



CONVENTION HANDBOOK

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 37

MONTANA - ALBERTA PART OF BRITISH COLUMBIA PART OF NORTHWEST TERRITORIES

NOTE: Wherever the word “chairperson” or “he” appears in this document, it is to be interpreted to mean male or female gender.

Wherever the word “Council” appears in this document that indicates the Multiple District Council of Governors

Wherever the term MD 37 appears in this document that indicates Multiple District 37

***A copy of this handbook is to be provided to the Host Convention Committee by April 30 - three years prior to the Convention**

MULTIPLE DISTRICT 37 CONVENTION HANDBOOK INTRODUCTION

The information may be useful in planning and hosting an MD 37 Convention. If you have questions on any part of the handbook please contact the Multiple District Council Chairperson, your District Governor, or the MD 37 Secretary/Treasurer.

Once a club has been awarded an MD 37 Convention:

- The host committee Chairperson appoints the Vice Chairperson, the Secretary and the Treasurer. These people, along with the Chairperson form the Executive Committee. The host club President is an ex-officio member of this committee.
- Chairperson meets with the Executive committee and provides them with copies of the handbook and asks that they read the full handbook.
- Executive Committee makes arrangements to meet with the convention hotel and/or other facilities to get the blocked rooms confirmed, in writing.
- Chairperson appoints the Division Chairpersons.
- Chairperson meets with the Division Chairpersons. He asks them to read the parts of the handbook that refer to their committees, providing copies if necessary.
- Division Chairpersons select their Committee Chairpersons and provide them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to all Committee Chairperson.
- During the third year prior to their function, the Chairperson meets regularly with the Executive committee and Division chairpersons. Division chairpersons hold regular meetings with *their* committees and report regularly to the Chairperson or the Vice Chairperson. The full Convention committee meets at least twice during that year.
- The Secretary ensures all Progress Reports and copies of the minutes of the full committee meetings are sent to the required people. *Progress Report blank forms are included in this handbook.*
- All committees required to submit a budget are to provide a preliminary budget to their Division chairperson who will provide the budgets to the Convention Treasurer. The Treasurer provides copies of all budgets to the Executive committee for their review.
- A draft budget should be prepared using a spreadsheet or table format showing fixed costs for 150, 200, 250, 300 or more people. The budget is to include all relevant costs plus the cost for two members of the Convention Host Committee to attend the MD 37 Convention held *one year prior* to the Convention they are hosting.
- A preliminary budget is to be attached to Progress Report # 3 for review by the Council of Governors.

Multiple District 37 Convention Handbook

- Finalize budget for presentation to the Council to review. **The final budget must receive the approval of Council of Governors.**
- Finalize registration form for Council approval. **This form must be approved by the Council before it may be distributed.**
- Distribute the approved registration form to all Districts for their bulletins and to the MD 37 Secretary Treasurer for publication in the MD 37 newsletter
- Promote the Convention through visitations throughout the MD.

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If you cannot find what you need within this handbook contact:

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ADMINISTRATION

Convention Chairperson

The host club members are responsible for appointing the convention chairperson. Once appointed, the chairperson appoints the vice chairperson, secretary, treasurer and division chairpersons who are known as the executive committee. The host club president is an ex-officio member of the executive committee. The chairperson or his representative and at least one other member of his executive committee shall attend the MD 37 Convention held one year prior to their convention. The chairperson shall schedule regular meetings with the executive committee and meet with other committees whenever necessary. The chairperson is responsible for setting and notifying all executive members of all meetings. He is responsible for the activities of all committees assuring that programs, budgets and progress reports are completed when required. *(See Appendices for Progress Reports)*

Convention Vice Chairperson

The same responsibilities that apply to the chairperson also apply to the vice chairperson. The vice chairperson shall be prepared to perform the chairman's duties during the chairman's absence.

Convention Secretary

The convention secretary is to take minutes of all executive committee meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The secretary shall forward the executive committee meeting minutes to the executive committee, the MD 37 Convention Advisor(s), and the MD 37 Secretary Treasurer. The committee secretary shall notify the executive committee and the MD 37 Convention advisor(s) of the date, place and time of said meetings. *That notification is to be provided one month prior to each meeting.*

Convention Treasurer

The convention treasurer is responsible for preparing the budget and shall assist and coordinate all committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made and is to be prepared in the host country's currency. A preliminary budget shall be attached to the third Progress Report *(see Appendices)* for review by the Council. No later than the Council's January/February meeting in the year in which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Council of Governors. Immediately following Council's approval of the registration fee, the MD 37 Secretary Treasurer will contact the convention chairperson to inform him that he may begin distributing the registration form.

Financial Report

The convention chairperson shall call the executive committee together shortly *after* the convention for their reports that shall include all relevant financial documents. A *preliminary* report is to be ready for the July/August Council meeting. The *final* report is due in time for the Fall Council meeting. If there is a surplus, said surplus is to be submitted by cheque to the MD 37 Secretary Treasurer and is to be made payable to MD 37. The convention treasurer shall submit a formal financial statement to the MD 37 office no later than 6 months following the close of the convention. Included with this statement shall be copies of all cancelled cheques plus original receipts and/or other supporting documents. The convention treasurer shall make a copy of the full report including the supporting documents. This copy is to be provided to the convention chairperson.

Division Chairpersons

Division chairpersons are persons in charge of the major convention divisions. Each division chairperson shall keep the convention chairperson informed of the activities of these committees.

Committee Chairpersons

Committee chairpersons are responsible for preparing committee budgets and for providing a copy of that budget to the convention treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the committee and to report all activities to their division chairpersons.

