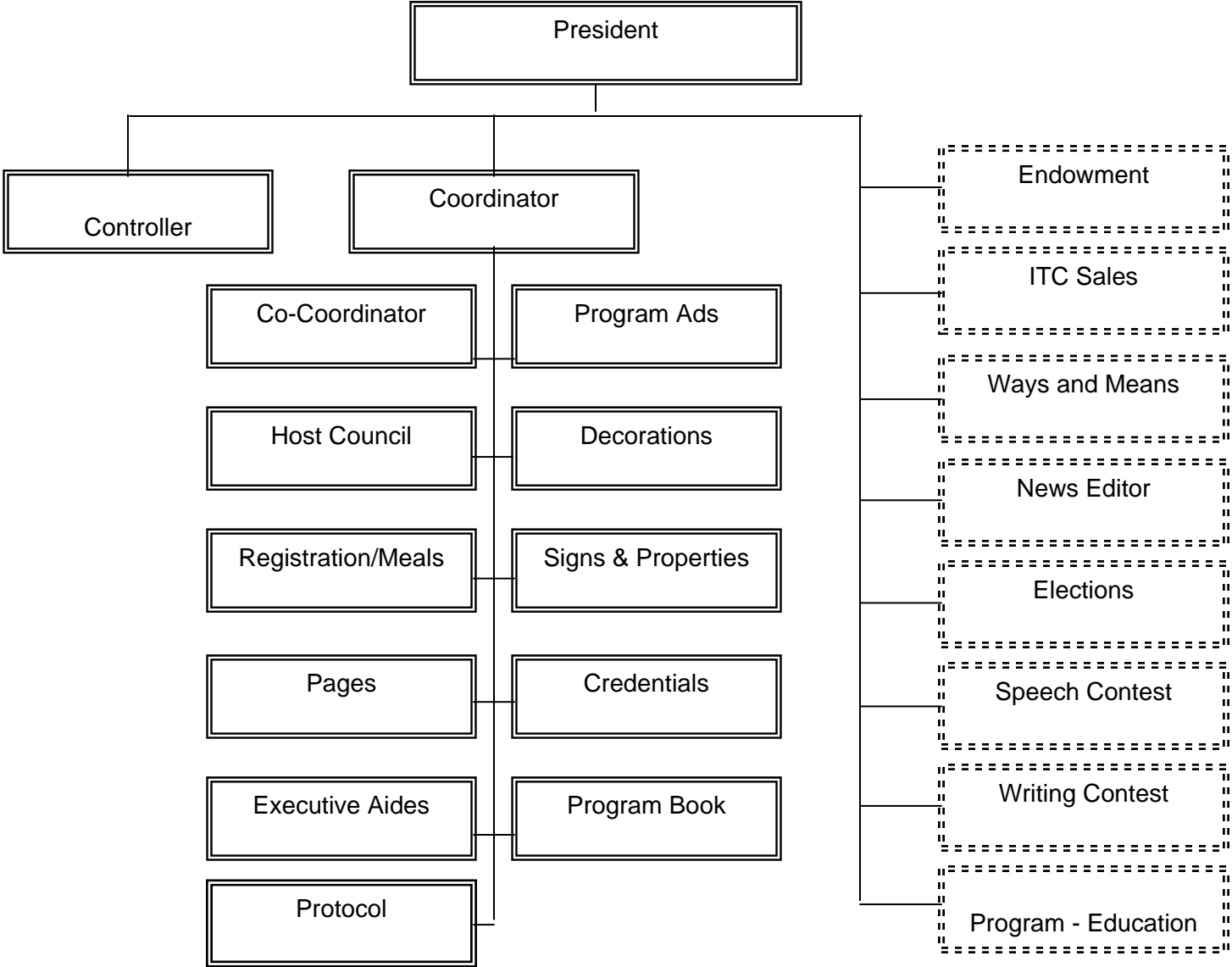


TABLE OF CONTENTS

Organizational Chart.....	3
Hotel Services.....	4
Conference Coordinator.....	5
Co-Coordinator	6
General Duties of All Committee Chairs	7
Controller	8
Credentials.....	9-10
Sample Credential Forms	11
Decorations.....	12
Executive Aides	13
Flag Ceremony	14-15
Host Council.....	16
ITC Educational Supplies/Sales.....	17
Pages/Timers.....	18-20
Program Ads.....	21
Program Ad Sizes.....	22
Properties/Room Set-up	23
Properties/Room Set-up Request Form.....	24
Meeting Room Inspection Checklist.....	25
Sample Room Set-up Diagrams	26
Protocol.....	27
Protocol booklet sample.....	28
Registration/Meals	29-31
Registration Form	32
Signs	33
Signs Request Form	34
VIP Escort (ITC Visitor).....	35

**Sierra Pacific Region
Organizational Chart**

**Conference Committees and
Standing/Special Committees Affiliated with Annual Conference**



HOTEL SERVICES

Only the President and Conference Coordinator shall work directly with the hotel. The Conference Coordinator will arrange for use of assembly and meal function rooms, smaller workshop rooms, hospitality room (if available), speech contest briefing room, and registration area. A Room Setup schedule will be prepared showing final arrangements for each of the above spaces. The Conference Coordinator supplies the President, Properties, Signs and Protocol Chairmen with the Room Setup schedule sheet.

Two copies of the official program will be provided to the Hotel Liaison at the final briefing just prior to the start of the Conference.

The Hotel will accept changes in arrangement, additions to specified items provided, or other deviations from the Conference Coordinator ONLY. The Conference Coordinator will have had such changes approved by the President.

