad sale templates from previous conventions to give you a good history of successful events and those not so successful. And finally an example of a convention budget which should be presented to the board prior to the beginning of work and then again at the end with final figures. It is the intent that this manual will provide a clear understanding of what is needed from the host club and committee to host a successful event.

Revised 2/2024



Application for hosting a T-O District Convention.

This application should be presented to the Texas-Oklahoma District Convention Coordinator either electronically or via mail as soon as possible prior to your requested year to host, but no later than May 1st of the year proceeding the proposed convention year. One full Kiwanis year should lapse between your application and your proposed convention.

Name of Club or Division making this application: _____

Name of contact person for additional information: _____

Address of contact person: _____ City: _____ Zip _____

Best available telephone: _____ or _____

Proposed host city of the T-O Convention you wish to submit: _____

Has this city hosted a previous T-O Convention: _____ Last year to host: _____

Proposed Kiwanis year to host Convention: _____ Proposed dates: _____

Primary facility to be used to host convention events: _____

* Itemized costs of facility for T-O convention must be included in the bid and signed by facility staff.

Primary hotel proposed to accommodate attendants: _____

* Proposed room rates of hotel must be included in proposal with a verified letter/email from the hotel convention director. _____

If the hotel and convention center are the same and a F & B is required, this must be provided....

Our club or division officers have reviewed the T-O Convention Manual and understand the task, policies, and general requirements for hosting the convention: _____ YES _____ NO

Our Club understands that we must have an electronic method to accept any revenue generated from any fundraising event as this cannot be moved through the District convention fund. _____

Our sponsoring club or division has the full support of the individuals that make up the club(s), division(s) that are making this application to carry out the task: _____ YES _____ NO

A representative of our club or division will be present to review our application and answer any questions at the next meeting of the District Board: _____ YES _____ NO

Our club or division will be available to present our proposed site in the following ways: _____ A booth at the next T-O Convention _____ A media presentation to a general assembly

You may attach any supporting documents to this application, such as support letters/emails from other clubs or divisions, from Tourism or Convention groups in the proposed host city, Chamber of Commerce proposals, etc.

Submitted this date: _____ Signed: _____

Key Calendar of Events on Convention Planning

At least 2 ½ years before convention	Determine local interest in hosting a Convention. Ask for the Convention Manual and read carefully. Determine firm commitments from local clubs in your Division or surrounding Divisions.
By 2nd Preceding May 1st before	File your application with the District Convention Coordinator. Attend a District Board meeting either in person or via zoom at least 1 ½ years before to present the request to the Board. Have all your necessary document submitted before your proposal.
Two years before convention	Before your application is accepted by the T-O Board, Meetings Coordinator and team member will visit your site to confirm there are enough additional hotels for members and to meet with club. Meetings Coordinator will attach a letter of approval for this site to the board. prepare to present your proposed host city at the T-O Convention by securing booth space and a media presentation at the next T-O Convention

If selected to Host the Convention 2 years away

During the Kiwanis year that precedes the year of the convention under planning	Organize a working committee using guidelines detailed in this manual. Select a proposed chair, Treasurer, and working committee chairpersons. Meet with the Governor Elect to recommend the Convention leader(s). The Governor-elect will then be prepared to make appointments once the Kiwanis year begins. Contact the Convention Coordinator and begin preliminary planning.
Prior T-O Convention	Meetings Coordinator or staff will present the proposed budget for approval to the Post-Convention Board Meeting. This is the First T-O Board meeting in the year of your Convention held at the preceding T-O District Convention. Secure an exhibit booth to promote the convention.
Periodically in the Kiwanis Year of	District or Club Convention Staff will conduct timely meetings with the Convention's various working committees at the intervals that are agreed upon by all parties. Keep close communication between the District Governor, the Meetings Coordinator, and all committees involved. Attend District Board meetings to keep the Board informed.

Attend T-O meetings to promote your convention.
Devise the working schedule and checklists that work best.

