

Convention Planning Handbook

3rd Edition

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Revised August 2009 by Past National Presidents Eldora M. Engebretson, Martha McBroom and National Chaplain Elsie Belanger

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Section 1 Forward

This book has been prepared as a guide in the planning and preparation for the Association's Annual Convention.

Planning a convention should not be an ordeal. Even though there is a lot of work involved, with the proper organization and discipline it can be fun and rewarding. A well-organized convention will be very successful and a lot of fun for those attending. Simple checklists will help insure that all the requirements for a well-planned convention are met.

More than one chapter, group or member can assist in the planning and preparation for a convention. The Annual Convention is held for the purpose of conducting the business of the Association. There is no requirement or expectations of "large monetary profits". Any convention that breaks even is considered a success.

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Section 2 Convention Bid

Presenting the convention bid: once the decision is made to bid for a convention a formal letter should be prepared and signed by the proposed convention chairperson for presentation at the appropriate time to the convention body.

One year prior to the convention, the Chairperson will be expected to attend the Thursday meeting of the Board of Directors at the Annual Convention and submit the name of the hotel, the convention dates and the theme for their approval.

Bids are then presented at the Saturday business meeting. Turn your invitation/report over to the Recording Secretary to become a part of the convention minutes. If your committee has contacted and obtained letters of invitation from the hotel, Chamber of Commerce, Mayor or Governor, these may be read at the time of making the bid and given to the Recording Secretary to be included in the convention minutes.

Select a theme. A theme may be presented at the same time as your bid or you may develop a theme after the bid has been accepted. Decorations, printed programs, and the guest speaker can carry out the selected theme.

Section 3
Convention Committee

Form a Convention committee. A convention committee may be made up of members from one or more chapters and/or Members-at-Large (MAL). It is highly recommended that National Officers **NOT** serve on or Chair a convention or convention subcommittee.

Elect a Chairperson The first order of business after a site selection is made for the annual convention is for the hosting chapter(s) to elect a convention chair and co-chair or vice chair. The chairperson should be someone who is eager, willing and capable of planning, organizing, and able to delegate tasks. The Chairpersons name shall be submitted immediately upon election by the chapter to the National President and the National Executive Board for confirmation.

Chairperson. The year of the convention the Chairperson presents the “Welcome” speech at the opening business meeting. She will provide the 1st Vice President with a copy of her welcome well in advance of the convention so that a response can be prepared.

The Chairperson shall, after the convention books are closed, ascertain that all convention financial records including bank statements, canceled checks and all paid bills and receipts have been forwarded by the Convention Treasurer to the National Treasurer.

The year following the convention the Chairperson will give a final report of the convention at the Annual Convention. The report must be typed and a copy turned over to the National Recording Secretary for inclusion in the Convention Minutes. If unable to attend the convention, the final report should be submitted to the National Corresponding Secretary no later than 25 July. The National Corresponding Secretary will read the report at the business meeting.

Elect Co-Chair or Vice Chair. The person elected as Co-Chair or Vice Chair must be able to work closely with the Chair in delegating and guiding the rest of the committee(s).

Select a Treasurer. This position requires someone that is well organized and is responsible for the money collected for Registration, the Company Party, Pallas Athene Luncheon and the President’s Luncheon. **The treasurer must keep accurate financial records! A financial statement must be turned over with the Chairperson’s convention report.** She will need to work closely with the Registration Chair and the person or persons in charge of the events.

Treasurer’s responsibility. The treasurer is responsible for all monies pertaining to the Annual Convention. She shall open a bank account in the name of the “WACVA (insert year) CONVENTION FUND”. The Chairperson and the Treasurer shall be authorized to sign checks. Acceptable bookkeeping procedures shall be established to maintain record of all convention income and disbursements.

The following bookkeeping accounts are suggested but are not limiting:

Income Accounts

Advance Loan from National

Advance money from sponsoring Chapter if treasury permits

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Bank Interest

Donations (i.e.: cash, voucher, products, etc.)

Registration Fees (including proxy votes)

Gift Shop

Drawings/Raffle

Hospitality Room

Social Events

Tours (if more than one you may want separate accounts)

Expense Accounts

Credentials

Memorial Service

Refunds

Registration

Repayment - Advance loan from National

Printing

Social Events

Tours

Information published pertaining to the yearbook, registration, social events, tours, etc. should specify that all checks be made payable to the WACVA (year) CONVENTION FUND.

The Treasurer shall require that all committee chairpersons transmit funds received, to the Treasurer for deposit, on a regular basis. A suggested transmittal form can be found in the Forms Section of this document. Standardization will facilitate the bookkeeping process and make it easier to research information on specific receipts, if necessary.

Members of chapters hosting a National Convention shall not be paid travel to attend any planning meetings using convention funds. Individual chapters have the choice of reimbursing their members from their chapter treasury.

Every effort should be made to expedite the closing of the financial records. When all accounts have been settled and records are complete, the Convention Treasurer and Convention Chairperson shall prepare the final financial statement to be submitted to the National Association within ninety (90) days after the close of convention. Distribution is as follows: National President & National Treasurer.

National President

Immediate Past National President (if she presided at your convention)

National Treasurer

Convention Chairperson of the next Annual Convention

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Chapter President (s) and individuals that participated in hosting the Annual Convention

Be sure all income and expenses are accounted for and detailed to the extent necessary. The difference between the two will give the NET PROFIT for the convention.

After the convention books are closed and the bank account zeroed out, all convention financial records including bank statements, canceled checks, paid bills and receipts must be forwarded to the National Treasurer. She must have these records as supporting documents when the National records are audited.

Committee Organization. The Convention Chair, Convention Treasurer and the Chairs of each subcommittee make up the Convention Committee. The subcommittees should include::

- Registration to include a subcommittee for social event registration
- Credentials
- Food services
- Tours and/or excursions
- First aid/emergency
- Hospitality - to include transportation
- Advertising and publicity
- Gift Shop.

Each subcommittee Chair should prepare a schedule for their respective areas. See checklist section 7 for detailed information.

Make Detailed Lists of Goals. At the first committee meeting, make note of everything that will need to be done, and set up a timetable for doing it. Allow plenty of time.

Items typically included, but not limited to include:

- Establish a set of objectives
- Develop a theme
- Select date
- Find a location (RV parking close to hotel)
- Accommodations (Hotel: meeting rooms, banquet rooms, complimentary rooms, etc.)
- Logistics (travel requirements, airport, shuttle, etc.)
- Present bid at Annual Convention (one (1) to two (2) years in advance)
- Publicity
- Communications
- Registration
- Credentials

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- Gift Shop
- Speaker
- Convention Report

Daily schedule of activities:

- Wednesday
 - Pre Convention Executive Board Meeting
- Thursday
 - Board of Directors Meeting
 - Honor Guard Meeting
- Friday
 - 1st Vice President's Workshop
 - Opening Business Meeting
 - Social Hour
 - Company Party
- Saturday
 - Business Meeting
 - Pallas Athene Luncheon
- Sunday
 - Memorial Service
 - Business Meeting
 - President's Luncheon
 - Close of Business Meeting
 - Post Convention Executive Board Meeting

Develop a milestone schedule to include each major step:

- Planning committee meetings
- Develop a specification sheet (Time line—sequence of events & committee responsibilities)
- Preparation of mailing lists
- Detailed Budget
- Printing requirements
- Letters of invitation
- Confirmation letters to speaker
- Conference information packages
- Scheduling photographer (if planned)

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- Handicapped requirements
- Planning of meals and refreshments

Monthly meeting should be held at first, then more often as it gets closer to convention time. Accurate records must be kept about everything that has been discussed and who has volunteered to do what.

Bonding: Notify the National Treasurer to ensure bond coverage. National is responsible for obtaining and paying for the bond covering the Convention Chair and the Convention Treasurer. (Standing Rules 4)

Develop a Budget. After the Board of Directors accepts the convention bid an application may be made by the convention chair requesting a one thousand dollar (\$1000.00) advance. The National Treasurer will present the Convention Treasurer with this advance if the Treasury warrants. This advance will be available not earlier than 18 months prior to the annual convention and is to be repaid not later than 30 days after the convention. Many chapters have asked for the loan. Don't be reluctant to ask if you need the money. Consider the amount of money that must be spent mailing out the initial information packages and deposits that may be required before the registration money starts to come in. Remember to keep costs at a minimum for your attendees.

National determines the registration fee.

Convention Net Profit Shared by National and the Hostess Chapter(s). Net Profit/Loss shall be shared on a 50% - 50% split with 50% of the convention net profit being forwarded to the National Treasury and 50% of the convention net profit being retained by the hostess chapter(s). If several chapters are involved the 50% is divided evenly between them. Because we are a non-profit organization individuals may not profit from an Annual Convention Members at Large will turn over 100% of the profits.

To close the convention fund account , a check equal to fifty percent (50%) of the net profit to National and fifty (50%) percent of the net profit to the hosting chapter, or divided between the hosting chapters.

Choose a Date. Avoid all holidays (for all religions). The conventions are usually held in late August or early September. Keep the weather and temperatures in mind when choosing a date. Costs may also be less in off tourist seasons in some areas.

Publicize! This is extremely important. You must begin publicizing as soon as possible. Start promoting your event at the convention at which your bid is accepted. Place registration form, tour information, emergency form and all pertinent information in the February/March issue of The Channel. Registration form; Social Event Reservation Form and information; Emergency Information Form; and Hotel Registration Form shall be published in the April/May issue of The Channel. Publish this information only once so make sure that it is correct when it is submitted to The Channel Editor. Short articles that will spark interest in the convention and encourage attendance may be placed in other issues of The Channel.

The Publicity Committee is responsible for all convention publicity. They should try to arrange press conferences for the National President and prominent guests. Use both printed media and television coverage for publicity if possible. Some members have great stories to tell. Get the information about our Association and the Annual Convention out to the public. This is a perfect time to attract new members.

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The only restriction to the media is the Sunday morning Memorial Service. All forms of photography are prohibited during the service.

Publications you may want to consider are:

The Channel

Local Radio and Television Stations

Local Newspapers

The Army Times

The Stars & Stripes

Magazines of other veterans' organizations

Airline Magazines

Inquire through the VA as to the availability of the "The Directory of Veterans Service Organizations". If available, the publication has a listing of organizations and their publications that might be useful.

Select a speaker for the Pallas Athene Luncheon. Use care in selecting a speaker. Let them know we are a non-profit organization. They may charge you less, or even waive their fee. Usually the speaker for this event is willing to speak at no cost to the Association. To avoid paying transportation and housing it is best to look for a local speaker or a member of the Association that will be attending the convention. Put all arrangements in writing to avoid cancellations, and make alternate plans for no-show speakers just in case. Obtain biographies for main speakers for publicity.

Arrange for Tours to Local Points of Interest. Do not schedule a trip that will conflict with a business meeting. Keep in close contact with the company you are setting the tours up with. Constantly update attendance figures. As soon as you finalize where you want to go, call the tour arranger and see what kind of deadlines they have. Make sure all costs are stated up front. ***Get contracts in writing!*** See section on Tours.

Arrange Meals. The amount paid to the hotel will include food cost, gratuity and any applicable tax. The three major social events including meals are Friday's Company Party, Saturday's Pallas Athene Luncheon, and Sunday's President's Luncheon.

Religious and dietary restrictions must be a consideration when choosing a menu. To accomplish this ask food service if they are able to serve at least two menu items. A final meal count is usually needed 48 – 72 hours in advance, but this can vary. ***Be sure to know your deadlines.*** There is usually a charge associated with coffee, donuts, etc., that are put out for coffee breaks or to stock the Hospitality Suite, so find out exactly what the cost will be before deciding to offer these extras. Some places will let you bring in your own food, but others will not, so be sure to check it out. If you are allowed to bring food in you can always find members willing to bake or donate. Make sure all costs are stated up front including gratuities. ***Get contracts in writing.***

Sale of Merchandise at Convention is controlled. Sales of goods at the Annual Convention by chapters for chapter profit are not allowed. The rationale for this decision is that it is a National Convention and our National Emblem Sales and Gift Shop should have the exclusive right to raise funds for the Convention and National.

