

# Convention Directives Manual

## Garden Club Federation of Pennsylvania

**Revised: 2025**

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# 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 the 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, and
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 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:
  - a. protection of natural resources and civic beauty
  - b. improvement of roadsides and parks
  - c. advancement of the fine arts of gardening, landscape design, floral design, and the study of horticulture, and
  - d. cooperation with other agencies or organizations having similar interests to our own in the furtherance of our mutual aims.

## 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 CAR-SGC 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, review the home state locations of the President-elect and the CAR-SGC Director to see who may be close enough to drive to the convention location. NGC pays travel for the NGC President but does not pay the convention expenses. The convention will pay for the best (complimentary) room available and registration form choices selected. A gift basket or fruit may also be provided by the convention in her/his room.)

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 it is a suggestion. It is very important to issue the invitation very early as there can be schedule conflicts. The GCFP President sends the NGC travel form to the convention chair, who later manages the travel details and registration.

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

- A. Works in conjunction with the Convention Coordinator and Convention Chair 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 the District Director in the area where the convention is to be held. (In the case where there are two districts involved, the GCFP President approves Co-Chairs, one from each District, if requested.)
  1. Approve three years in advance.
  2. Notify the Convention Coordinator of the appointments.
- C. Approve 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, presentations and programs for the luncheons and banquets before final arrangements are made by the Program, Workshops and Presentation 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 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 and Vice-Chair
- H. Consult with the Awards Chair to schedule their awards even if given in a technology mode (PowerPoint).
1. Award and/or Awards 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 a meal)
  7. Youth Chair - K-6th Grade and 7-12th Grade (usually opening day evening event)
  8. Other award/grant presenters (as time allows)
- I. Prepare the convention schedule after all appointments made in the Directory Issue 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 by November.
- 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
    - f. Convention Committee Chairs



3. Special seating for all meals:
  - a. Invited Guests (NGC President or CAR-SGC Director)
  - b. Former GCFP Presidents in attendance
  - c. Former National Presidents and/or CAR-SGC Directors in attendance
  - d. Convention Chair and Vice-Chair
  - e. State Awards Chair/ Vice Awards Chair
  - f. Speaker of special programs

## II. GCFP STATE CONVENTION COORDINATOR

### A. Standing Chair on the GCFP Board of Directors

1. Supervise and coordinate plans and arrangements for convention (GCFP assigned duty)
2. Consider placement on Finance Committee-RECOMMENDATION

### B. Duties:

1. With Convention Chair, form a committee to select a convention site with state President approval.
  - 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 introductions to hotel staff and management.
3. Investigate sites recommended by local members who are familiar with the area
4. Apply checklist 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. Vendor room (1,000 sq. ft) or suitable area (consider manned rear entrances if public will be invited to visit vendors during meeting hours)
  - e. Hallway/Foyer areas for educational exhibits and Trash to Treasure Contest submissions
  - f. MARKETPLACE -Ways and Means Selling Area- should have lock capability
  - g. Minimum of three meeting rooms for presentations, each to seat 50 to 75 people. Four or more better if possible.
  - h. Work Room -approximately 400 sq. ft with lock, near main ballroom for floral centerpiece assembly. (Availability of water near it)
  - i. Meeting room to seat approximately 200 people for Annual Business Meeting and Judges Council Meeting
  - j. Prepare a written recommendation of site to GCFP President and Convention Chair
5. Submit date and place for approval by Executive Committee and Board of Directors as soon as possible.
6. Assist Convention Chair with contracting with the hotel.
  - a. Include a sentence that states the pricing will not change in the year of the actual convention.
  - b. Include a sentence that allows the convention team to use other audio-visual groups or person or computers and microphones.
  - c. Check on risers with hand railed stairs as well as pedestals.
  - d. Confirm the length and width of rectangular tables available for vendors and electrical outlets (additional electricity charges)
  - e. Set-up a tasting of foods served for meals
  - f. Ask to see how a meal and audio-visuals are priced with Tax and Service Charge added.
  - g. Ask for a printed bill at the end of each meal event.

- h. Ask for a weekly report for the number of complimentary nights earned including the list of hotel registrants.
  - i. Secure all agreements in writing, including the final contract from the hotel and send copies to GCFP President, the Convention Chair and the Convention Advisor.
- 7. Set up conventions three years in advance, rotated on a geographic system.
- 8. Be responsible for interpreting policies of the GCFP
- 9. Be sure the Convention Chair has access to the newest Convention Directives. Set up a meeting to go over them as soon as she/he is appointed.
- 10. Attend all zoom convention/ in person meetings as possible. All Minutes are to be sent to you after each meeting.
- 11. Keep a permanent file of attendance at all events as well as Feedback collected. Maintain three convention files to use to advise the Chairs.

### III. GCFP CONVENTION CHAIR

- A. Consult with the GCFP President. Receive either digital files or record book from immediate Past Convention Chair.
- B. Consult with GCFP Convention Coordinator and Vice Chairs and District Director, receive directives and contract with hotel. **CONTRACT MUST BE SIGNED BY CURRENT GCFP 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 2nd Vice-Chair can be appointed.
  2. Advisor - usually a former GCFP President approved by the current GCFP President.
  3. Registrar : the following sub-committee members may be appointed by the Chair or by the Registrar. They should work closely together.
    - a. Assistant Registrar- handles tickets for meals and sessions.
    - b. Gift Bag Chair - responsible to collect donated/low cost/ free items for the attendees. Secures gift bags for all attendees.
    - c. Ticket Chair- unnecessary if information printed on name badge. Works with Assistant Registrar if needed.
    - d. Information/Lost and Found - assigned duty of a volunteer registrant at main registration desk.
    - e. Volunteers to help provide a smooth registration process during all scheduled hours.
  4. Secretary- handles minutes of all convention meetings. Send to Convention Coordinator. Handles all correspondence before, during and after the convention. SEE SPECIFIC DUTIES
  5. Treasurer - pays all convention expenses and bills when approved by the Convention Chair. SEE SPECIFIC DUTIES
  6. Design Coordinator - coordinated honor designs on pedestals and meal centerpieces. SEE SPECIFIC DUTIES
  7. Educational Exhibits and Sponsor Exhibits
  8. Hospitality - optional depending on hotel agreement.
  9. Pages, Ushers and Greeters
  10. Photography- A photographer (not necessarily a professional) is needed to take pictures during the entire convention for record book, website and attendees.
  11. Printing and Posters - See if hotel can provide for entrance, sessions and rooms. Some hotels have technology systems for locations and signage.
  12. Program- sets up the following: check with GCFP President for approval:
    - a. Speakers
    - b. Workshops
    - c. Presentations
  13. Publicity- using all media available.
  14. Reception - only done in year of installation of new GCFP President. Handled by new President's garden club.
  15. Record Book or digital files - documents showing convention Process and finances.
  16. Tours - handles tours to local attractions if desired.

17. Presentations/Workshops - consult with GCFP President for approval.
  18. Volunteer Chair - coordinates volunteers needed for entire convention. Needs experience with spreadsheets.
  19. Fund Raising Chair- handles convention pre-sale items.
- E. Select a theme for convention after consulting the GCFP President and the convention committee.
1. Decide fundraiser items to be sold linked to theme.
  2. Items can be sold after previous convention or within own district.
- F. Set up a budget after consulting with the following: SEE SAMPLE BUDGET

1. GCFP President
2. Convention Treasurer
3. Convention Coordinator
4. Printing/Program - determine the cost of the program booklet.
5. Registrar - determine cost of name badges, postage, etc.
6. Design Coordinator - cost of flowers.
7. The KEYSTONE GARDENER - COST OF FRONT COVER IF COLOR REQUESTED.
8. Hospitality Chair - costs of coffee, etc., from hotel, if allowed.

REGISTRATION FEE SHOULD BE KEPT AS LOW AS POSSIBLE, AND THE SAME AMOUNT FOR FULL- OR PART-TIME. LATE REGISTRATIONS SHOULD BE HIGHER TO ENCOURAGE PEOPLE TO REGISTER EARLY.

- G. Schedule the first meeting with Convention Chairs and Treasurer after your appointment. Have convention theme and fundraiser ideas ready for discussion and approval. Use Zoom meeting format whenever possible for meetings.
1. Discuss all phases of the convention.
  2. Designate individual responsibilities.
  3. Create a convention directory.
- H. Give each chair a copy of the timetable (see sample timetable) and a copy of their duties from the Convention Directives.
- I. Schedule future meetings - at least one at the hotel where the convention is to be held and include tastings. Utilize Zoom format where possible.
- J. Liaison with Hotel
1. Get copy of agreement with hotel from Convention Coordinator.
  2. ONLY THE CONVENTION CHAIR SHOULD BE IN CONTACT WITH THE HOTEL FROM THIS POINT ON. Chair can OK committees to visit hotel if needed.
  3. Clear all dates with hotel. Decide on deadlines for reservations. Allow at least four days for late delivery to meet hotel date.
  4. Clear meeting room dates for each event.  
HAVE ALL ARRANGEMENTS CONFIRMED IN WRITING.
  5. Clear special rooms for usage:
    - a. Exhibit room or designated areas
    - b. Locked Registration Storage Area Room for assembly of badges, donations/items, and storage of gift bags and registration files, hopefully close to registration area.
    - c. Vendor room and MARKETPLACE - should have lock capabilities.

