

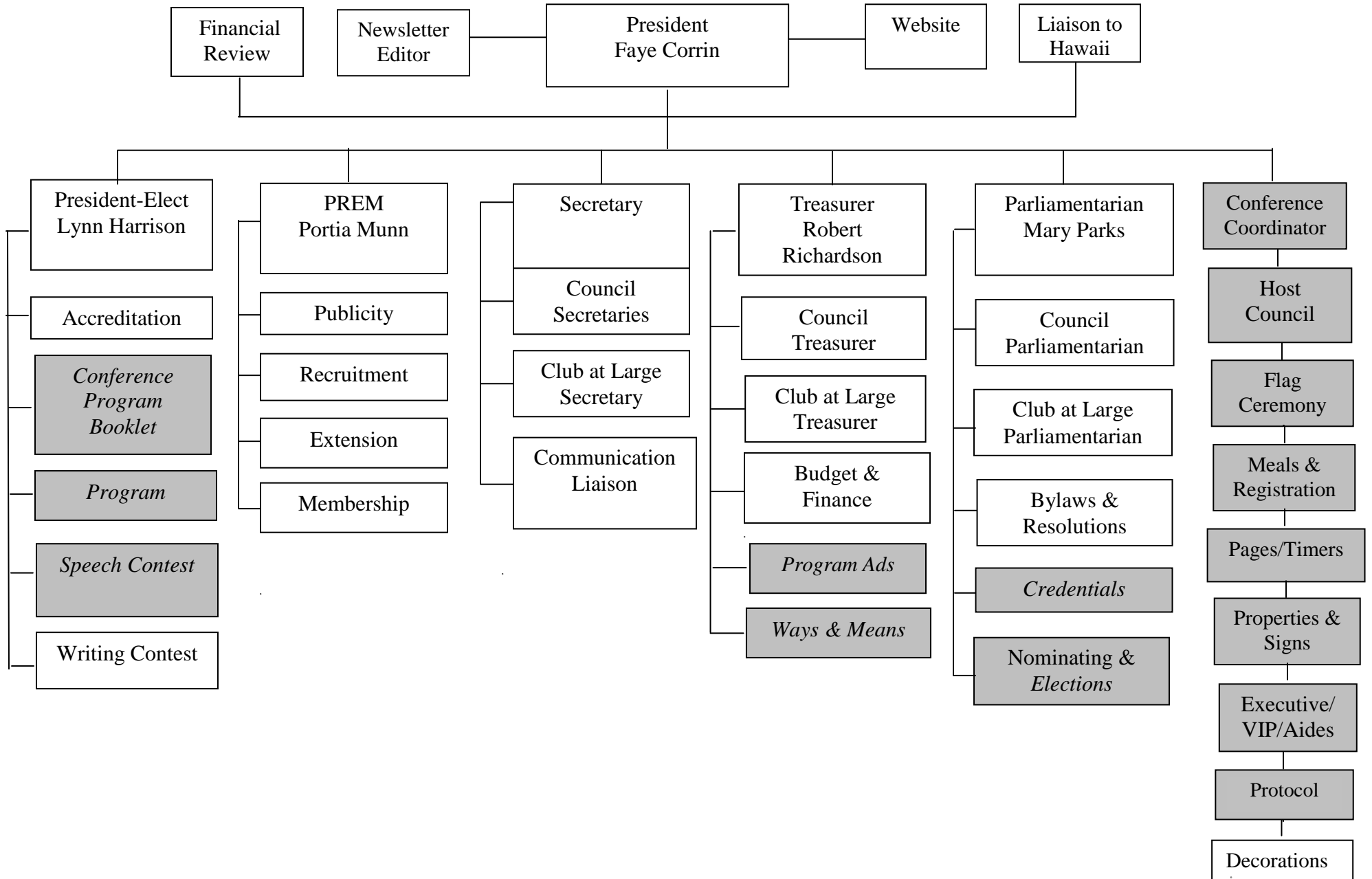
# SIERRA PACIFIC REGION CONFERENCE HANDBOOK