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Gift Shop: The Gift Shop is an extension of National Emblem Sales. The Gift Shop is not a requirement. To have a Gift Shop is at the discretion of the hosting chapter(s) or Members-at-Large when they host a convention. All expenses incurred should be paid from the profit derived from the Gift Shop.

Local Chapter members or members hosting the Convention as well as local businesses donate to the Gift Shop.

Space in the Gift Shop must be provided for a display of National Emblems Sales merchandise located near the main flow of traffic.

Hours should be set to accommodate the convention attendees. Publish the hours of operation in the convention booklet and display them on the bulletin boards. Suggested hours are:

Wednesday	2:00 PM to 8:00 PM
Thursday	8:00 AM to 8:00 PM
Friday	8:00 AM to 4:00 PM
Saturday	8:00 AM to 11:00 AM
Sunday	Only if stock warrants opening and then dependent on the time the room must be vacated

Drawing or raffle: Drawings or raffles are a good moneymaker if local merchants and Association members or Chapters donate all the items. It is essential that the Convention Committee check with proper local and state agencies with respect to any restrictions on the sale of merchandise and conducting raffles. We must abide by the laws of the state in which the Annual Convention is held. Do not submit any information pertaining to games of chance to The Channel. It is a violation of the Postal Lottery Laws.

Section 4
Location & Accommodations

Choose a Location. Discuss possibilities, make a list of what is important, and begin to narrow it down. Important points to consider are the facilities. Find a location where you would have a number of complimentary rooms, based on the number of reserved rooms. Negotiate a contract and ***get your agreements in writing!***

Hotel. Get prices (single and double rooms), special convention rates, and registration deadlines. Estimate the number of attendees by obtaining actual attendance figures from the previous conventions. Make sure a sufficient number of rooms are reserved in a block. Obtain the information from each hotel being considered **IN WRITING**. Make sure the attendees know they must tell the hotel that they are reserving a room for the Women's Army Corps Veterans' Association Annual Convention and want one of the rooms that have been blocked. ***Get your contract in writing.***

Get everything in writing. It is essential that you get all commitments by the hotel in writing. This includes space commitments, reservation deadlines, price quotes for rooms and meals, equipment to be provided, color of table linens, coffee breaks, etc.

The hotel utilized for our annual conventions must be of the type and size that can accommodate all members in attendance in rooms at one established rate, unless the member desires otherwise. A concierge lounge offering suites and complimentary continental breakfasts, cocktails and hors d'oeuvres in the evening are often requested by attendees. Make sure there are handicapped rooms that are wheelchair accessible with walk-in showers or bathtubs with tub chairs available.

In addition to ample meeting rooms, banquet rooms for sit-down meals rooms for the Memorial service, 1st Vice President's Workshop, Pre and Post Executive Board meetings, Hospitality Suite, and the Gift Shop and Emblem Sales are also required.

How many complimentary suites in addition to the one for the National President?

How many days before and after the convention dates will they honor the agreed upon convention room rate?

Arrange for luggage storage for members departing on Sunday that have to check out of their rooms prior to the close of the convention.

With the proper approach it is possible to get a great many things, such as audio and visual equipment, without charge. **TRY!**

Other issues to consider are parking (is there a cost and if so how much). Check into the walking distance or available transportation to and from nearby restaurants, and points of interest.

Section 5
Travel

Transportation: Check with airlines for group specials and notify the membership via The Channel. If the hotel is some distance from the airport, train or bus station negotiate with the hotel or other agency for courtesy van(s), shuttle service, or other transportation. If the hotel does not provide this service, attempt to arrange with a local company setting a reasonable fee for their service..

If someone from the Hospitality Committee does not transport the National President and Shuttle Service is not available the National President's cost of transportation to and from the airport shall be paid by National.

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Section 6 Credentials

Credentials. The responsibilities of the Credentials Chairperson include the following actions:

Verify with the National Treasurer the eligibility of all delegates, alternates, proxies and other officials as soon as certification is received.

If a member is determined to be ineligible to serve in a voting capacity notify the pertinent chapter or for a member-at-large immediately (MAL) notify the National Second Vice-President.

Prepare the necessary pre-convention and convention voting rosters.

Provide the Registration Committee, National Officers and Committee Chairpersons information and rosters required for them to perform their duties.

Check voting registrants in at the door at each business meeting for the purpose of certifying a quorum.

The President will request a daily report at the beginning of each meeting to assure a quorum has been established.

Provide the daily credentials report to the Recording Secretary for inclusion in the Convention Minutes.

Provide a copy of the current voting roster to the Corresponding Secretary for use if roll call voting is required and to the Parliamentarian.

Provide the Election Committee Chairperson a roster of persons eligible to vote in the election not later than one hour prior to the opening of the polls.

Set up a card file system or spread sheet with the following headings:

National Officers

National Standing Committee Chairpersons

Past National Presidents (include the Immediate Past National President

Chapter Presidents

Captain of the Honor Guard

Member-at-Large Delegate Chairperson

Chapters by number and name

Members-at-Large

Receive from all chapters planning to attend their list of Chapter President or her representative and the elected delegates, alternates and proxies.

Receive from the National 2nd Vice President a list indicating the Member-at-Large delegates, alternates and Chairperson.

The National President will send a Call to Convention to each Chapter President including the following material:

A list of delegate and alternate information including the number of delegates and alternates authorized based on given membership figures.

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A form to list elected Chapter President, Delegates, and Alternates and a proxy form. These forms will also be published in The Channel.

Non-receipt of delegate, alternates & proxy list from chapters: If you have not received a list of delegates, alternates & proxies from a chapter by 15 July, at the latest, send a brief inquiry to the Chapter President stating you have not received their list and ask if their chapter will be represented at the Annual Convention. Give a deadline for your receipt of a response that should be no later than fifteen (15) days prior to the first day of the convention.

After the first of July, ask the National Treasurer for a list of all chapters with their membership figures as of 30 June. You need these figures to determine the number of delegates and alternates each chapter is entitled to.

Credentials Chairperson & Registration. The Credential Chairperson shall coordinate with the Registration Committee Chairperson the following:

Verify each member has been duly registered and issued the appropriate badge.

Maintain a current voting roster

Maintain registration statistics for the final reports

Set up a card file system or spread sheet with the following headings:

Name, address, chapter name and number or Member-at-Large

In what capacity the member will be serving

National Officer

Committee Chairperson

Chapter President

Delegate

Alternate

Member

Etc.

If the registration fee is not included with the Registration Form DO NOT process the registration. Return the form to the member requesting submission of the fee with the registration form. THIS APPLIES TO EVERYONE WITH NO EXCEPTIONS.

Cross-reference Registration Forms with the delegate lists received from chapters making appropriate notations. Situations may arise causing changes in representation from the chapters. If you are well organized and have used the same filing sequence for all files it will simplify your task.

Forms are located in Section 15.

Credential Procedure for Business Meetings.

Board of Directors Meeting. For the Board of Directors meeting a table for the Credentials Chairperson and an assistant should be located just inside the room. Since the number attending the Board meeting is limited use just one door for entrance in to the room and checking attendance.

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The Credentials Chairperson checks off each person on the Roll Call Form. As quickly as possible total each category of members and use the Daily Credentials Report form to record totals.

Give the credentials report to the National President

The quorum for the Board of Directors is one-third (1/3) of its membership which includes all of the Board members, not just those present.

Business Meeting Two entrances should be available for the General Business Meeting. Place a table with at least two chairs just inside each entrance for use by the Credentials Committee. Have signs visible to the attendees indicating which door they are to enter. One door is used for National Officers (white badge) entry, the other for delegates or voting alternates (yellow or blue badges). If only one door is available set a table inside the room on each side of the entrance one side for National Officers the other side for Delegate and Alternates.

The Credentials Chairperson checks off each person on the Roll Call Form. As quickly as possible total each category of members and use the Daily Credentials Report form to record totals.

Coordinate requirements with the National Sergeant-at-Arms and Captain of the Honor Guard. They will be glad to assign Guards at the doors to help direct members as they check in. Guard members may also be used to direct people to where they will be seated.

Non Delegate Members and non-voting alternates are not allowed in the room until after all voting members are seated. They may sit only at the back of the room. Visitors are only allowed in the business meeting for the opening ceremony.

Voting members must check in at the Friday afternoon meeting, the Saturday morning meeting and the Sunday morning meeting. The Daily Credential Report must be completed and given at each meeting. Changes in the voting strength must be recorded each day. Copies of the report are given to the following people:

National Corresponding Secretary

National Parliamentarian

Election Committee Chairperson - Two (2) copies no later than 0800 hrs Sunday morning.

Final Credential Report: A copy of this form is located in Section 15. Late Sunday morning the National President will ask for the final credentials report. It is listed in the Order of Business/Agenda. This report includes all members who registered for the convention without regard to their voting status. The form is self-explanatory as to breakdown by categories. Distribution of the report is indicated on the form.

Voting Body: The voting body at the Annual Convention consists of members of the National Board of Directors, the duly accredited delegates or, in their absence, their alternates.

Quorum A quorum for the meeting of National Board of Directors is one third (1/3) of its voting membership.

The quorum for the Annual Convention Board of Directors and General Meeting shall be representation from at least one-third (1/3) of chapters in good standing.

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Representation. Representation at the Annual Convention is made of delegates from established Chapters and Members-at-Large.

Delegate representation of chapters and members-at-large is based on membership (dues paid to the National Treasurer) as of 30 June. The following formula is used in determining the number of delegates.

Chapter Members	Delegates/Alternates
6 – 37	2/2
38 – 62	3/3
63 – 87	4/4
88 – 99	5/5
100 – 176	6/6
177 – 226	7/7
227 – 326	8/8
327 +	10/10

A Chapter whose national dues are in arrears is not entitled to voting representation at the annual convention.

Eligibility of Chapter Delegates, Alternates & Proxies: Chapters at a meeting prior to 1 July shall elect Chapter delegates, alternates & proxies. Their names and addresses shall be certified, and forwarded to the National Credentials Chairperson. This information must be furnished to the Credentials Chairperson NOT LATER THAN THIRTY (30) DAYS prior to the opening date of the Annual Convention. A member must have belonged to the Association for at least sixty (60) days to be eligible to serve as a Delegate and must be a member in good standing.

Eligibility of Members-at-Large shall be represented by delegates appointed by the Second Vice -President of the National Association.

Delegates and/or alternates must present their membership card to the Credentials Chairperson at the convention. Remember the membership card is the one that ends in June of the year of the current convention. Members are issued new cards when they pay their dues for the following fiscal year so they will bring two membership cards with them to the convention. A membership card showing a June date for the year of the current convention year (i.e., through 30 June 2001 will be shown at the Annual Convention in August 2001) and is required. A membership card showing that dues have been paid through the following year should also be available.

Each delegate is allowed an alternate. Alternates may not be seated with their chapter during business meetings unless they are actively replacing a delegate from their chapter.

Chapter Duties. The Credentials Chairperson, National Treasurer and National Corresponding Secretary will receive a list of the names and addresses of the chapter president, delegates and alternates that are attending the convention, from each chapter.

Proxy Voting. Proxy voting is written authorization for duly registered delegates to cast votes of their chapter. Such authorization shall be submitted to the Credentials

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Committee and made a part of the official minutes. A proxy may contact her chapter and ask for voting instructions.

A proxy vote may be cast at the Annual Convention for election of National Officers, resolutions, and amendments to the Bylaws.

Section 7 Registration

Registration Committee. The Registration Committee and the Credentials Committee must coordinate all of their related tasks very closely.

Registration Desk. The Registration Committee is responsible for the operation of the Registration Desk all during the convention. Prepare and distribute registration packets that include the daily schedules and agenda.

A bulletin board should be located near the Registration Desk. The Nominating Committee must reserve a portion of this bulletin board for posting the profiles of candidates for national office.

Hours for the Registration Desk should be set to accommodate the attendees. Post your hours on the bulletin board. The following is only a guide:

Wednesday	1:00 PM to 8:00 PM. Allowing arriving Board of Director members to register before the Thursday Board meeting.
Thursday	8:00 AM to 8:00 PM. Allowing Wednesday's late arrivals to register before the Board of Directors meeting. Most delegates arrive on Thursday.
Friday	8:00 AM to 4:00 PM. Allowing Thursday's late arrivals to register before the Workshop. The 4:00 PM closing gives the hostess chapter members time to prepare for the evening activities.
Saturday	8:00 AM to 11:00 AM. Close before the Pallas Athene Luncheon. Open later only if the situation requires it.
Sunday	General availability but no set hours are required on this last day.

