COLORADO STATE CONVENTION

GUIDELINES

Congratulations Convention City!

You will enjoy your two years of planning and preparing for a successful Colorado State Convention. Your membership will grow closer together land you will see untold talents unfold.

Good luck and best wishes. The Lamplighters are always available to help you with questions and information. Don’t hesitate to ask any one of them.

This guide is written to give you information on general procedures at the annual Colorado State Conventions.

There are a few requirements set by the By-Laws, some are traditions and these will be identified where possible.

Most of all, use your creativity, work with your State President and make “YOUR” Convention your own.

The Colorado Lamplighters

**CONVENTION CITY RESPONSIBILITIES:**

Contract with a facility that can offer you the best deal in meeting rooms, food costs & guest room rates. Mid-May is usually considered “off season” for many places so try to negotiate the best rate you can – hotels are willing to deal in order to fill their rooms.

As soon as you choose a facility, **get a signed contract to lock in the availability of the space and the room rates and meal prices.** With no contract they can go back on their “word”. Of course, you are committed also!

Most hotels will want a credit card reference from previous places ESA has held conventions. Because we are not a business, and because hotels frequently change ownership and management companies, this information is often not available. The Lamplighters will attempt to keep a file of references from previous facilities which we will be happy to share with you.

With all the above in mind:

Select the theme of convention and for each event.

Plan centerpieces, favors and entertainment. (None are required.)

Make arrangements for all events, times and menus.

Set the registration fee – in accordance with your costs for traditional members, ELANs. (This is usually calculated by costs only for ELANs because usually the only meal they eat with members is the Saturday night banquet.)

NOTE: Add $1 to each registration to be paid to the State Treasurer who will in turn divide it between the next two years’ conventions for the up-front expenses (By-Laws)

Add the cost of one free registration which you will award at the Mixer (By-Laws). Partial registrations would not be included in the drawing.

Set a registration deadline date and if there will be a penalty for later registration. This has been traditional at an additional $5.00; however, that is not very much of a penalty and you could have many who would wait until the start of convention to register which could cause problems on your counts of items needed for meals, favors, etc. You may want to increase this amount. It would be up to your committee.

Decide whether you will offer partial registration – possibly for 1 function only, and generally for your membership working on the convention. The one exception would be for the guests the incoming President may want to invite.

Decide on your refund policy – what are the circumstances for which you will refund the fees. NOTE: Be sure to state this policy on any publication you issue regarding registration, for example – “No refund after \_\_\_\_\_\_\_\_\_\_\_\_\_(Date).

Print a Convention Program with the agenda, state officers, the I.C. Representative, Convention information – chairman, committees, etc.

Convention City will pay for the rooms of the I.C. Representative and the State President. These are often given free to you by the hotel for booking the entire convention with them. Do not hesitate to ask for it – they may not offer but are prepared to do some dealing. Sometimes the I.C. Rep and the President room together – discuss this with the President. Convention City will provide a Welcome Gift to be placed in the rooms of the IC. Rep and the President. Ask if the hotel has something they will provide – they do lots of gifts.

The President should set up a site inspection date with your committee sometime previous to the Spring Board Meeting to check out the facilities so she will know how to plan for the convention.

Work with her in putting together the program. By-Laws state when certain functions will be held but others can be moved to accommodate the availability of the facility. Even a By-Law can be set aside for onetime by vote of the membership, so be aware that you can change things if you need to.

Prepare a draft agenda prior to Spring Board Meeting. Discuss special requirements with those listed on the agenda. This saves phone calls, etc. Ask the President for a separate meeting to discuss the agenda.

**Room arrangements:** The facility should be large enough to provide:

Meetings Rooms – These should be large enough to seat the entire group at General Assemblies. Head and sub-head tables are generally used on risers to make a stage, but this is not an absolute.

Rooms for Meals – It is nice to have separate rooms for this so the tables and decorations can be set up while other meetings are in progress. Sometimes that is not possible and you have to work with the hotel in “turning the room” for the next function which will affect the scheduling of convention events.