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**INTERNATIONAL TRAINING IN COMMUNICATION  
SIERRA PACIFIC REGION 2011-2013**



## HOTEL

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 Sierra Pacific Training Meetings and the Biennial Conference with the approval of the President.
2. The Biennial Conference Committee will include the Assistant Coordinator and the Chairman of the following committees: Credentials, Decorations, Executive Aides, Hospitality, Host Council, Meals and Registration, Pages, Program Ads, Conference Program Booklet, Program Education, Protocol, Signs and Properties, Tours, and Website Manager.
3. 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.
4. Prepare a final report of conference and forward to Board of Directors within two weeks.
5. Review files of previous conferences.
6. Supervises all conference committees and works with standing and special committees pertaining to the conference functions.
7. 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.
8. Select menus with price for approval of President and Region Board.
9. A copy of budget, when approved, is given to each committee chairman for guidance along with voucher expense forms.
10. Prepare a list of those persons receiving complimentary meals from President, Program Education Chairman, and Speech Contest Chairman. Forward the list to Registration/Meals Chairman.
11. Hold planning meetings as often as necessary. Require progress reports from all committees at each meeting.
12. Determine availability from the hotel or within the region of the United States of America, California, Hawaii and Nevada flags.
13. 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 to be put in the meal registration packet.
14. Prepare introductory remarks for conference opening ceremonies.

## ASSISTANT-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 Sierra Pacific Region Treasurer 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 file as directed by the Sierra Pacific Region President.

## 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 to the Pacific Waves Editor in the Call to Conference Issue. The credentials form will first be filed by Council and then in alphabetical order by club name and maintained in a binder. The list of delegates must be verified in the following manner to determine whether the club is in good standing by having paid all dues at all levels of International Training in Communication.
  - a. Compare the list of clubs with the Regional Treasurer 2 months prior to conference to determine those clubs who have paid Regional dues and International dues. Notify club president of discrepancies.
  - b. Compare the list with the Councils' Treasurer 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. 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 vote and cannot take part in the business meeting until confirmed by the credentials committee and given the credentials identification.
4. If a club is unable to be represented at the Biennial 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 credentials report.

“Delegates turn to page \_\_\_\_\_ in the conference program booklet” and then read slowly the Council, number of clubs in the council, number of clubs eligible to vote, and number of delegates present. The total necessary for a quorum is one-half of the delegates registered plus one.

#### Final Business Session

At the final Business Session meeting, the credentials report is repeated again with the addition of any new delegates that are registered after the reading of the first credentials 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. If an emergency situation occurs with an officer while seated at the head table, the head table page will relay the message to the officer. The executive aide should be alert to emergency situations and be available to assist the officer through the emergency

In case of illness of an officer, the executive aide should assist the officer and have emergency contact information available to contact officer’s family members or doctor.

## VIP AIDES

This committee, as directed by the Conference Coordinator, welcomes the International official visitor at training meetings and the Biennial Conference. The VIP Aide insures that the official visitor or other invited dignitaries 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 VIP visitor so that he/she is familiar with Hotel facilities as to location of Hotel amenities and meeting rooms.
6. In processions if requested, your 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 Biennial Conference. Should there NOT be a basket in your VIP’s room, contact the Conference Coordinator.

## 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 Biennial 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

“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 the Biennial 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.
7. The Host Committee is responsible to coordinate the President’s reception after the Installation. Working with the President and Incoming President, the Host Committee will plan the refreshments and entertainment that may be requested at the reception.