GENERAL INFORMATION

MD 37 Convention Advisor(s)

MD 37 Convention Advisor(s) are asked by the Council to act as advisor(s) to the MD 37 Convention host committee and are expected to attend as many convention executive committee meetings as possible and to offer advice to that committee. The MD 37 advisor is only there to assist the committee and is not responsible for any part of the Convention. That is the full responsibility of the Council. Decisions made by the Convention committee do not preclude the Council of Governors from changing any or all Convention plans.

Multiple District 37 Financial Assistance

Each MD 37 Lions member contributes seventy five cents US of their annual MD 37 dues to hold an annual convention. The host club for the convention receives a grant from these funds and that grant will be sent to them from the MD office. The total amount received is based upon the Multiple District membership and is therefore subject to change. It is advisable for the host committee to contact the MD office for an estimate of what the MD contribution will be. The grant is currently payable as follows:

- \$500 US on April 1, two years preceding the convention
- \$1,000 US on April 1, one year preceding the convention
- \$1,000 US on January 1, six months preceding the convention

The balance shall be made available no later than thirty days prior to the convention.

Host Committee Expenses

The host committee shall build in to the costs of their convention the promotion costs plus travel costs, registration fees, additional meals and lodging for two of its committee members to attend the MD 37 Convention held one year prior to *their* convention.

Schedule of Events

The printed schedule of events includes breakfasts (optional), luncheons, banquets, business sessions and other activities. The printed schedule is to show the time, date and location for these events. The Council of Governors and others who may be appointed by Council will act as facilitators for each business session, as masters of ceremonies for each meal, and as MC for the memorial service. At the January Council meeting held in the year of the convention, the convention chairperson will be provided the names, postal addresses, phone and fax numbers and e-mail addresses of all facilitators. **NOTE:** Once these names have been provided, it shall be the responsibility of the convention committee to contact each one to confirm their attendance and to finalize all arrangements each facilitator may have. The convention chairperson must ensure his committee has the information needed to assist these facilitators.

A preliminary draft of the schedule is to be prepared in time for the July /August Council meeting held one year prior to the convention. This draft shall be sent to the MD 37 Convention Advisor(s) and the MD 37 office 15 days before said Council meeting. *A copy must be attached to the Progress Report #3.*

A final draft of the schedule is to be prepared in time for the January/February Council meeting held in the year of the convention. This draft is to be sent to the MD 37 office 15 days prior to the January/February Council meeting. The document shall be reviewed by Council and *may* be approved at this meeting. Should it require changes, those changes will be made at this Council meeting and the schedule approved.

Progress Reports

Progress Reports 1, 2, and 3 are to be completed and provided by the dates as noted on each one. *(See Appendices)* All reports will be reviewed by the Council. The convention chairperson may be contacted for additional information, if necessary. It is vital for the convention committee to provide these forms by the date requested and to have all the information included. .

Convention Net Proceeds

The convention host club is entitled to 50% of the net profit from the convention. The other 50% of the said net profit is to be provided by the Convention Committee to MD 37 with a cheque made payable to MD 37 and that 50% is to be deposited to the MD 37 Convention Reserve account.

Registration Packages

Registration packages are to be provided to the International guest, Council Chairperson, Vice Council Chairperson, Council of Governors, MD 37 Secretary Treasurer, and any current Lions Clubs International officer residing in Multiple District 37 and their companions.

Registration packages for the Council Chairperson, Vice Council Chairperson, Council of Governors, and MD 37 Secretary Treasurer are paid from the MD 37 Convention Reserve Fund. A cheque will be provided by the MD 37 office to the convention committee for these individuals.

Hotel costs and registration fees for the International guest, Past International President Judge Brian Stevenson, and the *current* International Director residing in MD 37 and their companions are to be included in the convention budget.

One-time program participants and their companions who have been asked to be a formal part of the program are guests for that occasion and are *not* to be charged.

Hotel Reservations/Accommodations

The convention committee shall reserve the best hotel accommodation available for the International guest, Council Chairperson, Council of Governors, MD 37 Vice Council Chairperson, current and past International officers residing in MD 37, MD Secretary Treasurer, District Governors-elect/candidates in that order. The convention committee shall contact the MD 37 office early as to the size of the room required for the MD 37 office and the needs for that office such as removing beds and adding additional tables and chairs. **NOTE: The hotel room costs for the International guest, Past International President Stevenson and the current Lions Clubs International officer residing in MD 37 are to be paid by the convention committee from its convention budget. The convention committee must make certain these hotel rooms are paid *prior* to these individuals arriving to avoid any embarrassment to the guest or the committee.**

Refund Policy

The host convention committee may be asked for refunds. A standard refund policy is as follows:

- attempt to transfer the registration to another Lions member
- full refund if cancellation request is received by the host convention committee no later than 30 days before the convention
- refunds may be allowed within a 30 day period after the convention provided the Lion contacts the host committee and a written application is made to the C.A.C. through the District Governor and Club President.

This policy must be printed on the registration form.

Registration Committee

The registration committee is responsible for preparing a registration form to be reviewed by the Council of Governors for **their** approval. The registration form must show that registrations by credit card will be accepted. This committee is also responsible for pre-registrations, at the convention registrations, and for keeping a record of all who have registered and attended. Registration desk opening and closing times for a convention lasting up to three days **could** be as follows:

- Day 1 - Noon - 10:00 p.m.
- Day 2 - 7:00 a.m. - 3 p.m.
- Day 3 - 7:30 a.m. - 10:00 a.m.