CONFERENCE COORDINATOR

1. Plan and execute all phases of the spring Planning Meeting and Annual Conference with the approval of the President.
2. The Annual Conference Committee will include the Assistant Coordinator and the Chairman of the following committees: Controller, Credentials, Decorations, Education Sales, Executive Aides, Hospitality, Host Council, Meals and Registration, Pages, Program Ads, Program Books, Program Education, Protocol, Signs and Properties, Tours, and Website Manager.
3. At the pleasure of the Coordinator a registrar may be appointed to assist the Meals and Registration for the Spring Planning Meeting only. The Spring Planning Meals and Registration Chair shall receive all receipts from the Spring Planning and transmit them to the Treasurer on a flow basis. The chair shall further reconcile all receipts and attendance on the Controller's and Credentials Report forms and submit their forms to the Treasurer within seven (7) days after the event.
4. Forward complete files for the past three (3) years to the succeeding chairman following the Annual Conference. Receive a checklist of properties to turn over to the incoming conference coordinator from the Properties Chairman.
5. Prepare a final report of conference and forward to Board of Directors within two weeks.
6. Review files of previous conferences.
7. Supervises all conference committees and works with standing and special committees pertaining to the conference functions.
8. Meet with meeting site personnel as often as necessary to insure commitments on both sides are known and met. Agreements should be in writing to prevent any misunderstandings.
9. Select menus with price for approval of President and Region Board.
16. A copy of budget, when approved, is given to each committee chairman for guidance along with voucher expense forms.
17. Prepare a list of those persons receiving complimentary meals from President, Program Education Chairman, and Speech Contest Chairman. Forward list to Registration/Meals Chairman and Controller.
18. Hold planning meetings as often as necessary. Require progress reports from all committees at each meeting.
19. Determine availability from the hotel or within the region of the United States of America, California, Hawaii and Nevada
20. Determine availability of gratis bags, pens, pencils, pads, etc. from convention bureau, chamber of commerce, etc., in areas where conference is to be held. Items should be forwarded to Meals/Registration Chairman.
15. Prepare introductory remarks for conference opening ceremonies.

CO-COORDINATOR

The co-coordinator must be familiar with, and assist the coordinator with, every detail of the conference.

1. Review “General Duties of All Committee Chairmen,” and conference organizational chart.
2. Record minutes of the planning meetings, distribute minutes to President, Coordinator, and committee chairmen.
3. Make notification to required attendees of scheduled meetings.
4. Review all files, reports, and minutes, and making notes of items that require special attention.
5. Assist all committees as needed.
6. If the need arises, be prepared to assume the duties of the Conference Coordinator.

GENERAL DUTIES OF ALL COMMITTEE CHAIRMEN

1. Review conference organizational chart and Hotel Policy.
2. Attend all planning meetings. If unable to attend, submit written report.
3. Recommend committee personnel assignments and/or changes.
4. Hold committee meetings as often as necessary, advising the President and Conference Coordinator of time, date and location of meeting.
5. Answer all correspondence promptly. Send copies to Conference Coordinator.
6. Submit written reports on prescribed dates with copies to others who need to be kept informed.
7. Provide Properties/Room Set-up/Signs committees with list of necessary equipment, room set-up requirements and sign(s) necessary for your committee.
8. Submit vouchers to Controller for reimbursement of approved budgeted expenses. If expenses are over budget, please list as a donation so future budget committee can revise their budget, if deemed necessary.
9. Prepare final report, purge files of all non-essential correspondence and forward turnover file to Coordinator within 30 days after the annual conference or as directed.

CONTROLLER

1. The controller is responsible for the collection, expenditure and accurate accounting of all monies for the 3 yearly meetings/conference of this region.
2. Appoint members to the committee and notify the president of the appointments.
3. Notify Conference committee chairmen of deadline for submission of final bills that shall be fifteen (15) days after the meetings held.
4. Approve all conference bills in accordance with the approved budget. All exceptions are to be approved by the conference coordinator and the Board of Directors.
5. Transmit complete files to the succeeding chairman within 30 days of close of annual conference.
6. Review “General Duties of all Committee Chairmen”, and organizational chart.
7. Advise committee chairmen of budgeted amounts. Distribute voucher expense forms with instructions for completion and submission dates.
8. Advise Meals/Registration Chairman on method of depositing advance registration funds.
9. Balance meals served with Meals/Registration Committee Chairman after each meal function.
10. Approve payment of any voucher only after substantiation of itemized expenses as stated on voucher form and submit voucher to Treasurer.
11. Prepare complete financial report with a comparative statement to President within 30 days of close of each meeting/conference.

CREDENTIALS

1. The Credentials Chairman will need a committee of members to assist with on-site verification of the elected delegates and to handle any changes from delegate to alternate during the conference itself.
2. A credentials form must be prepared and submitted for the Pacific Wave Editor Call-To-Conference issue (April). Council in alphabetical order will tabulate the forms as they are received, and kept on file. The list of delegates must be verified in the following manner:
 - a. Compare the list of clubs in good standing with the Regional Treasurer 2 month prior to conference to determine those clubs who have paid regional dues. Notify club president of discrepancies.
 - b. Compare the list with the Council Treasurers to determine those clubs who have paid council dues. Notify club president of discrepancies.
 - c. Prepare a final list of delegates and alternates registered from the clubs who have sent in credentials forms. Leave room for the clubs who have not sent in credential forms, in case of on-site registration.
 - d. Allow space for the signatures of the delegates as they check in and receive their credentials material.
 - e. Staff a credentials table near the registration table to accommodate the delegates as they arrive.
 - i. Request table and chair needs to Properties Chairman/Coordinator.
 - f. A red ribbon or other means of identification will be attached to each name badge as the delegate is confirmed.
 - g. Submit a list of delegates registered to Elections Chairman.
 - h. The Credentials Chairman will also present a report to the Assembly at the start, and the end, of the assembly.
3. All disputes at the time of registration will be turned over to the Regional Parliamentarian for settlement. No delegate will be allowed to neither vote nor take part in the business meeting until confirmed by the credentials committee and given the credentials materials.
4. If a club is unable to be represented at the Annual Conference by one of its own members, the club may authorize any active member from another club in good standing to act as its accredited delegate. If at all possible, the Credentials form should be filled out and mailed to the Credentials committee prior to the Annual Conference.

