

Convention Guidelines

Third District Sons of Norway **Final 4/11/23**

For Lodges planning to host a convention

1. Conventions are a joint venture between the Host Committee and the Third District Board. **The Third District will cover a loss if and only if you follow the guidelines set forth below.**
2. Decide if your lodge/group of lodges/zone would like to host a convention. Inform the lodge membership of the work, stating their involvement and commitment. There should be a major commitment by the lodge/group of lodges/zone to undertake a project of this magnitude. It is more than a two-year commitment starting with the planning and continuing until the financial report is completed.
3. Conventions are a good way to raise money, but there is also a risk of loss if everything does not turn out as planned. Submit a letter of intent to bid for the next convention in writing to both the Third District President and the Third District Secretary by **September 30st** of the calendar year before the upcoming convention for which you wish to make your bid. This letter of intent must be submitted before you begin any discussions with hotels. You can withdraw your letter of intent at any time before the presentation of your bid at the next convention. (Example: to bid for the 2026 Convention the bid would need to be presented at the 2024 Convention therefore the letter of intent would need to be submitted by September 30, 2023).
 - a. After receiving your letter of intent, the district officers will work with you to determine the best estimate of the number of sessions that will be needed which will determine the length of the Convention, the projected number of guest rooms for each night, the number of participants for meals and other events before you begin to negotiate with a hotel. Other rooms needed in the hotel are listed on pages 2-3.
 - b. Read the following information carefully so that you know what is needed from the hotel. (See pages 2-4 “What needs to be contained in the contract with the hotel.”)
 - c. Contact a number of hotels, minimum of three to get the best deal that you can. Get a proposal from the hotel, but you cannot commit to anything until after your bid has been selected by the delegates at the next District Lodge meeting. Hotels usually will hold the offer open until a certain date. That date must be after the upcoming District Lodge meeting to make sure your bid was chosen by the delegates.
 - d. Present your bid to the District Board in writing along with the proposed contract from the hotel that you have chosen by **February 28th** of the year of the convention at which you will present your bid. (Example: to bid for the 2026 bid you must present at the 2024 Convention. Contract and proposal due February 28, 2024.) See page 2 for what needs to be in your bid. See pages 4-6 how to determine the package price.
 - e. If the Board accepts your proposal for a bid, then the Board will ensure against a loss due to circumstances outside of the control of the proposing lodge. The proposing the lodge is expected to prepare a presentation for the delegates at the upcoming convention. You may be competing against other bids so make your presentation as appealing as possible.

Any lodge, group of Lodges or Zone can present a bid at convention, however, if the above steps were not completed, the district may not protect your group against any losses.

Deadlines may be extended if necessary, by a vote of the Third District Board.

WHAT SHOULD BE IN A BID

Your bid should contain the following items:

- Date of the convention.
- Price for the hotel room.
- Price of a delegate package. (See pages 4-6 how to determine the package price.)
- Price of a non-delegate package. (Usually about \$50 less than a delegate package)
- Price for banquet. (Some guests will pick and choose what meals that they wish to partake in. Delegates must take entire delegate package.)
- Price for individual meals. (Some guests will pick and choose what meals that they wish to partake in. Delegates must take entire delegate package.)
- Price for any planned excursions included in package for non-delegates and guests. (Excursions are optional.)
- When determining prices for individual items. Be certain that they add up to be more than the non-delegate package.
- Price for any planned excursions **NOT** included in package for all.

CONTRACT WITH HOTEL

- A. The hotel chosen should be large enough for a Sons of Norway convention, with rooms adequate for delegates to stay for up to one week.
- B. **Room rate** - Every hotel is different. Ask how to get discounts, complimentary rooms, or other benefits for bringing a large group to their hotel. (i.e. Complimentary suite for District President, meeting rooms etc.) Room prices should be guaranteed from a week prior to the first day of the convention through a week after the last day of the convention. District President usually gets a suite.
- C. **Room nights:** There are many factors that will determine the number of room nights that need to be reserved for each night of the convention. The District President and Secretary will help you to get the most accurate number of rooms to reserve and to guarantee when you send you letter of intent to bid on a convention.
- D. **Other Rooms:**
 1. Large Meeting Room for **District Lodge Meeting:** The District President and Secretary will give you their best estimate of the number of delegates to expect. The room must be large enough to sit the delegates at tables. There must also be room for about 25 chairs in the back of the room for non-delegate members who may wish to attend. This room must be equipped with reliable Wi-Fi. See pages 10-11 for District Lodge meeting room set-up **This room will be needed from early in the morning of the day of the first session until the end of the last session.**
 2. **Board Meeting Room:** This room should have seating for 20 people around a conference table. There should be 10 extra chairs away from the table for outgoing officers during the Board meeting on the morning of the day after the convention. It should have water available for the board and guests. This room will also double as the Secretary's office. There should be room for a printer

and other materials that need to be stored. **Check with the District President and Secretary to see if a high-speed printer is needed.** This should be a secured locked room. **This room is needed from at least one day prior to convention start (i.e., the day of the memorial service and president's reception) through the morning of the day after the convention Gala.**