- d. Rooms for all meal functions.
  - e. Floral workroom near dining room - should have water nearby and lock capabilities.
  - f. Have all room arrangements approved by the Chairs using them. Each chair is to specify needs in writing ahead of time.
  - g. Written confirmation of all areas to be used.
6. Select Menu for all meals with Banquet Manager.
- a. Make every effort to avoid "CONVENTION" food. Select a quality menu at a reasonable price at that time.
  - b. Select only ONE main entrée for each meal.
  - c. Utilize the hotel chef for optional meal choice for dietary restrictions.
  - d. Price meals to include taxes and gratuities, cost of properties, cost of table decorations, and pro-rated cost of program for each event. (Program Chair to determine the cost of speaker, mileage, overnight lodging, etc., for each event.) Divide these costs by the number expected to attend. Add to the basic meal cost to set the price of each meal.
  - e. State in the KG that meal descriptions will be available on the GCFP website.
  - f. Inform State Webmaster of schedule, meal descriptions, registration form, detailed description of sessions and speakers' biographies.
7. Furnish the hotel with a floor plan for each event. Specify:
- a. Event, time and place.
  - b. Size and shape of tables for each room use.
  - c. Round tables for 8 are ideal in dining room.
8. Furnish hotel/outside sound vendor with a list of props and agree on rental costs.
- SECURE A WRITTEN CONTRACT.**
- a. Number of chairs/tables
  - b. Microphones and types needed
  - c. Lecterns
  - d. Lighting needs
  - e. Platforms (risers with railed steps)
  - f. Screens
  - g. Linens and color selection
  - h. Computer rentals

#### K. Complimentary and Courtesy Arrangements

1. Confirm complimentary tickets for:
  - a. Meal Speakers (spouse or helper not included). These tickets must be arranged for and paid in advance.
  - b. Honored guests pertinent to the convention. Convention notified of these well in advance. Dinners would be covered at the appropriate meal.
    - i. Silver Seal/Gold Seal winner
    - ii. Youth Essay Contest Winner (and an accompanying parent).
2. Confirm complimentary packets and tickets for:
  - a. GCFP President
  - b. NGC, Inc., President and/or CAR-SGC Director
3. Confirm courtesy suites/rooms (double occupancy) for:
  - a. GCFP President
  - b. NGC President and/or CAR-SGC Director
  - c. Speakers at main meal events

d. Convention Chair

4. Arrange for welcoming gift in VIP rooms (Hospitality duty)
- L. Event Cancellation Insurance - Each Convention Chair, after consulting with the GCFP President, should decide if they feel it is appropriate to purchase. Get in touch with the GCFP Insurance Chair for up-to-date insurance coverage and costs.
- M. Furnish the Design Coordinator with the Convention Timetable, showing when the dining areas will be available for setups.
- N. Notify the hotel of the number of reservations two weeks prior for each event. Registrar should provide the Convention Chair of the proper count. Ask hotel for their leeway policy, but DO NOT OVERESTIMATE.
- O. By October 15, prior to convention, compose and send to the KG the following:
  1. The "Call" - HAVE IT PLACED ON AN EASILY REMOVED PAGE.
  2. The Programs
  3. Information from Registrar (due by September 15)
  4. The KG editor determines the cost of printing the front cover of the Convention Registration "CALL". The editor will contact the Convention Treasurer if payment is required.
  5. Send all bios and pictures of the presenters separately so that the KG Editor can process them. Make sure pictures and bios are matched correctly.
- P. Post-Convention Duties
  1. Prepare the Record Book or digital files as quickly as possible to pass on to the next convention chair.
    - a. PASS THE RECORD BOOK/DIGITAL FILES AS SOON AS POSSIBLE!
    - b. Give them the past two years of record books, if in your possession.
    - c. Return other Record Books to proper districts.
  2. Prepare an Evaluation Questionnaire for convention attendees to fill out and return. Be sure the Convention Coordinator gets a summary to use with future convention chairs.
  3. Schedule a final wrap-up meeting to close down the convention and file a finance report to GCFP Board of Directors. Try to have within a month after the convention.

## IV. REGISTRAR

### A. Qualifications:

1. Competent, well-organized, steady under pressure, prompt, and computer literate.
2. Familiar with EXCEL spreadsheets.

### B. Duties:

1. Appoints Registration Committee with Convention Chair approval.
  - a. Assistant Chair is kept informed so that she can take over in any emergency. Could handle tickets and name badges and eliminate positions 1 and 2.
  - b. Four or more members to assist and staff the desk at the convention.
    - i. Ticket Chair - assists Name Badge Chair to check all information. Could be Assistant Chair duty.
    - ii. Name Badges Chair - designs and formats information from Registrar. Inserts badges and other information into holders in alphabetical order into containers. Could be Assistant Chair duty.
    - iii. Gift Bags Chair (Optional) - Prior to Opening Day, assemble and store in a locked room close to Registration area.
    - iv. Information/Lost and Found Chair - can be handled by Registration volunteers.
2. Draw up a Registration Form to be printed in the KG. Sample included in back of Manual.
  - a. Consult the Convention Chair and GCFP President for approval.
  - b. Send to the Convention Chair by September 15 prior to convention for approval.
3. Keep accurate records of all registrations, immediately as they arrive. **SAVE ALL CORRESPONDENCE INCLUDING THE ENVELOPES IN WHICH THE REGISTRATIONS ARRIVE.**
4. Send checks to Convention Treasurer promptly. Make a copy of each check before they are deposited.  
**CONSIDER ADDING CREDIT CARD PAYMENTS OR PAYPAL with GCFP approval.**
5. As registrations arrive, set up a separate spreadsheet for the GCFP President and GCFP Protocol Chair to review at the end of registrations.
  - a. VIPs who require special seating.
  - b. Speakers at the head table.
  - c. Husbands and wives, so that they can sit together.
  - d. Additional honorees.
  - e. Anyone requiring special seating - check with Protocol
  - f. Pages for VIPs (should be seated within visual access to the VIP).
6. Computerized registration should include the following:
  - a. Office/Chair held
  - b. Groups (Judges, Consultants, Vendors and helpers, Sponsors, and Presenters/Speakers.
  - c. Past GCFP Presidents.
  - d. Life Members - State, National, CAR-SGC.
  - e. List club name, district.
  - f. Email addresses and full mailing address. (Ask HQ for an Excel file of all active members' info and mark as coming to convention. Before Opening Day, clean retain and print file to keep attendees' information only for safety reasons. Registrar will NOT have to retype this data manually.)
  - g. Columns for registration fee and late registration fee.
  - h. Check number.
  - i. Confirmations sent.
  - j. Comments.



- k. Dietary restrictions - vegan, medical, allergies.
  - l. Additional columns for each event, workshop or presentation.
- 7. Mail or email confirmation as soon as possible.
- 8. Answer all correspondence promptly.
- 9. Prepare the preliminary credentials report (which is the total number of each group listed on the Registration page and expected to be attending). Given at the annual business session.
- 10. Prepare the final credentials report (which is the total number of each group listed on the Registration page that actually attended). Given at the final event of the convention.
- 11. At the convention during hours scheduled in the Program Booklet:
  - a. Set up registration table in an easily accessible location.
  - b. Arrange registration alphabetically with regard to an efficient flow of traffic.
  - c. Keep well staffed during hours of heavy registration.
  - d. Distribute packets to pre-registered members. Point out to check with Protocol at desk for honor seating. Check tickets and sign before leaving registration.
  - e. Find out policy of hotel for adding registrants as walk-ins. A walk-in should be handled by Registrar or Convention Chair. Emergency cancelations may handle the issue.
  - 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 the wrap-up meeting, do the following:

- 1. Write a full report of your committee activities.
- 2. Write a full, detailed financial report.
- 3. Give suggestions for improvements (copy to Convention Coordinator).
- 4. Send thank you notes to your specific committee members.

D. Committees:

- 1. Ticket Chair - can be given to Assistant Chair as a duty.
  - a. Works closely with Registrar and Name Badge Chair.
  - b. Creates meal tickets, workshop/presentation tickets unless printed on back of name card.
- 2. Name Badge Chair - can be given to Assistant Chair as a duty.
  - a. Use large font to print name clearly.
  - b. At the discretion of the Convention Chair, the following badge information may also be added:
    - i. GCFP Officer.
    - ii. GCFP Chairs.
    - iii. District Director.
    - iv. Club Presidents and Garden Club.
  - c. At the discretion of the Convention Chair, the following may also be included:
    - i. NGC Member.
    - ii. CAR-SGC Board Member.
    - iii. Life Member (NGC, GCCFP, CAR-SGC).
    - iv. Flower Show Judge.
    - v. Landscape Design Consultant.
    - vi. Gardening Consultant.
    - vii. Environmental Consultant.
    - viii. Garden Club Member.
  - d. Badges should be given to Registrar when complete.

3. Gift Bag Chair
  - a. Gift bags are optional - decision by convention committee.
  - b. Arrange for donated items, including actual bags if possible. Seek a corporate sponsor.
  - c. Work closely with Registrar and Convention Chair to determine items to be placed in the bags.
  - d. Each registered attendee should be given a bag.
  - e. Giving a bag to vendors is optional.
4. Information/Lost and Found
  - a. Set up a bulletin board near the Registration table to announce lost items or place messages.
  - b. Advise Convention Chair/Vice-Chair of announcements to be made at all meals/meetings.

## V. ADVISOR

### A. Qualifications

1. Should have approval of GCFP President.
2. Should be a former GCFP President from the convention district whenever possible.

### B. Duties

1. Attend the meetings of the committee either by Zoom or in person when possible.
2. Assist with the convention planning when requested to do so.
3. Be available to advise the Chair, at his/her request.
4. Be familiar with the Convention Directives Manual, the latest revision.