Lamplighters’ Meeting – Check with the L/L President. The meeting is usually held on Friday afternoon sometime.

President’s Executive Luncheon – this cost is paid through the President’s account but you will be involved in setting it up with the President.

Workshops – Work with the Vice President to provide what she needs. If costs will allow, coffee served at the workshops, if they are held in the early morning, is very much appreciated. You could also have conventioneers pay for this, but be sure to let them know in advance of the cost – print in the program and announce at the Mixer.

Memorial Service - This service is sometimes held in a separate room from the Sunday brunch; however, depending on available space, you can have the service in the same room. This is up to you. Check with the Chaplain to see if she has any special needs for the service.

Delegates’ & Presidents’ Workshop – Should plan a room for this. It is often held before or after a general meeting. Traditionally, the Jr. Past President conducts this workshop, so you would want to work with her in planning the time for it. In the past, it has been held after the Mixer on Friday night, before general workshops and even as a part of the workshops. Each has its advantage and disadvantage.

President’s Receptions – Check with the President for her needs on this. Sometimes she holds a reception on Friday afternoon in honor of the I.C. Rep and she will hold one as the Candidates’ Announcement Party. These are often held in the President’s suite if there is room enough because she can supply her own refreshments there at a reduced cost rather than using the hotel’s room and paying their cost for refreshments.

Sunday Morning Officers’ Meeting – A room is needed for officers to exchange materials. As this is a very early meeting, coffee is very much appreciated – about 30 people attend this meeting.

Registration Area – Several tables are needed here:

1 Registration

1 Foundation Credentials

1 Raffles your committee may offer

 NOTE: Other chairmen may request a table – Easter Seals and St. Jude. You may receive requests to hold raffles or sales from other chapters. These will be in competition with your raffles and you may decide whether or not to allow them.

Programs – You will compile the convention program in conjunction with the State President. Include agenda, convention information, committees, etc. Check the By-Laws to be sure you know what is required. Review draft at Spring Board with President, President Elect, Lamplighter President, Awards Chairman and anyone else the President designates.

Welcome – Arrange for a “Welcome” at the Mixer from the city, chamber of commerce, or hotel. This could be a speaker or letter of welcome.

Installation – Check with the President Elect and the I.C. Rep for any needs they may have for the installation. The President Elect will supply the stage decoration for her ceremony.

Flag Ceremony – The Colorado Lamplighters conduct the opening ceremony at the first general assembly and have all the flags, poles and stands that are needed. Room should be allowed at the back of the stage or platform for the flags to be placed and left during the convention. The retiring of the flags is held at the close of convention. If the assembly rooms change during the course of the convention, be certain the Lamplighter President is aware so all the equipment can be under control.

Audio Visual Equipment – Arrange for all meetings.

Microphone and podium – BE SURE TO ASCERTAIN THE CHARGE FOR THIS. It should be spelled out in the contract and event sheets (one sheet for each meeting, meal, etc. supplied by the hotel). If the budget allows, a second mic with a long cord (or cordless mic) can be used for the subhead table and anyone speaking from the floor. If costs are prohibitive, the main mic can be used although it will have to be passed from one person to another.

Assign someone who knows how to use the mics and how to hook them up.

Water & glasses should be on the head and sub-head tables. Water provided at the back of the room for attendees is appreciated.

Special Music Equipment – If a piano is needed by the entertainment, be sure to find out whether there is a charge for it. It is best to have each performer provide their own equipment, i.e. boom box, etc.

**SUGGESTED CHAIRMANSHIPS:**

Overall Convention Chairman

Co-Chairman (Optional)

Registration Chairman

Treasurer

Secretary

Facility Chairman

Awards, Memorial Service

Programs – Printing and Publicity

Hospitality, Totebags, Raffles (Door prizes are optional, not necessary)

Mixer Party

Awards Luncheon

Banquet

Brunch

Seating Assignments

Place cards for the head table, subhead table for the General Assembly, Luncheon, Banquet & Brunch. (The President may wish to use her own place cards.)