3. **Room for the Memorial Service:** This room must be large enough to seat all the delegates and guests. See page 11 for memorial service room set-up. **This room is needed from at least 1 hour prior to the memorial service for the District Officers to set-up until the service is concluded. (about 1-2 hours)**
4. **Room for the President's Reception:** Prior conventions have had everything from a full diner with entertainment to just a light snack or appetizers. **This room is needed just for the length of the president's reception.**
5. **Folk Art Display Room:** This room should be large enough to display both items to be judged as well as other cultural items to be displayed. This room should have locked doors to safeguard the protection of the items enclosed. **This room is needed from one day prior to the first session through the last session.**
6. **Cookie Room:** There needs to be an area for cookies, coffee, tea and water during breaks. The hallway outside the session room has been used in the past for this. **This room or area is needed during mid-morning and mid-afternoon coffee breaks.**
7. **Dining Room:** for meals (lunches and some dinners) in a room separate from meeting room.
8. **Viking auction room:** This should be large enough to hold the items to be raffled. This should be a secured locked room. There should be a microphone and adequate seating for the night of the raffle/live auction. See page 11 for details regarding the auction. **This room is needed from one day prior to convention start through the holding the viking auction.**
9. **Vendors Room:** (optional) Charging a fee for vendor tables is a good source of income for the host Committee. Shopping is also enjoyed by the delegates and guests. This room must be large enough to hold the vendors invited. **The room is needed from the day before the first day of convention through the afternoon of the final session.**
10. **Banquet Room:** This room is used for the gala on the last night of the convention. Many times, the session meeting room is turned over into the room for the gala. The room must be large enough to seat all the delegates, guests, band or d/j, and a dance floor. **This room is needed just for the time of the gala and some time before the start of the gala if the host committee needs time to set-up (ie centerpieces party favors table numbers etc.)**
11. **Installation of Offices:** The Installation of officers is usually held immediately before the gala. There should be a room large enough to seat all the delegates and guests with floor space in the center for the installation ceremony.
12. **Other:** Depending on the wishes of the Board, there may be other activities that require

additional rooms.

- E. Audio-Visual Equipment:** A/V equipment is needed for the memorial service, Session room, Viking Auction and Gala (usually you can use the band's/DJ's microphone for announcements during the Gala.) See room set-up starting on page 10 for more details. The District will reimburse the host committee up to \$7,500.00 for basic A/V costs as outlined on page 13. Any amounts over \$7,500.00 will be the responsibility of the host committee. If the District decides to have a hybrid convention allowing for virtual delegates, the cost of providing the hybrid portion will be paid for in total by the District. The District President will work with the Host Committee regarding the A/V needs.
- F. Cookies:** The ability to bring in your own homemade traditional Norwegian cookies for the coffee breaks is important.

HOW TO DETERMINE THE DELEGATE PACKAGE PRICE

The following are costs paid for by the host committee and should be covered when setting the price of a delegate package. Also see checklist on pages 13-15.

- 1. Rooms at the hotel:** Try to get as many complementary rooms as possible. Hotels vary greatly in what they will and will not give. It is the host committee's responsibility to pay if there is a cost for any of the following rooms: president's reception (the cost of the room should be waived if there is a cost for food), session room, board meeting room, room for the memorial service, folk art display room, cookie room (this has been done in the hallway outside the session room to save the cost of an additional room), dining room, (this usually is included in the price of the meals), viking auction room, vendors room, installation of officers room, room for the gala, (this usually is included in the price of the meal).
- 2. Memorial Service:** The cost of basic materials (candles, flowers, and printed brochure) are the responsibility of the District. The cost of anything extra that the host committee wishes to add will be the responsibility of the host committee. The host committee will provide minister/priest/rabbi/chaplain for service (Finding and the cost of a guest speaker is the responsibility of the District Board.) The host committee will provide music (piano, accordion, tapes, and singer for songs – one song at opening and one song at closing). The District appointed Memorial Service Chairperson will work with the host committee. He/She will get the names of the deceased to be remembered. The Memorial Service brochure will be the responsibility of the District Memorial Service Chairperson and the cost will be the responsibility of the District.
See page 11 for room set-up.
- 3. President's Reception:** The cost of the food. The type of food is left up to the host committee. It has ranged from a full dinner with entertainment to just a light snack or appetizers. The preference would be for a meal.
- 4. Viking Auction:** In addition to the cost of the room, the cost of raffle tickets and other supplies that may be needed for the auction are the responsibility of the host committee. The District Charitable Trust and Foundation Directors will work with the Host Committee.