As soon as possible after the Convention

A rough draft of expenses and revenue will be presented at the board meeting immediately following the annual convention

Be sure to supply the Convention District Staff with all receipts no later than one month after the convention. Work with budget staff to be sure that all bills from the facility have been received. Work with staff to fill in income and expenses on your budget sheet. This sheet will be presented by staff at the first board meeting of the year in October.

Basic Policies for Convention Administration

1. **SCHEDULED DATE:** The annual convention shall be held between the fifteenth day of March and the fifteenth day of September. Proposed dates must be approved by the District Board.
2. **CONVENTION MANAGEMENT:** The Meetings Coordinator, which is a paid staff position in the Texas Oklahoma District shall have the responsibility for the management of the District Convention. The Current Governor will have input and must approve all aspects of the event, except for the workshops which will be the responsibility of the current Governor-Elect. This shall be the reigning Governor and Governor-Elect at the time of the Convention. The ultimate responsibility for a successful convention lies with the reigning Governor and District Board.
3. **CONVENTION COMMITTEE:** The District Convention Committee shall be composed of the Meeting Coordinator and their team, District Governor, Governor Elect, District Convention Chairman, who shall reside in the host club and other club members. The name of the Host Club's Convention Chairperson should be appointed from the host club and listed on the application. The Governor will have the final appointment of the Host Club Chair
4. **MEETINGS COORDINATOR:** The Meetings Coordinator's responsibility shall be to assist the Governor in being of assistance and support to the Convention Committee in making local arrangements concerning entertainment, food service, transportation, printing, registration, etc. The Governor shall meet with the Meetings Coordinator and Convention Committee to plan entertainment or to make other specific decisions. The authority to negotiate and execute contracts dealing with hotel, meeting facilities, transportation and services necessary for the success of the District Convention shall vest with the Meetings Coordinator. In addition, with input from the Governor, the Meetings Coordinator shall negotiate and execute contracts dealing with talent and speakers. The Host Club Chair shall provide input, however all contracts must be signed by the Meetings Coordinator
5. **CONVENTION BUDGET:** The Convention Budget in draft form will be presented at the first meeting of the new board in October by the Convention Treasurer. It is understood that this is a draft and can change with the approval of the Governor and Meetings Coordinator.
6. **CONVENTION TREASURER:** It shall be the District Meetings Coordinator's responsibility to appoint a Convention Treasurer, usually someone from his team who shall assist the Committee in establishing event prices and the convention registration fee. The Treasurer shall be responsible for the preparation of the Convention Budget; the handling, control, and accountability of all Convention funds; and the reporting of current financial status and the final convention finance report due 45 days after the close of the Convention. This report should be delivered to the District Governor and board by September 30th, following the Convention. The budget must be in a format approved by the Governor and Meetings Coordinator. This individual will work with the District Treasurer and Meetings Coordinator to be sure all billings from the convention are paid in a timely manner.
7. **INTERNATIONAL TRUSTEE:** The T-O District is privileged to host an International Trustee as the official Kiwanis International Representative. The Hospitality for the International Representative shall be the responsibility of the Governor or Governor-Elect depending on who's year the visiting trustee is serving in.

8. REGISTRATION FEE: Uniform registration fees for the District Convention may be established by the District Board in the convention budget. The Convention Committee shall determine all charges and recommend a registration fee. Such financial decisions shall not be made unilaterally, but shall be incorporated into the Convention budget, which shall be approved by the District Board. A suggested registration fee shall be presented to the board prior to March 1 at which time registration may open. The Fee can be presented by the Governor via email vote.

9. REGISTRATIONS & COLLECTIONS: Once the convention budget has been approved by the District Board, the District Convention Committee, the Convention Treasurer, and the Meetings Coordinator are responsible for the development of the system for handling registration, hotel reservations, and the collections of fees and charges.