The President & Corresponding Secretary are responsible for the seating placement at the head & subhead tables.

For your information – Traditionally all elected officers, I.C. Representative and Convention Chairman are seated at the head table and appointed officers are seated at the subhead table. At the Saturday Night Banquet, the newly installed officers are seated to the right of the President. Sunday morning the newly appointed officers are seated at the subhead table.

NOTE: In 1998, procedure was changed to allow the officers to sit with their chapters during the Saturday Night Banquet (No Head Table). The officers liked that as they seldom get to sit with their chapters during convention.

**RESPONSIBILITIES OF CONVENTION CHAIRMAN & CO-CHAIRMAN**

Oversee ALL arrangements for the convention.

Work with all chairmen and committees.

Prepare and oversee budget.

Correspond with the State President, Lamplighters, all elected & appointed officers to confirm their needs for their part in the convention. These will have to be accommodated with your facilities.

Develop a good rapport with the hotel. You may need to use a copier, typewriter (computer), adding machine, etc.

Set deadlines for the completion of centerpieces, favors and various phases of the convention. Keep the committees working and on time.

Be prepared to give a Welcoming Speech at the Friday Night Mixer and a short Opening Speech before the First General Assembly. Give a convention report (copy to Recording Secretary before) at the Sunday morning General Assembly which should include the total number registered, any member-at-large, ELANs, guests, etc. Thank individual members who have helped, introduce your committee chairmen and have them stand for recognition.

Be sure everyone has a part in convention. Give people responsibilities. Work with all chairmen and committees. Be generous with praise!

Keep minutes and record decisions. Leave nothing to chance. Make arrangements for everything and double check it just before convention. Have someone assigned to each job. If props are borrowed, be sure they are returned.

As Chairman, it is helpful to outline each event combining it with the agenda. Have times, places, who is placing place cards, favors, decorations, etc. written down. Know what is to happen and who is responsible. Prepare and post a work schedule for each event (registration, etc.)

Thank everyone involved with the planning and preparing of the convention. Praise your members for their work.

With the President set a Site Inspection Date. It is beneficial to have the Awards Chairman, President Elect, Lamplighter President and Chaplain attending as their plans must fit the accommodations. The President may wish to invite additional people, i.e. her installing officers and Corresponding Secretary.

BE GENEROUS WITH THANKS AND PRAISE.

**RESPONSIBILITIES OF THE REGISTRATION CHAIRMAN:**

This person could also be the Treasurer as registrations will be sent to her. Whatever works best.

Work with Convention Chairman.

Publish a Registration Form as early as possible. Include:

Convention Location (address & directions)

Registration Fee and deadline fee. Fee after that date. ELAN fees.

Cancellation policy. (Anticipate what reasons you will return registration fee.)

Special dietary requirements – you will have to communicate with the Catering Department so you need to know this info ASAP. People tend to wait until they are sitting down to eat to let you know.

Any special events you will be sponsoring and as much about the convention as you can.

Hotel Rooms reservation info – Name and Address of Hotel

 Type and cost of rooms

 Cutoff date for the special rate – This is usually 2-3 weeks prior to the convention but may be longer depending on the hotel.

 How the Group Block is listed – ESA, Colorado State Convention or however you set it up with the hotel. There is often confusion when members call in so alert the Reservations Dept. that people may call in for different versions of our name.

Registration should be by chapters. A loose-leaf notebook works well for this. Keep the registration forms as you may need them for reference later.

Provide badges for attendees – name, chapter, city and registration number. Delegates, State Officers, Lamplighters and Hostesses should have some kind of identification. This can be done with difference colored ribbons, badges or whatever. This is good place to use your individuality and creativity and fit in the theme of your convention.