## VI. SECRETARY

### A. Qualifications

1. Have computer capabilities to take and send minutes.
2. Write letters at the request of the Convention Chair with copies to the GCFP President, Convention Chair and Co-Chairs, Convention Coordinator and Convention Advisor.
3. Write thank you notes, promptly, as requested by the Convention Chair. Personally handwritten notes are the best socially accepted version.
4. Take the minutes of the convention committee meetings. Send copies to the above list or entire committee if Convention Chair deems necessary.
5. Create a Convention Committee Directory and send to entire committee.

## VII. TREASURER

### A. Qualifications

1. Experience in handling money carefully and keeping detailed accounts.
2. Reliability and promptness.
3. Budgeting experience.
4. Access to a computer or laptop.

### B. Request from GCFP Treasurer:

1. Obtain from the GCFP Treasurer the EIN Number that has been assigned to the GCFP (parent company). This number will be used to open the account for the convention at the bank close to the Convention Treasurer.

EIN \_\_\_\_\_

Only this EIN can be used to open a convention account, assuming the prior Convention Treasurer closed the account. Also obtain a copy of the following:

- a. Certificate showing that GCFP is a Charitable Organization.
  - b. A letter "To Whom It May Concern" stating that the convention is a sub-group of the GCFP, listing the EIN Number, where and when the convention will be held, and listing the names of the Chair and Treasurer of the convention.
2. Request, in writing, an advance from the GCFP Treasurer a maximum of \$3500, including the venue deposit, when delegated to do so by the Convention Chair. This amount can be increased as the economy changes, with GCFP Board approval. This amount is to be returned to the GCFP as soon as possible.
  3. Recent gaming laws in the Commonwealth of Pennsylvania require GCFP to obtain a "Small Games of Chance" gaming license each year.
    - a. The license is valid for the month of April only and is obtained primarily for the raffle(s) carried on during the annual convention.
    - b. The Convention Treasurer will request an application for a Short Term Gaming License from their local County Treasurer's office.
    - c. Send the form to the GCFP Treasurer for completion and her notarized signature. It is then returned to the Convention Treasurer.
    - d. The Convention Treasurer forwards the application fee (currently \$25) with the notarized application and other required documents (By-Laws, Hotel Contract, IRS verification that GCFP is a 501c organization) to the issuing office.
    - e. The validated certificate will be mailed to the Convention Treasurer and must be readily available on site. Be sure to have a copy of the original and make several additional copies in case something happens to the original. It is a good idea to put a copy in a picture frame at the registration area.
  4. Monies are received from various committee chairs - Registrar, Vendor bookings, Sponsorships, Booklet ads. These banking deposits should be handled separately, using separate deposit slips to better track the money for Treasurer reports.
  5. The Treasurer and Registrar should hand deliver checks to each other for deposit to avoid mail loss.
  6. The Treasurer gave daily "seed money" of \$50 to the Raffles Chair and 50/50 Raffle Chair in an envelope given directly to them. It was collected at the end of each day. The chairs wrote the total collected plus the "seed money" on their envelopes before giving it back to the Treasurer. It is a good idea to have their signatures on each envelope.
  7. Place collected funds daily in the hotel safe for security. **NO FUNDS SHOULD BE KEPT IN PRIVATE ROOMS OVERNIGHT!**

## C. Duties

1. Help set up a tentative budget with the Convention Chair for approval by the GCFP President. SEE SAMPLE BUDGET. The budget estimates the cost of:
  - a. Meals (including taxes and gratuities) after consultation with Banquet Manager and Convention Chair.
  - b. Speakers (including fee, mileage, overnights, flowers).
  - c. Printing.
  - d. Tickets.
  - e. Complimentary items.
  - f. Table decorations not paid for by district clubs.
  - g. Rentals of microphones, computers, screens, properties for which the hotel may charge.
  - h. Guest expenses not covered by complimentary suites, etc.
  - i. Bank charges.
2. Set the price of registration to cover registration, postage, program booklet, estimated coffee charge for Hospitality (if applicable), items in "Bags". KEEP AS LOW AS POSSIBLE! Offer a total package registration fee which would be less expensive than a la carte. Basic cost would then be the same for all registrants, whether full- or part-time. Late registration charge should be higher after the deadline date.
3. Set meal and program costs to reflect the cost of the meal, plus pro-rated cost of Speakers and guests or other costs. These costs should be listed in KG "CALL".
4. Pay bills only after approval of the Convention Chair. All checks should be signed by two of these three: Convention Chair, Convention Treasurer, Assistant Chair. All committee expenses MUST be approved by Convention Chair.
  - a. Make arrangements for a special convention account at a convenient bank location. Make sure there are no hidden fees that could be costly later.
  - b. Make arrangements with hotel for safekeeping of money collected. Get a signed receipt for each amount deposited.
  - c. Bank account should be titled (Year) (City or District or Location) Convention, e.g. "GCFP 2017 Shawnee Convention".
  - d. Bond for the Treasurer is included in the GCFP D&O Policy.
  - e. Obtain receipts for all monies paid out.
  - f. Pay entire calculated bill before start of convention or within 15 to 30 days after convention, according to contract with hotel.
  - g. Be sure to follow the payment schedule according to the hotel contract on time.
  - h. Complete all obligations and make a report as soon as possible (by wrap-up meeting). Send copies to GCFP President and Convention Chair.
5. The report should include the number at each meal, cost of each meal and program. Submit for Record Book or digital files.
6. Ask hotel for the actual daily bill of expenses and review with Convention Chair and Registrar.
7. Return advance to GCFP Treasurer as soon as possible.
8. Charge Judges Council Treasurer for their share of the hotel expenses for Day 3 - room, meal, audio-visual and speaker for the Judges Council Luncheon. Judges Council sets their own registration cost, and it should be paid as a separate fee, not in a total convention package.
9. Total monies in excess of expenses of convention, with complete financial report, are to be sent to the GCFP Treasurer within two months after the convention is over. The GCFP Treasurer returns the 25% due to the host district(s).

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.

10. When there are no further transactions pending and funds have been transferred to GCFP, be sure to close the bank account. This will assist the next district in setting up a convention account.

## VIII. DESIGN COORDINATOR

- A. Appoint a committee chair for the different phases of work:
  - 1. (Hotel) Flower Designs honoring VIPs.
  - 2. Table Designs for all meals, except Judge's Council Luncheon.
  - 3. Lobby decorations, if applicable.
- B. Consult with the Convention Chair to determine which events require table decorations and the approximate number of tables involved. Always have extra design(s) available in case additional tables are needed. Know location of floral workroom.
- C. Committees:
  - 1. Honor Designs
    - a. Consult with Convention Chair as to who will have an honor design (NGC President, CAR-SGC Director, GCFP President when attending). Others added by Convention Chair.
    - b. Each Honor Designer is chosen by Design Coordinator. Honor Designer:
      - i. Is allotted a maximum amount (currently \$75) for plant materials, provided by convention funds.
      - ii. Is responsible for placement of designs and keeping them fresh during the convention. Utilize the lower temperature of the floral workroom.
      - iii. Remove design at designated time at the end of the convention.
      - iv. Submit bill for plant materials to Convention Treasurer.
  - 2. Table Designs
    - a. Discuss how district clubs will be chosen to make designs (Volunteer, Competition, Assigned).
    - b. Attend one convention meeting held at the hotel.
    - c. Floral allowance is set by Convention Chair and the Convention Treasurer in the budget. Registrar will indicate number of designs needed for each meal.
    - d. Report the name of each club(s) doing designs to Protocol.
- D. Submit a final report to the Convention Chair by wrap-up meeting.

## IX. EXHIBITS

- A. Contact the State Chairs, appointed by the GCFP President, early via email or letter to:
  - 1. Ask each chair to place an exhibit in the designated area at convention.
  - 2. Determine the amount of space and whether electricity is needed. Overnight lockup area possible, varies by hotel.
  - 3. Provide Exhibit Guidelines for all GCFP exhibitors. COPY ATTACHED AT END OF MANUAL.
  - 4. Check on possible exhibit provided by incoming convention district for promotional use.
  - 5. Tables may be needed for sponsors, awards, or raffle winners.
- B. Make a planned layout of available space, indicating where each exhibit should be placed.
- C. Contact Properties Chair for tables and chairs needed.
- D. Provide each exhibitor with the time and method for placing and removing the exhibit.

- E. Check with GCFP President for approval of additional exhibits (if space allows), such as
  - 1. Professional garden-related organizations.
  - 2. Promotion of a district project.
  - 3. Memorial for a district member.
- F. Submit a final report to the Convention Chair by the wrap-up meeting.



## X. FUNDRAISING

This is a NEW position on the convention committee which handles the fundraising to help defray expenses early in the planning stages.

### A. Qualifications

1. Creative salesperson with potential fundraising ideas and contacts.
2. Works closely with Convention Chair and Treasurer.
3. Handles money with accounting easily.

### B. Duties

1. Make contact with fundraising companies to choose an idea with approval of the Convention Committee for the best sales profit.
  - a. Choose a unique item that promotes the convention theme.
  - b. District may cover the initial cost of order, but will get funding returned at end of campaign. **INDIVIDUALS SHOULD NOT HAVE TO USE THEIR PERSONAL CREDIT CARDS!**
  - c. Set the price to make maximum profit, but sells easily.
  - d. Choose item easily transported to meetings.
2. Chair has fundraiser shipped to their home for storage.
3. Start item sale only **WITHIN HOST DISTRICT**.
4. Statewide sale begins at the conclusion of the previous convention.
5. Set up a promotional campaign with volunteer club members.
  - a. District meetings via state officers.
  - b. Table at state BOD meetings.
6. Keep accurate account record of sales/profit.
7. Attend convention committee meetings and give updates.
8. Prepare a final report to Convention Chair by the wrap-up meeting.

## XI. HOSPITALITY

This committee functions only with Hotel approval in a special area.

