

# **CONVENTION DIRECTIVES MANUAL**

**REVISED 2017**

Amended 2018

Amended 2020

Committee:

Joyce Milberg, GCFP President 2019-21  
Judith Schaffer, Convention Coordinator  
Susan Semple, Organizational Studies Chair

## THE CONVENTION FLOWER

My experience working with and serving on Convention Committees has caused me to liken the development of a Convention to the growth of a flowering plant from the planting of the seed until it comes into bloom.

Since this is a newly revised Convention Directives Manual, I thought it might be appropriate to share my analogy with Convention Committees of the future.

The seed is planted when Districts become aware that it is their turn to host the Annual Convention.

Just as the seed begins to wrestle to establish itself in its earthly environment before giving forth life and sending out roots, so a District experiences a period of uncertainty seeking direction to proceed.

As the seed takes root and the plant receives food, it starts to grow and so does the Convention start to take shape as it is nourished by the gifts of time, talent, expertise and the ideas of many dedicated persons.

Because of this dedicated involvement, decisions are made, details are taken care of and, like the plant which comes forth out of the ground into the light of day, so the Convention Plan gels and the Committee sees daylight ahead and concentrates their efforts to presenting the best Convention possible.

Well-nourished and supported by persons who care, the plant continues to mature in anticipation of that special time when it will come to flower.

As ideas and plans become reality, CONVENTION TIME has arrived and like the plant, a beautiful bloom has been created, THE CONVENTION, a FLOWER for all to enjoy.

Dorothy Hermani, President  
Garden Club Federation of Pennsylvania '89-91

Printed in Memory of Dorothy Hermani  
1916-2016

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## THE GCFP ANNUAL CONVENTION

The Bylaws of the GCFP state: "The Garden Club Federation of Pennsylvania shall hold an Annual Convention in the spring". The purpose of the Annual Business Meeting is to provide an opportunity for the membership to conduct the business of the organization.

The two designated items of business to be voted on by the registered attendees are:

1. The election of GCFP officers in the odd-numbered years
2. Bylaws amendments or changes at any Annual Convention.

There are cogent reasons to encourage club representation at the Annual Convention. These reasons are the most important:

1. To learn more about the GCFP and the NGC and what they stand for:  
(A strengthening of the chain from National through State and District to the Clubs)
2. For club members to meet State Officers, Chairs and other club members, and to exchange ideas with them.
3. To hear outstanding speakers that the average club could not afford. The speakers should be in any of the specific areas of our interests (such as protection of natural resources and civic beauty, improvement of roadsides and parks; advancement of the fine arts of gardening, landscape design, floral design, and the study of horticulture; cooperation with other agencies or organizations having similar interest to our own in the furtherance of our mutual aims.)

Recent gaming laws in the Commonwealth of Pennsylvania require GCFP to obtain a "Small Games of Chance" license each year.

1. The license is valid for the month of April only and is obtained primarily for the raffle(s) carried on during the annual convention.
2. The GCFP Treasurer or Headquarters Secretary will obtain the license from their local County Treasurer's office.
3. The validated certificate will be hand delivered to the convention by either the Headquarters Secretary or the Liaison to Headquarters and must be readily available should anyone request it. *Be sure there is a copy, of the original, in the envelope so that there is proof in case something happens with the original. (Headquarters Secretary will provide this copy)*

Abbreviations used in this manual:

GCFP - Garden Club Federation of Pennsylvania  
NGC - National Garden Clubs, Inc.  
KG - Keystone Gardener  
CAR-SGC - Central Atlantic Region of State Garden Clubs, Inc

## I GCFP PRESIDENT

Invitations to the National President and CAR-SGC Director shall be made by the GCFP President (who will be in office at the time the Convention takes place) as early as possible. It is recommended that the Central Atlantic Regional Director is invited to be the special guest of the GCFP in the even-numbered years and the President of National Garden Clubs, Inc. in the odd-numbered years, so that the NGC President may install the incoming Officers of the GCFP if this is the wish of the President-elect. If the NGC President cannot attend, the CAR-SGC Director shall be asked to install the incoming Officers, if this is the wish of the President-elect. The odd/even year scenario does not always work but is a suggestion. It is more important to issue the invitation very early as there can be schedule conflicts.

The invited dignitary shall be asked to address the Annual Convention at a luncheon or banquet of her/his choice.

- A. Work with the Convention Coordinator to select the Host District and consider Convention sites.
  1. The GCFP shall hold an Annual Convention during the spring
  2. Conventions should be set three years in advance
  3. The days of the GCFP Convention, during the month of April shall be open and flexible as to what works best for the District hosting the convention, providing the State President is in agreement.
  4. Consideration should be given to Easter/Passover holidays and Election Primaries in Presidential years
- B. Approve a Convention Chair after consultation with District Director in the area where the Convention is to be held. (In the case when there are two Districts involved, the GCFP President approves Co-Chairs, one from each District, if requested).
  1. Approve two years in advance
  2. Notify the Convention Coordinator of the appointments
- C. Appoint an Advisor to serve on the Convention Committee. The Convention Advisor should be a former GCFP President from the hosting District whenever possible.
- D. Approve the convention workshops and programs for the luncheon and banquets before final arrangements are made by the Program and Workshop Chairs.
- E. Approve the "Official Convention Call" before it is published in the Keystone Gardener and/or posted online.
- F. Appoint or approve the following people for Convention in general:
  1. To give a Blessing for opening day evening Event second day afternoon Event and evening Event.
  2. To introduce the program speakers and/or designers for opening day evening Event, second day afternoon Event and second day evening Event.
  3. **\*\*Note:** Judges Council Chair appoints people to give the blessing at the Judges Council Luncheon and to introduce the third day afternoon Event designer.
- G. Appoint or approve the following people for the Business Meeting:
  1. Two timekeepers
  2. Committee of three to approve the minutes of the Convention.
  3. **\*\*Note:** these GCFP Board Members and Convention Committee Members have

specific obligations at state convention:

- a. Director of the Host District gives the "Welcome"
  - b. Director of District hosting Convention in the following year gives the "Response"
  - c. Convention Chair moves to "Adopt Convention Program"
  - d. Convention Registrar gives the "Preliminary Credentials Report" at the Opening Session and the "Final Credentials Report" at the close of the Convention
  - e. GCFP Chaplin presents a Memorial Service, the Invocation and the Benediction
  - f. GCFP Protocol Chair and Vice Chair serve as the Convention Protocol Chair and Vice Chair.
- H. Consult with the following to schedule their presentations:
1. Award Chair and/or Award Vice Chair (usually at all meals)
  2. Newsletter Chair (usually at a meal)
  3. Seed Money Grant Chair (usually at business meeting)
  4. Smokey Bear/Woodsy Owl Chair (usually opening day evening Event)
  5. Trash to Treasure Chair (usually at business meeting)
  6. Yearbook Chair (usually at meal)
  7. Youth Chair (K-6<sup>th</sup> Grade and 7-12<sup>th</sup> Grade (usually opening day evening Event)
  8. Other award/grant presenters (as time allows)
  9. Forget Me Not Award (usually at the second afternoon Event)
- I. Prepare the Convention Schedule after all appointments have been made and all Chairs presenting awards have been placed.
1. Consult with the Convention Chair for changes and additions
  2. Submit to Convention Booklet Chair for publication
- J. "Work closely with the GCFP Protocol Chair to coordinate seating at the Head Table(s), Honor Table(s), and to coordinate the "Introduction of District Directors and Club Presidents."
1. Designate groups to be honored with special seating
  2. Special seating for a single meal might include:
    - a. Life Members (usually opening day evening Event)
    - b. District Directors and Club Presidents (Usually second day evening Event)
    - c. GCFP Chairs
    - d. High School Essay Contest winner, her/his family, garden club sponsors (opening day evening Event)
    - e. Convention Registrar
  3. Special seating for all meals
    - a. Invited Guests (National President and/or CAR-SGC Director)
    - b. Former GCFP Presidents
    - c. Former National Presidents and/or CAR-SGC Directors in attendance
    - d. Convention Chair and Vice Chair
    - e. State Awards Chair