10. DISTRICT CONVENTION FUNDING: It is important that any host convention organization understands the policies regarding the funding of convention events. Many events are funded with ticket sales through the coordination of the Meetings Coordinator. Some of the traditional events that are not ticketed events are listed below. Some events exempt certain individuals from fee payments by policy and some have been excused through tradition. It is important that the Governor and the Convention Committee carefully review and agree upon the funding sources for these events:

a. The annual District Board Dinner: The committee is expected to provide a suitable place and arrange meals for the Board members, District Chairs, and spouses. This is usually held on the Thursday of the Convention week. There is not a policy regarding the funding of this event but traditionally it has been an expense of the Convention budget.

b. An annual Past Governors Luncheon and Past Governor Spouses' luncheon are customary events to be held generally the Thursday of convention week. The Chair of Past Governors and his/her spouse are the official hosts and should have the authority to approve proposed locations and general planning. The cost for this is the responsibility of those who attend. The convention site may provide a room for this if available.

c. A sum shall be allocated from the fees charged for the Convention and/or from the District treasurer, to purchase a suitable memento to be presented to the International Representative at the District Convention. The Governor shall be responsible for the purchase and presentation of this gift but at the choosing of the Governor, may designate one or more persons to arrange this purchase and presentation.

d. The Convention Committee and its Welcoming sub-committee are expected to provide greeting gifts to the leaders of the Convention, such as flowers or welcome baskets. Namely, these shall include the International Representative, the Governor, Governor-Elect and spouses. Any additional gifts are at the discretion of the Convention Committee.

e. The Past Governors Committee shall be responsible for notifying and receiving Clubs' voluntary contributions to defray the cost of a memento of appreciation for the Governor. This Committee shall purchase and appropriately present such a memento.

f. The expenses of lodging and meals for District Officers and Staff members are provided for in the convention budget.) But it is the practice and Convention Committees are expected to provide free accommodations of rooms and meals for the International Representative, the

Governor, Governor Elect, and Immediate Past Governor and their spouses. In addition, free rooms and meals are traditionally complimentary for working staff members, including the Meetings Coordinator, and T-O Office Secretary.

g. Additional accommodations for other special guests, speakers, and entertainers are subject to Convention Committee approval or through assistance of the travel allowances of the Governor or Governor Elect. These details should be approved and agreed upon through the coordination of the Convention Chairman, Governor, and the Meetings Coordinator. Costs for any speakers or entertainers are to be billed into the cost of the ticket for the event.

h. The Kiwanis District Board may budget and authorize expenditures of Kiwanis District Funds as necessary to cover expenditures of the Sponsored Youth Organization's officers to attend the District Convention. Currently the registration cost covers only the Key Club and CKI Governor for room and meals.

i. All Past Governors, being Delegates-at-Large, are cordially invited to attend the District Convention with waiver of a registration fee for Past Governors or spouses. There is no policy regarding the waving of other registration fees.

j. The District Office, with the approval of the Governor, may recommend additional complimentary rooms and meal function tickets. Such additional expenses of the convention may be paid from the T-O District Budget or the Convention Budget but such funding should be of mutual agreement and ideally settled before the final convention budget is approved.

11. DISTRICT CONVENTION FUND: The T-O District maintains a Convention Fund Account from year to year. The purpose of this fund is to insure success of each Convention. At the written request of the Convention Chairman or the Convention Treasurer, the District Treasurer may advance funds to cover preliminary convention expenses. Ten percent of the October 1 Convention Fund Balance is available for use by the District Convention Committee and the Governor to cover preliminary expenses and stimulate attendance at the District Convention. Such funds are available only if the fund balance is above a minimum balance. Such advance funding shall be returned to the District Treasurer as soon as registration receipts permit but no later than the end of the current Kiwanis year. Any and all funds received for registration fees and other charges in excess of the actual expenses shall be remitted to the appropriate accounts in the District Convention Fund Account. If expenses exceed the income, it shall be the responsibility of the District to pay the difference from the Convention Fund balance.

12. THE OFFICIAL PROGRAM: The Committee is charged with the preparation of the official program to be submitted to the Governor for its approval. The selection of all speakers is the responsibility of the Governor who may delegate the right to a person or persons of the Governor's choice. The official program of the convention, as approved by the Governor, shall be the order of the day for all sessions.