These times may be adjusted to suit the convention format.

Any Lion, Lioness or Leo may attend only the business sessions by paying a registration fee. *This registration fee must not be less than the per-registrant fixed costs of the convention.* The registration desk should have blank registration forms and all registrants are to receive their identification badge and a schedule of events.

Display Space Committee

All requests for display space must be received by the convention committee no less than thirty (30) days prior to the convention. Space will be provided on a first come, first served basis. Requests shall include whether power will be needed and if any audio/visual equipment is required. It shall be the responsibility of each display to provide extension cords, if required. *Requests for space will not be accepted after the 30 day deadline.* **All sales of raffle tickets or merchandise must have pre-approval from the MD 37 Council of Governors.**

Information Desk Committee

This desk should be separate from the registration desk and be able to provide a maximum of information. This desk should have local maps, information on any companion program, local points of interest, taxis, buses, emergency medical services and full information on what is happening at the convention. It should also have extra copies of the schedule of events. *It should operate the same hours as the registration desk.*

Transportation Committee

This committee is responsible for arranging for ground transportation necessary for the convention. If registrants are to be transported to and from various convention venues, this committee will be responsible for arranging for all buses, vans, courtesy cars or other forms of transportation needed to accomplish this. This committee should submit budget estimates for transportation to each function

This committee is also responsible to all committees for moving of goods, such as decorations, chairs, refreshments or other items too large to carry in a single passenger car, van or truck.

Groups arriving by charter buses shall be responsible for their own local transportation, except for that transportation furnished by the convention for specific functions.

Announcements concerning transportation service should be made throughout the convention.

Printing Committee

This committee, through coordination with all other committees, will determine all printing needs and shall submit a budget. Items that may go through this committee are: committee letterhead and envelopes, registration forms, schedule of events, memorial service program, banquet programs, name tags, meal tickets, publicity materials, place cards, directional signs and other items that may be required for the convention. They may also be asked to make signs for various chairpersons such as credentials and voting, registration and information.

Publicity/Public Relations Committee

This committee is responsible for determining publicity requirements, for setting for preparing all media releases and for delivering them to all media. They will provide general information to the MD 37 office and to all the District Governors for inclusion in the respective newsletters. This information should include a registration form, schedule of events and some points of interest for visitors. This committee is required to submit a budget.

Just prior to and during the convention, this committee is to distribute the "Welcome Lions" posters that are available through Lions Clubs International or can be produced locally. *Order these well in advance so they can be distributed to local businesses.*

This committee is responsible for news releases prior to and during the convention with the International Officers and District Governors in attendance. The committee is also responsible for arranging for a media interview of the International guest that may take place, time permitting. The V. I. P Liaison Chairman should assist in planning this media interview and also be present during any news conference.

Decorations Committee

This committee will arrange to have the decorations for all official functions, business sessions and social functions while respecting the wishes of the convention hotel and/or other venues. They will be responsible for ensuring that the convention banners are mounted at the headquarters hotel. They will be responsible for working with all other committees from the start of the convention to the finish. They will be responsible for insuring all convention banners are put up and are removed after the convention. Several banners are stored at the MD office and the committee should check with the MD 37 office before ordering any new ones.

Companion Program Committee

All companions may attend the full convention activities but must register in order to do so. The information desk will have listings of what is available in the community as far as shopping places, taxi service, etc. for those who do not wish to participate in the convention's full schedule of events. If there is to be a companion program, this committee shall arrange the activities and submit a budget. *Whether or not to have a companion program is left to the discretion of the host committee.*

Attendance Prizes /Gifts Committee

This committee is responsible for getting items for attendance prizes, selecting and purchasing appropriate gifts for the International guests and purchasing welcoming graces such as fruit baskets for the dignitaries. This committee shall submit a budget for the following:

- Attendance Prizes: These prizes should be ones of *quality*, not quantity. It is preferable to have these prizes donated, whenever possible.
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- Gifts for International guests: The gifts for the International guests should be easy to transport in their luggage and should reflect the area, whenever possible.
- Welcoming graces: A welcome, such as a fruit basket, is to be placed in the rooms of the International guest speaker, the Council Chairperson, the Council of Governors and any current officer of Lions Clubs International residing in MD 37. A recent local newspaper could be placed in their rooms, as well.

Social Activities Committee

This committee is responsible for booking locations for planned recreational activities. They are to ensure that firm written commitments are made at the various locations and that there is adequate room for the function being held. A social is normally held the first evening of the convention and most conveniently at the headquarters hotel. This should be an informal and fun-filled event. Prizes could be given for various reasons and the Tail Twisters could be used to keep the action lively and informal and cooperation with the Entertainment and Music committee is advised.

Audio/Visual Committee

This committee is responsible for reviewing all sound systems at each venue of the convention. A member of this committee must be available at each function where a sound system is being used. Each system is to be tested within the hour prior to and again five minutes prior to the start of the function. For business sessions there should be one or two microphones on the floor or hand held mikes so that delegates may speak without having to walk up to the main podium. If hand-held mikes are going to be used, members of this committee should be available to take the mikes to where they are needed.

Music/Entertainment Committee

This committee shall arrange for music and/or entertainment at the various functions, where required. They will coordinate with the chairperson of the following committees:

1. Opening - Flag Ceremony
2. Thursday night - Social
3. Friday night dinner - to induct/honor the MD 37 Hall of Fame recipient and MD Senior and Master Leadership Award recipients
4. District Governors' Banquet
5. Memorial Service - if music will be required

NOTE: *If national anthems are to be led by a song leader this should be done without accompaniment. If the anthems are to be played there should be no song leader.* This committee shall submit an outline of proposed plans and submit a budget.