## **II GCFP STATE CONVENTION COORDINATOR**

- A. Standing Chair on GCFP Board of Directors
1. Supervise and coordinate plans and arrangements for Convention (GCFP assigned duty)
- B. Duties:
1. With Convention Chair, form a committee to select a convention site
    - a. Coordinator-Chair
    - b. GCFP President
    - c. GCFP First Vice President

- d. District Director or Directors of Host District(s)
2. Make sure the Convention Chair has introduction to hotel staff, etc.
3. Investigate sites recommended by local members who are knowledgeable.
4. Apply check list for hotels to see if they come up to specifications
  - a. All facilities under one roof, free parking if possible
  - b. Bedrooms for 250 people (many double occupancy)
  - c. Banquet rooms to seat 250-300 people
  - d. Exhibit room (1,000 sq. ft.) or suitable area
  - e. Ways and Means Boutique – should have lock capability
  - f. Three meeting rooms for Workshops, each to seat 40-60 people
  - g. Work room – approximately 400 sq. ft. with lock, near ballroom for floral centerpiece assembly (availability of water near it).
  - h. Meeting room to seat approximately 200 people for Annual Business Meeting and Judges Council Meeting
5. Submit date and place to be approved by Executive Committee and Board of Directors as soon as possible.
6. Secure all agreements in writing, including the final contract from the hotel and send copies to the GCFP President, the Convention Chair and the Convention Advisor.
7. Set up Conventions three years in advance, rotated geographically
8. Be responsible for interpreting policies of the GCFP
9. Assist the Convention Chair in any way she/he requests
10. Give the Chair a copy of the Convention Directives and go over them with her/him as soon as she/he is appointed.
11. Keep a permanent file of attendance at all events. Give copies of this to the Chair of the next Convention.

### **III GCFP CONVENTION CHAIR**

- A. Consult with GCFP President. Receive record book of past Convention from immediate Past Convention Chair.
- B. Consult with GCFP Convention Coordinator; receive directives and contract with hotel. CONTRACT MUST BE SIGNED BY GCFP PRESIDENT AND 1<sup>ST</sup> VICE PRESIDENT.
- C. Consult with District Director to determine a Convention Committee representing all member clubs.
- D. Appoint a Convention Committee to include:
  1. Vice-Chair chosen with approval of the GCFP President. If desired a 2<sup>nd</sup> Vice-Chair can be appointed.
  2. Advisor – usually a former GCFP President, appointed by the GCFP President
  3. Registrar: the following sub-committee members may be appointed by the Chair or by the Registrar, with whom they work closely
    - a. Assistant Registrar
    - b. Gift Bags Chair
    - c. Ticket Chair
    - d. Information/Lost and Found
  4. Secretary
  5. Treasurer: pays all Convention bills only after approval by Convention Chair
  6. Design Coordinator
    - a. Centerpiece Chair

- b. Honor Designs Chair
  - 7. Exhibits
  - 8. Hospitality, optional depending on hotel
  - 9. Pages, Ushers and Greeters
  - 10. Photography: A photographer (not necessarily a professional) is needed to take pictures for the Record Book
  - 11. Printing and Posters
  - 12. Program Chair
    - a. Speakers – consult with the GCFP President for her/his approval
  - 13. Publicity
  - 14. Reception, consult with GCFP President (only done in the year of installation of new GCFP President)
  - 15. Record Book
  - 16. Tour Chair (if needed)
  - 17. Workshops – consult with the GCFP President for her approval
- E. Select a theme for Convention after consulting the GCFP President and the Convention Committee.
- F. Set a registration fee after reviewing budget, and consult with the following:
- 1. GCFP President
  - 2. Convention Treasurer
  - 3. Printing and Posters Chair to determine cost of program booklet
  - 4. Registration Chair to determine postage, name badge, etc. costs
  - 5. Design Coordinator for cost of centerpieces, honor designs, and lobby decorations.
  - 6. The Keystone Gardener for cost of printing front cover, if color is requested by Convention Committee.
  - 7. Hospitality Chair for estimated cost of coffee if provided by the hotel on a per gallon basis (if allowed by the facility and desired by the host District)
- REGISTRATION FEE SHOULD BE KEPT AS LOW AS POSSIBLE AND BE THE SAME FOR EACH REGISTRATION (WHETHER FULL OR PART TIME, AS COSTS ARE BASICALLY THE SAME). HOWEVER, SUGGEST THAT LATE REGISTRATION FEE BE SUBSTANTIALLY HIGHER TO ENCOURAGE PEOPLE TO REGISTER EARLY.*
- G. Schedule the first meeting as early as possible after appointment.
- 1. Discuss all phases of the convention
  - 2. Designate responsibilities
- H. Give each chair a copy of the Time Table (see back of manual) and a copy of their duties from the Directives.
- I. Schedule future meetings – at least one at the hotel where convention is to be held.
- J. Liaison with Hotel
- 1. Get copy of agreement with hotel from Convention Coordinator
  - 2. **ONLY THE CONVENTION CHAIR SHOULD BE THE CONTACT WITH THE HOTEL FROM NOW ON.**
  - 3. Clear dates with the hotel. Decide on deadlines for reservations. Allow four days for late delivery – that is, set date four days earlier than date required by hotel.
  - 4. Clear meeting room dates for each event. Consult Coordinator and Program Chair. **HAVE ALL ARRANGEMENTS CONFIRMED IN WRITING**
- All contracts should be negotiated in writing to include food costs as charged by the hotel.



5. Clear special rooms
  - a. Exhibit room or designated area
  - b. Ways and Means Boutique – should have lock capabilities
  - c. Rooms for all meals
  - d. Workroom near the dining room – should have lock capabilities and availability of water near it.
  - e. Have room arrangements approved by Chairs using the room. Each Chair to specify needs in writing ahead of time.
  - f. Get written confirmation from the hotel
6. Select menus for all meals with hotel Banquet Manager
  - a. Make every effort to avoid “Convention” food (Instead: make every effort to choose a quality menu at a reasonable price.) Select one main entrée for each meal. It has become the standard. The hotel chef will be helpful in recommending an optional meal for those with dietary restrictions.
  - b. Price meals, including taxes and gratuities, cost of properties, cost of table decorations, plus pro-rated cost of program for that event, if any. (Program chair to determine total cost of speaker, mileage, overnight lodging, etc., for each program.) After determining total cost of program, divide this cost by the number expected to attend the event. Add this to the meal cost to fix price of each meal and program.
  - c. State in the KG that the meal descriptions will be available on the GCFP website.
  - d. Inform State Webmaster of meal descriptions
7. Furnish hotel with floor plan for each event. Specify:
  - a. Event, time and place
  - b. Size and shape of tables (round tables of 8 or 10 are ideal in dining room)
8. Furnish hotel/outside sound vendor with list of props and agree on rental cost, if any
 

a. Number of chairs and tables	e. Platform(s)-risers
b. Microphones	f. Screens
c. Lecterns	g. linen colors
d. Lighting	

#### K. Complimentary and Courtesy Arrangements

1. Confirm complimentary tickets for:
  - a. Speakers (spouse or helper not included – these meal tickets must be arranged for and paid in advance by speaker)
  - b. Honored guests pertinent to the Convention; Convention Chair to be consulted about these well in advance of Convention date.  
(1) Included in the honored guests’ examples would be the Silver Seal winner and the Youth Essay Contest Winner (and an accompanying parent). In both cases their dinners would be covered at the appropriate meal.
2. Confirm complimentary packets and tickets for:
  - a. GCFP President
  - b. NGC, Inc. President and/or CAR-SGC Director

Note: Headquarters Secretary’s expenses are the responsibility of the GCFP Treasurer. Secretary makes her own arrangements and submits expenses to GCFP Treasurer.
3. Confirm courtesy suites/rooms (double occupancy, if possible)
  - a. GCFP President
  - b. NGC President and/or CAR-SGC Director
  - c. Convention Chair
4. Arrange for welcoming gift in VIP rooms

L. Event Cancellation Insurance

1. Each Convention Chair after consulting with the GCFP President should decide if they feel it is appropriate to purchase Event Cancellation Insurance. If this is something they would like to consider, get in touch with the GCFP Insurance Chair and ask what steps are necessary to apply for Event Cancellation Insurance and determine if the cost of the insurance makes it feasible,

M. Furnish Design Coordinator with the Time Table showing when area will be available for each event.

N. Notify hotel of the number of reservations for each event. (Registrar should notify the Convention Chair after registrations are in.)