13. CONFIDENTIALITY: Lists of delegates, alternates, and delegates-at-large shall be exclusively used for the purposes expressed in the Bylaws or as necessary for conducting a District Convention.

The Convention Committee

As a basic structure, the development of a T-O District Convention has been achieved through a working committee. As previously discussed in policy, the Governor presiding during the year of the convention holds the chief responsibility but can and does delegate the working to the Meetings Coordinator who then assembles a working committee which includes members of their team and if there is a host club, the convention chair from that club and their team. The Meetings Coordinator is a key guidance resource to this committee. This section of the manual offers information on the typical sub-committee structure. Suggested sub-committees may not always fit each and every Convention project, but T-O has found that a strong Committee that delegates the responsibilities through reliable sub-committees produces the greatest success. The District Convention Chair is appointed by the Governor when there is a host club. Conventions may be hosted by a Division or the District itself if they meet all the requirements.

The District Meetings Coordinator: The District Meetings Coordinator, which is a paid staff position in the Texas Oklahoma District shall be responsible to the Governor for the entire convention organization management and finance and shall report to the Governor on progress and plans for the convention. Such reports should increase in frequency as planning and implementation progresses. The Meetings Coordinator and their team shall provide a schedule of meetings that are to be held with the working committee and shall invite the Governor, District Treasurer, Governor-elect, and Host Lt. Governor to each meeting. As a practical matter, most or all of the committee meetings may not include one or more of this management team, but the District Meetings Coordinator shall make all meeting information available to these individuals and seek approvals of all decisions of the committee.

The District Chairperson: The District Convention Chair shall regularly and frequently consult with the Presidents of the Kiwanis clubs in the host Division (s) and with the Lieutenant Governor (s) of the host Division (s) in order to keep them advised of plans and status of work of the Committee and to seek their help and assistance in accomplishing the goals and objectives which will ensure an outstanding convention.

The District Convention Treasurer: The District Convention Treasurer will be responsible for the preparation of the convention budget for approval. The budget will be submitted to the Governor's District Board of Trustees for approval at the first Board meeting of the year in October. It is the understanding of the board that this is a preliminary budget and may change as sponsorships are obtained. Final cost for registration will be set prior on or around March 1. A monthly report of the budget plan and actual expenditures shall be the responsibility of the Convention Treasurer. Any requests for additions or changes to the budget must be reported to the District Meetings Coordinator and committee. An ending report will be presented to the District Board by September 30 of the year the convention was held.

The District Chair for Human and Spiritual Values: This Chairperson will be responsible for the Memorial Service which may include a Breakfast. The local Convention Chair should work closely with this District Chair as well as the Meetings Coordinator and team

The Working Sub-Committees

The Meetings Coordinator will coordinate all facilities that are required and will work closely with the Convention Chair and Governor. The traditional duties require coordination between Convention Center and hotel directors and the Convention Management Team. No contracts should be signed without the final approval of the Governor. Facilities usually includes:

- A meeting room for the Governor-elect to hold his/her training for Lieutenant Governors-elect usually requiring a full day on Wednesday or Thursday of convention week.
- Assistance may be needed by this sub-committee for the Memorial Service as approved by the District Chair for Human and Spiritual Values. No reception should be scheduled before, during or after the Memorial Service.
- Meeting rooms adequate for holding the Official Board meetings of the current Board of Trustees and Trustees-elect.
- A District Board Dinner honoring the current Lt. Governors, Committee Chairs, and Staff by invitation only by the Governor. This event is normally held on the evening prior to the first day of the convention and is considered a pre-convention event.
- A facility for a Past Governor's luncheon by invitation to Past Governors and their spouses only. This is usually held on Thursday. The Chair of the Past Governors is responsible to coordinate this with the convention team. Cost for this meal is not absorbed by the convention.
- Tours for Spouses and children may be held during the convention. Generally, this is coordinated by the Spouse sub-committee. The fee for this is either covered by a donation or small charge to the participant.
- Space is needed to host A Friday and Saturday luncheon along with a General Session and House of Delegates.
- The location of a Friday evening fun night. This usually is coordinated by a sub-committee for Friday Night Family night.
- Facilities for Convention Forums will be coordinated with the Governor-elect. Consider convenient locations near the luncheons and general assembly and arrange for space that will accommodate from 20 to 120 persons in classroom style.
- A Saturday House of Delegates session to be held in a large auditorium type facility with stage area, usually the same location as the Friday General Session. A front section should be a secured area with restricted access to voting delegates only. A separate section behind the voting delegates should be arranged for spectators.
- A Saturday evening Governor's Banquet will be the event dedicated to the most formal details. Careful coordination with the Food Service, Decorations, and Entertainment sub-committees is important. The facility is often held at the headquarters hotel but should be a location large enough to handle entry receptions and social gatherings. The selection of the facility and accessory details are all with the full approval and blessing of the Governor.