- A. Soda, coffee, cookies, chips, or fruit are optional due to hotel contract stipulations. If permitted, a special hospitality room will need to be secured for easy access by attendees.
- B. For VIPs - including National Officers (functions differently than a designated Hospitality Room).
  - 1. Place a note of welcome in their rooms.
  - 2. Place a welcome gift, such as fruit or flowers, in room just prior to their arrival. This bill is paid by the convention.
  - 3. Provide VIPs with names and room numbers of those who may be called for assistance (especially Pages, if provided).
- C. Provide hostesses to greet arriving guests in the hotel lobby at the “peak” arrival hours, to aid with check-in. Work with the Volunteer Chair for scheduling.
- D. Hosting district(s) committee members should wear something to identify them as able to help guests. Example: buttons, badges, scarf, etc.
- E. Designate a committee person to be in charge of each meal event to:
  - 1. Be on hand before, during and after event to greet attendees and help coordinate seating.
  - 2. Provide several helpers at large meals - one at each door.
  - 3. Set up a designated entrance for members who are handicapped with a person assigned to seat them early.
- F. Work closely with Convention Chair, Protocol Chair, Volunteer Chair, and Pages (if utilized).
- G. Create a final report for the Convention Chair prior to the wrap-up meeting.

## XII. PAGES

Pages are activated if the VIPs request them.

A. Pages are usually needed for the following VIPs:

1. GCFP President.
2. Convention Chair.
3. NGC President or CAR-SGC Director.

B. Duties:

1. Meet VIP on arrival and assist with registration.
2. Be on duty at all times during meals and meetings.
3. Be seated within sight of VIP - work with Protocol.
4. Names of VIP (and the Page or Pages) should be given to Protocol Chair for special seating.
5. Be familiar with the VIPs room, in case you are sent there to pick up or return items.
6. Be familiar with the hotel to assist the VIP to locate rooms utilized for various functions.
7. If the VIP does not want a full-time Page, cell phone numbers may be exchanged for assistance if requested.

C. Submit a final report to the Convention Chair prior to the wrap-up meeting.

### XIII. PHOTOGRAPHY

- A. Ideally, two or three flexible photographers using digital cameras are needed to take pictures for the entire convention. A single photographer cannot cover every event successfully. It is not necessary for the photographers to be a professional or a member of GCFP.
- B. Pictures should be taken for the Record Book or to send as digital files to the next Convention Committee.
- C. The photographers should be mentored by someone familiar with the VIPs for proper coverage.
- D. Pictures of attendees should only be taken with photo releases.
- E. Expenses should be budgeted and paid by the Treasurer with approval of the Convention Chair.

## XIV. PRESIDENT'S RECEPTION

NOTE: This reception occurs after the official installation of the GCFP Officers. The newly elected President's garden club works in conjunction with the convention Planning Committee to plan the event.

- A. The Convention Committee shall assume the responsibility for the arrangements and expenses of the President's Reception in the President's election year.
- B. The newly elected GCFP President's own garden club(s) is to be involved in the final arrangements. They may add special touches (flowers, favors, etc.) at the club's expense.
- C. All plans are to be approved by the Convention Chair, including any type of music.
- D. The Reception can be made as simple or elaborate as the host garden club and the Convention Chair decide upon:
  - 1. Dessert course after the evening banquet served as a buffet.
  - 2. Wine and cheese and punch served prior to the meal.

NOTE: GCFP MAY NOT PURCHASE ALCOHOL FROM THE HOTEL OR OUTSIDE VENDORS TO CELEBRATE THE TRANSITION OF PRESIDENTS.

- E. Host garden club or district may vote to cover alcohol or have a sponsor provide the funding. Always provide refreshments of non-alcoholic varieties for non-drinkers.
- F. Check with hotel on their policy for serving wine:
  - 1. Allowed to bring in from outside source.
  - 2. Allow club members to serve or must be hotel staff.
- G. This event usually takes place during Day 2 of the Convention in coordination with the Banquet meal.

## XV. 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 KG Editor before the October 15 deadline for the Winter Convention issue.
- B. The Convention Program Booklet is approved by the GCFP President and Convention Chair before it is printed at least four weeks before the Registration packets are assembled. Recipients are Sponsors and Attendees.
  - 1. The Booklet contains the entire Convention program.
  - 2. Convention “Rules” MUST be printed in the booklet. Some to be included are:
    - a. All meetings shall be called promptly by presiding officer.
    - 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 that 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. 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 deemed necessary by the GCFP President and the Convention Chair.
  - 3. Deliver printed materials requested to the proper Chair for insertion into the registration packets.
- C. Posters or Digital Signs
  - 1. Get number and type of signs required from Convention Chair. Check to see if the hotel can provide signage.
  - 2. Plan printing to harmonize with place or theme.
  - 3. Printing should be clear and concise, in a readable font.
  - 4. Locate in proper places as agreed in advance. Ask hotel to change signs daily as needed. Use electronic boards if possible within hotel. Be prepared for last-minute requests.

## XVI. PROGRAMS/**WORKSHOPS**/**PRESENTATIONS**

NOTE: Good quality programming is a MAJOR draw for member attendance! This can be a single Convention Chair or handled by three Chairs.

### A. Qualifications:

1. Access to computer/laptop for communication purposes.
2. Works well with people.
3. Uses a cell phone for easy communication purposes.

### B. Duties for PROGRAMS

1. Decide on topics after consultation with GCFP President and Convention Chair. Try not to use topics scheduled by previous convention planners.
2. Try to appeal to as many interests as possible, including landscape design, horticulture, environment, and floral design. KEEP AS CURRENT AS POSSIBLE WITH NEW TRENDS!
3. Cover as many garden club activities and National Garden Club, Inc., objectives as possible. Need 3 main speakers for meal events: One for Day 1 (Banquet), and two for Day 2 (Luncheon and Banquet). Judges' Council handles their luncheon speaker on Day 3.
4. Investigate suggestions for meal event 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 the speaker.)
5. Submit names and descriptions of program speakers to GCFP President and Convention Chair for final approval. Issue the Invitation and two contracts. SEE ATTACHED CONTRACTS.
6. After acceptance and receipt of signed contract and a photo with biographical information, write their summary and send to the Convention Chair for inclusion in the Program Booklet, KG Winter Edition, and GCFP website NO LATER THAN SEPTEMBER 15.
7. Retain the complete biographical information provided by the speaker for the person who will introduce them and possibly the Publicity Chair.
8. Send the speaker a copy of the information about their Program that is to be published in the KG.
9. Each main speaker should be offered:
  - a. Transportation from airport and return, if applicable, or transportation costs per mile at the GCFP mileage rate.
  - b. Assistant(s) to help before, during and after the program, if needed. Work with Volunteer Chair.
  - c. Complimentary meal tickets (arrange through Convention Chair) are for the speakers at meals only. Packets for the speakers must be picked up by Program Chair or the Speaker at the Registration Desk prior to their program.
  - d. Room reservation, if necessary (complimentary, if possible).
  - e. Help in dismantling, packing and loading.
  - f. Provide information about the facilities of lecture room (special lighting, darkening for slides, work space, staging area, backgrounds, etc.).
10. All costs - properties needed by speaker, arrangements, etc. - should be confirmed IN WRITING and sent to the speaker by email, with a request for confirmation to the Program Chair. This will help eliminate misunderstandings at the actual Convention.
11. Total cost of EACH program must be paid to the speaker after their convention presentation by the Treasurer with a check.

12. The Program Chair or the Convention Chair should write a thank you note to each speaker after the convention.

#### C. DUTIES for Workshops (hands-on variety)

1. Try to appeal to those members who like hands-on training with a gardening theme.
2. Investigate workshop instructors for price, availability and space requirements at the hotel.
3. Schedule for the first day afternoon - time allotted set by the instructor with approval of GCFP President and Convention Chair. Two workshops running side-by-side is the norm.
4. Set up a separate registration cost for each workshop based on materials provided. Attendees will register for the workshop separately from total cost registration package. Printed materials with specific information for participants are encouraged; costs should be covered by workshop fee.
5. Number of participants determined by instructor and room size.
6. Send Workshop Contract (2 copies) to instructor after approval by GCFP President and Convention Chair. SEE ATTACHED CONTRACT.
7. Submit instructor name, photo and workshop description to the Convention Chair for inclusion in the Convention Booklet, KG Winter Issue, and GCFP website by September 15.
8. Return complete biographical information to the person who will introduce instructor and possibly the Publicity Chair.
9. Send an instructor a copy of the information about the Workshop that will be printed in the KG.
10. All costs, properties, needed arrangements, etc., should be confirmed IN WRITING and sent to the instructor by email to the Program/Workshop/Presentation Chair.
11. Total cost of EACH WORKSHOP must be paid to the instructor after their presentation by check by the Treasurer.
12. The Program Chair or the Convention Chair should write a thank you note to each instructor after the convention.
13. Contact the Volunteer Chair if assistance is needed by the instructors.

#### D. Duties for Presentations

1. Try to appeal to club members focusing on NGC objectives for presentation topics, but keep to current issues.
2. Schedule presentations on Day 2 and Day 3 with GCFP President and Convention Chair approval.
  - a. Normal time allotment is 45 minutes.
  - b. Day 2 - Schedule Session 1 and 2
  - c. Day 3 - Schedule Session 3
  - d. Each session should have a minimum of 3 presentations, but could have more depending on the hotel.
  - e. Participants should indicate choices for registering (top choice #1, second choice #2, etc.).
3. Investigate presenters for price and availability at the allotted time. Include asking State Chairs and Club Members who may be willing to provide a program.  
**THE EXECUTIVE BOARD OF THE JUDGES COUNCIL OF GCFP AND THE CHAIR OF THE AREA JUDGES COUNCILS ARE EXPECTED TO ATTEND THE JUDGES COUNCIL BUSINESS MEETING AND SHOULD NOT BE ASKED TO CONDUCT A PRESENTATION DURING THE TIME SCHEDULED FOR THAT EVENT.  
FLOWER SHOW JUDGES SHOULD ATTEND THIS MEETING SINCE INFORMATION RELEVANT TO JUDGING WILL BE GIVEN.**
4. Budget presentation costs (currently \$25) to be included on the registration form.