Room Registration Assistance. The Registration Committee may be able to help members in finding someone to share a room with. Be sure to coordinate this effort with the Convention Chairperson. If time permits put members desiring roommates in touch with each other and let them make the necessary arrangement.

Registration Packets. Packets normally consist of plastic bags or envelopes that are suitable for holding all of the necessary items. The Army Recruiting Center, Convention and Visitors Bureau, or Chamber of Commerce sometimes provides these containers. The packets will contain the following items:

The following printed material is to be placed in each packet:

Order of Business/Agenda - provided by the National President (this item should be included in the convention book in an abbreviated form)

Rules of the Convention - provided by the National Parliamentarian (this item should be included in the book prepared for the convention)

Proposed Amendments to the National Bylaws - provided by the National Parliamentarian

Proposed Resolutions (except Courtesy Resolution) - provided by the Resolutions Chairperson

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Treasurer's Financial Statement & Proposed Budget - provided by the National Treasurer

All officers and chairpersons listed above should provide the material to the Registration Committee no later than 1 July except for the Treasurer who might have to handle distribution of her material at the business meeting. Coordinate with the Treasurer and give her a later deadline to work against.

Roster of attendees is mandatory.

Miscellaneous items are limited to "freebies" that you are able to procure. They may include items such as key chains, product samples, pencils, pens, and brochures of the area.

The officers and chairpersons may submit their material to the convention committee in camera ready copy for the committee to print and assemble or already printed and ready for inclusion in the packet.

Badge/Name Tag Color of badge or attached ribbon per designation listed in Name badges.

Name badges. The color of convention ribbons or name cards are standardized using the following colors:

National	White
Delegate	Yellow
Alternate	Blue
Member	Green
Hostess	Red
Honorary	Pink (WAC Mothers & Honorary Members)

If a hostess is also a member of the Board of Directors or is a delegate or alternate the appropriate colored name card will be trimmed in red. Two ribbons are attached to the nametag for dual roles.

Information on the nametags may be printed by use of a typewriter or computer.

Ribbons may be obtained from National Headquarters as long as the supply lasts. When the current supply is gone the badges themselves will be made of the proper color or colors.

National - White

National Officers	8
Immediate Past National President	1
Past National Presidents	*
National Standing Committee Chairpersons	8
Captain of the Honor Guard	1
Member-at-Large Chairperson	1
Chapter Presidents	**

* It is a rare occasion when all Past National Presidents attend.

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** The number of Chapters is constantly changing check with the National 1st Vice President for the current count.

Delegates – Yellow

All Chapter and Member-at-Large delegates receive a yellow badge and/or ribbon. The number of delegates authorized is determined by chapter membership. See Representation in Section 6 Credentials. Be sure to request an adequate supply of badges and/or ribbons.

Alternate – Blue

An Alternate is permitted for each delegate but chapters don't always have enough members attending to designate a full compliment of alternates. As with the Delegate badge and/or ribbon be sure to order enough.

Member – Green

This badge and/or ribbon is issued to all members, not in the above categories, who have paid the registration fee. You must estimate the number of Member badges and/or ribbons to request.

Honorary – Pink

This category is for Mothers (WAC mothers) of our members and Honorary Members. The numbers who attend conventions is limited, perhaps two or three each year. You will need to estimate the number of honorary badges and/or ribbons to request.

Hostess – Red

Hostess chapter members will wear a colored name badge with a border of red or two ribbons attached to their name badge. A hostess badge makes the wearer easily identifiable to the convention attendees. Request the number of Hostess badges and/or ribbons based on the participating chapter members.

Association membership figures for the current year and convention attendance for previous years should be reviewed when estimating badges required.

Honor Guard members, other than the Captain, will be issued badges appropriate to their attendance status, i.e.: delegate, member, etc.

Social Event Tickets. Social event tickets should be placed in an envelope and placed in the packet. As reservations come in envelopes must be prepared containing social event tickets for event that has been paid for. Print the following information on the outside of each envelope and place the appropriate tickets inside. Example:

Smith, Mary Jane	Chapter #67
<u>1</u> Company Party	
<u>2</u> Pallas Athene Luncheon	
<u>1</u> President's Luncheon	

Coordinate with the Convention Chairperson on the printing of tickets for each of the three social events. These can be printed in the spring so that you have them on hand when the reservations start to come in.

Double check to ensure each envelope is correct and then filed.

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All funds received for social events must be forwarded to the Convention Treasurer using Convention Committee Transmittal of Funds Form.

Registration Fees. The National Bylaws state that all *MEMBERS* attending any portion of the convention activities, business meeting and/or social events shall pay a registration fee. Additionally, chapters' eligible and desiring to exercise the right to proxy voting must pay a registration fee for each proxy.

The Bylaws state: NO PORTION OF THE REGISTRATION FEE WILL BE APPLIED TO SOCIAL EVENTS.

The following are expenses that may be charged against the registration fee receipts.

- All costs related to registration and credentials including badges and printing

- Administrative costs including postage, telephone calls, miscellaneous printing, copies, etc.

- Memorial Service: flowers, program printing, fee for bugler if necessary

- Microphones and other audiovisual equipment when fee is charged

- Supplies for Pallas Athene Luncheon (dry ice, nectar and ambrosia)

- Refurbishing of Pallas Athene dress and gear, if required

- Expenses related to operation of the Hospitality Room and Gift Shop

- Fees charged for Hospitality Room and Gift Shop when rooms are not complimentary

Expenses that may NOT be charged against registration fee receipts:

- All expenses related to the Company Party, Pallas Athene Luncheon (except as noted above) and the President's Luncheon

All expenses related to tours and other unofficial scheduled activities. This includes such things as social/mixer functions, sporting activities, etc.

Section 8
Social Events, Hospitality Room & Tours

Social Events. All expenses involved with a dinner or luncheon are to be charged against the income for that meal. Such expenses include but are not limited to guest meals, entertainment, printing, decorations and any special audio or visual equipment required for that specific function.

In 1991 a policy was established to regulate the pricing of convention social event meals. The charge per meal may be rounded up to an even dollar amount but shall not exceed three dollars (\$3.00) more than the amount that must be paid to the hotel for each meal.

The Registration Chairperson will receive the reservations for the Social Events. She will prepare envelopes with the correct number of tickets requested for each event. Coordinate your efforts with the Registration Chairperson.

For Social Event ticket procedure see Registration Section regarding Social Event Tickets.

Mistress of Ceremonies. The Convention Chair usually emcees the Pallas Athene Luncheon, a Co-Chair emcees the Company Party and the hostess chapter President emcees the President's Luncheon. **These assignments are entirely up to the Convention Committee.**

Friday

Social Hour

Time: 6:00 PM to approximately 7:00 PM
Attended by: Registered members, their guests and other individuals who have made reservations.
Room Setup: Cash bar in or near the banquet room.

Company Party

Time: 7:00 PM to approximately 10:00 or 11:00 PM
Attended by: Registered members, their guests and other individuals who have made reservations.
Room Setup: No head table
Tables are to be round seating eight (8) or ten (10)
Stage, risers, audio equipment, etc. will be dependent upon the type of entertainment scheduled.
Reserved Tables: Reserved tables for all attendees see Table Assignment Procedures
One table may be reserved for the National President and her guests, if requested. Check with her.
One table may be reserved for National Officers if requested

This is a party and the only time available for entertainment. NO guest speakers! Special guests may be invited but their part should be limited to introductions. Make it a FUN EVENING.

Saturday

Pallas Athene Luncheon

- Time: 1:00 PM to approximately 3:00 PM
- Attended by: Registered members, their guests and other individuals who have made reservations.
- Room Setup: Tables are to be round seating eight (8) or ten (10)
An eight (8) foot aisle from door to head table to allow room for escorting dignitaries by the National Honor Guard is required.
Head table raised/risers, podium and microphone. Should not exceed fourteen (14) guests (to avoid crowding) seated at the head table:
All National Officers
Pallas Athene
Mistress of Ceremonies
Guest Speaker
Other invited guests (Mayor, Governor, Senator, etc.)
Coordinate with Captain of the Honor Guard for nectar and ambrosia as well as dry ice for the Pallas Athene
- Reserved Tables: Past National Presidents
Uniformed members of the National Honor Guard
Other special guests such as WAC Mothers and their daughters are normally seated with the Past National Presidents if space permits, or with the Honor Guard. If these tables are full another table may be reserved.
Reserved tables for all attendees see Table Assignment Procedures

Guest speaker: There is only ONE (1) guest speaker and that speaker should be told, when invited, the amount of time allocated to their speech. It is suggested ten or twenty minutes is adequate. Other invited guests may be asked to say a few brief words, but should be informed that they are to be brief.

Sunday

Presidents Luncheon

- Time: 1:00 PM to approximately 3:00 PM
- Attended by: Registered members, their guests and other individuals who have made reservations.
- Room Setup: Tables are to be round seating eight (8) or ten (10)

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An eight (8) foot aisle from door to head table to allow room for escorting dignitaries by the National Honor Guard is required.

Head table raised/risers, podium and microphone. Seating for nine (9) at the head table:

All National Officers

Mistress of Ceremonies

Reserved Tables: Past National Presidents

Chapter Presidents

Uniformed members of the National Honor Guard

Newly elected incoming National Officers are normally seated with the Past National Presidents as space permits.

Other special guests such as WAC Mothers and their daughters are normally seated with the Past National Presidents as space permits, or with the Honor Guard, or Chapter Presidents

Reserved tables for all attendees see Table Assignment Procedures

No guest speaker or other invited guests may be seated at the head table for the President's Luncheon. This is an "in house" affair honoring Chapter Presidents and Past National Presidents, the installation of Officers and the close of the business meeting. Members of family and friends of members are invited to attend.

Table Assignment Procedure. Assigning tables allows those attending a function to enter at a leisurely pace and prevents a stampede at the door. Reserved seating is required at the Pallas Athene Luncheon and President's Luncheon. At the Company Party no reserved tables are necessary, but seating at tables is assigned.

A Table Reservation Sign Up Sheet Form can be found in the Forms Section. Do not hang these forms on the bulletin board or allow members to randomly sign up for tables. Assign one member of the committee to be located in the reservation area to handle table reservations.

When you know how many tables are required make up the Table Reservation Sign Up Sheets for all three social events. Write in the table numbers. In addition to the sign up sheet make a set of envelopes for each table with a numbered card for each seat that will be assigned. These cards could be about business card size and color coordinated with the meal tickets for the function.

Tell members when they pick up their social events tickets that they **MUST** sign up for a table for each event they will attend. They will need time to coordinate with friends before signing up for a table. In some instances one person might handle the signing for an entire table providing the name of each person she is signing up to the person on duty.

Assign seating by writing the name of the attendee on the form. Make sure you present them with the card showing the table number to which they have been assigned. If one

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person signs up for an entire table present that person with the envelope that contains all of the cards for that table.

Each person must present her table assignment card and ticket for the social event at the door when entering the banquet room.

If an attendee fails to sign up for a table they are to be held at the door until all others are in and seated. Then they will be allowed to find an empty seat.

National Honor Guard Escorting. The Convention Chairperson will have a list of all people to be seated at reserved tables. The Captain of the Guard will call the names and assemble the individuals in proper order.

All escorted members will gather at least fifteen minutes before the luncheon in the designated area. They will be announced by the Mistress of Ceremonies and escorted in as follows to their places at assigned reserved tables:

Chapter Presidents, in sequence by Chapter number (President's Luncheon only)

Past National Presidents in sequence by dates served (earliest to latest)

The newly elected incoming officers (President's Luncheon only)

WAC Mothers and their daughters to their places at assigned reserved tables.

Current National Officers:

Sergeant-at-Arms

Chaplain

Treasurer

Corresponding Secretary

Recording Secretary

2nd Vice President

1st Vice President

President

Table Decorations & Programs. This committee will need many members when the time comes to perform the work. The committee chairperson needs to work very closely with the convention chairperson. She should be involved in all decisions related to meals when planning for the choice of color scheme for linens, etc. Be sure to ask the hotel staff to allow you to work in the banquet room an hour before the scheduled meal for the placing of decorations and programs.