Flag Ceremony Committee

This committee is responsible for seeing that all flags to be posted are in good repair. Presentation of the flags should be done in alphabetical order with the flags of USA and Canada presented at the end with *the host country's flag carried in and posted last.* It is not a requirement that a description of each flag be given when each flag is presented but that is at the discretion of the host committee to do. If there is a flag of the state of the International guest, that flag should be carried in and posted along with the other flags. The Lions Clubs International flag is also to be posted with the other flags.

Business Sessions Committee

The format and content of the business sessions is a responsibility of Council and must be approved by them. Each session will be facilitated by one member of the Council of Governors, or others, who will be appointed by the Council. These names will be given to the convention chairperson after the Fall Council meeting. This Business Session committee shall coordinate the following:

- Sound systems
- Podium with light
- Decorations for meeting rooms and head tables.
- Gong and gavel
- Ice water and glasses for head table
- Seating to meet head table requirements
- Plug in for recorders, where necessary
- Flags - Canadian and United States as well as a flag of the International guest (if other than Canada or U.S.A.)
- Microphones for those speaking from the floor
- Song Leader (1, if required)
- Chaplain (1)
- Local, State or Provincial and Federal dignitaries for the opening ceremonies
- Designate the areas where people are allowed to smoke
- Other equipment as required
- Work with the facilitators of each Business Session and see that they start on time. The Business Session committee must ensure that everything is ready ahead of time. They must:
 - Determine meeting rooms needs, sizes, seating, times
 - Prepare and place signs to identify each session.
 - Submit a budget

Memorial Service Committee

This committee is responsible for arranging an appropriate memorial service and for printing the program. It is the custom for the MD 37 Council Chairperson to be the MC of the Memorial Service. The names of the deceased members will be provided to the host committee for printing in the Memorial Service program. Each District Governor will be given a list of the deceased members and will be responsible for reading each name at this service. This committee shall:

- Arrange for an appropriate facility
- Arrange for a lit podium, decorations as needed, table and chairs for those involved in the service, gong and gavel, water and glasses, music (if required)
- Arrange for a chaplain and request that the service be non-denominational out of respect to all faiths
- Arrange for reserved seating for the dignitaries and the families of those being memorialized. VIPs and family members should be ushered to their reserved seats prior to the service starting.
- Print the program and arrange to have them distributed to all attendees.
- Arrange for transportation to and from the service, if required
- Submit a budget

Credentials and Voting Committee

This committee is responsible for arranging for the facilities for certifying and voting and for providing the required number of ballot boxes. A suitable area with enough room to operate and one that is easily accessible to the delegates must be provided. This committee shall arrange for:

- suitable locations for certifying and voting
- Two long six foot tables with five chairs with signage to indicate the five Districts
- Several tables where delegates may mark their ballots. There are to be pens on these tables
- Ballot boxes and tables on which to place the ballot boxes

Note: MD 37 Credentials and Voting chairperson are appointed by the Council of Governors. These chairpersons will find others to assist with these functions. All required materials for these two functions, including the ballots, are provided by the MD 37 office.

Meals Committee

This committee shall work with all other committees to ensure that table placements are suitable for easy access and egress. They are to ensure that adequate staff is provided to serve the meals. The caterer is to be given a copy of the meal agenda so they know when the meals are to start. Meals are to be established at a cost per plate. This committee is to ensure that all meal arrangements and the associated costs are provided to them in writing and that the arrangements to include a specific % over/under policy. This committee shall:

- Obtain menu for all functions
- Work with hotel/facility management to ensure suitable facilities and prompt service
- Have provisions for special meals (i.e. diabetic, vegetarian, etc.)
- Obtain cost per plate, including all taxes and gratuities
- Submit a budget

This committee is responsible for the various breakfasts, luncheons and dinners and must work closely with the registration committee to determine the number of attendees. Some separate meal tickets may be available and these will have been noted on the registration form. It is important that the meal facilities accommodate the expected attendance without undue crowding.

At some meals certain people may be honored (for example, the Governors-elect luncheon on Saturday.) Therefore, it is necessary that this committee coordinate with the Master of Ceremonies for each meal. They will be advised as to who those Masters of Ceremonies will be.

Whenever there is a head table, those at the head table should be served first. If there is no head table, the table at which the Master of Ceremonies, if there is one, is seated should be served first.

All meals are to start and end on time. Dishes are not to be removed during speaker presentations.

Breakfasts

Breakfasts *may* be held but are *not* required. *If* there is to be a breakfast, dignitaries of the convention will normally attend and protocol should be maintained even though the breakfasts may be informal. One District Governor will be named by the Council of Governors to act as MC.

Luncheons

On the Friday a luncheon will be held that may honor particular people. This will vary from year to year. On Saturday, the luncheon will honor the District Governors-elect and a head table will be required plus nearby tables with reserved seating for the Council. Council will appoint someone to MC these luncheons.

Friday Dinner

This dinner is where the inductions of the MD 37 Hall of Fame recipients will be take place and the presentations of the MD 37 Senior and Master Leadership Awards done. The MC for this dinner will be the MD 37 Vice Council Chairperson. Reserved seating will be required for this dinner. The MC will advise the Convention committee on this.

District Governors' Banquet

The MD 37 Council Chairperson is the MC for this banquet and will let the convention committee chairperson know how many people there will be at the head table and what other nearby reserved seating will be required. Whenever feasible, a served meal is preferred for this banquet rather than a buffet meal.