5. Number of participants determined by hotel fire code for meeting rooms (usually 40-50 people).
6. Send Presentation Contract (2 copies) after approval by GCFP President and Convention Chair. SEE ATTACHED CONTRACT.
7. Submit name, photo and accurate description of what will be presented to Convention Chair for inclusion in the Convention Booklet, KG Winter issue, and GCFP website by September 15.
8. Retain complete biography information to be provided to the person who will introduce the presenter and possibly the Publicity Chair.
9. Send presentation speaker a copy of the information about their session that is published in the KG.
10. All costs, properties needed, arrangements, etc., should be confirmed IN WRITING and sent to the presenter by email with a request for confirmation to be returned by email to the Program/Workshop/Presentation Chair.  
BE SURE PARTICIPANTS CAN EASILY SEE AND HEAR THE PRESENTER! Schedule audio-visual equipment as needed.
11. Total cost of EACH PRESENTATION must be paid to the presenter after their session by the Treasurer via check. The Program Chair and/or the Convention Chair should write a thank you note to each presenter after the convention.
12. Contact the Volunteer Chair if assistance is needed by the Presenter.

#### E. Cancellations

1. All presenters 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 emails).  
BE SURE TO BRING CONTRACTS TO THE CONVENTION!
3. NO ADVANCE funding should be given.
4. Payment is to be made at the conclusion of the session by the Convention Treasurer by check only.
5. Understand the following language of a contract with the GCFP Convention: 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 FORFIETED DUE TO THE MANDATED CANCELATION.
6. The Program Chair should always have a Plan B in case of a last-minute speaker cancelation.
7. If a presentation 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 ranked system of choices.  
MAKE A SWITCH ONLY IF THE ATTENDEE IS AGREEABLE!
8. Never send attendees from a canceled session to other sessions. It causes confusion and delay to sessions already commencing.
9. If a presenter fails to appear, follow the procedure listed:
  - a. Chair informs the group of the cancelation and reason within a reasonable time (10 minutes or less).
  - b. Chair prepares a cancelation sheet for participants to sign for reimbursement, if requested. Attendee may donate the fee to the Convention!
  - c. DO NOT SEND PARTICIPANTS TO ANOTHER SESSION! This interrupts the speaker's session and causes a shortage of prepared handouts/materials.
  - d. Convention Treasurer should send a refund check as soon as possible from the list provided by the Chair.

#### F. IRS Requirement

1. If a program, workshop or presentation speaker is paid more than \$600 for service and materials rendered 1099-misc 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/Workshop/Presentation Chair.
  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 speakers who must file with the IRS.
  3. Inform the speaker providing the service if they will be receiving a 1099-misc form from the Convention Chair.
  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:
    - a. 1099/1096 Basics.
    - b. 1099 Details.
    - c. 1099 and W-9 samples.
  6. If the speaker is from Canada, there is a special foreign Form W-8ECI.
- G. A final report is due from the Program/Workshop/Presentation Chair prior to the wrap-up meeting.

## XVII. PROPERTIES

### A. Qualifications

1. Works well under pressure.
2. Detail oriented.
3. Mobility to go from room to room.

### B. Duties

1. It is necessary to have an Assistant Chair.
2. Work closely with the Convention Chair. Request introduction to Hotel Staff whose cooperation may be needed during meetings. **THIS IS THE ONLY EXCEPTION TO HAVING THE CONVENTION CHAIR SERVED AS THE ONLY LIAISON WITH HOTEL PERSONNEL.**
3. Attend all convention committee meetings by Zoom or in person.
4. Secure a list of what is available from hotel and charges, if any.
5. Provide properties as needed for meetings, speakers/workshops/presentations and Committee Chairs. Provide a budget amount for hotel rentals with approval of Convention Chair.
6. Make a list of all equipment needed for the GCFP Convention, including educational exhibitors, vendors, sponsors, workshops, presentations and meal speakers. Make an individual list for each category and room locations. List should include tables, chairs, lecterns, trash cans, easels, microphones, video equipment etc., itemized for each day. Upon approval of the Convention Chair, the list should be given to the hotel.
7. Report early each day and see that all properties are in place before Events -use the Assistant Chair to help when more than one event occurs at the same time or in the absence of the Properties Chair.
8. **SEE THAT EITHER THE PROPERTIES CHAIR OR ASSISTANT CHAIR IS AVAILABLE AT EACH FUNCTION AND KNOWS:**
  - a. Position of light switches and which lights they control.
  - b. Location of property storage area.
  - c. Contact person for air conditioning, microphone problems, etc.
  - d. Make sure properties are in working order before and during use, such as water and cups, toilet paper and paper towels in closest restroom. Report issues with restrooms if they occur.

### C. Closedown Procedure

1. Submit a final report to the Convention Chair before wrap-up meeting. Personally thank hotel staff for their cooperation.

## XVIII. PROTOCOL

### A. Qualifications

1. The convention utilizes the state-appointed Protocol Chair and Assistant Chair.
2. Works with the convention committee during the final months of preparation under the direction of the GCFP President.
3. Computer experience and printer availability.

### B. Duties

1. The GCFP Protocol Chair is responsible for correct seating of those at the Head Table and other Honor Tables.
2. Secure the booklet available from NGC Headquarters to assist in the responsibilities.
3. Well in advance of convention, secure from the GCFP President a list of those designated to sit at the head table or honor tables.
4. If a receiving line is planned, assign placement for receiving line order, upon receipt of a list of those to be so honored. Confirm with GCFP President.
5. 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 the 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 the receiving line on (date and time) at (this specific place).
6. Place a PROTOCOL NOTE in each HONOREE'S REGISTRATION ENVELOPE WITH TICKETS. The Protocol Chair should be available at the Registration Area to be sure that honorees understand the notes and pick them up. Honorees are expected to sit where assigned.
7. Provide names on place cards at Head Table and Honor Table(s) for meals. These should be on plain place cards.
8. Provide the presiding officer, in advance, with a separate script and a list covering:
  - a. The event, date, time and location.
  - b. Exact seating order from left to right at the Head Table with
    - i. Their exact name.
    - ii. Their exact offices/titles.
    - iii. Honors.
  - c. Names of any 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-to-date list with any last-minute changes, keeping a copy for yourself and the committee.
9. Place the name cards on the Head Table in exact order.
10. The Protocol Chair and Assistant should be present in the assembly room a half-hour prior to mealtime.
11. Timekeepers (at discretion of the GCFP President) for the Business Meeting should be seated in front.
12. Appoint ushers for the Business Sessions (at discretion of the Convention Chair).
13. 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.
14. Be sure that the Flags are placed in accordance with proper Flag Etiquette.

15. Submit a final report to the Convention Chair prior to the wrap-up meeting. Attend planning meetings during the final year of preparation via Zoom or in person. Plan to visit the hotel once in person to view the location of event rooms.

## XIX. PUBLICITY

### A. Qualifications

1. Someone who is experienced with and respected by the local media and knows how to get coverage in the area where the convention will be held.
2. Has or has access to a media contact list.
3. Knowledge of computer use.

### B. Duties

1. Secure the biographical materials from Program Chair to use for article information.
  2. Send pertinent information to:
    - a. National Gardener (check deadline dates).
    - b. The KEYSTONE GARDENER (check deadline dates) and the Keystone Gardener Online.
    - c. City newspapers.
    - d. Local newspapers - know procedure for article submission and to what section editor.
    - e. Radio and television stations - near time of convention.
    - f. Newspapers in vicinity of convention speakers.
    - g. Newspapers in vicinity of GCFP Officers.
    - h. GCFP website.
    - i. Local Chamber of Commerce.
    - j. Facebook accounts.
  3. Early releases should include:
    - a. Paragraph describing convention highlights.
    - b. Convention program.
    - c. Hotel site and accommodations.
    - d. Short biographies and pictures of:
      - i. Speakers.
      - ii. Program/Workshop/Presentation participants.
      - iii. Convention Chair and Vice Chair.
      - iv. Other committee chairs.
      - v. Information on GCFP President.
      - vi. VIPs attending.
- C. Coordinate with the hotel to display a welcome message to garden club attendees on their exterior electronic signage.
- D. Try to get the local mayor to deliver a welcome message during the business meeting on Day 2 of the convention.
- E. Consider doing an on-the-scene newsletter interviewing participants, if the hotel has the capability of printing it. Distribute at the beginning of Day 3. Secure approval of the Convention Chair.
1. Newsletter will need a catchy name.
  2. Secure several on-the-scene reporters.
- F. Prepare a final report for the Convention Chair prior to the wrap-up meeting.

## XX. RECORD BOOK (OF THE CONVENTION)

NOTE: A RECOMMENDATION HAS BEEN MADE TO SUBSTITUTE DIGITAL FILES IN PLACE OF THE RECORD BOOK.

### A. Qualifications

1. Creative personality.
2. Scrapbooking background.
3. Computer experience to create digital files.

### B. Appoint a person to collect and assemble the material book and produce digital files. All convention committee members should be reminded to retain pertinent information. The convention committee may decide to create both a Record Book and digital files.