AT CONFERENCE

1. Have committee members scheduled to man the Credentials desk during prescribed open hours.
2. Delegates will check in with you or a member of your committee.
3. Have the delegates sign the bottom of the delegates Form that was sent to you.

4. Ask them for their name badge and attach the delegate I.D. on the name badge. May use a red ribbon.

At Delegates Briefing

1. You will sit at the head table with the Elections chairman and the Parliamentarian.
2. Announce your hours and inform the delegates that they need to be registered prior to the Business meeting, which follows the opening ceremonies.
3. They need to wear their I.D. at all times during the business sessions.
4. If they need to leave the conference, they need to transfer their badge to their alternate delegate and have the alternative check in at the Credentials desk.

At Conference Business Session

1. Be prepared to give the credentials report as listed in the conference program.
2. After Credentials closes prior to the Opening session, tally up your totals.
3. At recess after the opening ceremonies, you will be seated at the head table for the business portion where you will read the credential report.

“Delegates turn to page _____” and then read slowly, Council #___# of clubs ___# of clubs in good standing ___# of delegates present at the 1st report.

Clubs at Large

Name	Club in good standing	delegate present
------	-----------------------	------------------

Total # of delegates at first count and final count. _____

Total necessary for quorum _____(this figure remains the same for the final report)

Final Business Session (Sunday)

At Sunday Business meeting you repeat the report figures and read the new figures for the final report.

2007 SIERRA PACIFIC REGION ANNUAL CONFERENCE

CREDENTIALS FORM

The members of _____ Club, Council _____, Sierra Pacific Region, have elected _____ as delegate and _____ as alternate delegate to the Sierra Pacific Region Annual Conference, June 1-3, 2007, in Sacramento, California. This Credentials Form verifies that the club is in GOOD STANDING and is eligible to vote. All dues, fees, and assessments have been paid at all levels for 2006-2007 as prescribed by the ITC Bylaws.

Signature of Club President

ELECTED DELEGATE

ALTERNATE DELEGATE

Name

Name

Club

Club

Signature of Club Delegate

Signature of Alternate Delegate

Signature of Delegate at Conference

Signature of Alternate Delegate at Conference

DECORATIONS

This committee is responsible for all decorations. Simplicity and size of decorations should be considered, as well as appropriateness to meeting theme and wishes of the president.

1. Review “General Duties of all Committee Chairmen” and Organizational Chart.
2. Determine events requiring decorations.
3. Determine meeting site constraints on decorations.
4. Review color schemes and program themes with Coordinator.
5. Determine approximate number decorations needed per event.
6. Design sample of each decoration planned and secure approval.
7. Plan for transportation of decorations to meeting/conference site keeping the size and packing of items under consideration when planning the decorations.
8. Determine estimated cost of decorations staying within your allocated budget.
9. Produce decorations in sufficient quantities to insure adequate coverage.
10. Consult with Coordinator on time decorations may be placed in meeting banquet rooms.
11. Arrange for placement prior to each function and for disposition of close of function. If decorations are to be sold, determine sale price and method to be used.

EXECUTIVE AIDES

This committee assists the regional officers. The executive aide insures that the officer finds all function rooms and that they and all their materials arrive at each function on time and escorts your officer in processions – if the Board chooses to use you in this capacity.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. You have been chosen by a regional officer to help assist them in their duties at all regional meetings. You are the one that helps your officer stay organized as they perform their many duties.
3. You become the right hand of your officer assisting them with a variety of duties such as:
 - a. Helping take materials to meeting area (a luggage carrier can be helpful).
 - b. Making sure Board members arrive on time at each function.
 - c. Arranging to pick up their registration packet for them so they don’t have to wait in line.
 - d. Assist your officer in putting materials at seat assigned by Protocol Chair.
4. Let your officer know you will arrive at her room 15 minutes before each session to escort him/her to meeting place or whatever arrangements are made between yourselves.
5. In processions, you offer your extended left hand, palm down, to the officer you are escorting and in turn the officer places their extended right hand, palm down, on top of your left hand and proceed side by side.
6. Become familiar with meeting place floor plan for short cuts or most direct route to each function or meeting room they need to be at.
7. When your officer is seated at the head table, be alert to emergency situations. Should they have to leave the room, take over from page. Make them comfortable.

FLAG CEREMONY

The flag ceremony chairman assists the Conference Coordinator in securing a color guard and developing a flag ceremony for the Opening Ceremonies at the Annual Conference.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. The flag ceremony Chairman secures a Color Guard to post the flags. The flags that are posted include: United States of America, State of California, State of Hawaii, and State of Nevada. It is necessary to only post State flags where Sierra Pacific Region has a club.

When the International Official Visitor is from a foreign country, it is necessary to rent a flag from that country to be posted in the flag ceremony.