Ask hotel for leeway – do not over-estimate. They will charge you for the number you have estimated, but will usually allow a small increase for a price, of course. Confirm this with the hotel. Ask how many extra meals are available.

O. By October 15, prior to Convention, compose and send to The Keystone Gardener:

1. The "CALL" – HAVE IT PLACED ON AN EASILY REMOVED PAGE
2. The tentative program
3. Information from Registrar (due by September 15)
4. The Keystone Gardener Editor determines the cost of printing the front cover of the "CALL" (if in color) and bills the Convention, the Convention Treasurer then pays the GCFP Treasurer for this printing cost.
5. Send all bios and pictures of the presenters separately so that the KG Editor may easily work with them. Make sure to mark which picture goes with each bio

P. Post-Convention Duties

1. Include all Convention data in a record book (budgets, sample "CALL", contracts, etc.)
2. PASS YOUR RECORD BOOK TO NEXT YEAR'S CONVENTION CHAIR AS SOON AS POSSIBLE.
  - a. Give them the past 2 years of record books, if available
  - b. Return other record books to proper District

## IV REGISTRAR

A. Qualifications:

1. Competent, well organized, steady under pressure, prompt and computer literate (very familiar with EXCEL spreadsheets)

B. Duties:

1. Appoints Registration Committee:
  - a. Assistant Chair is informed at all times so that she can takeover in an emergency
  - b. Four or more members to assist as registrations come in, and to staff the desk at the convention.
  - c. Appoint, if Convention Chair has not already appointed:
    1. Ticket Chair
    2. Name badges Chair
    3. Gift Bags Chair (Optional)
    4. Information/Lost and Found Chair
2. Draw up a registration blank to be printed in the Keystone Gardener. Sample Registration blank in back of Convention Directives Manual.

- a. Consult the Convention Chair and State President for approval
  - b. Send to Convention Chair by September 15, prior to Convention for approval
3. Keep accurate records of all registrations, immediately as they come in. Save all correspondence including the envelopes in which the registrations arrive.
4. Send checks to Convention Treasurer promptly. It would be a good idea to make a copy of the checks before they are deposited for future reference.
5. As registrations come in, pull and give to the Protocol Chair:
  - a. VIP's who will require special seating
  - b. Speakers at the Head Table
  - c. Husbands and wives, so that they may sit together
  - d. Anyone being honored
  - e. Anyone requiring special seating – check with Protocol Chair
  - f. Pages for VIP's (should be seated within visual access to the VIP)
6. Computerized registration should include the following:
  - a. Office/Chair held
  - b. Groups (Judge, FS Judge, Consultants, etc.
  - c. Past GCFP President
  - d. Life Member -- State, National, CAR-SGC
  - e. List club name, district for attendance award
  - f. email addresses and full mailing address
  - g. Columns for registration fee and late registration fee
  - h. Check number
  - i. Confirmations sent
  - j. Comments
  - k. Diet restrictions
  - l. Additional columns for each event and workshops
7. Mail or email confirmation as soon as possible
8. Answer all correspondence promptly
9. Prepare preliminary credentials report to be given at Annual Business Session
10. Prepare final credentials report to be given at final event of the Convention
11. Obtain membership numbers of all clubs from Headquarters Secretary as soon as Registration is closed for the Attendance Award.
12. Calculate percentage of attendance of each club for attendance award and give results to Awards Chair.
13. At the convention during hours scheduled in program booklet:
  - a. Set up Registration Table in an easily accessible location
  - b. Arrange registrations alphabetically with regard to efficient flow of traffic.
  - c. Keep well-staffed during hours of heavy registration
  - d. Distribute packets to pre-registered members, making sure they sign for them after they have checked their tickets, and before they leave the registration table
  - e. Find out the policy of the hotel for the addition of someone who might be a walk-in. If someone should walk-in this should be handled by the Registrar and the Convention Chair.
  - f. Make sure all documentation is taken to the Convention in case there is a question about someone's registration.

#### C. Post-Convention

After the Convention, by wrap-up meeting

1. Write a full report of your committee activities

2. Make a full financial report
  3. Give suggestions for improvements (copy to Convention Coordinator)
  4. Send thank you notes to your committee
- D. Committees
1. Ticket Chair
    - a. Work closely with the Registrar and Name Badge Chair
    - b. Create Meal tickets, create workshop tickets.
  2. Name Badges Chair
    - a. Use large font to print name clearly
    - b. At the discretion of the Convention Chair, the following may also be added: Badge Information:
      1. GCFP Officer
      2. GCFP Chairs
      3. District Director
      4. Club Presidents
      5. Garden Club
    - c. At the discretion of the Convention Chair, the following may also be included:
      5. NGC Member
      6. CAR-SGC Board Member
      7. Life Member (NGC, GCFP, CAR-SGC)
      8. Flower Show Judge
      9. Landscape Design Consultant
      10. Gardening Consultant
      11. Environmental Consultant
      12. Garden Club Member
    - d. Badges should be given to Registrar when complete.
  3. Gift Bag Chair
    - a. Gift bags are optional
    - b. If this option is exercised, arrange for donated items.  
Work closely with the Convention Chair and Registrar to determine items to be placed in bags and the number needed.
  4. Information/Lost and Found
    - a. Set up a bulletin board near the Registration table to display found articles or to advertise lost articles.
    - b. Advise Convention Chair/Vice-Chair of announcements to be made at all meals/meetings.

## **V ADVISOR**

- A. Qualifications
1. Must be appointed by the GCFP President
  2. A former GCFP President from the Host District whenever possible.
- B. Duties
1. Attend the meetings of the committee
  2. Assist with the planning when requested to do so
  3. Be available to advise the Chair, at her request
  4. Be familiar with the Convention Directives Manual

## **VI SECRETARY**

1. Write letters at the request of Convention Chair with copies to the GCFP President, Convention Chair, Convention Coordinator and Convention Advisor.
2. Write thank you notes, promptly, as requested by the Convention Chair.  
(Chair may prefer to write some notes herself)
3. Take minutes at convention committee meetings – copies to above list or entire committee if Convention Chair deems it necessary.

## **VII TREASURER**

### **A. Qualifications:**

1. Experience in handling money carefully and in keeping accounts
2. Reliability and promptness
3. Budgeting experience

### **B. Request from GCFP Treasurer:**

1. Obtain from the GCFP Treasurer, the EIN that has been assigned to the GCFP (parent company). This will be used to open the account for the convention. Only this EIN number can be used to open a convention account. Also obtain a copy of the following: (a) certificate showing that the GCFP is a Charitable Organization; and (b) a letter "To whom it may concern" stating that the convention is a sub-group of the GCFP, stating the GCFP EIN number, where and when the convention will be held, and listing the names of the Chair and Treasurer of the convention.
2. Request an advance, in writing from the GCFP Treasurer, a maximum of \$3,000 including the venue deposit, when delegated to do so by the Convention Chair. This amount is to be returned to the GCFP as soon as feasible.