Table decorations may carry out the convention theme. The committee should decide on decorations for each event early and start working on them.

Programs (printed): Printed programs for each event are usual. Include the menu and a list of the dignitaries at the head table. Programs should carry out the convention theme.

Door Prizes Contact local merchants in an effort to obtain quality items for door prizes. Your chapter members may contribute too. Quality and not quantity is stressed in obtaining prizes. A sufficient number of prizes are equal to one per table. Friday night

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at the Company Party is a good time for door prizes. There are many clever ways to determine the winner: stickers on the table, chair or printed program, etc.

Drawings/Raffle Check with proper local and state agencies to insure there are no restrictions on the sale of merchandise and conducting raffles or drawings. There may be no restrictions, or there may be many. We must abide by the laws of the state in which the Annual Convention is held. As with door prizes contact local merchants and local chapter members to obtain items. A suggested value of \$30.00 is recommended. Don't refuse any offer. The easiest method is to use double ticket rolls.

The person in charge of these events shall give a written report to the Convention Chair and Convention Treasurer with the total amounts of money received for each event.

Postal Restrictions Postal regulations prohibit mailing of raffle tickets and prohibit the mailing of any kind of printed material advertising a raffle. It is against postal regulations to send money through the mail for purchase of raffle tickets. It is also illegal to announce the names of winners of raffle drawings in printed material of any kind sent through the mail. **DO NOT advertise a drawing or raffle in The Channel.** As a Federally Chartered organization we are required to abide by the law.

Pallas Athene. The hostess chapter selects a member of the Association to portray Pallas Athene (also fondly referred to as "Minnie" for the Roman Goddess Minerva) at the Pallas Athene Luncheon.

The costume for Pallas Athene is passed from one convention to the next. If the dress does not fit properly it is up to the hostess chapter to obtain a new costume. The headpiece, spear and shield are forwarded to the succeeding convention chairperson. A new costume, or refurbishing the headpiece, spear and shield are legitimate convention expenses.

Pallas Athene addresses her "subjects" from the podium after making her entrance. Her speech does not have to be lengthy. Two (2) or three (3) minutes are adequate. The speech should include some "words of wisdom", not just a history of who she is, etc. Pallas Athene or chapter members are responsible for writing the speech. See examples in Section 14 of this handbook.

The entrance of Pallas Athene can be as simple or as dramatic as the hostess chapter wishes. It is the chapter's decision to have lights out, with a spotlight on her, trumpets or music, etc.

The nectar and ambrosia should be in a silver or gold goblet and bowl. These items are passed from one convention to the next. Dry ice should be placed in the goblet with enough water to make it steam and seem more mystic. Use a variety of fruit for the ambrosia. Make arrangements with the hotel for these items.

Four (4) uniformed Honor Guard members will be assigned by the Captain to attend Pallas Athene. Two are designated to carry the nectar and ambrosia; the other two will attend "Minnie" after her speech taking her spear and shield. The four Guards remain at the rear of the room near the door until "Minnie" calls from the podium for her nectar and ambrosia.

When the emcee observes that Pallas Athene is prepared to make her entrance it is suggested that she states: "Please remain seated and very quiet as we are about to receive a very special guest".

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Pallas Athene comes in slowly either directly down the center aisle or weaving in among the tables. Several minutes might be consumed in her walk from the rear of the banquet room to the podium.

On the platform and at the podium still carrying her spear and shield she delivers her speech. Some have committed their speeches to memory. A helpful hint is for her to tape her speech on the inside of her shield. That way even if she has memorized her speech she will have it handy.

When she has completed her speech she will state: "Now bring my nectar and ambrosia". Pallas will then move from the podium to her designated place at the end of the head table. She remains standing until the four Honor Guard move forward down the center aisle. Two approach Pallas Athene take her shield and spear from her and place them in an area near her, and step back. The two Honor Guards carrying the nectar and ambrosia then approach Pallas Athene and place the items on the table in front of her. Pallas Athene then declares "LET THE FEAST BEGIN!" The Honor Guard proceeds to their assigned table for the luncheon.

Hospitality Room. The Hospitality Room is a great place for people to sit and visit as well as enjoy refreshments. Members of the local chapter often donate food and drink items. Some items to consider are: breads, cheese, crackers, cookies, fruit, and coffee, tea and punch.

The Honor Guard must be up and about early on Sunday to prepare for the Memorial Day Service. They appreciate pastries and coffee or juice as they seldom get time for breakfast on this day.

A VCR is a nice addition to the Hospitality Room. It is a great place to share pertinent videos.

Try to have a bulletin board for those who would like to post messages for others.

Obtain church service information and post it on the bulletin board. Of interest to some members is the time and location of Catholic services late Saturday afternoon or early Saturday evening. They will also need information on how to best get to there. This is where transportation by chapter members might be very important.

Contact the National President and ask her means of transportation to the convention. If she is using public transportation make sure of the name of the carrier and date and time of arrival. Have Hospitality Committee arrange to meet her and transport her to the hotel.

Emergency Aid. Emergency assistance should be located in the Hospitality Room and coordinated with hostess chapter members assigned to that duty. This committee is NOT a medical unit, but can dispense aspirin, band-aids, etc. They should know what equipment is available in the hotel such as wheel chairs. They must also know where to take emergencies including dental.

All persons registering for the convention are required to complete the Emergency Information Form. This information should be separated from the registration form and kept in the Hospitality Room so it is available in case of an emergency. The Emergency Forms should be destroyed within thirty (30) days after the close of the convention.

Entertainment Committee. This committee is responsible for entertainment at the Company Party. Other entertainment that this committee might consider are local sightseeing tours. Family members and friends of convention attendees are free during

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the business meetings and appreciate having something available to do. Remember these tours would be restricted to family and friend of convention attendees only. Saturday is a free night where some form of entertainment could be offered. Suggestion: boat rides, dinner theater, local fun spots, outdoor barbeque, etc.

Tours. It is not a requirement to schedule tours, but you might have short local tours of a few hours, or a post convention tour of several days. Whatever the type, the price charged must be adequate to cover all expenses involved including printing and postage.

Do not schedule a trip that will conflict with a business meeting. The first meeting is the Board of Directors meeting, which is held on Thursday (of the convention week). The main concern is that nothing be scheduled to start late afternoon, which might push for early adjournment of the Board of Directors meeting. Special activities such as an evening mixer party would be acceptable.

**Section 9
Meetings**

Space Requirements, Setup Requirements, Miscellaneous

The Convention Chairperson is responsible for making physical arrangements for all meetings at the convention. The National President should be asked for a schedule so she can inform the hotel of space requirements and the times the rooms are required. The following is a guide:

Wednesday

Pre-convention Executive Board Meeting

Time: Set by National President (usually in the evening around 7:00 PM)

Attended by: National Officers, National Parliamentarian, and Standing Committee Chairpersons upon request

Thursday

Board of Directors Meeting

Time: 9:00 AM to approximately 4:30 PM

Attended by: National Officers, National Parliamentarian, National Standing Committee Chairpersons, Past National Presidents, Chapter Presidents, Captain of the Honor Guard, Chairperson of the Members-at-Large Delegation; Special Committee Chairpersons if needed for the conduct of business.

The National President may invite candidates for National office and incoming Chapter Presidents.

Room Setup: Head Table raised on riser to seat eight (8)

Podium at head table with microphone connected to equalizer

Tables and chairs for approximately 100 to 120-classroom type seating (check registration for a more exact count)

Aisle microphones connected to equalizer

White or chalk board with chalk, marker and eraser

Table with chairs inside the room at one door for Credentials and National Sergeant-at-Arms

Honor Guard Meeting

Time: Set by the Captain of the Honor Guard (usually in the evening around 7:00 PM)

Attended by: National Honor Guard Members

Friday

Workshop

The 1st Vice President needs to coordinate her requirements for equipment such as audio or visual with the Convention Chairperson for this event.

Time: 9:00 AM to approximately 11:30 AM

Attended by: All registered members may attend

Room Setup: Head Table raised on riser to seat eight (8)

Podium at head table with microphone connected to equalizer

Tables and chairs for approximately 100 to 120-classroom type seating (check registration for a more exact count)

Aisle microphones connected to equalizer

White or chalk board with chalk, marker and eraser

Opening Business Session

Seating: The National Sergeant-at-Arms is responsible for designated seating arrangements at all business meetings. She may request the help of members of the National Honor Guard to place placards showing assigned seating on tables in the meeting room

Opening ceremony: The activities of the Honor Guard are the responsibility of the Captain of the Honor Guard. At the Friday opening business meeting the Honor Guard participates by escorting the National Officers and advancing the Colors.

Time: 1:30 PM to approximately 4:30 PM

Attended by: All voting members. Additionally all registered members and alternates are eligible to attend the business meeting but must be seated at the back of the room

Room Setup: Head Table raised on riser to seat eight (8)

Podium and microphone connected to equalizer at head table

Tables and chairs arranged in classroom type seating to accommodate all voting members (check registration for an exact count). Balance of room can be theater style seating.

Eight-foot aisle must be left down the center for Honor Guard use.

Aisle microphones (at least two (2)) connected to equalizer

White or chalk board with chalk, marker and eraser

Two (2) tables with chairs inside the room. One at each entrance for Credentials and National Sergeant-at-Arms

Saturday

Business Session

Seating: Same as for Opening Business Session
Time: 8:30 AM to approximately 12:00 PM
Attended by: Same as for Opening Business Session
Room Setup: Same as for Opening Business Session

Sunday

Memorial Service

The National Chaplain conducts this service and will coordinate all plans and arrangements with the Convention Chairperson, Captain of the Honor Guard and may ask for assistance from the hostess chapter Chaplain

Sunday morning the Convention Committee will need to procure a light meal for the Honor Guard consisting of coffee, juice and pastry type items, prior to the 7:00 AM service. They shall also have the necessary flowers, vase, candles (3), and lighter or matches ready for the Service at the National Chaplain's direction.

The Convention Committee shall procure

Coordination will be necessary in scheduling a bugler to play Taps. A recording may be used if a bugler is not available. (ROTC or Jr. ROTC members may be able to fill this requirement)

The National Chaplain will provide the design and camera-ready copy for the Memorial Service Program and ask that the Convention Committee have the program printed. Base the number of copies on anticipated attendance plus some extras.

Time: 8:00 AM to approximately 8:30 AM
Attended by: All members and their guests who desire to attend
Room Setup: Draped table at front, on a low riser to be used as an alter

Microphone on alter table

Table, not on riser, to be used for vase and flowers during memorial tribute.

Theater style seating to accommodate nearly all attendees and their guests. Spacing between the first three rows of seats should be greater to allow for presenters easy in and out access. 8-foot aisle down center for Honor Guard to present Colors

Business Session

Seating: Same as for Opening Business Session
Time: 8:30 AM to approximately 12:00 PM

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Attended by: Same as for Opening Business Session

Room Setup: Same as for Opening Business Session

Do not need Whyte or chalk board

Need table for Election and Tellers Committee for voter check-off and voting

Table(s) in close proximity to Credentials check-in tables for use by the Elections and Tellers Committee to check-off voters and give out ballots. There should be seating for three (3) or four (4) people at these tables.

Place table(s) at the back of the room to hold ballot box and space for members to mark ballots. Seating for three (3) or four (4) people

Make sure there are pens available on the voting table.

Coordinate the election setup with the Chairperson of the Election Committee and the Chair of the Tellers Committee. The Chairperson will ask for assistance in preparing the ballots for the election.

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Section 10 Documents and Printing

Printing. The Convention Chairperson will need to coordinate printing requirements with her committees. A Secretarial Committee responsible for printing, copying, or preparing documents is an excellent way to relieve the Chairperson of these responsibilities.

The following is a potential list: of items that may be requested by the National Officers and National Parliamentarian:

- Social event programs

- Memorial Service program (coordinate with National Chaplain)

- Credentials forms and reports

- Roster of attendees

- Ballots

Material for placement in the Registration Packets

- Board of Directors Meeting Agenda - National President

- Order of Business/Agenda - National President

- Rules of Convention - National Parliamentarian

- Proposed Amendments to the National Bylaws - National Parliamentarian

- Proposed Resolutions – Resolutions Chairperson

- Financial Statement - National Treasurer

- Proposed Budget - National Treasurer

- Reports from Standing Committee Chairpersons

After nominations from the floor, at the Saturday morning business meeting, the Election Committee may require assistance in typing and reproducing ballots for the election of officers on Sunday.