3. Suggested organizations that may use a Color Guard: Girl and Boy Scouts of America, Veterans Groups, and U.S. military. ITC members can also be used as a Color Guard. The price for a Color Guard should be within the budgeted amount and approved by the Conference Coordinator.
4. The Flag Ceremony Chairman may wish to recite a patriotic poem or historical presentation about the flags before calling on the Color Guard to post the flags. The Flag Ceremony Chairman leads the audience in the Pledge to United States of America and the ITC Pledge.
5. At the closing of the Conference, the Flag Ceremony Chairman presides at the Retirement of the Flags. ITC members are used in the Retirement of the Flags. In some cases, the Color Guard can dress in white shirt or blouse and black pants or skirt. Currently, the Retirement of Flags ceremony has been after the Installation Ceremonies and members have been dressed in semi-formal attire. It is responsibility of the Flag Committee Chairman to recruit and train ITC members to assist in retiring the flags.
6. Coordinate with the Properties Chairman in securing the flags and flags posts.

Listed Below is a suggested Flag Ceremony script:

The Flag Ceremony Chairman goes to the lectern when called on by the President. The Flag Ceremony is one of the first presentations during the Opening Ceremonies. At this time, the Flag Ceremony Chairman may wish to recite a patriotic poem. After the recitation, the Flag Ceremony Chairman asks the audience to, “Please stand for the presentation of colors by _____ led by _____,

“Color Guard Attention”

“Color Guard Advance”

“Flag bearers, post your flags.”

FLAG CEREMONY (cont'd)

“Ladies and Gentlemen, please join me in reciting the pledge of allegiance to the flag of the United States of America followed by the ITC pledge, which is printed on page _____ of your program.

“Color Guard Dismissed.”

“Audience you may be seated.”

“Mr./Madame President, the flags of the United States of America, California, Hawaii and Nevada have been posted.”

Take your seat in the audience.

The President may present Certificate of Appreciation to the Color Guard. If a fee is given to the Color Guard, it should be presented before the ceremony.

Retirement of Flags:

The Retirement of Flags is one of the last presentations before closing of the conference. The President will call on the Flag Ceremony Chairman to Retire the Flags. The Flag Ceremony Chairman will go to the lectern and ask the audience, “Please rise for the retiring of the colors. *Name of ITC member* (as many names as there are flags) will be flag bearers for this ceremony.”

“Flag bearers, please take position.” (Flag bearers stand beside flag facing it.)

“Flag bearers, please retrieve your flags.” (Flag bearers take flag from stand, face audience, with flag straight up.)

“Flag bearers, please retire your flags.” (Flag bearers turn facing exit, and march away leaving about 6 steps between each person. Flag is leaning forward slightly.)

“Audience you may be seated.”

Mr./Madame President, this concludes the retiring of the colors.”

HOST COUNCIL

This committee is responsible for making all attendees feel welcome and provide a hospitality basket to those persons indicated by the President.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. The President of the Host Council designated by the Region President is responsible for the overall hospitality to all registered members and guests during the conference.
3. The Host Committee prepares a basket (usually 8) of hospitality items to be given to Board of Directors, Conference Coordinator and ITC Official Visitor. Items may include, but are not limited to, crackers, cheese, fruit, wine, coffee or tea.
4. The Conference Coordinator with approval of Region President will provide a list of those who are to receive guest baskets.
5. The President of the Council is requested to deliver a welcome address to the assembly at the Opening of Annual Conference.
6. The Host Committee will staff the hospitality room and work with the conference coordinator on supplying the room with refreshments. In some hotels, the hospitality room cannot be available to bring in outside refreshments.

ITC EDUCATIONAL SUPPLIES/SALES

This committee is responsible for display and sale of ITC educational materials, supplies and jewelry items.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Regional President is responsible for determining the quantity and selection of materials to be offered for sale.
3. Inventory materials received and maintain continuous inventory of items on hand.
4. Appoint committee members and prepare schedule for personnel assigned to work in sales room according to conference schedule.
5. Work with Coordinator to arrange for secure storage area for materials and verify that room will be locked when not open for business.
6. Design/arrange displays so customers can easily see items without crowding sales personnel (only open and display one of each item for sale).
8. Have sufficient bags for bagging orders.
9. Coordinate with Properties Chairman (secure yourself) to insure sufficient cash boxes, calculators, pencils, order forms, etc. are available.
10. Give report of sales and monies to Treasurer daily for deposit.
11. Prepare an end of term inventory on all materials on hand for inclusion in the committee records before forwarding records to succeeding chairman.
12. Forward all monies collected from sale of education materials to Controller who will check the forms who will forward monies to Treasurer for deposit along with the financial statement, which includes purchases, sales, and materials on hand.
13. Forward complete files for the past three years to the succeeding chairman immediately following Annual Conference.

PAGES

This Page committee is responsible for assisting all attendees in locating meeting rooms and other facilities, answering questions, facilitating the flow of communication during the business sessions.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Recruit pages through Council visits, Newsletters, correspondence, etc.
3. Coordinate with Conference Coordinator to determine number of pages required for each function.
4. Determine method of identification and approximate cost keeping within budgeted amount. Let’s be creative and keep the cost down.
5. Develop work schedule for each page.

PAGES (Cont.)