- A meeting room adequate for the Governor and Governor-elect to hold his/her post-convention board meeting on Sunday morning
- First Class housing should be coordinated by the Meetings Coordinator. A host hotel should be named along with several other hotels for overflow.

Registration Committee: The Meetings Coordinator and their team shall be responsible for the Convention preregistration. Registration during the event may be delegated to the host club or team of individuals appointed by the Meetings Coordinator such as Past Governors. This Committee shall work with the District Office in preparing pre-registration packets and the material for the packets. All material included shall be approved by the Governor. Any material the local Convention Bureau or Chamber of Commerce or local industries or businesses may want to distribute must be approved by the Governor. Registration forms shall be designed by the Meetings Coordinator and their team. Registration fees approved by the District Board of Trustees that are collected by this Committee shall be turned over to the Convention Treasurer.

Through consultation with the Governor, and depending on Convention agendas, a registration booth should be considered at the following times and locations:

- Thursday and Friday at a time designated by the convention team.
- Saturday the registration booth should be open one hour prior to the start of the day and remain open until the House of Delegates is called to order, at which time the convention registration is closed.
- The Committee shall make reports to the Governor, District Secretary, and Chairs of the Elections and Credentials Committees. This report shall be made at the end of each day of the convention. Such report shall show the number of Kiwanians registered, the number of spouses registered, and the number of youth in attendance.
- This Committee should insure that no person shall be admitted to an official meeting of the Convention without an official badge.
- No one can obtain an official badge unless registration fees have been paid in full.
- The Meetings Coordinator and the convention treasurer shall be responsible for selling and accounting for meal and entertainment event tickets. These items shall be purchased on line prior to the convention at a date set by the Meetings Coordinator based on requirements set down by the facility or hotel
- This Committee may assist with the distribution of ribbons for registration badges. This may include Past Governor, Past Lt. Governor, International Life Member, First Time attendants or these may be distributed at other appropriate booths. Delegate ribbons may only be provided by the Credentials Committee. Ribbons are supplied by the District Office for distribution by this committee.

*The Meetings Coordinator and their team shall be responsible for the planning, preparation, arrangements, and supervision of all meal functions. Below is a list of the customary events but, depending on the wishes of the current District Governor that may be through Convention Committee recommendations, events may be deleted or added:

- A District Board Dinner that usually falls on the evening of the District Board meeting, usually on Thursday of Convention week. This event is normally held on the evening prior to the first day of the convention and is considered a pre-convention event.
- A Friday noon all-Kiwanis luncheon. This is a ticketed event and may be sponsored by the Past Lt. Governors or Foundation.
- A Spouses Luncheon that meets the wishes of the Governor's spouse or someone the Governor designates. This may be in conjunction with a tour for spouses and may be placed in the responsibility of the Spouses Committee. This is usually a ticketed event.
- Friday Evening Fun Night is a tradition with the Convention and takes on a variety of unique events. Local Convention Committees are invited to spotlight their local traditions. But the event will most likely have a meal function that becomes the responsibility of this Committee. This is most often a ticketed event.
- Saturday Memorial Service (may include a breakfast). This event is another tradition of the Convention and is under the direction of the Spiritual Aims District Chairman, who may delegate part or all of the details to the Convention Committee. Should food be included this will become a ticketed event.
- The Saturday noon luncheon. This is a ticketed event and may be sponsored by the Past Lt. Governors or Foundation.
- The Governor's Banquet is a concluding Convention tradition on Saturday night. The meal planning and service is generally upscale from other meal events. The Meetings Coordinator and their Committee should work closely with the Governor in the planning of a food menu and its presentation. This is a ticketed event.
- A Sunday Morning Board breakfast may be offered without ticket sales to invited individuals to the Board of Directors meeting.