## 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.
6. Assign sufficient number of pages to tables near head table during meal functions to be responsive to the needs of those seated using the page sign at these tables.
7. Messages to the head table should be delivered to the member assigned by the President, who in turn will deliver the messages to the persons at the head table.
8. Station pages at doors to assist in seating delegates at business meetings. They should also be on duty prior to each meal function to assist members in finding their tables (if assigned seating is used). Pages will be required to deliver messages
9. Assign pages to Training Sessions as needed. Assign a page to each workshop to assist the Program Leader. Meet special guests, speakers, entertainers, etc. Escort them to registration area or to scheduled event. The Program Education Chairman may assign the pages for the training workshops.
10. If you see a member lost or in need of directions, offer assistance.
11. Coordinate with Speech Contest Chairman to determine number of pages required at Speech Contest. Speech Contest Chairman may assign pages for the contest.
12. Insure pages are knowledgeable in order to respond to all questions and occasions.
13. Request pages to check into meeting site early in order to become thoroughly familiar with all meeting site facilities.
14. Request page signs from the Properties Chairman.

## 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. Coordinate with Conference Coordinator to determine number of timers required for each function (see Pages/Timers Assignment Sheet). The Speech Contest Chairman may secure timers for the contest.
3. Assign timers for each session of the conference.
4. 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.
5. During business sessions, timers will be responsible for monitoring the time for debate for delegates and members.
6. During training workshops, timers track the time allotted for each workshop and help notify the workshop speaker when time has been expended.
7. Obtain the timing signs and devices from the Signs/Properties Chairman.
8. Fill out Timers Report Form and give report when called on by the President.

## SPR Timer Schedule Sheet

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:			

## SPR Timer/Pages Assignment Sheet

	Timers Needed	Pages Needed	Names
<b>FRIDAY, June 04, 2010</b>			
CMT Training 8:15 a.m. – 9:15 a.m.	1 timer (time session)	1 Page	
Workshop #1 9:30 a.m. – 10:30 Compere	1 timer (time session)	1 Page	
Friday, Delegates Briefing	1 timer (time session)	2 pages	
Friday, Opening Ceremonies Call to Order 1:30 p.m. – 2:30 p.m.	2 Official Timers are announced for the responsibility of timing the conference or coordinating the final report. The Chairman of the Timers reads the final report when called on by the President at the Installation Banquet.	2 page	
Friday, Business Session I 2:45 p.m. – 4:00 p.m. <b>May have to time individual debate of Delegates. – limit of debate to 2 – 5 minutes of discussion.</b>	2 Official Timers 2 timers are needed to keep track of timing of the meeting but also delegates discussion.	4 Pages If necessary, to have pages count the delegates when a vote needs to be counted. If necessary, pages Will also hand out materials.	
Friday, Speech Contest Dinner 5:30 p.m. – 6:30 p.m.	2 timer & Speech Contest Timer to time the whole meeting. Speech Contest Timers	2 pages Pages at the Door to greet members and hand out program.	
Friday, Honors Banquet 6:45 p.m. – 10:00 p.m.	2 Timer Timer to time the whole Meeting.	2 pages Pages at the door to greet members and hand out programs.	
<b>SATURDAY, June 05, 2010</b>			
Workshop #2 8:15 a.m. – 9:15 a.m. Compere	1 Timer	1 Page	
Workshop #3 9:30 a.m. – 10:30 a.m.	1 Timer	1 Page	

Compere			
Workshop #4 10:45 a.m. – 12:15 a.m.	1 Timer	1 Page	
Honors Luncheon 12:30 p.m. – 2:00 p.m.	2 Timer (Time Meeting)	2 Pages. Pages at the door to greet members and hand out programs/materials	
Saturday, Business Session II	2 Official Timers	4 Pages	
2:15 p.m. – 4:00 p.m. <b>May have to time individual debate of Delegates. – limit of debate to 2 – 5 minutes of discussion.</b>	2 timers are needed to keep track of timing of the meeting but also delegates discussion.	If necessary, to have pages count the delegates when a vote needs to be counted. If necessary, pages Will also hand out materials.	
Sine Die	Time of Close of Conference		
Installation Banquet	2 Timer	2 Pages	
6:00 p.m. – 9:30 p.m.	2 Timer (Time Meeting)	2 Pages. Pages at the door to greet members and hand out programs/materials	
Receiving Line/Reception			
9:30 p.m. – 10:00 p.m.			