15. Business meeting pages help monitor the debate of the assembly. Pages will bring motion forms from delegates to the presiding officer. Delegates/members will line up according to PRO and CON on the motion. The presiding officer will let the maker of the motion speak first on the merits of the motion. The maker may vote against the motion but may not speak against the motion. A speaker may only speak twice on the motion during debate. The pages should alternate between PRO and CON speakers to present all views to the assembly.
16. When a rising vote is called, the business meeting pages will be responsible to count the vote of the delegates. In some cases, the presiding officer cannot determine by voice vote if the motion passed when there is a close vote. Bylaw amendments also require a 2/3 vote to pass and it is important to get an accurate count. The presiding officer will first ask the Delegates in favor to stand and the pages will count those standing. The presiding officer will next ask for those not in favor to stand and the pages will count those standing. The Chairman of the Business Pages will announce the results of the vote to the presiding officer.

TIMERS

The committee is responsible in keeping track of the timing of each conference session and gives a general timing report when called on by the President.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Recruit timers through Council visits, Newsletters, correspondence, etc.
3. Coordinate with Conference Coordinator to determine number of timers required for each function. The Speech Contest Chairman may secure timers for the contest.
4. Assign timers for each session of the conference.
5. Coordinate with the Conference Coordinator on seating arrangements for timers. The timers should be seated in a central location that can be seen from the Head Table.
6. During business sessions, timers will be responsible for monitoring the time for debate for delegates and members.
7. During training workshops, timers track the time allotted for each workshop and help notify the workshop speaker when time as been expended.
8. Obtain the timing signs and devices from the Signs/Properties Chairman.
9. Fill out Timers Report Form and give report when called on by the President.

Timer Worksheet

Conference Session (Beginning & Closing Time)	Participant Name	Time allotted	Actual time
Friday, Plenary Session			
Compere			
Workshop #1			
Compere			
Workshop #2			
Friday, Delegates Briefing			
Friday, Opening Ceremonies			
Call to Order			
RECESS			
Friday, Business Session I			
Friday, Speech Contest			
Friday, Speech Contest Dinner			
Saturday, Plenary Sessions			
Compere			
Workshop #3			
Compere			
Workshop #4			
Compere			
Workshop #5			
Saturday, Business Session II			
Saturday, Installation Banquet			
Sine Die			
Final Timers Report			
Total Business Time:			
Total Education Time:			
Total Time in Session:			

PROGRAM ADS

This committee is responsible for obtaining camera-ready ads for the Annual Regional Conference program booklet from councils, clubs, individual members, businesses and other community organizations. Begin your activities early in the term.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Seek members from each council to help bring in ads from local areas.
3. The cost of ads will be \$15.00 for 1/8 page, \$25.00 for ¼ page, \$50.00 for ½ page and \$100.00 for a full page.
4. A patron’s list will be included for the benefit of those who cannot submit a full ad. The rate will be \$3.00 per name listed.
5. Ads should be formatted and graphic ready for insertion into the program booklet.
6. The layout and final editorial veto over ad, rests with the regional board.
7. Information should be sent to all clubs either by notice in newsletter or individual letter to each club.
8. Use ad format on next page when submitting information to the Sierra Pacific Waves and council presidents.

NOTE: Program ads are a MAJOR source of revenue for the Regional Conference as well as for the printing of the conference program itself. The quantity of revenue they bring will determine how many of the desirable extras may be added to the conference without increasing fees to the membership directly. It is, then, most important that a concerted effort be made to solicit as many ads as possible.

FULL PAGE – 10 X 7 -- \$100.00

HALF PAGE – 5 X 7 -- \$50.00

QUARTER PAGE – 3 ½ X 5 -- \$25.00

EIGHTH PAGE – 2 X 3 ½ -- \$15.00

EIGHTH PAGE – 2 X 3 ½ -- \$15.00

PROPERTIES/ROOM SET-UP

This committee is responsible for securing equipment needed for all meeting functions and planning and setting up all function rooms. A locked storage area is required in order to provide security storage for all equipment.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Distribute “Properties/Room Set-Up Form” to all committee chairmen and officers to determine type and amount of equipment, time needed and room set-up requirements.
3. Coordinate with Coordinator which meeting rooms will be used for each function and consult Hotel floor plan.
4. Work with Conference Coordinator to secure adequate locked space at Hotel for any equipment needed.
5. Receive inventory list of regional property from Conference Coordinator.
6. Conference Coordinator will give you listing of the equipment that can/will be supplied by Hotel facility at no additional cost.
7. Determine equipment that must be obtained from other sources. Secure equipment without rental cost, if possible.
8. Keep checklist as materials are checked in and out and have responsible personnel sign for all items used.
9. Supply Coordinator with proposed floor plans of room arrangement for each event, as requested by each chairmen and officer, showing tables, chairs, head tables, honor tables, microphones, etc. (see sample).
10. Work closely with Program/Education Chairman, Protocol Chairman, Speech Contest Chairman and Decorations Chairman to insure that all rooms are set up and equipment/supplies available as requested are in place prior to each function.
11. Check all rooms immediately prior to opening of session and make any necessary last minute changes as needed.
12. Establish schedule for all committee members if needed. Insure responsible person can be reached at all times in case of emergency.