You will have a registration table at the entrance to the meeting area. Registration will hand out badges, programs tote bags (or whatever) as memberships arrives. Work with the Hospitality Committee who will be providing these items.

Allow space for Travel Trophy Award, Foundation Credentials.

If assigned seating is used for meals, the Facility Committee will need numbers of attendees from the registration.

Let your committee members know their jobs and let them work. THANK EVERYONE!!!

**RESPONSIBILITIES OF THE FACILITY CHAIRMAN**

Work with the Convention Chairman.

You will be the contact with the hotel on meal planning, audio visual requirements, scheduling, etc.

Work with the Educational Chairman & Vice President for Workshop needs. Plan for coffee and rolls at the workshop (if budget allows or if you charge for them be sure to let the attendees know in advance).

Assigned seating: If your committee decides to have assigned seating, work with the Registration Chairman for the count of attendees from the chapters plus the banquet (extra seating arrangements).

Arrange for podium, microphones, water and glasses.

Choose a sub-chairman to work with officers: President’s Receptions, Officer’s Meetings; Installation requirements; Awards presentation; Memorial Service; and Lamplighters (delegates’ & Presidents’ workshop and flag presentation).

The ESA Headquarters Merchandise Group have at times attended and sold ESA merchandise. Ask the President her desires, invite the, provide display tables close to registration.

Risers set up 24’ long and 12’ deep will accommodate head table, flags, etc.

Be prepared for the unexpected!

BE GENEROUS WITH PRAISE AND THANKS FOR THOSE WHO HELP!

**RESPONSIBILITIES OF THE PROGRAM & PUBLICITY CHAIRMAN**

These committees can be two separate people or one person - whatever your convention committee decides.

Work with the Convention Chairman.

Have publicity in each issue of the Golden Lamp (Registration Fee, Deadlines, Hotel Room Rates, Cutoff dates, phone numbers and mailing addresses). Be sure to state on all the forms your deadlines and your refund policy. Ask for any dietary restrictions of attendees. Provide to the Web Team for posting on the Colorado Website.

Print an abbreviated tentative agenda in the March issue of the Golden Lamp if possible. If special attire or costumes should be worn for the Mixer, publish this information as soon as possible so members can make plans.

Include as many of your members as possible and give them duties.

Print signs to identify rooms & places (registration, raffles, etc.)

Design the convention program. Work with the Convention Chairman and State President for content of the program. Prepare a first draft to be reviewed by the President, President Elect and Convention Committee and any others who might be affected by the agenda.

Be sure to acknowledge all who participate – donors ESA members, etc.

Arrange for printing of the programs within the convention budget.

BE GENEROUS WITH PRAISE AND THANKS TO YOUR WORKERS.

**RESPONSIBILITY OF THE HOSPITALITY CHAIRMAN:**

Work with the Convention Chairman.

Recruit chairmen to head the Gifts, Door prizes (optional), Tote bag & Raffle Committees.

Signs – Work with the printing committee in placement of signs for location identification.

Gifts – Prepare welcome gift baskets for President and I.C. Representative. These should be placed in their rooms prior or immediately after they check in. Check with the hotel to see if they have gifts available.

Tote Bags – Can come from hotel or various businesses. Solicit items for the tote bags and door prizes from local businesses. Be sure to note any donors in the Convention Program. Each member of your group could be assigned a given number of items to try to collect. The city Chamber of Commerce will have brochures. Fill and have ready on opening day of Convention to be distributed at registration.

Door Prizes (Optional) – Wrap if desired. Pre-draw numbers from the registration lists – this saves time. NOTE: Calling the name of the person rather than the registration number is a nice touch.

Raffles – If chapters in your group have items to raffle, prepare a container for tickets and have people scheduled to be at the table to sell. Locating the table near the registration table insures contact with most all attendees.

Other Raffles – It is at the Convention Committee’s discretion who, other than its own, may have sales tables during the convention. Permission should be requested in advance of convention. Those usually requesting are St. Jude Coordinators, Easter Seals Chairman, Lamplighters, etc.