Entertainment: The Meetings Coordinator and convention committee will discuss any needs for entertainment and secure the Governor's approval prior to any contracts being signed. This will be based on the convention budget

The host Division(s) is encouraged to have 100% registration from the members of their clubs. Every Kiwanian in the host Division(s) should attend the convention either as an attendee or as a worker. No attendee shall enter a function without a name badge and no name badge shall be issued without the payment of the registration fees. Volunteers from either the host club or Division will act as ticket takers for all ticketed events.

Publicity Committee: This Committee shall be responsible for the pre-convention, convention, and post-convention publicity, including all news releases to the media. All publicity must go through the Meetings Coordinator or Marketing Director. Publicity to the District Kiwanians through Ki-Notes must be through the Ki-Notes Editor and well in advance of the time for such publicity. Convention promotion materials are the responsibility of this Committee in coordination with the Meetings Coordinator. The Governor or Meetings Coordinator should approve all promotional materials. It will be the responsibility of this Committee to plan and coordinate local news coverage involving dignitaries such as the

Governor, District Convention Committee Chair, guest speakers, entertainers, etc. It is possible that entertainers and speakers have their own agents who would be involved substantially in this coordination. This Committee is also the one responsible for implementing the promotional activity for the Convention at the prior District Convention. This includes planning and staffing a booth in the Convention exhibit area and for making a presentation from the platform to the delegate body.

Printing:

- The Convention registration form. The design of the convention form shall be provided by the Meetings Coordinator and their team. This form will be electronic or a printed copy and may be downloaded off the District website. The registration form will be located on the district convention website.
- The Memorial: This will be a prepared PowerPoint presentation by the District Office.
- Tickets required for admission to the events. The style and number of tickets needed for the various events will be printed by the Meetings Coordinator and their team.
- **Convention publicity material.** The Publicity Committee may request any such material, which should be able to fund the printing costs through its allotted budget. The House of Delegates tickets and ballots shall be under the control of the Meetings Coordinator and those responsible for election procedures. The Official Convention Program shall be approved by the Governor and the Meetings Coordinator before submission to the printer.

Transportation Committee: This Committee has two primary areas of duty. They will arrange for any events off site from the hotel, spouses' trips and family outings. Before any transportation contract is signed, the approval of the Governor and the District Meetings Coordinator must be obtained. The Governor or Meetings Coordinator shall sign all contracts or delegate the specific contracts to be signed to some other official in writing.

Spouses Committee: This Committee shall be responsible for planning and executing all of the spouse activities during the convention. The Committee shall be responsive to the requests that are made by the Governor's spouse and the Governor-elect's spouse. In the absence of a spouse, the Governor may fill this position to handle the duties for this purpose. Typically, the primary project of this Committee is a planned tour of the host city to the events of interest to spouses. This usually involves a luncheon. The event should be in concert with the wishes of the Governor's Spouse or appointed individual who will be the official host of the tour. This would be a ticketed event with expenses paid with the proceeds of the sale of tickets or sponsorship. The Governor's spouse or appointed individual has the responsibility for an event before the convention opening, which may be a luncheon of any registered Kiwanis Member. The expenses of this event are a part of the Convention Budget and the revenue to fund this should come from registration or a sponsorship.

Memorial Service Committee: This Committee shall be responsible for the planning and executing of all activities during the Convention Memorial Service. The Speaker and special music for this service will not be obtained by this Committee. While recommendations may be encouraged, this obligation belongs to the District Chair for the Committee on Human and Spiritual Values. The Governor and the District Chair of the Committee on Human and Spiritual Values shall make these selections.