At least one typewriter or computer with printer should be available for use by attendees serving in an official status, such as special committee that might be required to work up a report for presentation.

Booklet Committee. This committee is responsible for the preparation and distribution of a booklet consisting of the Social Schedule, Rules of Convention, and Agenda in an abbreviated form, and paid advertisements. It may also include letters from dignitaries and a page of recognition to thank all who donated goods, service, time and talent to the Association for the Annual Convention.

Advertisement may be sold to help defray the cost of the convention. Many chapters will purchase from a quarter (1/4) to a full page.

Contact the following to participate:

- Convention Chairperson for the next Annual Convention to advertise their convention.

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The Immediate past National President will contact all Past National Presidents about taking out an advertisement.

Have the hosting chapter members contact local merchants to take an advertisement.

Notify all Chapters by placing an advertisement in The Channel showing the size and cost of advertising in the Convention Booklet.

It is suggested that all advertising be placed at the back of the convention booklet after the Rules of the Convention and the Schedule and abbreviated form of the Agenda.

Additional information that may be listed:

Hours for the Registration Desk and Gift Shop

Hours the Hospitality Room will be open

The Preamble and a brief history of the Association

A list of all the past Annual Conventions the year and city in which they were held

A listing of the current National Officers, Standing Committee Chairpersons, and Special Committee Chairpersons

A list of all Past National Presidents and the years in which they served as President.

An "In Perpetual Memoriam" page(s). This should list all deceased past National Presidents. The last name on the list will be Edith Nourse Rodgers, National Honorary Member.

Listing of the current convention chairperson and other hosting chapter members with specific assignments.

Acknowledgements listing members, friends and others who have donated time and/or materials toward the success of the convention.

Place the booklet in the Registration Packet for distribution.

All money received for advertisements must be transmitted to the Convention Treasurer for deposit on a regular basis. For accurate accounting purposes and ease in researching information if necessary, use the Convention Committee Transmittal of Funds Form.

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**Section 11
Task List**

<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>Cost or Remarks</u>
Hotel			
Cost effective?	_____	_____	_____
Is it secure & safe?	_____	_____	_____
Is there onsite security?	_____	_____	_____
Easy to reach from airport or car?	_____	_____	_____
Clean?	_____	_____	_____
Well run, e.g., staff seems competent and responsive	_____	_____	_____
Laid out in a functional way?	_____	_____	_____
Able to provide necessary meeting rooms?	_____	_____	_____
Able to provide necessary banquet rooms?	_____	_____	_____
Able to provide separate room for Memorial Service?	_____	_____	_____
Able to provide necessary sleeping rooms?	_____	_____	_____
Handicapped accessible?	_____	_____	_____
Obtain information in writing	_____	_____	_____
How many days before or after convention at same rate?	_____	_____	_____
Luggage storage on Sunday?	_____	_____	_____
Parking			
Is it adequate?	_____	_____	_____
Is it secure & safe?	_____	_____	_____
Is the cost separate?	_____	_____	_____
How close to the facility is it?	_____		
Sleeping rooms			
Room reservation made by hotel?	_____	_____	_____
What are registration rules?	_____		
What are departure rules?	_____		

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<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>Cost or Remarks</u>
Extra Rooms or Suites			
Gift Shop?	_____	_____	_____
Emblem Sales?	_____	_____	_____
Hospitality Room?	_____	_____	_____
President's Suite?	_____	_____	_____
Meeting Rooms			
Is appropriate space available?	_____	_____	_____
What costs are involved?	_____		
What set-up costs are included?	_____	_____	_____
Is needed equipment available?	_____	_____	_____
Microphones?	_____	_____	_____
Equalizer?	_____	_____	_____
Audio/Visual equipment?	_____	_____	_____
Copiers?	_____	_____	_____
Data Ports?	_____	_____	_____
Bulletin board?	_____	_____	_____
White or chalk board?	_____	_____	_____
Computers?	_____	_____	_____
Phones?	_____	_____	_____
Electrical outlets?	_____	_____	_____
Are there manually controlled thermostats?	_____	_____	_____
Are room's handicapped accessible?	_____	_____	_____
Are rooms designated for duration of convention?	_____	_____	_____
Are there columns that can block views?	_____	_____	_____
Are there windows?	_____	_____	_____
Can the room be darkened?	_____	_____	_____
Does the hotel want meeting schedules & room layouts in writing prior to convention?	_____	_____	_____
Can the rooms be entered the evening before for early set-up?	_____	_____	_____

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<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>Cost or Remarks</u>
Will the hotel arrange for room set-up if given directions?	_____	_____	_____
Meals			
Is appropriate space available?	_____	_____	_____
What costs are involved?	_____		
What set-up costs are included?	_____	_____	_____
Is needed equipment available?	_____	_____	_____
Microphones?	_____	_____	_____
Have all dietary issues been considered?	_____	_____	_____
Diabetic?	_____	_____	_____
Religious?	_____	_____	_____
Vegetarian?	_____	_____	_____
Menu selections?	_____	_____	_____
Beef?	_____	_____	_____
Chicken?	_____	_____	_____
Fish?	_____	_____	_____
Pork?	_____	_____	_____
Salad?	_____	_____	_____
Cost of meals (no more than \$3.00 over)?	_____	_____	_____
Gratuities are included	_____	_____	_____
Special rates or incentive	_____	_____	_____
Table decorations?	_____	_____	_____
Volunteers make decorations	_____	_____	_____
Volunteers to decorate tables	_____	_____	_____
Menu and program printing?	_____	_____	_____
Door prizes?	_____	_____	_____
Raffle/drawing?	_____	_____	_____
Breaks & Refreshments			
Hospitality Room Chair selected?	_____	_____	_____
Complimentary Suite available?	_____	_____	_____
Volunteers signed up?	_____	_____	_____
Donations requested?	_____	_____	_____

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<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>Cost or Remarks</u>
Menu planned?	_____	_____	_____
Decided on hours to be open?	_____	_____	_____
Coffee/tea outside meeting room?	_____	_____	_____
Cost?	_____	_____	_____
Honor Guard coffee & rolls early Sunday morning?	_____	_____	_____
Travel:			
Special rates or incentive negotiated with Airline?	_____	_____	_____
Bus	_____	_____	_____
Car	_____	_____	_____
Train	_____	_____	_____
Are connections to hotel from airport, train station, etc available?	_____	_____	_____
Bus	_____	_____	_____
Courtesy Van	_____	_____	_____
Shuttle	_____	_____	_____
Other	_____	_____	_____
Information sent to The Channel	_____	_____	_____
Tours:			
Pre-convention (optional)?	_____	_____	_____
Bus	_____	_____	_____
One-day tour (Wed. optional)?	_____	_____	_____
Bus	_____	_____	_____
Walking	_____	_____	_____
Post convention tour (optional)?	_____	_____	_____
Bus	_____	_____	_____
Accommodate disabled?	_____	_____	_____
Inform agency of average age and gender of the group.	_____	_____	_____
Tour Chair to handle reservations?	_____	_____	_____
Agency to handle reservations?	_____	_____	_____
Local attractions?	_____	_____	_____
Group prices?	_____	_____	_____

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<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>Cost or Remarks</u>
Gift Shop & Emblem Sales			
Chairperson selected?	_____	_____	_____
Complimentary room available?	_____	_____	_____
Volunteers signed up?	_____	_____	_____
Donations requested?	_____	_____	_____
Items priced?	_____	_____	_____
Decided on hours to be open?	_____	_____	_____
Raffle items donated?	_____	_____	_____
Raffle tickets available?	_____	_____	_____
Tables & chairs available?	_____	_____	_____
Area for Emblem Sales included?	_____	_____	_____

**Section 12
Check List**

<u>Task</u>	<u>Complete</u>
Bid & Theme	
Written bid prepared for presentation	_____
Theme selected	_____
Hotel	
Information about hotel in writing	_____
Advised the hotel of the intent to bid	_____
Confirmed bid accepted	_____
Contract in writing	_____
Rooms:	
Executive meeting	_____
Honor Guard meeting	_____
Board of Directors meeting	_____
Business Meeting	_____
Memorial Service	_____
Information to hotel	
Required room layout	_____
Meeting schedules	_____
Equipment:	
Riser with podium for business meetings	_____
Table and chairs for National Officers	_____
Microphones with equalizer	_____
Meeting room at least 2	_____
Memorial Service	_____
Company Party	_____
Pallas Athene Luncheon podium	_____
President's Luncheon podium	_____
Meeting room podium	_____
Bulletin Board	_____
Whyte board or chalkboard	_____
Sleeping rooms	
Release un-needed rooms	_____

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<u>Task</u>	<u>Date Complete</u>
Extra Rooms or Suites	
Gift Shop	_____
Tables & chairs	_____
Emblem Sales	_____
Tables & chairs	_____
Hospitality Room	_____
Tables & chairs	_____
The Channel (items sent to editor):	
Convention Committee Members	_____
Hotel reservation information	_____
Social Events	
Company Party menu selections & cost	_____
Pallas Athene Luncheon menu selections & cost	_____
President's Luncheon menu selections & cost	_____
Registration form	_____
Emergency form	_____
Advertising order form	_____
Tours	_____
Pre convention tour	_____
Wednesday tour	_____
Post convention tour	_____
Form with costs for each tour	_____
Monthly Articles	_____
October/November	_____
February/March	_____
April May	_____
June/July	_____
Meals Arranged	
Company Party	_____
Entertainment selected	_____
Menu printed	_____

Convention Planning Handbook

<u>Task</u>	<u>Date Complete</u>
Notification of menu selection & final count	_____
Pallas Athene	_____
Pallas Athene selected	_____
Pallas Athene speech prepared	_____
Pallas Athene costume ready	_____
Dry ice for nectar	_____
Fruit for ambrosia	_____
Guest speaker	_____
Menu printed	_____
Notification of menu selection & final count	_____
President's Luncheon	_____
Menu printed	_____
Notification of menu selection & final count	_____
Breaks and refreshments	
Hospitality Room	_____
Chair selected	_____
Hours of operation determined	_____
Assigned times to volunteers	_____
Donations solicited	_____
Honor Guard coffee & rolls early Sunday morning	_____
Coffee & Tea during meeting breaks (may be too costly)	_____
Travel:	
Available transportation:	
Air	_____
Special rates or incentive	_____
Bus	_____
Car	_____
Train	_____
Short Distance connections to hotel from airport, train station, etc.	
Shuttle	_____
Special rates	_____
Bus	_____
Special rates	_____
Information printed in The Channel	_____

Section 13
Pallas Athene Speeches (Examples only)

The following speech was written by Past National President Ethel Beck Aug. 1976 The theme of the 1976 convention was “Two Hundred Years of Women Who Served”.

Greetings from Mount Olympus!

Most of you, I'm sure, recognize me as Pallas Athene, the Greek goddess whose profile is the insignia of the Women's Army Corps and also the emblem of the WAC Veterans' Association. I personify feminine handicrafts, defensive warfare, wisdom and peace. WAC veterans often call me “Minnie”, from the Roman counterpart, Minerva, and I appear each year at their Annual Convention.

I, Pallas Athene, am happy that my 30th annual visit to the WAC Veterans' Association brings me once again to Florida, the state that is so highly favored by Apollo, the sun god. However, in recent times, the name “Apollo” seldom brings to mind a dazzling Greek god guiding his golden chariot through the heavens, bring sunlight to the world. Instead, Apollo now usually refers to the moon, or to the American spaceship, which made a joint flight with a Soviet craft last year.

Yes, times do change. Things have changed for Athena, too. My place as the patroness of the feminine arts of spinning and weaving fell into disuse long ago, and today the woman is rare indeed who spins and weaves in her home. As a matter of fact, even the terminology “feminine work” is disappearing. The traditional concept that woman's place is in the home is fading away as new horizons have opened up for her with a wide choice of occupations in both civilian life and military service. Opportunities for women in the Army have expanded greatly, and there are now more than 400 different jobs for WACs.