### **C. Duties:**

1. Help set up a tentative budget (sample budget attached) with the Convention Chair for approval by the GCFP President. This budget to determine the cost of:
  - a. Meals (including taxes and gratuities) after consultation with Banquet Manager and Convention Chair.
  - b. Speakers (including fee, mileage, overnight, flowers, etc.)
  - c. Printing
  - d. Tickets
  - e. Complimentary items
  - f. Table decorations, not paid for by the clubs
  - g. Rentals of microphones, properties, etc. for which hotel may charge.
  - h. Guest expenses not covered under complimentary suites, etc.
  - i. Bank charges
2. Set price of registration cost to cover registration, postage, program booklet, estimated coffee charge for hospitality, if applicable, complimentary items which might be in "Bags". Keep as low as possible. Basic cost would then be the same for ALL registrants, whether full or part-time. An additional amount may be charged after deadline for registration.
3. Set meal and program costs to reflect cost of meal plus prorated cost of Speakers and guests or other costs. Item to be listed in "CALL" "Events with food choices".
4. Pay bills after approval of Convention Chair. All committee expenses MUST be approved by the Convention Chair.
  - a. Make arrangements for a special account at a convenient bank.  
Convention Chair should be able to sign checks in an emergency. It

might be good to have a third signor on the account in case of emergency. (Make sure there are no hidden fees that could be costly later.)

- b. Make arrangements with hotel for safe keeping of money collected during Convention. Get a signed receipt for each amount deposited.
  - c. Bank account should be titled (year) (City or District) Convention, i.e., GCFP 2017 (Shawnee) Convention.
  - d. Bond for Treasurer is included in the GCFP D & O policy
  - e. Obtain receipts for all monies paid out.
  - f. Pay entire bill within 15-30 days after Convention, according to contract with hotel.
  - g. Complete all obligations and make report as soon as possible (wrap-up meeting). Send copies of accounting to GCFP President and Convention Chair.
5. Make a report on number at each meal, cost of each meal and program, and number at Convention for record book.
  6. Return advance to GCFP Treasurer, if not done previously.
  7. Pay Judges Council Treasurer the monies in excess of expenses of the Judges Council luncheon.
  8. Total monies in excess of expenses of Convention, with complete financial report, are to be sent to the GCFP Treasurer within two months, who then returns the percentage due to the Host District(s).
  9. Ask hotel for a daily bill of expenses and review with Convention Chair and Treasurer.

**NOTE:** TWENTY-FIVE PERCENT OF THE NET BALANCE FROM THE ANNUAL CONVENTION SHALL BE RETURNED TO THE HOST DISTRICT(S) FOR A DISTRICT PROJECT (Standing Rules and Policies 3c) TO BE PAID BY THE GCFP TREASURER.

## **VIII DESIGNS COORDINATOR**

- A. Appoint a committee Chair for different phases of work:
  1. (Hotel) Flower Designs honoring VIP's
  2. Table Designs for all meals
- B. Determine which events require table decorations and the approximate number of tables involved. Consult with the Convention Chair on this. In case tables need to be added at any events, it is suggested to have an extra design available.
- C. Committees:
  1. Honor Designs
    - a. Each Designer:
      1. Is allotted a maximum of \$50 for plant material used in design.
      2. Is responsible for seeing that it is placed and kept fresh during Convention
      3. Removes design at the close of Convention or at a designated time
      4. Submits bill for plant material to the Convention Treasurer
  2. Table Designs
    - a. Attend one convention meeting at hotel. (\$\$ allowance is up to Convention Chair/Treasurer)
      1. Assign club(s) to be in charge of a specific meal (Luncheon or Dinner)
      2. Report the name of each club(s) doing designs to the Protocol

- Chair and the Convention Book Chair.
3. Check with Registrar for number of table designs needed
  4. Check on location of workroom

## **IX EXHIBITS**

- A. Contact those State Chairs, determined by the GCFP President, early to :
  1. Ask State Chair to place an exhibit at the Convention
  2. Determine amount of space needed
  3. Provide exhibit guidelines for all GCFP exhibitors (see copy of Exhibit Guidelines)
  4. Check on possible exhibits provided by incoming convention district for promotional use.
- B. Make a planned layout of available space
- C. Contact properties Chair for tables
- D. Provide exhibitor the time and method for placing and removing of exhibit
- E. Sample letter of request attached
- F. Check with GCFP President for additional exhibits (if space allows)
  1. Professional garden related organizations
  2. Districts/Memorials

## **X HOSPITALITY**

- A. Coffee/cookie hospitality is optional due to hotel contract stipulations.
- B. For VIP's – including National Officers
  1. Place a note of welcome in the room
  2. Place a favor, such as fruit or flowers, in room just prior to her arrival, to be paid by Convention.
  3. Provide VIP's names and room numbers of those who may be called upon for assistance (especially pages, if provided).
- C. Provide hostesses to greet arriving guests in the lobby at the "Peak" arrival hours, to welcome and be helpful to them.
- D. Hosting District(s) should wear something to identify them as able to let guest know they are there to assist . . . example button, badges, name tag, etc.
- E. Designate a committee person to be in charge of each event to:
  1. Be on hand before, during and after event to greet and coordinate.
  2. Provide several helpers at large meals – one at each door.
- F. Work closely with Convention Chair, Protocol Chair and Pages Chair.

## **XI PAGES**

- A. Pages are usually needed for:
  - 1. GCFP President
  - 2. Convention Chair
  - 5. National President or CAR-SGC Director
- B. Duties of Pages
  - 1. Meet VIP on arrival
  - 2. Be on duty at all times during meals and meetings. Be seated within sight of VIP.
  - 3. Names of VIP (and their Pages) should be given to the Seating Chair.
  - 4. If the VIP does not want a full-time page, cell phone numbers may be exchanged upon arrival for assistance when requested.

## **XII PHOTOGRAPHY**

- A. A photographer (not necessarily a professional) is needed to take pictures for the Record Book, which is passed on to the next Convention committee.

## **XIII PRINTING AND POSTERS**

- A. The Convention "CALL" should be sent to the GCFP President and Convention Chair for approval by September 15, and submitted promptly to the Keystone Gardener for an October 15 deadline.
- B. The Convention Program booklet is approved by the GCFP President and Convention Chair before it is printed.
  - 1. Booklet to contain entire Convention program.
  - 2. Convention "Rules" must be printed in the booklet, some to be included are:
    - a. All meetings shall be called promptly
    - b. All delegates wishing to speak shall use the public address system, address the chair, state name, club, and district.
    - c. No delegate shall speak in debate more than twice on the same question on the day and no longer than two (2) minutes without permission granted by a 2/3 vote of the Convention without a debate.
    - d. Delegates shall not speak a second time on the same question until all others who wish to speak on the question have been heard one time.
    - e. **Use Bold Font . . .** This statement must be printed in bold font "**Cell phones must be in the "off" position for all meetings and meals**".
    - f. Any other rules as deemed necessary by the GCFP President and the Convention Chair.
  - 3. Deliver printed material to proper Chair for insertion into registration packets.
- C. Posters or Digital Signs
  - 1. Get number and type of signs required from Convention Chair.
  - 2. Plan to harmonize with place or theme
  - 3. Should be clear and concise
  - 4. Locate in proper places as agreed in advance
  - 5. Be prepared for last minute requests