1. Record Book should be completed by July 1.
2. Digital files completed as soon as possible.
3. Both versions are to be passed on to the next convention if desired.

### C. From the first planning, collect samples of:

1. Promotional fliers.
2. Tentative Program.
3. The committee list (directory).
4. Final Program.
5. The KEYSTONE GARDENER which contains 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. Credential report.
12. Committee Chair report and recommendations.
13. Any other pertinent information regarding the convention.

### D. Contents should be displayed in an orderly, attractive format, with captions if possible.

### E. The Record Book or the digital version is for the purpose of assisting next year's committee and subsequent convention committees.

### F. Keep a record in print/digital of:

1. Number of registrants, both full- and part-time (designate total for each category). Obtain from Registrar.
2. Number of overnight registrants.
3. Number attending each meal (obtain from Registrar).
4. Number on each tour (obtain from Tour Chair).
5. Number attending:
  - a. Each workshop.
  - b. Each presentation.

### G. Give a copy of statistics to the GCFP President and Convention Coordinator.

### H. After three years in circulation among convention committees, return the Record Book back the District(s) which compiled it.

- I. Consider putting the Record Book in a permanent historical record facility. Both Penn State University and the University of Pittsburgh have such storage programs.



## XXI. TOURS

### A. Qualifications

1. Person who has experience in setting up local tours.
2. Person has contact list of bus, trolley, and van companies.
3. Utilize the area Chamber of Commerce Bureau for assistance in planning.

### B. Tours should be scheduled during the convention only at the discretion of the GCFP President, Convention Chair, and the District.

### C. Tours should not be scheduled to conflict with workshops, meetings, presentations or meals.

1. Schedule for Opening Day, morning or early afternoon.
2. If having a Tri-Refresher, make sure the tours fit the criteria for credit.
3. Special Men's Tours may be scheduled for Day 2 during convention hours, if requested.
4. If tours are not offered, provide a list of suggestions and maps of the area to be available at the Registration Desk.

### D. Appoint a Tour Committee.

1. Each tour will need a leader to participate with the group.
2. Collect brochures of the sites to be considered.
3. Work with the Tri-Refresher criteria if being scheduled as part of the Convention Schedule.

### E. Discuss with the Convention Committee:

1. Where to go and what to see within the District.
2. How participants will get there and return.
3. Length of time the tour will take.
4. Cost of the tour, including tax and gratuity.
5. Tour capacity based on transportation and guides.
6. Meal consideration, if a factor.

### F. Arrangements:

1. Determine the costs (transportation, admission fees, guides, snacks, etc.) and report to Convention Chair and GCFP President for approval.
2. After approval, make firm commitment and sign contract for confirmation in writing.
3. After cost to participate has been determined, report it to the Registrar, the Convention Chair, and the person writing the "CALL" by September 15.
4. Include all information regarding the tour needed to get members to sign up in the "CALL".

### G. Tours can be historic, artistic, natural or landscape beauty, or a local spot of interest to GCFP members.

1. Indicate if Tri-Refresher credit.
2. Preference first to Tri-Refresher participants, then open to others to register.

### H. Reservations for tour made through Registrar.

- I. Bills for the tour are presented to the Convention Chair and paid by the Convention Treasurer.
- J. Attend the convention planning sessions via Zoom or in person.
- K. Prepare a final report for Convention Chair by the wrap-up session.

## XXII. TRASH TO TREASURE

NOTE: The GCFP Trash to Treasure Chair handles the Contest Rules which are printed in the Winter issue of the KG. The chair selects a theme which will focus on the current convention theme. Each District is eligible to submit ONE entry at the convention.

### A. Duties at the convention site:

1. Secure a specific location for the District entries to be judged.
2. Set a designated time for judging.
3. Arranges for three (3) judges and ribbons to be awarded.
4. Announces the winners at the Business Meeting on Day 1 of the convention.

## XXIII. VOLUNTEER CHAIR

NOTE: This is a new position on the Convention Planning Committee. Keeping track of the many volunteers needed to run an efficient convention is vital to its success.

### A. Qualifications

1. Enjoys talking to members about convention.
2. Contact made by phone - can be done at home.
3. Capable of creating a spreadsheet of volunteer members.

### B. Duties

1. Secure possible volunteer names and telephone numbers from each club president.
2. Make direct contact with them to interest them in being a convention volunteer.
3. Check with Registrar to see if they are a registered convention attendee or just a possible volunteer.
4. Inform volunteer of the \$5 registration fee which **MUST** be paid by all participants.
5. Create a spreadsheet listing all volunteers by category, and schedule them in two- or four-hour timeslots across one or more days.
6. Secure an identification tag (determined by Convention Chair) to be worn by all volunteers.

### C. Volunteers needed for the following slots:

1. Vendor, Raffles and Registration helpers to cover breaks.
2. Hospitality Room helpers/Donors of baked goods for guests and volunteers.
3. Registration helpers secure gift bags from storage areas or be an actual registration worker.
4. Floral centerpiece assembly helper prior to each lunch and dinner will help transport centerpieces to meal areas.
5. Floral program set up/takedown as a helper.
6. 50/50 raffle sales.
7. Ticket Takers/Checkers for all functions.
8. Guest greeters and information.
9. Honor Guard Guide/Greeter for Business Meeting.
10. Speaker Greeter, Guide, help set up and take down.
11. Vendor and Sponsor Greeter, help set up and take down.
12. Judges Council Luncheon Volunteer.
13. Escort for Youth Essay Winner - Day 1 dinner.
14. Escort for Silver/Gold Seal Winner - Day 2 dinner.
15. Photographer assistants.
16. Tour leader/escort on transportation (bus).

### D. Attends convention planning meetings via Zoom or in person.

### E. Prepare a final report for the Convention Chair prior to the wrap-up meeting.

## XXIV. WAYS AND MEANS

NOTE: the name MARKETPLACE is now to be consistently used for the vendor selling area.

### A. Qualifications

1. Capable of handling stressful situations and making quick decisions.
2. Experience in handling money.
3. Computer knowledge and contracts.

### B. Assume responsibility for everything sold at convention.

- C. Assign a Fundraising Chair to advertise and sell the pre-convention items chosen to support pre-convention costs. Sales within host district(s) can start immediately. Sales across the state an only begin at the conclusion of the previous convention.  
This is a NEW position on the Convention Planning Committee.

### D. Duties:

1. Secure a copy of the agreement with the hotel for space with a locked sales room, if possible.
2. Get a written consent from the hotel for sales, on the basis that we are a charitable organization (501-C).
3. Plan space in the sales room so that each vendor is accessible, convenient with good traffic patterns. Good lighting in the sales area is important. Electricity access may be important for some vendors.
4. See if the hotel already has a room layout for vendors that can be utilized.

- E. Contact high-quality vendors within our fields of interest for a variety of saleable items. Keep cost of items affordable to average garden club members.

1. Advise vendors of the time for setting up and dismantling. Set up MARKETPLACE hours for all 3 days of convention.
2. Obtain a written contract from each vendor. Bring actual contracts to the convention in case of problems. Allocate space as determined by the contract.
3. Charge a rental fee for space requested. Fee to be determined by the convention committee, to be paid in advance. Daily fee or 3-Day fees are possible.
4. Vendor is responsible for his/her own meals and lodging.
5. Highlight local vendors within the host district, if possible.
6. Vendor and raffle monies belong to the convention.

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

- G. GCFP, Judges Council and the host district may have a sales table without a rental fee. The district keeps their monies earned since the items come from the district members.

- H. Submit a written financial report to the Convention Chair and the Treasurer prior to the wrap-up meeting.

## XXV. JUDGES COUNCIL ANNUAL LUNCHEON

- A. The Judges Council Luncheon is open to all. Flower Show Judges are always considered for preferential seating. It is scheduled on Day 3 of the convention and is a separate charge on the registration form. The Convention Registrar handles the reservations.
- 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 the 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 members of the Judges Council in the convention workroom.
  - 4. Menu selection for the luncheon to be determined in consultation with the convention committee. The Convention Chair will send hotel menu to the Judges Council Chair, who will establish the price of the selected meal to cover the cost of the 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 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 needed for the event.
- D. Names of those taking part in the luncheon program, such as the presiding officer, person giving the blessing, 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 the convention for inclusion in the Convention Booklet.
- E. JUDGES REGITEREING FOR THIS EVENT ONLY WILL PAY THE REGISTRATION FEE SET BY THE CONVENTION COMMITTEE.
- F. Contact the Volunteer Chair if volunteers are needed unless handled by the Judges Council.
- G. 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.
- H. At the conclusion of the luncheon business, the meeting refers back to the GCFP President, who then conducts the final convention business.

## XXVI. LIFE MEMBERS

- A. NOTE: NEW Life Members (State, National and CAR-SGC) should be honored at the Opening Day evening event.

## XXVII. TIME SCHEDULE FOR GCFP CONVENTION

### THREE YEARS IN ADVANCE

1. State President works with the State Convention Coordinator, utilizing a rotation system by district to select the host district and consider the convention site.
2. Site and convention dates approved by the Executive Committee and the Board of Directors.
3. Contract approved and signed by proper officials.

### TWO YEARS IN ADVANCE

4. Approve the Convention Chair and Co-Chairs as named.
5. Approve the Advisor (usually a former State President from the hosting district).
6. Invite the NGC President Elect to attend the GCFP Convention in the odd-numbered year, and ask her to install the officers (if this is the wish of the GCFP President Elect). This needs to be done early so that the NGC President can add it to her calendar.
7. Invite the CAR-SGC Director to attend in the even-numbered year.
8. Convention Chair designates her Committee Chairs.
9. Convention Chair sets up the Convention Budget.