The Lt. Governors play an important role in the Memorial Service and they need to be available for a run-through of the service.

Silent Auction/Live Auction: The local host committee may propose to the Meetings Coordinator and their team a project to raise funds for either a local charity or the Texas Oklahoma District Foundation for one of their scholarship funds. All monies received must be accepted through the host club. The club must have a way to collect funds electronically. It is the responsibility of the host club and the Governor to make sure monies are presented to the receiving charity.

-Friday Family Fun Night: This Committee shall be responsible for planning and executing all the activities scheduled for Friday night, traditionally called Friday Family Night. Before any commitment is made as to the activities or their costs, the approval of the Governor and the District Meetings Coordinator must be obtained.

Sporting Events Committee (Optional): They have the responsibility for planning and conducting the golf tournament, tennis tournament, run, bicycle race, etc. This includes securing a facility, arranging for fees, presentation of awards, etc. _All costs for an event must be approved by the Meetings Coordinator and Governor.

Youth Activities Committee: It is the desire of the District to make events available to all members of the family. Should the venue allow for this, a committee will be formed. The Committee is responsible for the planning and conducting all youth activities during the Convention. These responsibilities may include the planning of family events that include youth or youth trips to local places such as movies, carnivals, etc.. It can also include arranging a nursery and childcare services so that registrants may attend the convention functions. Contact with Publicity, Registration, and other committees should be maintained so that needs may be identified in advance. It is desirable to make sure all Kiwanians are aware of the services to be offered.

Booths & Exhibits: Should the layout of the convention hall allow, the local host club Convention Chair shall appoint a committee to coordinate the assignment and operation of the Convention booths and exhibits that are traditional with the T-O Convention. Through the coordination with Meetings Coordinator and their team. It should be determined the best location for booths and the available space. The Meetings Coordinator will negotiate this with the management of the convention facility. The Convention budget will not cover any cost for the rental of tables and chairs. It is the general policy that non-profit Kiwanis organizations are provided booth space rent-free and the Convention Planning Committee may determine a reasonable rental fee for other groups who desire to set up fund-raising or general merchandise products. The types of products and services available at the T-O Convention should be in keeping with general objectives of Kiwanis and approved by the Governor or Meetings Coordinator.

Convention Summary Report

For Kiwanis Year _____

Meetings Coordinator _____

The Texas Oklahoma District requires all Convention Committees to file a final report along with the final budget report that provides specific information regarding the convention. This is to be reviewed by the District Board and becomes useful to future convention planners. Please respond to each section and be as specific as possible but detailed enough to give the District an accurate accounting of all convention events. The final financial report should be completed by the convention treasurer. The Meetings Coordinator and their team should review all sub-committee reports and give overall approval.

Pre-Convention planning: Approximate time the initial planning began:

_____ Approximate frequency of planning meetings:

_____ Approximate number of person on the committee

If there was a host club, please answer the following:

_____ Number of clubs involved: _____ Number of Divisions directly involved with planning:

_____ Number of Lt. Governors who directly worked with the planning: _____

What comments do you have about the overall committee planning? Did the committee work begin soon enough? What would you do different in the pre-planning of the convention:

Convention event summary:

Total registered Kiwanis members: _____ Total Spouse: _____ Total Youth: _____

Total ticketed events (tickets sold): Friday Breakfast (if held) _____ Friday Noon Luncheon _____

Family Fun Night: _____ Memorial Service: _____ Saturday Noon Luncheon _____ Governor

Banquet: _____ Spouse tour: _____ Golf Tournament (if applicable): _____

General comments from the Meetings Coordinator: Please note your general comments on the overall success of convention. Make note of the most successful methods used and indicate what methods or steps you would recommend to future conventions to avoid or alter (use extra sheets if needed):

Convention Finance Report: This Financial Report should be furnished to the T-O District as soon as possible following the Convention and no later than the end of the Kiwanis Year or September 30. This becomes a part of the Official Final Report. It should be completed by the Convention Treasurer and approved by the Convention Chair. You may want to furnish additional financial details. Please submit final budget showing all forms of revenue and expenses.