## XIV PROGRAM

- A. Decide on programs after consultation with GCFP President and Convention Chair.
1. Try to appeal to as many interests as possible
  2. Cover as many Garden Club activities and National Garden Club, Inc. objectives as possible.
  3. Investigate suggested speakers for price, subject matter, availability, overnight requirements, etc. (Spouse or a helper(s) expenses are not to be included in cost. Meal tickets for them must be arranged and paid for in advance by speaker.)
  4. Submit names and description of program to GCFP President and Convention Chair for final approval, then issue invitation and two contracts.
  5. After acceptance and receipt of contract, write information for inclusion in Convention program and send to Printing Chair.
  6. Send complete biographical information to Publicity Chair and to the person who will introduce the speaker.
  7. Send the speaker a copy of the information about the Program that is published in the Keystone Gardener.
  8. Each speaker should be offered:
    - a. Transportation from airport and return, if applicable or transportation costs per mile.
    - b. Assistant(s) to help before, during and after program, if needed.
    - c. Complimentary meal tickets (arrange through Convention Chair).  
Packets for speakers must be picked up by Program Chair at Registration desk prior to programs.
    - d. Room reservation, if necessary
    - e. Help in dismantling, packing and loading
    - f. Information about facilities of lecture room (special lighting, darkening for slides, work space, stage area, backgrounds, etc.
  9. All costs, properties needed by speaker, arrangements, etc., should be confirmed, **IN WRITING** and sent to the speaker in duplicate with a copy to be returned to the Program Chair. Copy to be signed by speaker so that no misunderstanding arises later. (See contact form in back of Convention Directives.
  10. Total cost of EACH program must be sent to each speaker after the Convention.
  11. Write a "Thank You" note to each speaker after the Convention.
- B. Program Cancellation
1. A major program speaker **MUST** sign a contract designating all fees/expenses with the Program Chair.
  2. All contracts should contain full contact information (mailing address, phone numbers and email).
  3. No advance funding should be given!
  4. Payment is to be made at the conclusion of the presentation by the Convention Treasurer. (Check only)
  5. The Program chair should always have a Plan B in case of a last-minute speaker cancellation.
- C. Program Speaker IRS Requirement
1. If a program or workshop speaker is paid more than \$600 for service and materials rendered, 1099-misc and 1096 forms **must be prepared**. The **exception to this rule** would be a person who has his/her own business. The forms will be prepared by the Convention Chair with the help of the Program and Workshop Chairs.
  2. Make sure to have the speaker prepare a W-9 form **before they receive any payment** for their services. The convention Chair will provide the forms to the

Program and/or Workshop Chairs.

3. Inform the speaker providing the service if they will be receiving a 1099-misc for services rendered from the Chair of the Convention.
4. The forms 1099-misc, 1096 and W-9 **must be ordered** by the Convention Chair from the IRS as the forms on the GCFP website are just facsimiles.
5. There are details on the GCFP website and samples of the forms. Go to Projects/Resources and click on this tab. Under this tab (in blue) are tabs such as 1099/1096 Basics, 1099 details, 1099 and W-9 samples.
6. If the speaker is from Canada, there is a special foreign form W-8ECI.

## **XV PROPERTIES**

- A. It is necessary to have an Assistant Properties Chair.
- B. Work closely with the Convention Chair – request introduction to the hotel staff whose cooperation may be needed during meetings. **THIS IS THE ONE EXCEPTION TO HAVING THE CONVENTION CHAIR SERVE AS THE ONLY LIAISON WITH HOTEL PERSONNEL.**
- C. Provide properties as needed for meetings, speakers/workshops and Committee Chairs.
  1. Contact Exhibit and Ways & Means Chairs for number of tables needed for Exhibits and Vendors.
- D. Provide a properties list of all equipment needed for the GCFP Convention, including educational exhibitors, vendors, and workshop and meal speakers. List should include tables, trash cans, easels, lecterns, microphones, video equipment, etc. itemized for each day. Upon approval from the Convention Chair, the list should be given to the hotel liaison.
- E. See that all properties are in place before events – an assistant may be needed where more than one event occurs at the same time or in absence of Properties Chair.
- F. **SEE THAT EITHER THE PROPERTIES CHAIR OR ASSISTANT PROPERTIES CHAIR IS AVAILABLE AT EACH FUNCTION AND KNOWS:**
  1. Position of light switches and which lights they control
  2. Location of property storage area
  3. Contact person for air conditioning, microphone problems, etc.
  4. Make sure properties are in working order before they are used.

## **XVI PROTOCOL (GCFP Protocol Chair)**

- A. Protocol Chair is responsible for correct seating of those at Head Table
  1. A booklet is available from NGC Headquarters to assist in this.
  2. Well in advance of Convention, the GCFP President will send list of those designated to sit at head table or honor tables.
  3. If a receiving line is planned, assign placement for receiving line order, upon receipt of list of those to be so honored. Confirm with the GCFP President.
  4. Compose notes to each person to be honored at Head Table and Honor Table(s)  
Suggested wording:
    - a. (Name) will have a reserved seat at opening day's business Session at (time)
    - b. (Name) will be seated at the Head Table at (time and date).
    - c. (Name) will be in receiving line on (date and time) at (place)

**5. Protocol Note in registration envelope with tickets**

6. Provide names on the place cards at Head Table and Honor Table(s) for meals. These should be on plain place cards.
7. Provide the presiding officer, in advance, with a script and a list covering:
  - a. The event, date, time and location
  - b. Exact seating at the Head Table together with:
    1. Their titles
    2. Offices
    3. Honors
  - c. Names of groups to be honored at that event
  - d. List of those to be thanked for table designs and favors
  - e. Place beside Presiding Officer's place an up-dated list with any last minute changes, keeping a copy for yourself and commit
8. Place the name cards on the Head Table in exact order.
9. The Protocol Chair should be present in the assembly room a half-hour prior to mealtime.
10. Timekeepers (at discretion of the GCFP President)
11. Appoint ushers for the Business Sessions (at the discretion of Convention Chair)
12. Have a Reserved Section in front at the Business Meeting for:
  - a. Anyone designated by the GCFP President
  - b. District Directors
  - c. Those scheduled to give reports
  - d. President's Page

**XVII PUBLICITY**

- A. Most important – have as a member of your committee, someone who is experienced with and respected by the local news media and knows how to get newspaper coverage in the area where the Convention will be held.
- B. Send pertinent information to:
  1. The National Gardener (check deadline dates)
  2. The Keystone Gardener (check deadline dates)
  3. City papers
  4. Local newspapers
  5. Radio and Television stations – near time of meeting
  6. Papers in the vicinity of Convention speakers
  7. Papers in the vicinity of GCFP Officers
- C. Early releases should include:
  1. Paragraph describing highlights
  2. Convention program
  3. Hotel accommodations
  4. Short biographies and pictures of:
    - a. Speakers
    - b. Program participants
    - c. Convention Chair and Vice-Chair
    - d. Other committee chairs
    - e. GCFP President
    - f. VIP's attending

## **XVIII PRESIDENT'S RECEPTION**

The Convention Committee shall assume the responsibility for the arrangements and expenses of the President's Reception in the President's election year. Have plans approved by the Convention Chair. The Reception may be the dessert course of one of the dinner meetings, at which time the dessert is served as a buffet. Check with the hotel on this, or it may be a simple wine and cheese served prior to dinner, or punch only. The Reception can be made as simple as the Convention Chair and committee decide, with the approval of the GCFP President.

## **XIX RECORD BOOK**

- A. Appoint a committee to help collect and assemble the book – Convention Committee members should also be reminded to retain pertinent information.
  - 1. Record Book should be completed by July 1 and passed on to the next Convention Chair as soon as possible.
- B. From first planning, collect samples of:
  - 1. Promotional fliers
  - 2. Tentative Program
  - 3. The committee list
  - 4. Final Program
  - 5. The Keystone Gardener, which includes the "CALL"
  - 6. Pictures taken before and during the Convention
  - 7. Favors
  - 8. Tickets and Badges
  - 9. Treasurer's complete financial report
  - 10. Awards report
  - 11. Credentials report
  - 12. Any other pertinent information regarding the Convention
- C. Contents should be displayed in an orderly, attractive format, with captions if possible.
- D. This book is for the purpose of assisting next year's committee and subsequent Convention committees.
- E. Keep a record in print of:
  - 1. Number of registrants, both full and part time (designate total for each)
  - 2. Number of overnight registrants
  - 3. Number attending each meal (obtain from Registrar)
  - 4. Number on each tour
  - 5. Number attending each workshop
- F. Give copy of statistics to the GCFP President and Convention Coordinator.
- G. After three years, return the Record Book to the District(s) which compiled it.