### IN THE YEAR PRIOR TO THE CONVENTION, NO LATER THAN SEPTEMBER 15TH

10. To be given to the Convention Chair:
  - a. Total estimated cost of badges, ribbons, postage and registration supplies.
  - b. Contact information for Convention Program Booklet on vendors, workshops, presentations, speakers and costs.
  - c. All pertinent information from ALL convention committee chairs.
11. Select menu with hotel. Set prices of meals, programs, workshops, presentations, tours, and registration fee. Agree upon the deadline for hotel registrations.
12. 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 all properties).
13. Deadline for Chair, Treasurer, Registrar to write the "CALL".

### IN THE YEAR PRIOR TO CONVENTION, NO LATER THAN OCTOBER 1ST

14. 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.
15. 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

16. Secure a list of the current GCFP Officers and Board Members with their positions for the program book.
17. Request from GCFP President the names of the persons giving the blessings, introducing the speakers, timekeepers, and special committees to be printed in the Convention Schedule for the Booklet.
18. GCFP President, in conference with Convention Chair, writes the Convention Schedule for the Program Booklet to include dates, times, names of participants, programs, meetings, presentations, and workshops.
19. Convention Booklet Chair receives all information to be printed in the booklet, including advertisements.

## SIX WEEKS BEFORE CONVENTION

20. Registrar sends GCFP President and Protocol Chair timely lists of those registered for the 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.
21. Final draft of Convention Program Booklet sent to the GCFP President for approval.
22. After approval, send final "COPY" of program booklet to Printing Chair to meet the printer's schedule.

## AFTER REGISTRATION IS CLOSED

23. Registrar sends final list of convention registrations to GCFP President, Convention Chair, and state Protocol Chair.
24. GCFP President and Protocol Chair finalize seating at Head Table(s) to prepare honor seating "INVITATIONS".
25. GCFP President finalizes Convention Schedule with "LAST MINUTE" changes and sends copy to Convention Chair, Presiding Officers, Award Chair, and Protocol Chair.
26. Registrar prepares a preliminary credentials report to be given at the Annual Business Meeting.

## DURING THE ACTUAL CONVENTION

27. GCFP President presides over Annual Business Meeting.
  - a. Presentation of the colors.
  - b. District Directors and Officers give brief reports.
  - c. Chaplain presents Memorial Ceremony for deceased members.
  - d. Conducts business of GCFP.
28. Awards Chair/Co-Chair present awards at various functions.
29. GCFP President gives special Accommodation Awards.
30. Future convention committee prepares their INVITATION to be given during the final business meeting on Day 3.

## FOLLOWING CONVENTION

31. The Convention Chair schedules a Wrap-Up Meeting within one month after the convention. All convention chairs should prepare their final report to be given to the Convention Chair.
32. The Record Book or Digital Files should be completed and passed on to the next Convention Chair.
33. The Treasurer should finalize all revenue and send final report to GCFP Treasurer.



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## APPENDIX A: SAMPLE BUDGET

### 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)	



## APPENDIX B: 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 \_\_\_\_\_  
Convention Program Chair

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## APPENDIX C: VENDOR CONTRACT



### 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.

## APPENDIX D: WORKSHOP CONTRACT

### 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 \_\_\_\_\_

Speaker

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

Convention Workshop Chair

DATE \_\_\_\_\_

## APPENDIX E: 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!**

## APPENDIX F: EXHIBIT SAMPLE LETTER

GCFP  
LOGO

CONVENTION  
LOGO

Greetings State Chairs,

It is time to plan for the EXHIBIT AREA for the \_\_DATE\_\_\_\_\_  
Garden Club Federation of Pennsylvania's Convention to be  
held at \_\_\_\_\_HOTEL LOCATION\_\_\_\_\_  
from Sunday April\_\_\_\_\_through Tuesday April\_\_\_\_\_.

The goal of this year's EXHIBIT AREA is to showcase GCFP,  
disseminate information about garden club activities among the  
state's membership, plus provide educational opportunities to learn  
about gardening related topics.

If you wish to reserve table space (first come-first served) at the  
convention, please contact:

CONVENTION EXHIBIT CHAIR  
Add address, phone and email information

Covered 6 ft tables will be available for set-up on Sunday morning,  
starting at \_\_\_\_\_AM and must be dismantled by \_\_\_\_\_PM on  
Tuesday afternoon. Some electrical outlets are available.  
Plan to provide volunteers for any exhibit that requires explanation  
or demonstration.

### SEE THE ENCLOSED EXHIBIT GUIDELINES FOR ASSISTANCE

Please contact me for questions or to secure your exhibit space by  
October, so that arrangements can be made with the hotel.

## APPENDIX G: RECOMMENDATIONS FOR FUTURE CONVENTIONS

### **1) Use of a GCFP Credit Card/ PAYPAL for Convention Costs and Payments**

**RATIONALE:** Convention Chair has to put too many GCFP Charges on their personal credit card. Many members want to use PayPal for registrations.

### **2) Add a GCFP Registrar to process all Schools/Convention Registrations as a PAID Board Position. Salary to be determined! They would do all the registrations each year.**

**RATIONALE:** One trained Registrar would keep the process running smoothly based on information already in the state database. This position requires technology experience on Computers, which is hard to find within the District.

### **3) Substitute DIGITAL FILES for The Convention “Record Book”.**

**RATIONALE:** Since each District location is different, dealing with COSTS is the only factor that is of real value to the next convention planning committee. Digital files are easy to send and don't take up physical storage space.

### **4) Utilize ZOOM Meetings for Convention Planning as much as possible.**

**RATIONALE:** Zooming keeps more members involved in convention planning. Maintain the state zoom license!

### **5) Increase the GCFP Borrowed Deposit Amount to Conventions to \$4,000.00**

**RATIONALE:** Conventions MUST begin planning three years out which involves COSTS that a District might not have in their budgets. Initial fund raising is harder to cover beginning expenses as hotel charges increase via contracts.

### **6) Have a District Director Training on the proper use of the EIN Number used to set-up bank accounts.**

**RATIONALE:** The state use of their EIN Number is causing problems, as accounts are not being closed.



## APPENDIX H: REGISTRATION FORMS

### Convention Registration Form

#### 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)

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***

## APPENDIX I: SAMPLE SPONSORSHIP REQUEST LETTER

### Garden Club Federation of Pennsylvania

Dear GCFP Supporter,

The GCFP will be having their 85<sup>th</sup> Annual Convention “Lake Effects” in Erie at the Sheraton Hotel & Convention Center on April 19 – 21, 2015.

You and your business or club can support this important activity by helping to underwrite the printing cost of our program.

Please choose the size of ad you feel best suits your business or club. Listed below are the sizes and prices of the ads:

Size	Price
1/4 page	\$50.00
1/2 page	\$100.00
Full page	\$200.00

Full page, color – inside front cover, inside back cover - \$300.00 Make checks payable to GCFP 2015 Convention.

Please use the attached mock-up page to design your ad. You may want to consider including a business card or photo. All photos submitted must have the business name on the reverse side. Please understand all photos received will not be returned. If you include more than one photo, you should number them and place the corresponding number on a drawing on the mock-up page. In addition, all text placements should be noted on the mock-up page – size, spelling grammar and punctuation. We will attempt to design your ad as closely as possible in the mock-up; therefore your drawing should look exactly as you wish it to appear in the program book.

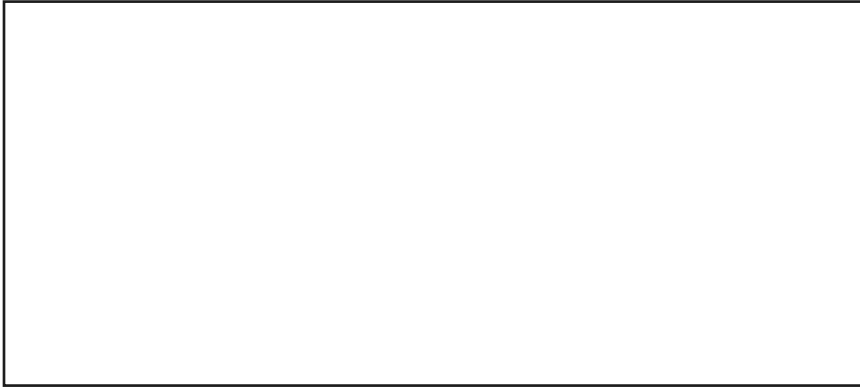
Please mail your ad mock-ups and checks to:

Linda Morrison  
Mailing Address

Email:

## APPENDIX J: AD MOCK-UP FORM (2 PAGES)

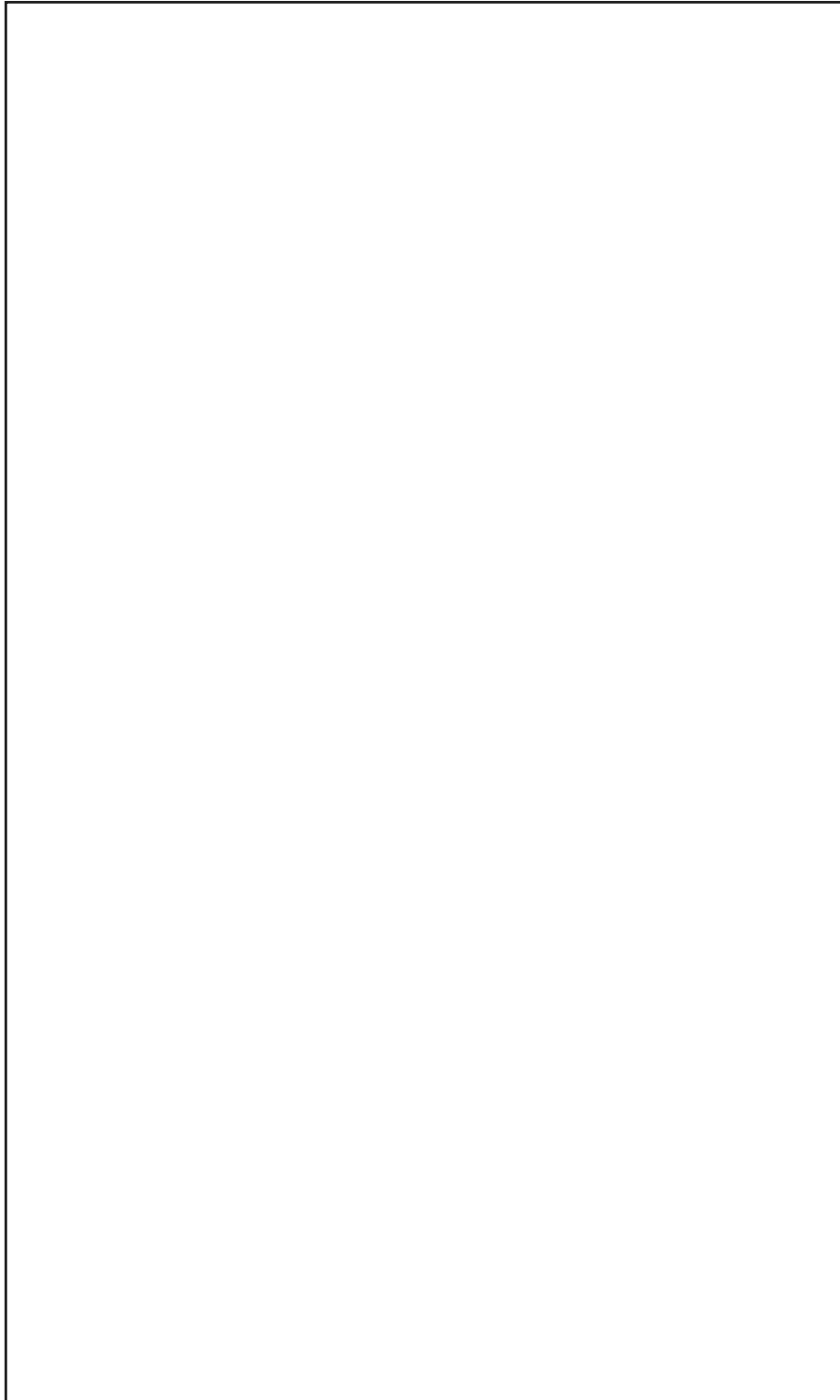
1/4 page

A large, empty rectangular box with a thin black border, intended for a 1/4 page advertisement mock-up.

1/2 page

A large, empty rectangular box with a thin black border, intended for a 1/2 page advertisement mock-up.

Full page





## APPENDIX K: GCFP CONVENTION HISTORY

<b>GCFP CONVENTION HISTORY</b>		
<b>PLACE</b>	<b>CHAIR</b>	<b>V.CHAIR</b>
<b>1980 D.VII Pittsburgh Hilton</b>	<b>Kitty Pottmeyer</b>	<b>Ruth Pitts</b>
<b>1981 D. I King of Prussia</b>	<b>Mrs. Victor Amaye</b>	<b>Mrs. Norman Green</b> <b>Mrs. Wm. Henry Gray</b>
<b>1982 D. VIII Erie</b>	<b>Mrs. George Cornelius</b>	<b>Eileen Parrish</b>
<b>1983 D. V&amp;VI Seven Springs</b>	<b>Mrs. John Newcombe</b>	<b>Sarah Stuver</b>
<b>1984 D. II Allentown</b>	<b>Mrs. Gerald Miller</b>	<b>Mrs. Joseph Kipling</b>
<b>1985 D. VII Pittsburgh(Greentree)</b>	<b>?</b>	<b>?</b>
<b>1986 D. IV Hershey</b>	<b>Maxine Hayes</b>	<b>Ginny Suhring</b>
<b>1987 D. I Philadelphia</b>	<b>Mary Louise Shull</b>	<b>Mrs. Edward Grosse</b> <b>Ginny Ingram</b>
<b>1987 LEE ANN COLE (STINE) BECAME HEADQUARTERS SECRETARY FOLLOWING JEANNE EGGERT</b>		
<b>1988 D. VIII Erie</b>	<b>Midge Dunn</b>	<b>Eileen Douglass</b>
<b>1989 D. V&amp;VI ?</b>	<b>Jean Williams</b>	<b>Theda Thompson</b>
<b>1990 D. II&amp;III Laurel Mt. Poconos</b>	<b>Kay Jones</b>	<b>Valerie Shepperson</b>
<b>1991 D. IV Lancaster</b>	<b>Betty Bomberger</b>	<b>Pat Halsted</b>
<b>1992 D. I Philadelphia</b>	<b>Kay Leto</b>	<b>Helene Detwiler</b>
<b>1993 D. VII Monroeville</b>	<b>Joy Johnson</b>	<b>Lana Kling</b>
<b>1994 D. V Harrisburg</b>	<b>Helen French</b>	<b>Gladys Depp</b>
<b>1995 D. VI Seven Springs</b>	<b>Angie Gordon</b>	<b>Marilyn Whitmore</b>
<b>1996 D. IV Lancaster Host</b>	<b>Lillian Fritz</b>	<b>Sue Reppert</b>
<b>1997 D. II Reading</b>	<b>Yvonne Lepiane</b>	<b>Jackie Davies</b>
<b>1998 D. VIII Erie</b>	<b>Mary Rena Morrison</b>	<b>Dorothy Yard</b>
<b>1999 D. Philadelphia</b>	<b>Susan Thatcher</b>	<b>Jill Evans</b>
<b>2000 D. VII Pittsburgh</b>	<b>Angie Raitano</b>	<b>Lana Kling</b>
<b>2001 D. V State College</b>	<b>Mary Longacre</b>	<b>Ruth Notestine</b>
<b>2002 D. VI Altoona</b>	<b>Nancy Bittner</b>	<b>Jane Zeigler</b>
<b>2003 D. IV Harrisburg</b> <b>Kay Elser</b>	<b>Betsy Smith</b>	<b>Carol Brightbill</b>
<b>2004 D. II Wyomissing</b> <b>Frances Litwak</b>	<b>Tracy McKay</b>	<b>Joyce Osborne</b>
<b>2005 D. VIII Erie</b>	<b>Connie Lucia</b>	<b>Mary Hetrick</b>
<b>2006 D. I Valley Forge</b>	<b>Judy Grunwaldt</b>	<b>JoAnn Coates</b>
<b>2007 D. IX&amp;X Pittsburgh</b>	<b>Peggy Groce</b>	<b>Adeline Rennekamp</b>
<b>2008 D. V State College</b>	<b>Sandy Hendricks</b>	<b>Virginia Schuman</b>
<b>2009 D. VI Bedford</b>	<b>Pat Hartman</b>	<b>Judy Jackson</b>
<b>2010 D. IV Gettysburg</b>	<b>Jane Johnson</b>	<b>Carole Spahr</b>

<b>2011 D. II&amp;III Skytop</b>	<b>Michele Fellin</b>	<b>Barbara Grosso</b>
<b>2012 D.XI Philadelphia</b>	<b>Diane Barkley</b>	<b>Pat Wolanski</b>
<b>2013 D. I Valley Forge</b>	<b>Linda Southerling</b>	<b>Barbara Mercer</b>
<b>2014 D. VII Monroeville</b>	<b>Judith Schaffer</b>	<b>Haddie Weber</b>
<b>2015 D. VIII Erie</b>	<b>Joyce Milberg</b>	<b>Linda Morrison</b>
<b>2016 D. V State College</b>	<b>Sandra Hendricks</b>	<b>Paula Mohler</b>
		<b>Ginny Schuman</b>
<b>2017 D. II&amp;III Poconos</b>	<b>Jo Ann Wassell</b>	<b>Audry Stengel</b>
<b>2018 D. X Meadowlands</b>	<b>Haddie Weber</b>	<b>Karl Casey</b>
<b>2019 D. VI Altoona</b>	<b>Sheila Croushore</b>	<b>Mary Lou Collusy</b>
<b>2020 D. IX Cranberry</b>	<b>Susan Semple</b>	<b>Rose Bomblaski</b>
<b>CONVENTION CANCELLED DUE TO COVID</b>		
<b>2021 D. IV Lancaster</b>	<b>Joyce Crider</b>	<b>Barbara Brand</b>
<b>CONVENTION HELD VIA ZOOM DUE TO COVID</b>		
<b>2022 D. I Malvern</b>	<b>Nancy Cuttic</b>	<b>Ellen McGarrigle</b>
<b>2023 D. VII Monroeville</b>	<b>Marilyn Backus</b>	<b>Haddie Weber</b>
		<b>Sharon Bryner</b>
<b>2024 D. IV Lancaster</b>	<b>Joyce Crider</b>	<b>Tonya Young</b>
<b>Susannah Brill</b>		
<b>2025 D. XI King of Prussia</b>	<b>Karen Wychock</b>	<b>Diane Pratt</b>
<b>Ginger Hunsicker</b>		
<b>2026 D. VIII Erie</b>	<b>Joyce Milberg</b>	<b>Bonita Herman</b>
<b>2027 D. IV Lancaster</b>	<b>Joanne Baylis</b>	<b>Daphne Leeder</b>
<b>Pat Thorsen</b>		
<b>2028</b>		
<b>2029</b>		
<b>2030</b>		
<b>2031</b>		
<b>2032</b>		
<b>2033</b>		