A no-host refreshment time precedes this banquet. The meals committee must ensure the hotel and/or caterer has the banquet room and the bar(s) ready so all guests can enter to enjoy their beverages while seated at their tables. *The host committee must have several ticket takers at the door to take the meal tickets.*

Ten minutes before the banquet is to start the bar the CC will announce that the bar is to be closed and all guests asked to take their seats. A few minutes prior to the banquet the individuals who will be sitting at the head table will be gathered into an area near to the banquet room in order to make for an orderly march to the head table. *This is the responsibility of the Council Chairperson or his/her designate to organize.*

Once everyone is seated the head table will be marched in. It is the responsibility of the host committee to decide by which means this will be done but having the head table led in by a piper is the custom at an MD37 convention. It is the responsibility of the host convention committee to find a piper.

The bar is to remain closed until the conclusion of the formal program. One exception to this may be made to allow for the purchase of *bottles* of wine during the meal. The bar may re-open after the formal program is concluded.

Protocol will be observed at this banquet. The MC is the Council Chairperson and will see to this but the convention committee can do its part by seeing that the decorations, flags, gong, gavel and microphone are in place and that the programs are on the tables. A glass of clear fruit juice is to be placed at each place setting for toasts. Place cards are to be prepared for the head table.

V. I. P. Liaison

The V. I. P. Liaison must be knowledgeable on all protocol procedures. This person will have the responsibility of working with all committee chairpersons to assure that the proper protocol is followed at all times during the convention. The committee should check the LCI website for the list called the Order of Precedence to assist with this duty.

V. I. P. Publicity and Media

The V. I. P. Liaison shall contact the Publicity Chairperson and arrange for an interview at a time suitable to the International guest. The International guest must be given sufficient time to prepare for this interview. After the convention, the V. I. P. Liaison will ensure that copies of local media coverage are sent to the International guest. The V.I.P Liaison also has the responsibility to review the most current edition of the following reference materials available from the MD 37 office.

- Protocol and the International visit
- Lions Protocol, Multiple District 37

International Guest Host Couple

This host couple should be well-experienced Lions as they will have the responsibility of being hosts for the International guests. In a diplomatic manner, the host couple is to see that the needs of the International guests are met. This may include a tour of the local area and points of interest. A prior review of the International guest's background information that the host committee chairperson will have been sent from LCI will assist in determining the interests of the guest couple.

Upon arrival at the hotel, the guests should be allowed some private time in their room, if at all possible. The host couple should ensure that the guests are fully aware of the schedule of events. A Schedule of Events should have been sent to the guest prior to them coming to the convention. Even if that has been done, one or two of the Schedule of Events should be placed in their hotel room. The host couple will ensure that the welcoming basket is in their room. A local newspaper will be appreciated by the guests. The host couple is responsible to escort the guests to and from all functions, unless otherwise arranged. The host couple should provide the guest with their hotel room number and a cell phone number, where possible.

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APPENDICES**

Lions Protocol

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1. Define Level of Visitors at Convention

- (a.) Review the levels of all dignitaries who may attend and be prepared to react in a dignified manner
- (b.) Appoint a Past District Governor to the convention committee who has the responsibility to ensure that all visiting Lions dignitaries are recognized as is set out through Lions protocol.
- (c.) Visiting dignitaries who will not take part in the program may require only to be made aware of the fact they are *not* on the program
- (d.) Lions Past District Governors and International Officers who are present may not want any special treatment. However, it should be ensured that they are recognized at some point during the convention.
- (e.) Political dignitaries should be given consideration as to the position they occupy in the political spectrum whether they are municipal, provincial/state or federal politicians. Depending on the International presence of Lionism, the recognition of the politician may vary. In one case, local protocol may dictate that one level of government dignitary be recognized ahead of another. In another case, the opposite may be the correct protocol. In the event that a particular level of government is sponsoring any part of the conference, that level of government should be recognized first.

2. Communication of Convention Information

(a.) Brief all visiting dignitaries on the background of the geographical area and its highlights. In the case of non-Lions dignitaries and/or visitors, provide them with a brief background on Lions and our service work. Do not assume that everyone knows about Lions.

(b.) Prior to his coming to your convention, provide the keynote speaker with background to the convention, convention committee members and delegates. If possible, prepare a package showing an overall map of the Multiple District, local District and Convention area, together with specific highlights. This information will assist the keynote speaker in individualizing his address. Names of current District Governors and their spouses should be included in this information.

3. Arrival, Entertainment and Departure of Visiting Dignitaries

(a.) Visiting Lions dignitaries - It is in good order to obtain personal information on a visiting Lions dignitary which provides their likes and dislikes. The idea is to extend hospitality and make the visitors feel at home while they are relaxing upon arrival. Provide a least one copy of the local newspaper in their room. Ensure that their accommodations are ready and arrangements for payment have been made to avoid embarrassment when the guest checks out.

(b.) Non-Lions dignitaries - Make sure rooms are comfortable and suited to the likes of the individual

(c.) When the convention is over, a letter should be sent to visiting dignitaries thanking them for coming. The letter should note some of the highlights of the individual's speech. In the case of a Lions Clubs International dignitary, copies of this letter should be sent to the host District Governor and head of protocol at Lions Clubs International.

4. Flag Etiquette

In MD 37, the locale of the event determines the nationality of the flag considered prominent (honored). When the event is held in Canada, the Canadian flag is placed facing the audience's left and the USA flag is placed facing the audience's right. When the function is held in the United States, the USA flag is placed facing the audience's left and the Canadian flag is placed facing the audience's right. When flags are being carried in, the host country's flag is always brought in last.