## PROGRAM ADS

This committee is responsible for obtaining camera-ready ads for the Biennial 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 Sierra Pacific Region Board will determine the cost of the program ads. The different sizes of program ads are 1/8 page, 1/4 page, 1/2 page, and full page. Business cards can also be used for a program ad.
4. A patron’s list is also available for advertising in the conference program booklet. The Sierra Pacific Region Board will determine the cost of a patron name.
5. Ads should be formatted and graphic ready for insertion into the program book.
6. The layout and final editorial veto over the program ad, rests with the regional board.
7. Program ad information should be sent to all clubs either by notice in the Pacific Waves newsletter or an individual letter to each club on submission directions, dates, and costs of the program ad.

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**

## CONFERENCE PROGRAM BOOK

This committee is responsible for preparing the Biennial Conference program book for printing. The committee is responsible for obtaining the electronic computer file of the past year's program book, camera-ready program ads, and club members' picture and names. Begin your activities early in the term to insure that materials are ready for publication in the Biennial Conference program book. .

1. Review "General Duties of all Committee Chairmen" and Conference Organizational Chart.
2. You will be working with the following committee chairmen to obtain your needed articles for the Conference program book: President, Conference Coordinator, Program/Education, Club Presidents, Program Ads, Publicity, and printing company.
3. You should receive articles by electronic/computer and should be formatted and graphic ready for insertion into the program book.
4. The chairman should have knowledge of various computer software programs, especially Microsoft software. The chairman should have some graphic knowledge in formatting.
5. Consult the President on current information to update past year's conference program book. Obtain President's theme and look for quotes and graphics to put in the conference book.
6. The Conference Program Book chairman should form a committee to review the final program booklet for grammatical and typographical errors.
7. Work with the printing company on deadlines and submission of the final Conference program book by electronic/computer means.
8. Arrange with the Meals/Registration Chairman to have the Conference program books delivered and put into the conference bags.

## 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:

EQUIPMENT/PROPERTIES NEEDED:

- |                                                                    |                                          |                                         |
|--------------------------------------------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Theater Style (Chairs only)               | <input type="checkbox"/> Podium          | <input type="checkbox"/> Lectern        |
| <input type="checkbox"/> Classroom Style (Tables & Chairs only)    | <input type="checkbox"/> Microphone      | <input type="checkbox"/> Easel          |
| <input type="checkbox"/> Conference Style (1 large table w/chairs) | <input type="checkbox"/> Dry Erase Board | <input type="checkbox"/> Blackboard     |
| <input type="checkbox"/> U-Shaped                                  | <input type="checkbox"/> DVD/BluRay      | <input type="checkbox"/> Overhead Proj. |
| <input type="checkbox"/> E-Shaped                                  | <input type="checkbox"/> Television      | <input type="checkbox"/> LED Proj.      |
| <input type="checkbox"/> Head table/Dais                           | <input type="checkbox"/> Pointer         | <input type="checkbox"/> Flip Charts    |
| <input type="checkbox"/> Reception                                 | <input type="checkbox"/> Power Point     | <input type="checkbox"/> Screen         |
|                                                                    | Other _____                              |                                         |

**DEADLINE:** \_\_\_\_\_

Mail or FAX your request form 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?