## **XX TOURS**

- A. Tours should not be scheduled to conflict with the workshops, meetings, or meals, if at all possible. A Tri-Refresher, for example may co-ordinate tours open to all and require attendance at several Convention workshops or presentation at meals. The number of tours

scheduled during the Convention should be at the discretion of the District and the GCFP President. If tours are not scheduled for other than opening day, suggestions and maps of the area should be compiled for convention registrants.

- B. Appoint a committee
- C. Discuss with Convention Committee:
  - 1. Where to go and what to see
  - 2. How participants will get there and back
  - 3. Time the tours will take
  - 4. Cost of Tours
- D. Arrangements:
  - 1. Determine costs (transportation, admission fees, etc.) and report to Convention Chair and GCFP President for approval.
  - 2. After approval, make firm commitment and have it confirmed in writing.
  - 3. After cost to participant has been determined, report it to the Registrar, the Convention Chair, and to the person writing the "CALL": by September 15. Include information regarding tour to be included in the "CALL".
- E. Tour can be historic, artistic, natural or landscaped beauty; a local spot of interest to GCFP members.
- F. Reservations are made through the Registrar.
- G. Bills for the tour are presented to the Convention Chair and paid by the Convention Treasurer.

## **XXII WAYS AND MEANS**

The Ways and Means Boutique helps defray expenses of the Convention.

- A. Assume responsibility for everything sold at the Convention.
- B. Plan well ahead:
  - 1. Copy of the agreement with the hotel for space with locked sales room, if possible.
  - 2. Get written consent from hotel for sales, on basis that we are an organization. Plan space in sales room so that each vendor is accessible, convenient and have good traffic pattern. Good lighting is important.
- C. Contact high quality vendors within our fields of interest for a variety of saleable items.
  - 1. Determine space required and advise them of allotted space. Advise them of the time for setting up and dismantling: **Boutique Shop Hours**
  - 2. Obtain a written contract, in duplicate, from each vendor. See Sample in Convention Directives Manual.
  - 3. Charge a rental fee for space requested. Fee to be determined by Convention Committee, to be paid in advance.
  - 4. Vendor is responsible for his/her own meals and lodging.
  - 5. Submit a written financial report to Convention Chair and Treasurer within 2 weeks after the close of the Convention.
- D. GCFP may have a sales table without a rental fee. (Raffle items, etc.)

- E. Committee personnel should be on hand whenever the sales room is open. They are responsible for making sure that the room is locked at the end of each sales day. They are also responsible for maintaining the room and staying until the room is dismantled at the close of the Convention.

### **XXIII WORKSHOPS**

- A. After consultation with the GCFP President and the Convention Chair, decide on the number and type of workshops.
1. Identify time available on the Convention agenda.
  2. Determine which rooms at the hotel are available for those hours and how many participants can be accommodated in each room.
  3. Investigate possible speakers, including State Chairs and local club members who may be willing to provide a program.
  4. Invite speakers to participate, determine cost to Convention. Send a duplicate copy of contract, see back pages of Convention Manual.
  5. Price workshop fees to cover costs, keeping fee as low as possible.
  6. Notify Convention Chair of topics to be covered, speakers, exact hours of workshops, costs, etc., so this information may be included in the "CALL" and in the program booklet. **THIS MUST BE DONE BY AUGUST 15.**
  7. Collect bios and pictures of each workshop presenter. This information should be given to the Convention Chair no later than October 1<sup>st</sup> so that it can be incorporated in the information placed in the Keystone Gardener.
- B. "Hands-On" workshops are **not** practical in the time allowed. Encourage demonstrations, lectures, question and answer periods, slides, etc.
- C. Printed materials with specific information for participants are encouraged; costs should be covered by the workshop fee.
- D. THE EXECUTIVE BOARD OF THE JUDGES COUNCIL OF THE GARDEN CLUB FEDERATION OF PENNSYLVANIA AND THE CHAIR OF THE AREA JUDGES COUNCILS ARE EXPECTED TO ATTEND THE JUDGES COUNCIL BUSINESS MEETING AND SHOULD NOT BE ASKED TO CONDUCT WORKSHOPS DURING THE TIME SCHEDULED FOR THAT EVENT.
1. Many Flower Show Judges are also Garden Consultants and Landscape Design Consultants. Therefore, workshops featuring these topics, as well as floral design and horticulture should not be scheduled during the time allotted for the Judges Council Business Meeting. Flower Show Judges should attend this meeting since information relevant to Judging will be given.
  2. If activities are needed for registrants other than Judges during the times allotted for the Judges Council Business Meeting, they should be unrelated to the process of judging flower shows. Workshops addressing awards, parliamentary procedure, environmental concerns are suggested.
- E. Advance Workshop Cancellations.
1. Each workshop should have a publicized number or allowed participants.  
**Regulated by the fire marshal code.**
  2. If a workshop is filled, the Convention Registrar should contact the attendee to

see if they would like to attend another available session unless options are offered by a number system of choices. (First choice, second choice, third choice)

**Make a switch only if the attendee is agreeable!**

3. An attendee who does not want to switch is offered the following options:  
Refund the registration fee or Donate the fee to the Convention.

F. Workshop Cancellation on Site

1. All workshop contracts must contain full contact information (phone and email). Even if a workshop is given at no charge, a contract must be on file.
2. No advance funding should be given!  
Payment is to be made at the conclusion of the presentation by the Convention Treasurer/ (Check only)
3. If a presenter fails to appear, follow the procedure listed:
  - b. Workshop Chair informs the group of the cancellation and reason if available within a reasonable time (10 minutes or less)
  - c. Workshop Chair prepares a cancellation sheet for the participants to sign for reimbursement if requested.
  - d. **DO NOT SEND PARTICIPANTS TO ANOTHER WORKSHOP!**  
(This interrupts the speaker's session and causes a shortage of prepared handouts/materials.)
  - e. Convention Treasurer should send a refund check as soon as possible from the list provided by the Workshop Chair.

## **XXIV JUDGES COUNCIL ANNUAL LUNCHEON**

- A. The Judges Council Luncheon is open to all. Flower Show Judges are always considered for preferential seating.
- B. The GCFP Judges Council Chair or the appointed representative is a member of the Convention Committee and serves as a liaison with the GCFP Judges Council. **THE STATE JUDGES COUNCIL CHAIR WORKS CLOSELY WITH THE CONVENTION CHAIR.**
- C. Judges Council is responsible for:
  1. Selection and procurement of the speaker for the Judges Council luncheon. The Judges Council Chair will submit this selection to the Convention Committee.
  2. Head Table seating is to be arranged by the Judges Council Chair, with the advice of the GCFP Protocol Chair.
  3. Table designs will be chosen in consultation with the Design Coordinator and assembled by the Judges Council.
  4. Menu selection for the luncheon to be determined in consultation with the Convention Committee. The Convention Chair will send the hotel menu to the Judges Council Chair who will establish the price of the selected meal to cover the cost of table decorations, properties, speaker or program, tax and gratuities. This information is to be given to the Convention Chair by September 15 for inclusion in the "CALL".
  5. The Convention Chair will provide information to the Judges Council Chair regarding the room where the Judges Council meeting will be held and the name of the room designated for the luncheon. The Convention Chair will also make the arrangements with the hotel or the third-party company for the AV equipment used for the event.
- D. Names of those taking part in the luncheon program, such as presiding officer, person giving the invocation, speaker, title of program, etc., must be submitted to the President of the GCFP

and the Convention Chair in writing 6 weeks prior to convention for inclusion in the Convention Booklet.