Properties/Room Set-Up Request Form

Function: _____ Contact Name: _____

Contact Phone Day: _____ Contact Phone Evening: _____

ROOM ARRANGEMENT:

- Theater Style (Chairs only)
- Classroom Style (Tables & Chairs only)
- Conference Style (1 large table w/chairs)
- U-Shaped
- E-Shaped
- Head table/Dais
- Reception

EQUIPMENT/PROPERTIES NEEDED:

- Podium
- Microphone
- Dry Erase Board
- VCR
- Television
- Pointer
- Power Point
- Other _____

- Lectern
- Easel
- Blackboard
- Overhead Projector
- Slide Projector
- Flip Charts

DEADLINE: _____

Mail or FAX your request forms to:

NOTE: Please prepare a separate sheet for EACH function_

DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY

Approved by: _____ Approval Date: _____

Room Name/Number: _____ Beginning Time: _____

Projected Attendance: _____ Ending Time: _____

Budget/Cost Summary: _____ Notes: _____

Audio-Visual Costs _____

Miscellaneous _____

Total _____

Attach Room Set-Up Drawing

MEETING ROOM INSPECTION CHECKLIST

In order to properly inspect a meeting room, a 50 foot steel tape, a small portable radio, and room floor plans are needed. Place the radio outside the meeting room door with volume turned high. How clearly can the noise be heard inside the room with the door closed? Do the same thing for moveable walls. Does the noise clearly penetrate the “soundproof” walls?

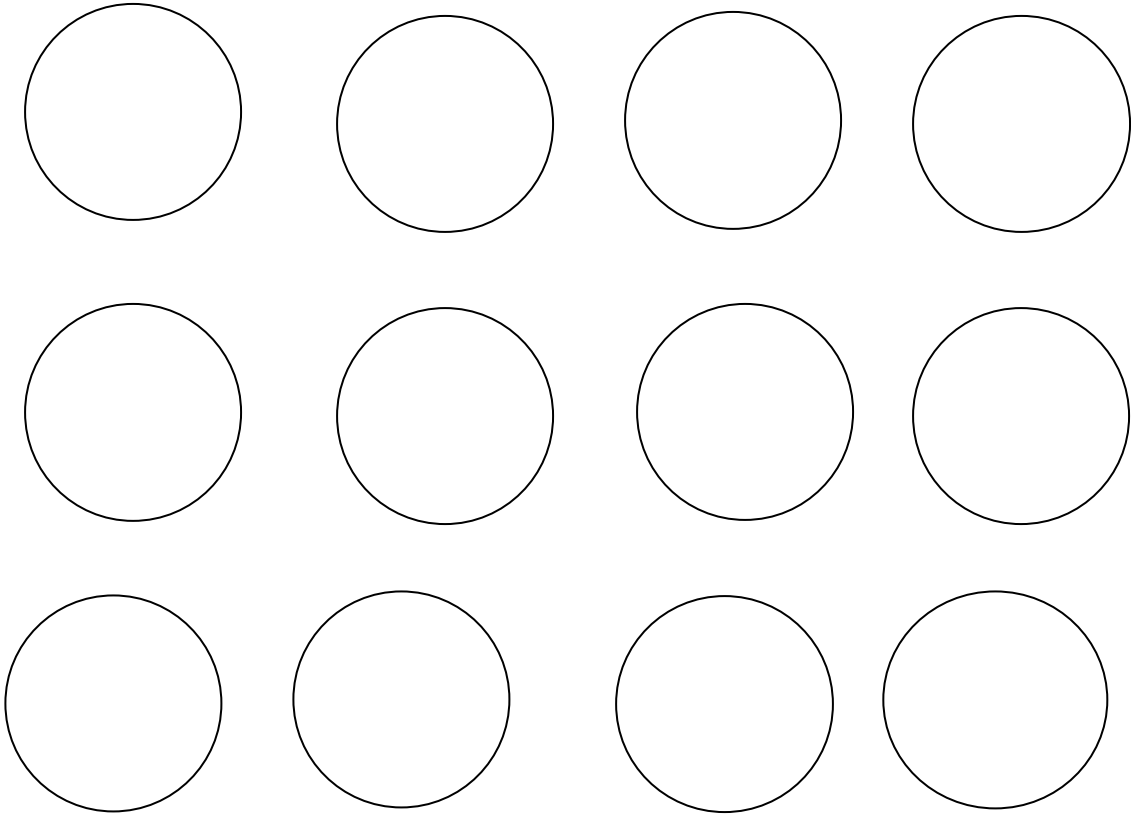
Check other factors affecting the meeting.

- _____ Room heating/air conditioning
- _____ Dimmer switch for lighting system
- _____ Pillars or other obstructions
- _____ Entry/exit doors
- _____ Distance to nearest elevator/freight elevator
- _____ Distance to Restroom facilities
- _____ Can telephone be disconnected?
- _____ Location and capacity of electrical outlets
- _____ Room capacity: theater seating, classroom seating, etc.
- _____ Availability of PA system
- _____ Portable speaker’s platform or permanent stage
- _____ Hotel has risers for head table

Risers

Head Table for 12

Speech Contest Banquet



Room Set-up Diagram

water set-up

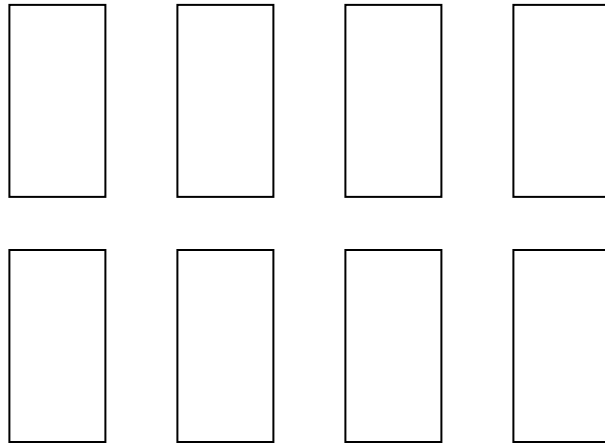


Table with lectern

PROTOCOL

Responsible for protocol at the region conference and preparing the Protocol booklet for the Annual conference and distribute to the individuals included in the booklet.