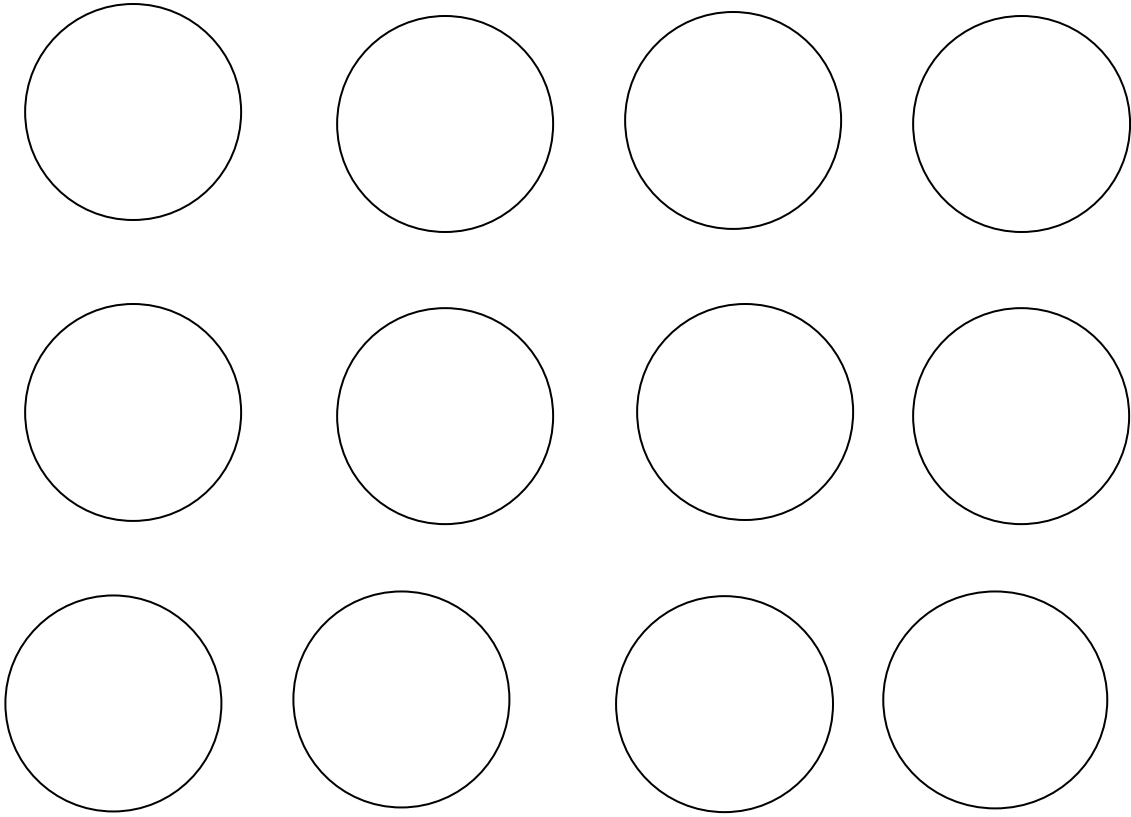
Check other factors affecting the meeting.

- \_\_\_\_\_ 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

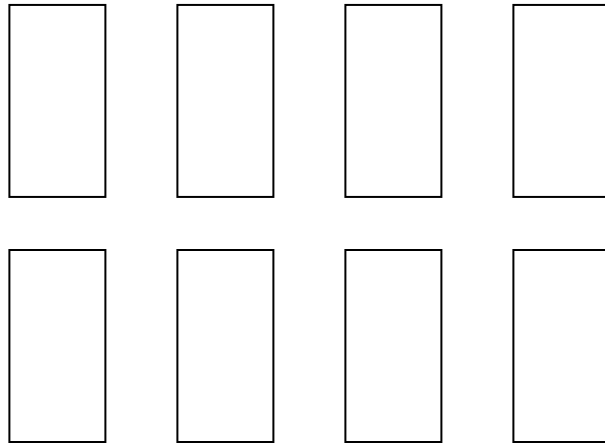


Table with lectern

## SIGNS COMMITTEE

This committee is responsible for making, placing and removing all signs requested to be used during the 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 Hotel 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: \_\_\_\_\_

---

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Signs:

Size: \_\_\_\_\_

Quantity: \_\_\_\_\_

Wording: \_\_\_\_\_

Special Requirements:

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DIAGRAM OF SIGN:

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Mail Requests to:

Signs Chairman:

Requested by: \_\_\_\_\_

Chairman

\_\_\_\_\_  
Committee

Copy to Conference Coordinator

DEADLINE:

## PROTOCOL

The Protocol committee is responsible for protocol at the regional training meetings and Biennial conference. The committee is responsible for preparing the Biennial Conference Protocol booklet and distributing the booklet to individual members 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 participants 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. Each participant should be given a protocol booklet 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.