- E. JUDGES REGISTERING FOR THIS EVENT ONLY, WILL PAY THE REGISTRATION FEE SET BY THE CONVENTION COMMITTEE.
- F. The Convention Treasurer will send the monies in excess of expenses to the Treasurer of the GCFP Judges Council. If there is a deficit, the Judges Council will reimburse the Convention Treasurer in the amount of the deficit.

## **XXV LIFE MEMBERS**

Life Members (State, National and CAR-SGC) should be honored at the opening day evening Event.



**REGISTRATION FOR \_\_\_\_\_ ANNUAL MEETING OF THE GCFP**

This is for one person only. Complete both sides and send to Registrar.

Name and address of Registrar: \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (Your First) (Spouse's)

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Number \_\_\_\_\_

Garden Club \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

<input type="checkbox"/> National President	<input type="checkbox"/> Gardening Consultant	<input type="checkbox"/> Club President
<input type="checkbox"/> CAR-SGC Director	<input type="checkbox"/> Garden Club Member	<input type="checkbox"/> Nat'l Life Member
<input type="checkbox"/> GCFP President	<input type="checkbox"/> Former GCFP President	<input type="checkbox"/> State Life Member
<input type="checkbox"/> Nat'l Board Member	<input type="checkbox"/> State Board Member	<input type="checkbox"/> CAR-SGC Life Member
<input type="checkbox"/> Regional Board Member	<input type="checkbox"/> Landscape Design Consultant	
<input type="checkbox"/> District Director	<input type="checkbox"/> Flower Show Judge	<input type="checkbox"/> Guest
	<input type="checkbox"/> Environmental Consultant	

Title if current State Officer or State Board Member \_\_\_\_\_

DEADLINE FOR EARLY REGISTRATION \_\_\_\_\_. REGISTRATION CLOSED  
\_\_\_\_\_. ADVANCE REGISTRATION REQUIRED FOR ALL EVENTS. EXTRA FEE  
FOR LATE REGISTRATION. No refunds after deadline. Confirmation of registration  
will be sent. COMPLETE A SEPARATE REGISTRATION FORM FOR YOUR SPOUSE/GUEST.

**MAY WE E-MAIL YOUR CONFIRMATION?** E-MAIL ADDRESS \_\_\_\_\_

MAKE CHECKS PAYABLE TO:  
GCFP (YEAR) CONVENTION – (City)

(Send this portion to GCFP Convention Registrar)

**PLEASE COMPLETE A SEPARATE REGISTRATION FORM FOR YOUR SPOUSE/GUEST**

All registrations postmarked on or before Deadline Date \$00.00 \_\_\_\_\_  
ALL late registrations postmarked after Deadline Date \$00.00 \_\_\_\_\_

**To register for a workshop, you must also register for a meal.**

**If a Tri-Refresher is being held, participants must register for meals and workshops pertaining to the Tri-Refresher.**

**OPENING DAY (Date)**

(Time) **Event or Tour** \$00.00 \_\_\_\_\_

(Time) **Evening Event/Program** (info about Program) \$00.00 \_\_\_\_\_

Description of dinner offered \$00.00 \_\_\_\_\_

**SECOND DAY (Date)**

(Time) **Workshop Session A**

Please prioritize your choices for attending these Workshops 1, 2, or 3 \$ 00.00 \_\_\_\_\_

A#1 Event # \_\_\_\_\_

A#2 Event # \_\_\_\_\_

A#3 Event # \_\_\_\_\_

(Time) **Afternoon Event/ Program** (info about Program)

Description of lunch offered \$00.00 \_\_\_\_\_

(Time) **Workshop Session B**

Please prioritize your choices for attending these Workshops 1, 2, or 3 \$00.00 \_\_\_\_\_

B#1 Event # \_\_\_\_\_

B#2 Event # \_\_\_\_\_

B#3 Event # \_\_\_\_\_

(Time) **Evening Event/ Program** (info about Program)

Description of dinner offered \$00.00 \_\_\_\_\_

**THIRD DAY (Date) Event**

(Time) **Workshop Session C** \$00.00 \_\_\_\_\_

Please prioritize your choices for attending these Workshops 1 or 2 \$00.00 \_\_\_\_\_

C#1 Event # \_\_\_\_\_

C#2 Event # \_\_\_\_\_

C#3 Event # \_\_\_\_\_

(Time) **JUDGES COUNCIL PROGRAM/EVENT**

(info about Program)

Description of lunch offered \$00.00 \_\_\_\_\_

Spouse/Guest of \_\_\_\_\_

Specify dietary restrictions (medical allergies only) \_\_\_\_\_

**TOTAL REMITTANCE – (ONE CHECK PER PERSON REGISTERED)** \$ \_\_\_\_\_

Make checks payable to GCFP (year) Convention Check # \_\_\_\_\_

**YOU MAY ALSO FIND THE FORM AND MEAL DESCRIPTIONS ON THE GCFP WEBSITE:**

***WWW.PAGARDENCLUBS.ORG***

## SAMPLE BUDGET FOR GCFP CONVENTION

### INCOME

RAFFLE FROM THE BASKETS	
REGISTRATION	250 X \$0.00
OPENING DAY EVENT	150 X \$0.00
SECOND DAY AFTERNOON EVENT	200 X \$0.00
SECOND DAY EVENING EVENT	200 X \$0.00
THIRD DAY AFTERNOON EVENT	150 X \$0.00
SPOUSE/GUEST TOURS (Optional)	
OPENING DAY	75 X \$0.00
VENDORS	16 X \$0.00
WORKSHOPS	300 X \$5.00
SPONSORS DONATION (OPTIONAL)	
ADVERTISER INCOME	
DEPOSIT GCFP	
<b>TOTAL ANTICIPATED INCOME</b>	

### EXPENSES:

**MEAL CHARGES TO INCLUDE GRATUITY, SALES TAX, TABLE DESIGNS EXPENSE, SPEAKER COST, AND AV COST ETC.**

**(NOTE: IN AN INSTALLATION YEAR THERE WILL NOT BE A SPEAKERS COST AT THE SECOND DAY EVENING EVENT)**

OPENING DAY EVENING EVENT	150 X \$00.00
SECOND DAY AFTERNOON EVENT	200 X \$00.00
SECOND DAY EVENING EVENT	200 X \$00.00
THIRD DAY AFTERNOON EVENT	150 X \$00.00
OPENING DAY TOUR (Optional)	75 X \$00.00
VENDOR ROOM (IF APPLICABLE)	
EXHIBITOR/VENDOR TABLES (IF APPLICABLE)	
REGISTRATION EXPENSES	
VIP FLORAL TRIBUTE	
WORKSHOPS	
VIDEO EQUIPMENT	
AUDIO MICROPHONES FOR SPEAKERS	
HOSPITALITY EXPENSES (IF APPLICABLE)	
GCFP DEPOSIT REFUNDED	
BANK CHARGES	
PHOTOGRAPHY	
PRINTING EXPENSES FOR KG "CALL" (COLORED COVER ONLY)	
PRINTING PROGRAM BOOKLET	
CONVENTION RECORD BOOK	
SIGNS/FLYERS	
MISC. (CHAIRS EXPENSES)	
VIP GIFTS –MEALS –HOTEL (STATE PRESIDENT/NGC OR CAR-SGC)	
MISC. CONVENTION EXPENSES	
JUDGES COUNCIL EVENT PROFIT AFTER COST OF MEAL	
YOUTH CONTEST WINNER(S) AND GUEST(S)	



## GCFP CONVENTION PROGRAM CONTRACT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Best time to call \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Email \_\_\_\_\_

Program Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_ Length of Lecture \_\_\_\_\_

Design Program – number of designs to be (negotiated) donated by designer \_\_\_\_\_

Expenses:

Air Fare or mileage \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure \_\_\_\_\_

Hotel \_\_\_\_\_

Transportation between airport & hotel: Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Meals: \_\_\_\_\_

Supplies: Microphone \_\_\_\_\_ Lectern \_\_\_\_\_

Tables \_\_\_\_\_ Chair or stool \_\_\_\_\_

Backgrounds(Niche) \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Screen \_\_\_\_\_ Projector \_\_\_\_\_