5. District Governors' Banquet

The Master of Ceremonies for this banquet is the MD 37 Council Chairperson and is responsible for this banquet and must ensure that the following is done:

- An agenda and timetable must be prepared and closely followed. The banquet must start and end on time. The MC should avoid making remarks or telling stories about anyone at the head table. Place cards should be on the head table and wine and juice for the toasts is to have been poured.
- All references are made as the MC faces the audience. *Whenever possible, have the podium in the middle of the table.* The guest speaker is always seated at the immediate right of the podium (facing the audience) with the MC on the immediate left of the podium
- The Grand March – The CC is to ensure everyone who is to be at the head table is ready to march in. This march is to start on time. The MC will arrange to have the Grand March announcement made and for the audience to stand. The MC comes in with the head table guests. The head table guests will have place cards at their seats with their names and titles on these cards.
- The MC will call the banquet to order and announce any items to be covered while the audience remains standing; for example, the anthems, the invocation and toasts.
- Dinner - head table to be served first and if there is no head table, the MC table will be served first.
- Introduction of head table - MC to announce to hold all applause until all head table guests been introduced. Using correct titles and avoiding abbreviations, the MC starts at his far left and proceeds until he has introduced himself. Then he begins at his far right and ends up by introducing the guest speaker last. The entire head table should remain standing until all are introduced. Audience may now applaud.
- The MC is to ensure the bars are closed and caterers do not remove dishes during the formal program. He will ask the Convention Committee Chairperson to see that the staff is informed.
- Presentations - The MC must organize the presentations. He must be prepared for surprises but maintain control.

6. Other

For the Saturday luncheon honoring the District Governors-elect, the committee should see to the following set-up requirements:

- a head table reserved for the District Governors-elect
- reserved tables close to the head table for the District Governors-elects companions (with place cards)
- tables close to the head table reserved for the District Governors and their companions (with place cards)
- reserved seating for a Chaplain and companion (near the head table/tables and with place cards)
- reserved seating for the Song Leader... if anthems are going to be done.... and companion (near the head table/tables and with place cards)
- podium with light and microphone (checked)
- gong and gavel in place
- decorations in place
- flags properly displayed
- special diet markers in place

PROGRESS REPORT NO. 1

This report is to be prepared and received by the Council of Governors by May 01 THREE years before the date of the convention.

Date Prepared _____

Position	Name	Address	Phone/fax	E-mail
Chairperson				
Vice Chair				
Secretary				
Treasurer				

Convention Dates _____

Headquarters Hotel (1.) _____

Hotels	Number of Rooms blocked
1.	
2.	
3.	
4.	
5.	

Total Rooms Blocked _____

Note: Registrants are responsible for reserving their own rooms.

(Please complete this on page 26)

PROGRESS REPORT NO. 1 - Page 2

Number of Meeting Rooms _____

Location	Seating
1.	
2	
3	
4.	

Send this report to:

MD 37 Secretary Treasurer Bill Engram

3611- 35 Avenue

Edmonton, AB T6L 4Z5

e.mail: billengram@shaw.ca

PROGRESS REPORT NO. 2

This report is to be prepared and received by the Council of Governors by May 01 TWO years before the date of the convention.

Date prepared _____

List any changes from Progress Report No. 1

DIVISION CHAIRPERSONS

Division	Chairpersons	Address	Phone/fax	E-mail
Catering				
Registrations				
Entertainment & Facilities				
Protocol				

Will members of this committee attend the Convention next year? _____

Send to:

MD 37 Secretary Treasurer Bill Engram

3611- 35 Avenue

Edmonton, AB T6L 4Z5

E:mail: billengram@shaw.ca

PROGRESS REPORT No. 3

This report is to be prepared and received by the Council of Governors by May 1- ONE year before the date of the convention.

Date Prepared _____

List any changes to Report #1

List any changes to Report #2

Attach Preliminary Budget

Are all Chairpersons functioning? _____

If not functioning, list who and why:

List any additional information or assistance required from Council

(Please complete on Page 29)

PROGRESS REPORT No. 3 - Page 2

MEALS:

Meal	Location	Served?	Buffet?

Are buses required? _____

If so, are they booked for the dates needed? _____

Send this report to:

MD 37 Secretary Treasurer Bill Engram

3611- 35 Avenue

Edmonton, AB T6L 4Z5

Email: billengram@shaw.ca

Meal Agenda Worksheet
MD 37 Conventions/Conferences
(Suggested format, only)

Starting time: _____ Ending time: _____

Call to Order by Presiding Lion: _____

State what Lions and/or organizations are being honored at this meal:
(For example: Melvin Jones, Stevenson, Webber, Dobush, Isaman, Montana Lions
Sight and Hearing Foundation Fellowships recipients)

a. _____

b. _____

c. _____

d. _____

National Anthems - Visiting country
 - Host country

Invocation: _____

Meal

Recognition of those being honored

Introduction of Guest Speaker, if one is scheduled: _____

Guest speaker's address

Thank you and gift presentation to the speaker (if one is to be given)

Announcements

Attendance draw

Adjournment

SUGGESTED SCHEDULE OF EVENTS

(Times may be adjusted to suit the event)

THURSDAY

12:00 Noon to 10:00 p.m. - REGISTRATION & INFORMATION

PLACE: _____

6:00 p.m. - PAST DISTRICT GOVERNORS' BANQUET *(This event is not an official event of the convention and is the responsibility of the MD 37 PDG Association President to organize. However, that person may contact the committee as to a place to have this banquet.)*