As the goddess of defense, I have observed with keen interest that WACs are now being trained in the use of weapons; however today's WAC is not the first of her sex to use military weapons. Two hundred years ago, “Molly Pitcher” replaced her husband when he collapsed at his cannon. Deborah Sampson masqueraded as a man so that she could fight as a Revolutionary soldier, and she was wounded twice before it was discovered that she was a woman. Women played an important role in the American Revolution and in other wars, but it wasn't until the 20th century that women gained military status.

Many of you present here today were among those who donned khaki uniforms to serve in the early days of the Women's Army Corps during World War II, and some of you have retired from the Corps. I, Pallas Athene, also expect to retire from the United States Army in a couple of years. As WACs are being permanently assigned to other branches of the Army, eventually the need will no longer exist for a separate Women's Army Corps. When the WAC is finally abolished, the WAC insignia with my profile will become as obsolete as the spinning wheel, and Pallas Athene will become a has-been as far as the Army is concerned. You who are now serving or have served under my aegis undoubtedly will look upon the phasing out of the WAC with a bit of sadness, and the Pallas Athene insignia will become in the future an even more cherished memento of your service days. Fortunately, because of your generous contributions, a new museum is being built at Fort McClellan, Alabama so that the many WAC treasures will

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not be lost. Nor will Pallas Athene be forgotten because my profile will continue to be the emblem of the WAC Veterans' Association.

I was chosen for the emblem of your organization not only because I personify defensive warfare, but also because I invented the olive branch, which is the symbol of peace. The preamble of your Association's constitution states that it is your purpose to promote peace. Everyone seems to want peace. But what is peace? Is it the absence of active warfare? Is it living together harmoniously? How is peace attained? First of all, peace does not begin with international units, nor does it begin with individuals, and it has a lot to do with love. I'm not referring to the emotional and sentimental attachment between two individuals, but to love in a much larger sense...love as an attitude of caring, of concern for people...the kind of love which extends beyond one's own small circle of friends and encompasses everyone, including those whose looks are not appealing, those whose personalities are not charming, those whose viewpoints are different, and those whose actions are displeasing. I'm speaking of a mature love that is shown by honest behavior, objectivity, and a willingness to examine facts, regardless of who may turn out to be right or wrong, and even when the truth may not be to one's own advantage or liking. Honesty, fairness, and kindness in dealing with those persons with whom one feels no special bond are better measurers of one's own love for humanity than is affection shown to family and friends.

Love fosters honesty; honesty promotes fairness and justice, and when the dream of justice for all is realized, there will be peace on earth.

Patricia Rathbone wrote the following speech in 1979. The theme was "A Tri-Cultural Experience" based on the Indians, Spanish/Hispanic and Anglo cultures of New Mexico.

I Pallas Athene, bring you greetings from Mount Olympus.

Though my likeness will no longer be worn by women active in the service of their country, this group of veterans will never forget me as goddess of war and wisdom and as protectress of women. After thirty-six years of being set apart, women in your Army have achieved the same status as the men they work beside. Though my image is no longer visible among them, my spirit will always be with them.

This year I am privileged to visit you in this wonderful Land of Enchantment, where atomic energy was developed and where today friendlier solar energy is being explored. Where balloons fill the skies, rising to record altitudes, spanning record distances, floating between continents - Apollo's chariot was never so elegant!

And long before Coronado searched in vain for seven cities of gold, Indians cultivated corn and squash in their pueblos, making pottery and performing their ancient ceremonial rituals. Today, these cultures have mingled, each contributing to the whole while retaining their individual flavors.

No one would insist that the deserts, mountains, mesas and caverns meld into a single prairie. Each has its own merits and is more appreciated for its contrast with another. Thus, I urge you to see that the lumps remaining in your cultural melting pot are never forced to be absorbed into one mass, so that there remains variety, truly the spice of your lives. Now, bring my Nectar and Ambrosia. LET THE FEAST BEGIN!

Barbara Albret wrote the following speech in 1994.

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Greetings Dear Earthlings!

Once again I descend from Mount Olympus to join you in your celebration the 48th Anniversary of the Women's Army Corps Veterans' Association.

This is my third visit to the Boston area for which I feel special affinity. Many of you know Boston as "Beantown", or the "Hub", or "The Cradle of Liberty." But do you know that the Boston area has also been called "The Athens of America?" Think of its great halls of learning, its renowned medical facilities, its famous museums, its achievements in Science, Law and the Arts, all these had their roots, as only in ideas, in my ancient Athens. Now you understand my special pleasure in being here with you today.

Some of you proudly wore my insignia as members of the WAAC in the early days of World War II. Many more of you have worn it as members of the WAC in World War II, in the Korean and Vietnam Wars, and in times of peace. True, not long after the Vietnam War, my insignia was retired but not my spirit. For all who have served, or are serving, in these years since 1978, including the Persian Gulf, I am you Heritage.

Originally you chose me as your symbolic leader because I am the Goddess of War and Victory. But, remember, Pallas Athene is multi-talented. I am the Patron of the Arts, the Protector of the Home. When you see me depicted with an owl by my side, you remember I am the Goddess of Wisdom. And when you see me pictured with an olive branch, you know I am also the Goddess of Peace.

And you, you are my Valiant Women. Despite criticism and even hardship, you dared to take up my shield. And because you dared to be different, you have made a difference. You have cared for your Country and Countrymen. You have served your Nation well.

Today, I join you to awaken the chords of memory that bind us together. Listen to them. Continue to make a difference. Be of service to your community, your country. And never forget you brother and sister veterans. Until we meet again, remember that I symbolize the bond between your pride in the past and your hope for the future.

AND NOW, BRING ME MY NECTAR AND AMBROSIA! LET THE FEAST BEGIN!

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Section 14
Sample Forms

**Women's Army Corps Veterans Association
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) _____ Date: _____

TO: National Credentials Chairperson
National Treasurer
National Corresponding Secretary

SUBJECT: Chapter Delegates to Annual Convention

Delegates to Annual Convention

Name of Chapter President (for current year ending 30 June): _____

Chapter President **WILL:** _____ **WILL NOT:** _____

attend in her capacity as a National Officer or Standing Committee Chairperson. If the Chapter President will not attend the convention, or will be attending in her capacity as a National Officer or Standing Committee Chairperson, the following **Chapter member is named as Chapter**

President Representative: _____

CHAPTER DELEGATES

CHAPTER ALTERNATES

- | | |
|-----------|-----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |
| 7. _____ | 7. _____ |
| 8. _____ | 8. _____ |
| 9. _____ | 9. _____ |
| 10. _____ | 10. _____ |

Note: INDICATE IF THE DELEGATE OR ALTERNATE IS TO HAVE A PROXY VOTE.

Signed Chapter President or Secretary (specify which): _____

WACVA-CHAP-15

Previous editions of this form are obsolete. This form may be photocopied or duplicated.

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**Women's Army Corps Veterans Association
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) _____ Date: _____

TO: National Credentials Chairperson, Annual Convention, WACVA

SUBJECT: Proxy Authorization

Proxy

Please be advised that I, Delegate

From Chapter (number and name): _____

In (City and State): _____

to the Annual Convention of the Women's Army Corps Veterans Association scheduled to be

held at the (name of hotel): _____

in (name of City and State): _____

hereby appoint the following as my Proxy, to vote and act in my name at all meetings and on all matters where authorized by the National Bylaws, with the same effect as if I were personally present.

Appointed member holding Proxy: _____

Status of Proxy Holder:

Chapter Delegate: _____

Chapter President or her Representative: _____

National Officer or National Standing Committee Chairperson from my Chapter: _

I hereby revoke any Proxy or Proxies heretofore given by me to any person.

Signed: _____ Date: _____

Place: _____

WACVA-CHAP-16

Previous editions of this form are obsolete.

This form may be photocopied or duplicated.

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Annual Convention Registration Forms

National Officers

National Officers	Name	Board Mtg. Thur. 8/15	Bus Mtg. Fri. 8/16	Bus. Mtg. Sat. 8/17	Bus. Mtg. Sun. 8/18	Reg. Paid
President	Lisa Szymanski					
1 st Vice Pres.	P. Gloria Vinskey					
2 nd Vice Pres.	Debra Gould-Avery					
Rec. Secretary	Victoria Davis					
Corr. Secretary	Terry Lee Scott					
Treasurer	Suzanne LaRocca					
Chaplain	Elsie Belanger					
Sergeant-at-Arms	Sheila Smith					
	TOTAL					
Immediate PNP	M. Pam Styx					
	TOTAL					
National Standing Committee Chair						
Const.& Bylaws Parliamentarian	Jean Stallings					
Community Projects	Evelyn Kennedy					
<i>The Channel</i> Editor	Imelda Carlton					
Finance & Invest.	Charlotte Phillips					
Hospital VAVS	Suzie McArthur					
Historian/ Publicity	Open					
Svc Inform. Officer	Lorna Perrigo					
Convention 2010	Suzie McArthur					
	TOTAL					
MAL Chairperson	Open					
Captain, Natl. HG	Lori Wysong					
	TOTAL					
ALL CATEGORIES	TOTAL THIS PAGE					

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Past National Presidents

Past National President (PNP)	Name	Board Mtg. Thur. 8/15	Bus. Mtg. Fri. 8/16	Bus. Mtg. Sat. 8/17	Bus. Mtg. Sun. 8/18	Reg. Paid
51-52	Audrey B. Spencer					
54-55	Lenora Fine					
57-59	Miriam Seltzer					
59-61	Ruth A. Gauger					
72-74	Dorothy A. Dickes					
76-78	Ruth E. Stubbs					
78-80	Edna M. Dryden					
80-82	Dorothy Janek					
82-84	Veronica Mazurek					
84-86	Leota (Susie) J. Banks					
86-88	Audrey Sewell					
90-92	Martha J. McBroom					
92-94	Martha A. LaMort					
94-96	Lurlene Dokes					
96-98	Mary (Cathy) Aleshire					
98-00	Patrice (Patti) Doeltz					
00-02	Eldora M. Engebretson					
02-04	Lizette Rhone					
04-06	Ann E. Tyler					
06-08						
08-11						
PNP	TOTAL ATTENDING					

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Chapter Presidents

Chapter)	President	Board Mtg. Thur. 8/15	Bus. Mtg. Fri. 8/16	Bus. Mtg. Sat. 8/17	Bus. Mtg. Sun. 8/18	Reg. Paid
1 Chicago	Rep Edith Hamill					
3 Columbus	Rep. Dorothy Renna					
10 Los Angeles	Sylvia Steinberg					
14 Bay State	Pat Jernigan					
15 Great Lakes	Frieda Williams					
27 Heart of America	Mary Sheehan					
33 Northern Virginia	Lois M. Beck					
48 St Louis	Helen Brookman					
50 San Diego	Mary Harrington					
52 Garden State	Amelia "Millie" Dudas					
56 Jacksonville	Ruby Braun					
57 Queen City	Vera Ulrich					
62 Heritage	J. Molly Edwards					
63 Evergreen	Mary A. Silvis					
64 Melbourne, FL	Afreda (Fritz) Kawohl					
66 Jersey Shore	Loretta Hoffman					
67 Wolverine	Evelyn Kennedy					
68 Saguaro	Grace Kokesch					
69 FL West Coast	Marilyn Voerg					
70 Free State	Wanda Story					
71 Ocala	Pam Styx					
73 Greater Orlando	Dorothy Smith					
74 Penn Jersey	Anna M. Hoffman					
75 Pike's Peak	Virginia H. Keifer					
76 Mile Hi	Joe Ann Gayton					
82 Southwest FL	M. Wierst-Parinello					
84 Palm Tree	Carmen Bozak					
88 Tampa Bay	Susie McArthur					
Chapter Presidents	TOTAL THIS PAGE					

Chapter Presidents continued next page

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Delegates

Chapter Authorized Delegates & Alternates	Chapter Delegate & Alternate Name	Bus. Mtg. Fri. 8/16	Bus. Mtg. Sat. 8/17	Bus. Mtg. Sun. 8/18	Reg. Paid
1 Chicago Delegates 2 Alternates 2	Delegate 1 Delegate 2 Alternate 1 Alternate 2				
3 Columbus Delegates 3 Alternates 3	Delegate 1 Delegate 2 Delegate 3 Alternate 1 Alternate 2 Alternate 3				
10 Los Angeles Delegates 4 Alternates 4	Delegate 1 Delegate 2 Delegate 3 Delegate 4 Alternate 1 Alternate 2 Alternate 3 Alternate 4				
Member-at-Large (MAL) Delegates 10 Alternates 5	Delegate 1 Delegate 2 Delegate 3 Delegate 4 Delegate 5 Delegate 6 Delegate 7 Delegate 8 Delegate 9 Delegate 10 Alternate 1 Alternate 2 Alternate 3 Alternate 4 Alternate 5				
Delegates	Total this page				
	Total Delegates				