Plant Material \_\_\_\_\_

Water filled containers (buckets, etc.) \_\_\_\_\_

Assistance: Unloading and reloading car or airline boxes \_\_\_\_\_

Other \_\_\_\_\_

Biography needed with picture by September 1st

**ALL ACCOMODATIONS AND MEAL COSTS ARE FOR SPEAKERS ONLY. ANY OTHER ARRANGEMENTS MUST BE NEGOTIATED BY CONVENTION CHAIR. IN THE EVENT THE CONVENTION IS CANCELED DUE TO A NATIONAL OR LOCAL EMERGENCY OF ANY KIND, THE CONTRACT IS NULL AND VOID. ALL MONETARY CONCESSIONS TO BE PAID TO THE PARTICIPANT ARE FORFEITED DUE TO THE MANDATED CANCELLATION.**

Please send contract to: \_\_\_\_\_

**Please retain one copy for your records.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Convention Program Chair

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Program Speaker



## GCFP Convention Vendor Contract

Place: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

We, the undersigned, agree to rent table space at the Annual Convention of the Garden Club Federation of Pennsylvania. The rental fee will be \_\_\_\_\_ per table, or \_\_\_\_\_ two or more tables (discount). The table size to be determined by the Convention Ways and Means Committee and the Vendor.

Number of tables needed \_\_\_\_\_ Fee \_\_\_\_\_

**Fee to be paid in advance. Contract and check must be returned within three weeks after it is received.** Please send check payable to: \_\_\_\_\_ GCFP Convention.  
(Year)

The GCFP will provide:

1. Sales space for each vendor
2. Assurance that the vendor room will be locked during hours when vendor room is closed.
3. Hours when vendor room is open will be determined by local Convention rules.

The Garden Club Federation of Pennsylvania is not responsible for any breakage, damage, theft of sales items, or personal expenses of the vendor. **In the event that the Convention is cancelled due to a National or Local Emergency, the contract is null and void. All vendor fees will be refunded in a timely manner.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Vendor

Please return one signed contract, and check to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Convention Ways and Means Chair

Please retain one copy for your files.



## GCFP Convention Workshop Contract

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Best time to call \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Email \_\_\_\_\_

Program Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_ Length of Lecture \_\_\_\_\_

Biography needed with picture by September 1st

Return contract to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please retain one copy for your records.

**IN THE EVENT THE CONVENTION IS CANCELED DUE TO A NATIONAL OR LOCAL EMERGENCY OF ANY KIND, THE CONTRACT IS NULL AND VOID. ALL MONETARY CONCESSIONS TO BE PAID TO THE PARTICIPANT ARE FORFEITED DUE TO THE MANDATED CANCELLATION.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Speaker

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Convention Workshop Chair

## **TIME SCHEDULE FOR GCFP CONVENTION**

### **THREE YEARS IN ADVANCE**

1. State President works with the State Convention Coordinator to select the host District, and consider Convention site.
2. Site and convention dates approved by the Executive Committee and the Board of Directors

### **TWO YEARS IN ADVANCE**

1. State President:
  - a) Appoints a Convention Chair, and Advisor, (Usually a former State President from the hosting District)
  - b) Invites NGC President-elect to attend GCFP Convention in the odd numbered year, and asks her to install the officers (if this is the wish of the GCFP President-elect). This needs to be done early so the NGC President can add it to her calendar.
  - c) Invites the CAR-SGC Director to attend in the even numbered year.

### **IN THE YEAR PRIOR TO CONVENTION, NO LATER THAN SEPTEMBER 15<sup>TH</sup>**

1. To be given to the Convention Chair:
  - a) Total estimate cost of badges, ribbons, postage, and registration supplies
  - b) Contact information for Convention Program Booklet on vendors, workshop speakers and costs.
  - c) All pertinent information from **all** Convention Committee Chairs.
2. Select menu with hotel, set prices of meals, programs, workshops, tours, registration fee, and agree upon deadline for hotel registrations.
3. Provide to the Keystone Gardener Editor the schedule of Judges Council meetings and luncheon; determine menu selection and cost of the luncheon and program (including the cost of properties)
4. Deadline for Chair, Treasurer, Registrar to write the "CALL".

### **IN THE YEAR PRIOR TO CONVENTION, NO LATER THAN OCTOBER 1<sup>ST</sup>**

1. Convention Chair or her designee sends all material for "CALL" to GCFP President for approval. After approval, sends all material to the Keystone Gardener Editor.
2. Convention Chair or her designee sends short publicity article and pictures of program speakers to the Keystone Gardener Editor for inclusion with the "CALL".

### **EIGHT WEEKS BEFORE CONVENTION**

1. Request from Headquarters Secretary, a list of the current GCFP Officers and Board members with their positions for program book.
2. Request from GCFP President the names of persons giving blessings, introducing the speakers, time keepers and special committees, to be printed in Convention Schedule for Booklet.
3. GCFP President, in conference with Convention Chair, writes the Convention Schedule for the Program Booklet to include dates, times, names of participants, programs, meetings and workshops.
4. Convention Booklet Chair receives all information to be printed in the booklet including advertisements.

### **SIX WEEKS BEFORE CONVENTION**

1. Registrar sends GCFP President and Protocol Chair timely lists of those registered for Convention designating: GCFP Officers, state board chairs, District Directors, Club Presidents, speakers,

person giving blessing, person introducing the speaker and special guests. The list should include the meals for which the person is registered.

2. Final draft of Convention Program Booklet sent to GCFP President for approval.

3. After approval, send final "Copy" of program booklet to Printing Chair to meet printer's schedule.

### **TEN DAYS BEFORE CONVENTION**

1. Headquarters Secretary compiles list of club membership by club size for calculation of the Club Attendance Award to be sent to the Convention Chair.

### **AFTER REGISTRATION IS CLOSED**

1. Registrar with the help of the Convention Chair, calculates the Club Attendance Award.
2. Registrar sends final list of Convention registrations to GCFP President, Convention Chair and Protocol Chair.
3. GCFP President and Protocol Chair finalize seating at Head Table(s) and Honor Tables for honor seating "Invitations".
4. GCFP President finalizes Convention Schedule with "last minute" changes and sends copy to Convention Chair, Presiding Officers, Awards Chair, and Protocol Chair.
5. Registrar prepares a preliminary credentials report to be given at the Annual Business Meeting.

### **FOLLOWING CONVENTION**

**Record book should be completed containing written reports and records from each Chair and passed on to the next Convention Chair. Budgets and contracts should be included.**



## **EXHIBIT GUIDELINES**

Here are some helpful tips for producing an exhibit for GCFP Conventions.

**GOAL** – To educate members/community on a particular topic in a convention setting.

### **CHARACTERISTICS OF A GOOD EXHIBIT**

- +Organized
- +Well prepared and neat
- +Aesthetically pleasing
- +Creates a natural eye path
- + Proper color choice – YELLOW (Inviting-creates open atmosphere)  
GREEN (Creates a refreshing setting)  
RED (Calls attention to main ideas, power color)

### **TEXT**

- +Use a legible font
- + Large, easy to read wording
- + Contrast – Black on white most popular

### **EXHIBIT PLACEMENT**

- + Free-standing unit must be secure
- + Avoid clutter in display area
- + Keep clean – take away leftover debris left by viewers

### **EXHIBITORS SHOULD DO THE FOLLOWING**

- + Register properly with Exhibit Chair
- + Follow set-up/tear-down time schedules
- + Accept the table assignment given on site
- + Plan for either a full 6 foot table or a half 3 foot size
- + Request chairs if needed

### **DURABILITY**

All exhibits should be prepared to be able to extend its reach to other functions.

Use it at club/district meetings to continue to educate.

Follow this saying ----

**IF YOU BUILD IT, THEY WILL COME!**