PLACE: _____

8:30 p.m. - CONVENTION SOCIAL

PLACE: _____

Attendance draw

FRIDAY

7:00 a.m. to 3:00 p.m. - REGISTRATION & INFORMATION

PLACE: _____

7:30 a.m. - BREAKFAST (if there is one)

PLACE: _____

_____, Presiding

Honoring: _____

Attendance draw

9:00 a.m. - OPENING

PLACE: _____

_____, Presiding

Opening of the Convention

Presentation of Flags

Anthems

Welcomes:

Federal Representative: _____

Provincial/State Representative: _____

Municipal Representative: _____

Host Club President: _____

Convention chairperson _____

Others: _____

9:30 a.m. - FIRST BUSINESS SESSION

PLACE: _____, Presiding

Rules of the Convention (including Tail twisting) _____

Call for Resolutions _____

Nominations for those to be elected at the Convention _____

Bids for Conventions _____

Convention Registration Report _____

Notices of Motions _____

Discussion of Notices of Motions _____

Attendance draw

10:30 - BREAK

10:45 - SECOND BUSINESS SESSION

PLACE: _____, Presiding

Program - _____

Attendance Draw

12:00 Noon to 1:30 p.m. - LUNCHEON

PLACE: _____ Presiding

Honoring: _____

Invocation: _____

Attendance draw

1: 30 p.m. - FREE TIME

FRIDAY - Dinner

6:00 p.m. NO-HOST COCKTAILS

PLACE: _____ Vice Council Chairperson _____, **presiding**

Invocation _____

Dinner

Inductions of the MD 37 Hall of Fame recipients

Presentations to MD 37 Senior and Master Leadership Award recipients.

SATURDAY

7:00 a.m. to 10:00 a.m. - REGISTRATION & INFORMATION

PLACE: _____

7:30 a.m. - BREAKFAST (if there is one)

PLACE: _____, **Presiding**

Honoring: _____

Invocation: _____

Attendance draw

9:00 a.m. - THIRD BUSINESS SESSION

PLACE: _____, **Presiding**

Program- _____

Attendance draw

10:30 a.m. - BREAK

11:00 am. - MEMORIAL SERVICE

PLACE: _____, **Presiding**

Chaplain: _____

12:00 Noon . - LUNCHEON:

PLACE: _____, **Presiding**

Honoring: District Governors' -elect

Invocation: _____

Lunch

Multiple District 37 Convention Handbook

Attendance draw

1:30 p.m. . - FINAL BUSINESS SESSION and VOTING (if necessary)

PLACE: _____, Presiding

Awards _____

Voting _____

Voting results _____

Final Convention Report _____

Attendance draw

4:00 p.m - FREE TIME

6:00 p.m. – NO-HOST COCKTAILS:

PLACE: _____

6:50 p.m. - GRAND MARCH

7:00 p.m. - DISTRICT GOVERNORS' BANQUET

PLACE: _____ Council Chairperson _____ Presiding

Invocation: _____

Dinner

International Director/Guest Speaker: _____

Presentations

Check List for MD 37 Conventions

This checklist is provided to ensure the smooth running of the Convention. Whenever a host committee has any questions to which they are unable to find an answer, they should contact their appointed MD 37 advisors to their committee or the MD 37 Council Chairman.

Registration form: Has been prepared by the committee and approved by the Council of Governors. *Registration forms cannot be distributed until the Council gives its approval.*

Approval given on: _____

Publicity/Public Relations: Registration forms sent to the District Governors and to the MD 37 Secretary for placement in the respective newsletters and websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted.

Done: _____

Host Couple for the International guest: These people are appointed and know what is expected of them.

Done: _____

Hotel Reservations/Accommodation: Rooms that have been reserved by the host committee for PIP Stevenson and the International guest prepaid by the committee and checked to see they are suitable. All rooms set aside for Council and other VIPs and checked.

Done: _____

Welcoming graces for the International guest, MD 37 Council Chairperson, the MD 37 Vice Council Chairperson, the MD 37 District Governors and any current officer of Lions Clubs International residing in MD 37.

These are in the hotel rooms of these guests *prior* to their arrival.

Done: _____

Registrations Packages: Registration packages either delivered personally or placed in the hotel rooms/suites of all those noted in the handbook under Registration Packages. These packages contain the schedule of events, name tags, meal tickets and any other items that might be needed by these registrants.

Done: _____

Registration and Information tables: Placed in areas with lots of space.

Done: _____

Printing: All items requiring printing have been done. These include all the items as noted in the handbook under Printing Committee.

Done: _____

Decorations: All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes.

Done: _____

Displays: Are in an area that can be viewed without crowding

Done: _____

Companion Program (if one): All arrangements have been made for any golfing, tours, shopping, etc. Times for these activities are posted at the information desk.

Done: _____

Attendance Prizes/Gifts: All items have been obtained and provided to the appropriate persons for presentation.

Done: _____

Possible dinner on the Wednesday night: The host committee chairman has checked with the Council Chairperson and asked if this is to happen and has asked him/her to provide the names of those who will go to this dinner. The Convention Committee is prepared to make a recommendation for a dinner location and to make the reservations, if required. ***This dinner is not a cost to the Convention Committee.***

Done: _____

Luncheon honoring the District Governors-elect: The following are in place prior to the luncheon:

- Head table with seating for the District Governors-elect and master of ceremonies
- Reserved seating near the head table for the companions of the District Governors-elect
- Podium with working mike and light
- Council of Governors and their companions seated near the head table

Done: _____

Thursday evening Social: Tail Twisters know their responsibilities and have the necessary tickets, buckets, etc. with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed.