1. Obtain the list of head table and honor table guests from the president and the program participants from the Program Chairman.
2. Consult with the Properties chairman and Conference Coordinator to determine the head table size and layout of rooms to be used.
3. Determine if there are name cards, honor table and other table place cards by the Properties chairman.
 - a. Prepare the above if none are in stock. Laminations of cards are advisable to sit on the table.
4. Arrange the head table in a manner proportionate to the size of the gathering and participates for the various sessions, dinners, etc.
 - a. Provide the president with seating information for his/her approval.
5. Prepare seating charts and set up in a protocol booklet (see sample)
 - a. The protocol booklet should be given to each participant either in person or included in their registration packet.
6. Set name cards on the honor table and other seating place cards on designated tables according to the seating charts prior to each event.
7. Line up members of the head table prior to the event if they are to enter as a procession. If they are to go directly to their seats, instruct a host or page to assist them.
8. Announce the arrival of head table guest and members to the assembly, if requested by the President.
9. At the Saturday Night installation, plan receiving line and notify in advance those to be in the receiving line.

“Theme”

Date:
Time:
Area:
Occasion: Sunday Brunch/Business II
Location:

AUDIENCE

12	11	10	9	8	7	Lectern	1	2	3	4	5	6
12	Writing Contest Chairman						1	President				
11	Registration chairman						2	Secretary				
10	Elections Chairman						3	President-Elect				
9	Credential Chairman						4	Vice-President				
8	Bylaws Chairman						5	Treasurer				
7	Parliamentarian						6	Retirement of Flags				

Reserved Seating: Standing and Special Committee Chairman, Time Keepers, ITC Officer, Closing Thought

Dress: Semi-Business Casual

“THEME.”

Aloha and Welcome to the Annual Sierra Pacific Region Conference.

Please review where you are seated at the head table or at special reserved tables. Keep in mind that the seating charts are viewed from behind the Lectern and the processions are from the viewpoint of the audience.

If we can be of assistance, please do not hesitate to ask.

_____, Chairman

_____, Executive Assistant

REGISTRATION/MEALS

This committee is responsible for taking care of all aspects of registration of members/guests attending regional events. This includes registration of member/guests, meals and badges and packets for each person.

The registration area is the FRONT DOOR of the meeting. The reception that the attendees receive will create an important first impression of the meeting. The secret of successful registration is careful attention to detail.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. The Registration committee shall have a chairman and a minimum of five (5) members to allow for the necessary flexibility and coverage of assignments.
3. Secure meal prices from Conference Coordinator for each event.
4. Design and prepare Pre-Registration form for approval by president for inclusion in the *Pacific Waves* following the published schedule for Fall Training Meeting, Spring Planning Meeting and the Annual Conference.
 - a. Establish a deadline for pre-registration.
 - b. Send approval registration form to editor according to *Pacific Waves* published deadline.
5. Have extra registration forms at each meeting for on-site registrants.
6. Coordinate with Sierra Pacific Treasurer on method of depositing funds as pre-registrations are received. Insure deposits are made promptly.
7. Establish, in conjunction with Treasurer, a method of depositing funds received at Annual Conference.
8. Maintain master copy of all registrations for reference at meeting site. The following information is necessary:
 - a. Total number of ITC members who paid registration
 - b. Total number of guests who paid registration
 - c. Total number of ITC members paying for each meal function
 - d. Total number of guest paying for each meal function.
 - e. Total number of non-paying guests and members for each function. (Non-paying Guests and members is defined as complimentary meals for such persons as:
 - Judges for Speech Contest
 - Guest Speakers
 - Non-ITC Workshop Leaders
 - Board of Directors, Conference Coordinator
9. The region bylaws and standing rules specify which guests and members receive complimentary meals.

- a. The Regional President; Speech Contest Chairman; Program Education Chairman will provide a list of names receiving complimentary meals to Conference Coordinator.
 - b. The Conference Coordinator will provide you with a list of those persons.
10. Furnish Conference Coordinator as requested with a report on number of registrations received.
 11. The registration committee is also responsible for the name badges given to each registrant for identification.
 - a. Design appropriate badge with logo and necessary space for name, club name and council number and other pertinent information. Credentials committee will require space to designate Delegate on badge for Annual Conference. A red delegate ribbon can be used and is easy to see from the head table.
 - b. Determine cost of materials required to produce badges and stay within the allocated budget.
 - c. Type required information on badges for all pre-registered attendees.
 - d. A typewriter/computer should be available on-site to fill out badges for on-site registrants.
 12. At the Annual Conference, ribbons designating various functions can be purchased from a ribbon shop. **The region president will need to approve ribbon expense.** Categories for ribbons are: ITC Official Visitor, Region Board, Delegates, Region Committee Chairmen, Conference Coordinator, Co-Conference Coordinator, Conference Committee Chairmen, Past-Region Presidents, Council Presidents and Life Members.
 13. Determine cost of printing meal tickets staying within allocated budget using different colors to denote meal selection. Each ticket should be labeled with meal selection, date and event.
 14. Prepare envelopes for meal tickets or put behind the name badge.
 15. Registration Packets
Insure that each packet contains the following items depending upon availability of free items:
 - a. Schedule of each event (on a single sheet of paper for Fall and Spring meeting).
 - b. The Annual Conference program booklet should contain a Conference-at-a-Glance page of events.
 - c. Writing paper, pencils, pens, keychains, etc.
 16. Establish schedule to insure registration area is adequately staffed at all times it is to be open for business as published in the meeting schedule.
 17. At time of registration, it is suggested that a system be set up where every registrant should sign or initial for registration packets.
 18. The member(s) staffing the registration table should know at all times the location of the chairman and conference coordinator.