**RESPONSIBILITIESS OF THE CHAIRMEN OF MIXER, LUNCHEON, BANQUET, BRUNCH EVENTS;**

Work with the Convention Chairman. Oversee the event of which you are in charge. Plan room arrangements, decorations, favors, etc. If assigned seating is used, work with the Facility Chairman. Appoint a Mistress of Ceremonies, and give her needed information for the event.

**MIXER:**

Work with the President Elect for arrangements for the Candidates’ Campaign – sometimes held before the Mixer starts and sometimes during the Mixer.

Convention should be declared “Open” by the Convention Chairman who will introduce the Mistress of Ceremonies (M/C). M/C will then introduce the State President who will make her introductions.

M/C introduces:

The person who presents the welcome from the city, hotel or whatever. (Could be a letter from the Mayor or some City Official if no one can attend.)

Any entertainment (not required).

Announces door prize (optional) winners – committee members help distribute them.

Convention Chairman or M/C conducts the drawing for the free registration fee. Treasurer will return the registration fee of the person. (By-Laws requirement.)

President introduces:

Officers & I.C. Representative and any guests (Be sure President is aware of all guests).

Officers who will make presentations during the evening.

Awards Chairman.

 **MISTRESS OF CEREMONIES DUTIES:**

Call function to order, introduce your function’s theme, introduce hostesses, etc.

Welcome guests to the function

Introduce the Chaplain for the invocation.

Give some background of the Convention Theme or your function theme.

Introduce anyone at the head/subhead tables that have not previously been introduced.

Request that applause be held until all are introduced.

Introduce and thank the event chairman and the committee for the event – have them stand. Be generous with praise and thanks.

Be prepared, at any time during the function to assist with any needs of the group, i.e., room temperature, turn down lights, speaker problems, water, etc.

Announce door prize (optional) winners. Have these ready to fill in should there be a delay in the meal service or the program.

Be sure President receives any messages or announcements.

**KEEP THINGS MOVING – STAY ON SCHEDULE**

AWARDS LUNCHEON:

Decorate room and distribute favors (if you choose to have these)

See M/C duties

Introduce the Awards Chairman (sometimes the President does this)

Check with Awards Chairman for props or needs (in advance).

BANQUET:

Decorate room and distribute favors (if you choose to have these)

Have room set up for installation. Check with President Elect and IC Rep. for their needs.

After installation, M/C: See M/C Duties

 Introduces current President (this is at Pres. Discretion)

 Introduces entertainment if any has been planned (not required)

Assist with the needs of the Awards Chairman.

BRUNCH:

Decorate room and distribute favors (if you choose to have these)

If Memorial Service is to be held in same room, assist Chaplain with any needs

M/C: See M/C Duties

 Introduce President (at President’s discretion)

 Call for drawing of the Raffle winners.

Each Chairman - be sure to thank your committee.

You will not necessarily have the same number of people in attendance at every meal and you do not want to pay for any who have not eaten. Of course, you will have the largest number at the banquet because of the President Elect’s extra guests and most everyone wants to attend this event.

Assigned seating for all meals is beneficial. This eliminates that rush at the door and chapters not being able to sit together. This can assist you with your meal count also.

Rolls and coffee for early morning meetings are very much appreciated; however, they can be quite expensive to provide. If possible, add a few cents to the registration fee to cover this cost. If you cannot cover this cost, and the President, or your committee, would like to have these available, you can charge for them when they are served. You should make announcements to that effect at the beginning of convention. In recent years, this has NOT been made available and seems to be acceptable.

Cash Bars – Be aware that hotels usually have a “minimum sales” or there will be a charge for the service. Also, they might charge for an extra bartender, even though you didn’t ask for one. Be sure you understand their policies before the event and make your wishes known. Get it in writing!

Audio/Visual – Be sure you know what the hotel will charge for mics, podiums, overhead projectors, etc. Get it in writing!