Done: _____

Audio/Visual equipment: Microphones, viewing screens, computers, and all other items are available and working.

Done: _____

Music/Entertainment: The music for the Flag Ceremony, the entertainment for the Thursday evening Social, a piper for the District Governors' Banquet, and music for the Memorial Service have been arranged for and confirmed.

Done: _____

Flag Ceremony: All flags have been checked and arrangements have been made to carry in the flags of Provinces of Alberta and British Columbia, the Northwest Territories, the State of Montana, the countries of USA, Canada and the LCI flag during the first business session of the convention. ***This should be practiced.*** These flags are to be posted in a prominent location. If there is a flag of the state or country of the LCI guest, that should be carried in and posted with the other flags. It's not required to read the history of the flags but it adds to the ceremony.

Done: _____

The following items are in place prior to the start of the ceremony:

- Head table with water and glasses
- Table podium or free standing podium with working mike and light
- Gong and gavel
- LCI Flag set- *if one is going to be used*
- Person who is to lead the national anthems has reserved seating
- Chaplain has reserved seating
- Reserved seating area for the Council of Governors, all of the MD 37 Past International Directors, Past International President Stevenson, and the International guest and all their companions. *This seating may vary if other VIPs are present.*

Business Sessions: The committee has received the names of the members of the Council of Governors who will facilitate each session. (***The Council Chairperson is to provide these names to the host committee chairman.***) The committee has the following items in place prior to the opening of each business session.

- Head table, seating for eight
- Ice water with glasses
- Gong and gavel
- Podium with working mike and light
- Canadian and US flags prominently displayed *if the seven flags will not be posted behind the table*
- Floor mikes

Done: _____

Memorial Service: the following should be in place prior to the start of the service:

- All items to be used during the naming of each deceased member
- Free standing podium with a working mike and light
- Programs placed on each chair
- Reserved seating (front rows) for the District Governors, Vice Council Chairperson, Council Chairperson, International guest and all their companions. Reserved seating (second rows) for 1st Vice District Governors and their companions.
- Reserved seating for any family members of those being remembered
- Ushers to escort family members to their seats

Done: _____

Friday Dinner: Host Committee's Meal Committee has arranged for what is required for this dinner at which certain MD award recipients will be recognized. There is a cash bar and bartenders arranged for the no-host cocktail time. This committee is to work closely with the MD 37 Vice Council Chairperson who will be the MC for this dinner.

Done: _____

District Governors' Banquet: The MD 37 Convention Chairperson, working with the MD 37 Council Chairperson, will provide this committee with the names of those to be seated at the head table. The MD 37 Council Chairperson shall provide the Convention Chairperson with the program schedule and it will be the Convention Chairperson's responsibility to provide that information to this committee for including in the program.

The Meals Committee has read the handbook and has the following done or in place prior to the start of the banquet:

- Pre-planned area to line up those who will be seated at the head table - for the march-in
- Two tier head table
- Printed place cards for each person at the head table
- Pre-poured wine or juice at head tables
- Pre-poured juice at all other tables
- Program at each setting
- Gong and gavel on head table
- Podium with working mike and light
- Reserved seating for PIP Brian Stevenson, PIDs and their spouses – near to the head table.
- Canadian and US flags displayed
- Anthems leader (s) and Chaplain seated near the head table
- Meal ticket takers at the door. *These people should be at the door immediately prior to the cocktail hour.*
- **Two** bar serving areas with bartenders
- Small dram of whiskey or juice pre-poured for the Council Chairperson and the piper

Done: _____

**MULTIPLE DISTRICT 37 CONVENTION
BID FORM**

This form is to be received by the Multiple District 37 Secretary Treasurer by January 1 four years prior to the year of the Convention. Please print.

Date of Bid Submission: _____

Bid for Year: _____

Location: _____

Bidding Club(s): *If this bid is being jointly made by more than one Lions club, please list all clubs as bidding clubs.*

Convention Headquarters: _____

Convention Chairperson: _____

(Note: all correspondence will be sent to the Chairperson)

Chairperson's mailing address: _____

Phone Number: (_____) _____ Fax: (_____) _____

E.mail: _____

Number of full service Hotel Rooms: ____ Motel Rooms: ____ Meeting Rooms: ____

Campsites: _____

Please attach exterior photographs of the hotels, motels and campsites and interior photographs of the hotel and motel guest and meeting rooms. Photographs cannot be returned.

1. Location and seating capacity for the following activities

Activity	Capacity	Location
Social	()	_____
Business sessions	()	_____
Breakfasts	()	_____
Luncheons	()	_____
Friday Dinner	()	_____
District Governors' Banquet	()	_____

2. Attach information on what makes your area attractive as an MD 37 Convention site. Please note items of interest in and around your community and attach photographs of those places. *Please note those photographs will not be returned.*

Multiple District 37 Convention Handbook

3. Organizational support has been obtained from:

Other Lions clubs: _____
Other clubs: _____
Levels of Government: _____
Chamber of Commerce/Board of Trade _____
Travel and/or Convention Bureau: _____
Other: _____

4. Convention experience of Chairperson and others:

5. Bid submitted by:

Host club(s) _____

Chairperson's signature: _____

Date: _____

6. Attach copy of minutes of club meeting where the motion was passed authorizing this bid.

**Mail completed form to:
MD 37 Secretary Treasurer Bill Engram
3611 – 35 Avenue
Edmonton, AB T6L 4Z5
e.mail: billengram@shaw.ca**