Chapter Delegates continued next page

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Examples of Badges/Name Tags

All badges/name tags should give complete identifying information about the member:
Sample Badge:

WOMEN'S ARMY CORPS VETERANS' ASSOCIATION
(Roman Numeral) XXth Annual National Convention
Month Day & Year
City, State
Name
Voting or Attending Status (National, Delegate, Alternate, Member, Etc.)
Member's Chapter Name & Number or Member-at-Large
Member's Home City & State

EXAMPLES:

**National Officers
& Standing Chairpersons (White):**

Eldora M. Engebretson
National President
Saguaro 68
Phoenix, AZ

Ann E. Tyler
Nat'l 2nd Vice President
Maple Leaf 100
Brandon, VT

Doris Caldwell
Nat'l Constitution & Bylaws Chairperson
& Parliamentarian
San Pedro #95
Sierra Vista, AZ

Grace Kokesch
Chapter President
Saguaro #68
Phoenix, AZ

Honorary Members (Pink)

Lucille Engebretson
Honorary WAC Mother
Of
Eldora Engebretson

Hostess (Red):

Evelyn Kennedy
Hostess
Wolverine 67
Detroit, MI

**Delegates (Yellow)
Alternates (Blue):**

Ruth Thomas
Delegate
Evergreen 63
Tacoma, WA

Rose Cahall
Alternate
Saguaro 68
Phoenix, AZ

Margaret Hunter
Member
San Diego Mission #50
San Diego, CA

Members (Green):
Mattie M. Stephens
Delegate
Member-at-Large
Shreveport, LA

Jackie Pat Hallett
Honorary Member
Chapter 68
Phoenix, AZ

Karen A. Marrone
Hostess
Member-at-Large
Dixon, MO

The information about the member should be as legible as is possible. Shown, also, is optional use of the name of the organization on the tag/badge.

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Examples One of Convention Financial Statement

41st Annual National Convention

20-23 August 1987

Sheraton-Tacoma Hotel at Tacoma, Washington

Women's Army Corps Veterans' Association 1987 Convention Fund Report

13 February 1988

Income

Advance Money from WACVA National	\$ 500.00
Registration	1,926.00
Donation	13.00
Gift Shop and Hospitality Room	567.68
Raffles	816.00
Yearbook	4,840.00
Blake Island Salmon Bake Trip	5,740.00
Mount Rainier Trip	1,738.00
Socials	17,915.50
Bank Interest	502.00
Proxy Votes	<u>48.00</u>
Total	<u>\$34,606.42</u>

Disbursement

General Expenses	\$ 832.31
Registration	179.44
Credentials	25.60
Memorial Service	135.67
Refunds	749.00
Repayment of advance money to WACVA National	500.00
Yearbook	3,435.48
Blake Island Salmon Bake Trip	5,280.00
Mount Rainier Trip	1,587.00
Socials	<u>14,503.54</u>
Company Party	\$ 6,765.88
Pallas Athene Luncheon	3,864.92
President's Luncheon	<u>3,872.74</u>
Total	\$14,503.54
Sub Total	<u>\$27,228.04</u>
Evergreen Chapter 63, Tacoma, WA 40%	\$2,951.52
WACVA National 60%	<u>4,426.86</u>
Total Profits	7,378.38
Profit	<u>7,378.38</u>
	<u>\$34,606.42</u>

Signed by Treasurer of the WACVA 1987 Convention Fund

Signed by Chairman of the WACVA 1987 Convention Fund

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Examples Two of Convention Financial Statement
 FINANCIAL REPORT 55TH ANNUAL NATIONAL CONVENTION
 AUGUST 22 - 26,2001
 ROSEN CENTRE HOTEL, ORLANDO, FLORIDA
 PAM STYX, TREASURER
 10761 S.E. 72nd TERRACE
 BELLEVIEW, FLORIDA U420

INCOME

Advanced monies from National WAC Vet Association	1,000.00	
Registration	2,260.00	
Country Store	1,040.00	
Raffles	755.00	
Souvenir Book	2,195.00	
Tours	1,690.00	
Socials	18,796.00	
Donations	305.00	
Proxy Votes	64.00	
Money Orders for Returned Checks	188.00	
NSF Fee	12.00	
		<u>\$28,305.00</u>

DISBURSEMENTS

Repayment - Advanced monies from National WAC Veterans Assoc.	1,000.00	
General Expenses	2,032.97	
Registration	364.90	
Credentials	53.09	
Memorial Service	(21.07)	
Refunds		497.00
Souvenir Book	457.41	
Tours		
Tour #2 - Space Coast	1,080.96	
Tour #3 - Sterling Casino	75.00	
Socials		
Company Party	7,129.46	
Pallas Athene Luncheon	6,080.89	
President's Luncheon	4,679.55	
Profits: National WAC Veterans' Association	2,924.90	
Chapter #71, Ocala	150.06	
Chapter # 13, Miami	149.99	
Chapter #56, Jacksonville	149.99	
Chapter #64, Space Coast	149.99	
Chapter #69, St. Petersburg	149.99	
Chapter #73, Orlando	149.99	
Chapter #82, Southwest Florida	149.99	
Chapter #86, Winter Haven	149.99	
Chapter #84, Ft. Lauderdale	149.99	
Chapter #88, Tampa Bay	149.99	
Chapter #9 1, Daytona	149.99	
Chapter #97, Brooksville	149.99	
Chapter #109, Mt. Dom	149.99	
		<u>\$28,305.00</u>

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INCOME BREAKDOWN

Advance from National		1,000.00	
Registration - 226 @ \$10.00 ea.		2,260.00	
Country Store Proceeds		1,040.00	
Raffles:			
Company Party	\$295.00		
Pallas Athene Luncheon	160.00		
President! s Luncheon	<u>300.00</u>	755.00	
Souvenir Book			2,195.00
Tours:			
August 20th - Sterling Casino	30.00		
3 @ \$10.00 ea.			
August 21st -Space Coast	1,200.00		
24 @ \$50.00 ea.			
August 22nd - Sterling Casino	<u>460.00</u>	1,690.00	
46 @ \$10.00 ea.			
Socials:			
Company Party	7,471.00		
241 @ \$31.00 ea.			
Pallas Athene Luncheon	6,350.00		
254 @ \$25.00 ea,			
Presidents Luncheon	<u>4,975.00</u>	18,796.00	
199 @ \$25.00 ea.			
Donations:			
Chapter 56 - Jacksonville	125.00		
Registration Desk			
Chapters #73, #109, #71	<u>180.00</u>	305.00	
Proxy Votes - 8 @ \$8.00 ea.		64.00	
Money Orders:			
	35.00		
	<u>153.00</u>	188.00	
NSF Fees - 2 @ \$6.00 ea.			<u>12.00</u>
			<u>\$28,305.00</u>

BREAKDOWN OF DISBURSEMENTS

GENERAL EXPENSES:			
BANK CHARGES:			
Printing checks, Duplicate			
Deposit Tickets & Stamp		\$ 55.70	
NSF Fees - 2 * \$6.00 ea.		12.00	
Returned Checks	35.00		
	<u>153.00</u>	188.00	
HOSPITALITY ROOM - 1 Night Charge		72.80	
AUDIOVISUAL AIDS:			
Prepaid Hotel Advance	1,100.00		
Pre-settlement w/hotel	604.48		
Final Bill Adjustment	<u>(.01)</u>	<u>1,704.47</u>	2,032.97
Grand Ballroom A	301.46		

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Breakdown of Disbursements, continued:

Grand Ballroom A & Salon 1 & 2	490.57	
Grand Ballroom A & B	329.02	
Various Locations	583.42	

REGISTRATION:

Ink Cartridges	63.58	
Name Badges	124.50	
Envelopes (6x9)	19.56	
Add'l Name Badges/Misc	41.59	
Hotel Check-in/Set-up w/Bellhop	45.00	
Phone Call to Registrants	27.43	
Phone Calls to Registrants & Postage/Mailing Financial Statements & All Books to National Treasurer	<u>43.24</u>	364.90

CREDENTIALS:

Set-up Files	34.76	
Copies of Forms/Poster Board	<u>18.33</u>	53.09

MEMORIAL SERVICE:

Flowers From Hotel	53.93	
Pre-paid Hotel - Alice Pinette - Tune Piano	<u>(75.09)</u>	(21.07)

REPAYMENT:

Advance Money from National		1000.00
-----------------------------	--	----------------

SOCIALS:

COMPANY PARTY:

Meals sold 241 - Refunded 3		
Rosen Centre Hotel		
237 @ \$28.00	6,636.00	
Band for Social Event	375.00	
Bartender	84.80	
Decorations	9.00	
Printing/Programs	24.65	
Final Hotel Bill Adjustment	<u>.01</u>	7,129.46

PALLAS ATHENE LUNCHEON:

Meals sold 254 - Refunded 4		
Rosen Centre Hotel		
254 @ \$22.50	59,715.00	
Guest Speaker Airfare	199.00	
Four (4) Guest Meals	(90.00)	

Included in total paid to hotel

Favors/Decorations	76.26	
Printing/Programs	38.43	
Flowers from Hotel	55.00	
Final Hotel Bill Adjustment	<u>(2.80)</u>	6,080.89

PRESIDENT'S LUNCHEON:

Meals sold 199 - Refunded 5		
Rosen Centre Hotel		
194 @ \$22.50	4,365.00	

SAMPLE

Convention Planning Handbook

Decorations/Flowers/Misc.	290.54	
Printing/Programs	24.00	
Final Hotel Bill Adjustment	<u>.01</u>	4,679.55

REFUNDS:

Registration - 5 @ \$10-00 ea.	50.00	
Tour #1 - August 20th - 3 \$10.00 ea.	30.00	
Proxy Votes - 3 @ \$8.00	24.00	
Pre-tune Piano	75.00	
Company Party Meals - 3 \$31.00	93.00	
Pallas Athene Luncheon - 4 @ \$25.00	100.00	
President's Luncheon - 5 @ \$25-00	<u>125.00</u>	497.00

TOURS:

Tour #2 - Space Coast - August 21st		
Bus/Tolls/Gratuity	1,080.96	
Tour #3 - Sterling Casino - August 22nd		
Gratuity to Driver	<u>75.00</u>	1,155.96

SOUVENIR BOOK:

Printing	380.00	
Mailing/Postage - 54 @ \$1.26	<u>77.41</u>	457.41

2001 CONVENTION FUND PROFITS:

Nat'l WAC Veterans' Assoc.	2,924.90	
Ocala Chapter #71	150.06	
Miami Chapter #13	149.99	
Jacksonville Chapter #56	149.99	
Space Coast Chapter #64	149.99	
St. Petersburg Chapter #69	149.99	
Orlando Chapter #73	149.99	
Southwest Florida Chapter #82	149.99	
Ft. Lauderdale Chapter #84	149.99	
Winter Haven Chapter #86	149.99	
Tampa Bay Chapter #88	149.99	
Daytona Chapter #91	149.99	
Brooksville Chapter #97	149.99	
Mt Dora Chapter #109	149.99	
		4,874.84
		<u>\$28,305.00</u>

Copies to:

Eldora Engebretson, National President
 Suzanne LaRocca, National Treasurer
 Ronnie Millard, Chairperson 2002 WAC Convention

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Convention Planning Handbook

**Women's Army Corps Veterans Association
Annual Convention
ALL ABOARD FOR THE CHATTANOOGA CHOO-CHOO**

Executive Board Meeting - 29 August
Board of Directors Meeting - 30 August
Convention - 31 August - 2 September

Location: Chattanooga Choo-Choo Holiday Inn
1400 Market Street
Chattanooga, Tennessee 37402

Reservations: To secure the special rate for our group, a three-letter code **WMV** has been assigned. For reservations, you may call the local toll free number (1-800-872-2529), the Worldwide Holiday Inn toll free number (1-800-465-4329) or go on line (www.choochoo.com), using the three letter code. Please tell the reservationist your arrival date and refer to our group to receive the special rate, or you may complete the information below and mail it with your form of payment. These rates are effective from August 27, 2007 to September 5, 2007. **RESERVATIONS MUST BE RECEIVED BY JULY 29 2007.**

Check in time is 3:00 P.M.-----Check out time is 11:00 A.M. (If attendees are in meetings past 11:00 A.M. arrangements will be made with the hotel for an appropriate hold area for luggage.