19. Be available in banquet room area at least 30 minutes prior to opening of each meal function to handle any last minute changes.
20. Advise Conference Coordinator of number of meal tickets issued for each meal function according to schedule established by hotel.
21. The Meals/Registration Chairman will give a report at the opening ceremony. This report will contain general information to all members as to procedures of registering and hours of operation.
22. A final report of total number of registrants and total number of persons at each meal function will be given at the closing business session. See example below.

FINAL REPORTS

Meals & Registration:

	Members	Non-Members
Registration:		
Friday Dinner	-----	-----
Saturday Lunch	-----	-----
Saturday Dinner	-----	-----
Sunday Breakfast	-----	-----

ITC, Sierra Pacific Region Annual Conference

Date _____

Address _____

City, State _____

Registration and Meal Reservation Form

Name: _____ Phone () _____

Address: _____ City: _____ State: _____ Zip: _____

Club: _____ Council: _____ Region: _____

Registration Deadline: May 10, 200_ Cancellation Deadline: May 17, 200_

- 1. Member Registration \$30 \$ _____
- 2. Late/On Site registration \$45 \$ _____
- 3. Friday Night Dinner \$30 \$ _____
 - Lemon & herb Chicken Breast
 - Cheese Tortelli
- 4. Saturday Luncheon \$20 \$ _____
 - Classic Chicken Caesar
 - Grilled Vegetables & Crispy
 - Gorgonzola Polenta
- 5. Saturday Dinner \$40 \$ _____
 - Prime Rib of Beef
 - Baked Halibut
 - Wild Mushroom Risotto (Veg)
- 6. Sunday Breakfast Buffet \$20 \$ _____
- 7. Guest Registration: Name _____
 - a. Attending Training Sessions \$30 \$ _____
 - b. Attending Meal Function (Circle Choice) 3 4 5 6 \$ _____

TOTAL ENCLOSED \$ _____

Make checks payable to "Sierra Pacific Region", and mail check and registration form to:

Meals Registration, Chairman
address
City, State _____
Phone (916)
Email:

Controller's Use Only
Date Received _____
Total Received _____
Registration # _____
Cash _____
Check # _____

Please indicate any of the following that apply:

- ITC Officer
- Region Officer
- Past Region Supervisor/President
- Life Member
- Council President (Current)
- First Timer to Conference
- Region Standing Committee Chairman
- Region Special Committee Chairman
- Region Conference Committee Chairman
- Council President
- Club Delegate

SIGNS

This committee is responsible for making, placing and removing all signs requested to be used during the three regional meetings held during the year.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Distribute “Signs Request” form to all committee chairmen to determine type of signs needed.
3. Check with Conference Coordinator as to availability and type of signs that region has in their inventory.
4. Check with Conference Coordinator for facility policy on placement of signs.
5. Obtain estimated costs of materials required to make number of signs required using the Conference budget as a guideline.
6. Design samples and receives approval from Conference Coordinator.
7. Obtain from Conference Coordinator the names of rooms to be used for each function.
8. Coordinate with Coordinator and/or Properties Chairman on easel requirements for signs and storage arrangements when signs are not in use.
9. Develop method and schedule for placing and retrieving signs. Signs should be in place at least ½ hour prior to scheduled event.
10. Check marquees and/or lobby board to ensure information is accurate and spelled correctly.
11. Establish a schedule for all committee members. Ensure that a responsible person can be reached at all times, in case of emergency.

SIGNS REQUEST FORM

Function: _____

Room: _____

Date: _____

Time: _____

Signs:

Size: _____

Quantity: _____

Wording: _____

Special Requirements:

DIAGRAM OF SIGN:

Mail Requests to:

Signs Chairman:

Requested by: _____

Chairman

Committee

Copy to Conference Coordinator

DEADLINE:

VIP ESCORT (ITC Visitor)

This committee, as directed by the President, welcomes the official visitor at conference (and at Fall or Spring if directed). The VIP escort insures that the official visitor finds all function rooms and will be the official escort for processions at opening and installation ceremonies, if necessary.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Obtain address and write to VIP visitor letting them know that you will be their host/hostess. Arrange to pick up VIP visitor at the airport. Provide VIP visitor with information about the airport and shuttle availability. If VIP visitor is arriving by car, provide directions/map to the meeting site.
3. Know your VIP arrival time and be waiting in the lobby. Do everything possible to make him/her feel welcomed and comfortable.
4. Arrange to pick up registration packet from the registration desk and deliver packet to them. Put a note on registration packet with your name and room number where you can be reached.
5. Assist the official visitor so that he/she is familiar with Hotel facilities as to location of Hotel amenities and meeting rooms.
6. In processions if requested, you offer your extended left hand, palm down, to the officer you are escorting and in turn the officer places their extended right hand, palm down, on top of your left hand and proceed side by side.
7. Let your VIP know you will arrive at his/her room 15 minutes before each session to escort him/her to the meeting place or whatever arrangements are made between yourselves.
8. A Welcome basket should be delivered to VIP room at beginning of Annual Conference. Should there NOT be a basket in your VIP’s room, contact the Conference Coordinator.
9. Do not shop for your VIP unless he/she gives you money in advance. You have no obligation to use personal funds and it could be embarrassing collection afterwards.