Get everything in writing from businesses that will provide services during your convention – hotel for guest room rates, the catering department for the cost of meals, audio/visual needs, be sure you know as much as you can before setting your registration fee.

**WHEN IT’S ALL OVER . . .**

. . . and you have had a chance to catch your breath, please review these guidelines and add comments you think may be useful for future chairmen. **Please turn in a copy of your comments to the Lamplighter President and we will pass them on.**

The Lamplighters will keep these on computer disks and they can be revised very easily. We hope they have been helpful in your endeavors.

**MISCELLANEOUS INFORMATION:**

ESA DOES NOT qualify for the State Sales Tax Exemption Established August 2006

**Background:**

* In 2006 Beta Alpha contacted ESA HQ and the Colorado Dept. of Revenue to obtain a Sales Tax Exemption. The Hotel requested a “tax exempt certificate for the State of Colorado”. The certificate is titled ‘Certificate of Exemption for Colorado State Sales/Use Tax Only’, which is issued by the Department of Revenue.
* Contacted Doug Mills, ESA Foundation. *Response:* “There is not a blanket exemption for such and in each case the taxing entity makes the determination as to whether or not an entity qualifies for exemption.”
* Contacted Gregory Miller, ESAF Treasurer. Response: ESA Foundation is 501 (C) (3). The Foundation “exemption does not cover sales tax, only FEDERAL INCOME TAX. Foundation and ESA are individual organizations who operate under different tax rules. We cannot allow any other part of ESA to use our 501 (C) (3). That includes everyone from a chapter to the IC Council. If an ESA entity wishes to be exempt from sales taxes, it has to apply to the taxing entity as a 501 (C) (4) nonprofit entity of its own.
* State of Colorado Department of Revenue: As stated on the Application for Sales Tax Exemption for Colorado Organizations: “Your organization may be non-profit for income tax purposes, but not necessarily entitled to sales tax exemption. The fact that some charity work is performed or that funds – all or in part – are given to a charitable group does not automatically qualify your organization for the Colorado Sales/Use Tax Exemption.”

Result: ESA is exempt from Federal Income Tax under section 501 (C) (4). Only organizations exempt under 501 (C) (3) of the Internal Revenue Code are considered for state sales exemption.

**ESA DOES NOT QUALIFY FOR THE EXEMPTION**

**SUGGESTIONS FOR EVERYONE:**

Budget – This is a must to be sure all your costs are covered when you set your registration fees.

Be prepared for all kinds of questions and special and personal requests.

Door prizes for the three meal events only.

Partial registration – Make this decision early in your planning, have it written in your minutes and stick to it.

* Some charge the members of their hostess committees the price of the meals only as the registration fee with the work they did making up for the cost of the favors, etc.
* Some charge everyone the same.
* Some allow hostess committee members to attend only the function they worked on, paying for the cost of the meal & favors only.
* You may have another idea!

Door Prizes – Optional

* Are given at the end of the meal as some have finished and others, who were served last, are finishing up.
* Pre-draw door prize numbers. This saves time. Announcing by name instead of number is a nice touch.

Most conventions give the President, the IC Rep, and any others at the committee’s discretion a centerpiece from each event. This is especially special for the President as a memento of her convention. If you have one centerpiece for the entire convention, you would present them at the end of the convention. Remember the IC Rep probably has limited luggage space so don’t be offended if she decides not to take the centerpiece. You have already given them a welcome gift so feel free to do what you want!

Tickets can be used for meals to keep an accurate count of meals served at each function. Do whatever you feel will give you the best count to keep your meal cost at a minimum as this is where your main expense is. Some committees have felt that tickets were a waste as you have a count by seats filled – you know how many are set up and just subtract any empties – however you do need to give the restaurant/hotel a guaranteed count prior to the event.

This requires a crystal ball but remember that the hotel plans for a certain percentage of meals over your guarantee. Ask what the guarantee is and plan within those guidelines.