“SPICE UP YOUR LIFE WITH SUCCESS”

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

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“SPICE UP YOUR LIFE WITH ITC”

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

## MEALS/REGISTRATION

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 Meals/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 Registration form for approval by president for inclusion in the *Pacific Waves* following the published schedule for Fall Training Meeting, Spring Training Meeting and the Biennial Conference.
  - a. Establish a deadline for registration.
  - b. Send approved 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 registrations are received. Insure deposits are made promptly.
7. 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 guests 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
8. 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.
9. Furnish Conference Coordinator as requested with a report on number of registrations received.
10. The Meal/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 Biennial 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.
11. At the Biennial Conference, ribbons designating various officers, committee chairmen, and other achievements 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.
12. 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.
13. Prepare envelopes for meal tickets or put behind the name badge.
14. 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 Biennial Conference program booklet should contain a Conference-at-a-Glance page of events.
  - c. Writing paper, pencils, pens, keychains, etc.
15. Establish schedule to insure registration area is adequately staffed at all times it is to be opened for business as published in the meeting schedule.
16. At time of registration, it is suggested that a system be set up to track those that have registered. In most cases, a check mark is put by the name off the registration list once the person has received their registration packet.

17. The member(s) staffing the registration table should know at all times the location of the chairman and conference coordinator.
18. Be available in banquet room area at least 30 minutes prior to opening of each meal function to handle any last minute changes.
19. Advise Conference Coordinator of number of meal tickets issued for each meal function according to schedule established by hotel.
20. 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.
21. 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	-----	-----

ITC, Sierra Pacific Region Annual Conference  
**June 6 - 8, 2003**  
**Holiday Inn**  
**Sacramento, CA**  
**Registration and Meal Reservation Form**

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Club: \_\_\_\_\_ Council: \_\_\_\_\_ Region: \_\_\_\_\_

Registration Deadline: May 10, 2003    Cancellation Deadline: May 17, 2003

- |                                                       |                          |          |
|-------------------------------------------------------|--------------------------|----------|
| 1. Member Registration                                | \$30                     | \$ _____ |
| 2. Late/On Site registration                          | \$45                     | \$ _____ |
| 3. Friday Night Dinner                                | \$30                     | \$ _____ |
| Lemon & herb Chicken Breast                           | <input type="checkbox"/> |          |
| Cheese Tortelli                                       | <input type="checkbox"/> |          |
| 4. Saturday Luncheon                                  | \$20                     | \$ _____ |
| Classic Chicken Caesar                                | <input type="checkbox"/> |          |
| Grilled Vegetables & Crispy                           | <input type="checkbox"/> |          |
| Gorgonzola Polenta                                    |                          |          |
| 5. Saturday Dinner                                    | \$40                     | \$ _____ |
| Prime Rib of Beef                                     | <input type="checkbox"/> |          |
| Baked Halibut                                         | <input type="checkbox"/> |          |
| Wild Mushroom Risotto (Veg)                           | <input type="checkbox"/> |          |
| 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:

Pam Montague  
 Meals Registration, Chairman  
 278 Howe Avenue, Apt A  
 Sacramento, CA 95825  
 (916) 972-9468  
 Email: Pmontagu@dhs.ca.gov

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

Please indicate any of the following that apply:

- |                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> ITC Officer<br><input type="checkbox"/> Region Officer<br><input type="checkbox"/> Past Region Supervisor/President<br><input type="checkbox"/> Life Member<br><input type="checkbox"/> Council President (Current)<br><input type="checkbox"/> First Timer to Conference | <input type="checkbox"/> Region Standing Committee Chairman<br><input type="checkbox"/> Region Special Committee Chairman<br><input type="checkbox"/> Region Conference Committee Chairman<br><input type="checkbox"/> Council President<br><input type="checkbox"/> Club Delegate |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