Single or Double Room Rates: \$99.96 tax included - Traincar Rate: \$162.98 tax included

**Reservations Department
Chattanooga Choo-Choo Holiday Inn
1400 Market Street
Chattanooga, TN 37402**

**Women's Army Corps Veterans Assn/Group Code: WMV
August 29 - September 2, 2007**

Single Rate: (1 Person): \$85.00 Reservations must be received by July 29, 2007
Double Rate: (2 Persons): \$85.00 After This Date Reservations Are Subject To
Availability
Traincar Rate: \$139.00 Please indicate desired accommodations:
Plus current tax rate: 17.25% King (1 King bed) Double (2 Double Beds)
(Tax Rate subject to change) Smoking Non-smoking

Name: _____ Phone No. () _____

Address: _____

City _____ State _____ Zip Code _____

Arrival Date _____ Departure Date _____ No. of Rooms _____

No. Adults _____ Credit Card _____ Exp. Date _____

No. Children: _____ Credit Card No: _____

Children under 18 free in same room with parents

FREE AIRPORT SHUTTLE SERVICE IS AVAILABLE. PLEASE CALL IN ADVANCE.

1-800-872-2529 / (423) 266-5000

The Dates for the Meeting Are Listed Above-Any Variation Is Subject To Availability

S A M P L E

Convention Planning Handbook

**Women's Army Corps Veterans Association
Annual Convention**

Tour the History of the Civil War

Before the Convention, we are offering a tour on Wednesday, 29 Aug 2007. This is a bus tour and includes the following:

- 9:30 AM Depart Chattanooga Choo-Choo Building #1
- 10:00 AM Visit the 6th Cavalry Museum at Fort Oglethorpe
- 11:00 AM Visit Chickamauga Battlefield Visitors Center
View Fuller Gun Collection
- 11:30 AM Tour Battlefield with a Guide
- 1:00 PM Lunch at Gordon Lee Mansion (Box Lunch)
- 2:00 PM Tour Gordon Lee Mansion
- 3:00 PM Tour Gordon Lee Mill & Coke (Coal) Ovens
- 4:00 PM Depart for Hotel
- 4:30 PM Arrive at the Hotel

We must have at least 30 people to go on this tour before we can book it. The cost is \$53.00 per person.

If you are interested, please mark the appropriate box on the Registration Form.

Look forward to seeing all of you at the convention.

Martha McBroom
Convention Chairperson

S A M P L E

Convention Planning Handbook

**Women's Army Corps Veterans Association
2007 Annual Convention Registration Form**

Name: _____ Name in Service: _____

Address: _____
Street City State & Zip

Email address: _____ Phone No. _____

Provide Chapter # : _____ or specify MAL: _____

I will be participating as a member of the Honor Guard _____

Check only ONE of the following: I am attending the 2007 Convention as a:

National Officer: _____ Title: _____

Natl. Standing Committee Chair: _____ Committee Name: _____

Past National President..... _____ Immediate Past National President _____

Captain of the Honor Guard: _____

Chapter President: _____

If Chapter President's Representative check here: _____

Chapter Delegate: _____

Chapter Alternate: _____ Chapter Member: _____

Chairperson of MAL delegation: _____

Member-at-Large Delegate: _____

Member-at-Large Alternate: _____

NOTES: If you hold two offices, i.e., Chapter President and National Standing Committee Chairperson, you are entitled to **ONLY ONE VOTE** and should **check ONLY the box for the position in which you will be voting.** Temporary Chapter President & Delegates do vote.

Fifteen dollars (\$15.00) Registration fee must accompany this form. Please write only one check for the registration fee and social events.

Ten dollars (\$10.00) Fee for PROXY VOTE must accompany this form and be included with the registration fee and cost of social events. Proxies can be held by National Officers, Standing Committee Chairperson, Chapter President, or Chapter Delegate.

Make check for total amount payable to "WACVA 2007 Convention Fund." Mail check with Registration Form, Social Events Reservation Form, and Emergency Information Form to:

- **REGISTRATION FORMS WILL NOT BE PROCESSED WITHOUT REGISTRATION FEE.**
- **DEADLINE FOR RECEIPT OF REGISTRATION & SOCIAL EVENT RESERVATIONS IS: 29 July ____.**

Cancellation policy: Deadline for cancellation to obtain full refund is: _____

_____ Please mail your Registration and Social Event Reservations as early as possible. Don't forget to complete and enclose your Emergency Information Form.

DEADLINE FOR RECEIPT OF REGISTRATION & SOCIAL EVENT RESERVATIONS IS: 1 JULY ____

Cancellation policy: Deadline for cancellation to obtain full refund is 20 July _____ Please mail your Registration and Social Events Reservations as early as possible. Don't forget to complete and enclose your Emergency Information Form.

If you are entitled to reimbursement from National as a National Officer; or participating Honor Guard member submit request through proper channels to the National treasurer. If you are Chapter member entitled to reimbursement by your Chapter, submit your request to your Chapter.

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Convention Planning Handbook

Women's Army Corps Veterans Association

2007 Annual Convention

Registration Fee.....\$15.00

Social Reservation Form

Company Party (Friday 31 Aug) \$35.00

Four Entrée Buffet – Southern Fried Chicken, Old Fashioned Pot Roast, Hickory Smoked Barbecue Ribs, Fried Spring Water Catfish w/hushpuppies _____ \$ _____

Pallas Athene Luncheon (Saturday 1 Sep) \$18.00

Roast Loin of Pork or Buttermilk Chicken _____ \$ _____

President's Luncheon (Sunday 2 Sep) \$20.00

Roast Sirloin of Beef or Key West Tilapia _____ \$ _____

Note: Vegetarian meals and meals for those with dietary restrictions are available. Please note special requirements for each meal

Tour on 29 August \$53.00 _____ \$ _____

Total of Social Reservations, Registration Fees & Tour _____ \$ _____

Emergency Information Form

Your Name: _____ Chapter # or MAL _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME: _____ Relationship: _____

STREET ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

IF UNABLE TO CONTACT PERSON ABOVE, PLEASE GIVE NAME, PHONE NUMBER, ADDRESS AND RELATIONSHIP OF ALTERNATE CONTACT:

Are you allergic to any medication? YES _____ NO _____ IF YES PLEASE SPECIFY:

Do you have any additional medical problems that we should be aware of in case of an emergency? If YES, please indicate here: _____

Asthmatic _____ Allergies including food: _____

Diabetic: _____ Other: _____

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**Women's Army Corps Veterans Association
Annual Convention**

FROM: Chapter (Name & No.) _____ Date: _____

TO: WACVA Convention, _____

National Corresponding Secretary, _____

SUBJECT: Chapter Delegates to Annual Convention

Delegates to Annual Convention

Name of Chapter President (for current year ending 30 June): _____

Chapter President **WILL:** _____ **WILL NOT:** _____ attend in her capacity as a National Officer or Standing Committee Chairperson. If the Chapter President will not attend the convention, or will be attending in her capacity as a National Officer or Standing Committee Chairperson, the following **Chapter member is named as Chapter President Representative:**

CHAPTER DELEGATES		CHAPTER ALTERNATES	
1.	_____	1.	_____
2.	_____	2.	_____
3.	_____	3.	_____
4.	_____	4.	_____
5.	_____	5.	_____
6.	_____	6.	_____
7.	_____	7.	_____
8.	_____	8.	_____
9.	_____	9.	_____
10.	_____	10.	_____

Note: INDICATE IF THE DELEGATE OR ALTERNATE IS TO HAVE A PROXY VOTE.

Delegate _____ Appointed Proxy: _____

Delegate _____ Appointed Proxy: _____

Delegate _____ Appointed Proxy: _____

Delegate _____ Appointed Proxy: _____

Proxy Fee of \$10.00 ea. proxy must be remitted with this form. Amount enclosed: _____

Signed Chapter President or Secretary (specify which): _____

S A M P L E

Convention Planning Handbook

**Women's Army Corps Veterans Association
Annual Convention**

FROM: Chapter (Name & No.) _____ Date: _____

TO: WACVA Convention, _____

SUBJECT: Proxy Authorization

Proxy

Please be advised that I, _____ Delegate

From Chapter (number and name): _____

In (City and State): _____

to the Annual Convention of the Women's Army Corps Veterans Association scheduled to be held at the Chattanooga Choo-Choo Holiday Inn in Chattanooga, TN hereby appoint the following as my Proxy, to vote and act in my name at all meetings and on all matters where authorized by the National Bylaws, with the same effect as if I were personally present.

Appointed member holding Proxy: _____

Status of Proxy Holder:

Chapter Delegate: _____

Chapter President or her Representative: _____

National Officer or National Standing Committee Chairperson from my Chapter: _____

I hereby revoke any Proxy or Proxies heretofore given by me to any person.

Signed: _____ Date: _____

Place: _____

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Convention Planning Handbook

**Women's Army Corps Veterans Association
Annual Convention Guest Registration Form
Honorary Member if Attending**

Honorary Member's Name: _____

Name of WACVA Member _____

Guest's Street Address: _____

City _____ State & Zip: _____

Email Address: _____ Phone: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Mother of Member if Attending

Mother's Name: _____

Name of WACVA Member _____

Mother's Street Address: _____

City _____ State & Zip: _____

Email Address: _____ Phone: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Daughter of Member if Attending

Daughter's Name: _____

Name of WACVA Member _____

Daughter's Street Address: _____

City _____ State & Zip: _____

Email Address: _____ Phone: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Guest of Member Attending

Guest's Name: _____

Name of WACVA Member _____

Guest's Street Address: _____

City _____ State & Zip: _____

Email Address: _____ Phone: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Be sure to include meal selections and payment for your guests with your registration. There is no registration fee for Honorary Members or Guests

S A M P L E

Convention Planning Handbook

**Women's Army Corps Veterans Association
Annual Convention Guest Emergency Information Form**

Guest's Name: _____ Guest of: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Primary Contact:

NAME: _____ Relationship: _____

STREET ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

IF UNABLE TO CONTACT PERSON ABOVE, PLEASE GIVE NAME, PHONE NUMBER,
ADDRESS AND RELATIONSHIP OF ALTERNATE CONTACT:

Are you allergic to any medication? YES _____ NO _____ IF YES PLEASE SPECIFY

Do you have any additional medical problems that we should be aware of in case of an
emergency? If YES, please indicate here: _____

Asthmatic _____ Allergies including food: _____

Diabetic: _____ Other: _____

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Convention Planning Handbook

**Women's Army Corps Veterans Association
Annual Convention Advertising Order Form**

Please write a SEPARATE check for your black and white ad payable to:

WACVA _____ CONVENTION FUND

Send to: WACVA Convention, _____

DEADLINE IS _____

Check space provided for desired size of advertisement.

A. Large Ads for chapters, business, or individuals:

_____ Full Page \$100.00 _____ Half Page \$50.00
(4 7/8" W X 8" H) (4 7/8" W X 3 7/8"H)

B. For chapters, business:

_____ Quarter Page Vertical \$25.00 _____ Quarter Page Horizontal \$25.00

C. For individuals only:

_____ E-Mail Address \$5.00 _____ Personal Business Card \$15.00

Copy to read (or attach separate sheet containing text or artwork)

Submitting Chapter's Number: _____ or name of individual _____

Address of Chapter or individual submitting ad:

Street Address: _____

City _____ State & Zip: _____

WACVA CONVENTION COMMITTEE CHAIRPERSONS

Chairperson: _____
Co-Chair: _____
Treasurer: _____
Credentials: _____
Convention Book: _____
Drawing: _____
Hospitality: _____
Registration: _____
Seating and Table Decorations: _____
Secretary _____

S A M P L E