5. **Lunches:** Depending on the number of sessions that was agreed on between the Board and the Host Committee the package will contain one (1) or two (2) lunches.
6. **Dinner:** Depending on the number of sessions that was agreed on between the Board and the Host Committee the package may contain one (1) or no dinners.
7. **Coffee Breaks:** There is a coffee break in the middle of each session. In the past there have been between 3 and 5 breaks. The cost of the coffee, tea, and water are the responsibility of the host committee. Homemade Norwegian cookies are the responsibility of the host committee. It is important to have in the contract that you can supply your own cookies.
8. **Hotel nights for host committee members:** (optional) If you have non-delegates committee members who will be staying at the hotel, you may want to include the cost of their rooms when determining the package price.
9. **Gala Banquet:** In addition to the meal, consider the cost of Entertainment (band or d/j) feeding the band or d/j, room nights for entertainers if they so negotiate, centerpieces for tables, party favors and other items at the Host Committee's discretion.
10. **Souvenir Journal (optional)** This should bring in funds by selling boosters and advertisements.
11. **A/V Costs - Any cost over \$7,500.** A/V equipment is needed for the president's reception, memorial service, session room, viking auction and gala (usually you can use the band's/DJ's microphone at the Gala). See room set-up starting on page 10 for more details. The District will reimburse the host committee up to \$7,500.00 for basic A/V costs see page 15. Any amounts over \$7,500.00 will be the responsibility of the host committee. If the District decides to have a hybrid convention allowing for virtual delegates, the cost of providing the hybrid portion will be paid for in total by the District.
12. **Guest Speakers:** Getting a guest speaker for the opening ceremony is the responsibility of the host committee as is any cost associated with that speaker. (Usually local politicians will speak for free). Getting the guest speaker for the memorial service is the responsibility of the District as are any costs associated with that speaker.
13. **Delegate and Non Delegate Packets/bags given upon arrival**
Tote bags may be available from Sons of Norway headquarters. If Sons of Norway headquarters does not supply the tote bags, then it becomes the responsibility of the Third District. The following material should be included in the tote for each delegate:
 - a. **Paddle for delegate**, locally designed, numbered with LARGE numerals for ease in reading from the podium.* The cost is the responsibility of the host committee.
 - b. **Convention Journal:** sell ads to local lodges and the International Lodge as well as to individuals or companies. Price ads so as to make a profit overall after printing costs are paid.
 - c. **Song books or sheets.** (if committee has a musician) These should be gotten from the District Board. (Work with District President and/or Secretary.)

- d. ***Nametags with lanyards*** The cost is the responsibility of the host committee.
1. Delegate name.
 2. Either Delegate or Non-delegate.
 3. Who they represent (one of the following):
 - Lodge name and number.
 - Board member.
 - International Officer.
 - Committee.
 4. Meal tickets or tickets required by delegates.
 5. Numbered ballots* (Very important). (From District.)
 6. Note pads and pen. (optional supplied by district.)
 7. Information about local restaurants and attractions in the area. (optional)
 8. Parliamentary Procedure -ROBERT'S RULE OF ORDER* (From District.)
- * Totes for Non-delegates do not include starred items.

CONVENTION COMMITTEES

Suggestions for forming a Convention Committee:

- A. Select a **CONVENTION CHAIRPERSON** and a co-chairperson. Elect/Select the Chairperson with the understanding that the primary responsibility is to work with the District President for the convention. It is important that if at all possible, the chairperson elected/selected should have been a past delegate to Sons of Norway Convention so as to know what to expect.
- B. The Chairperson should choose strong **CONVENTION COMMITTEE CHAIRPERSONS** for the major responsibilities. They in turn may select individual lodge members to serve on their committees. You may not wish to choose each committee listed; committees are not limited to those mentioned. Separating the jobs makes everyone welcome and everyone feel they are a part of the larger picture.
- C. The committee person or committees are the following:
1. Chairperson
 2. Secretary
 3. Treasurer
 4. Registrar
 5. Journal (optional)
 6. Refreshments/Cookies
 7. Banquet/meal (you may want to split this chair)
 8. Memorial Service
 9. Folk Art
 10. Hospitality/ Welcome
 11. Tours (optional)

12. Transportation (if available)
13. House Director
14. Vendor Sales
15. Ways and Means
16. Viking Auction

1. **Chairperson** for the host convention committee will advise the President of all activities before and during the convention. Will be ex-officio of all the committees. Will work closely with the District President and Secretary. The Chairperson or his or her assistant will speak to the delegates at the start of the morning and the after-lunch session informing the delegates of what is happening for the day. The Chairperson along with his/her committee will choose a THEME or motto to use on your choice of convention outfits (shirts, vests, etc.) & paddle designs. The theme should be used on all fliers, forms, and letterhead. A letterhead should be developed with the theme and logo in the corner, so everyone is aware this is from the committee and not the District. Solicit governor, mayor, local consul general, and other dignitary to provide welcoming speech (not too long) to be given on the first morning of the meeting. The Chairperson will see that the Convention Committee obtain a Color Guard to present the colors. (Obtain from a local military, boy scout, girl scout, or service organization or members in bunads). He/she will also secure a piano (and musician to play it) or tapes. This is for the anthems at the beginning of the opening session. Having someone play after breaks is always an enhancement for the convention delegates but should only be done if time permits. Report periodically to the District President regarding progress and/or problems.
2. **Secretary** for the host convention committee will send the minutes from each meeting to the District President (in addition, individual committees may wish to record minutes of their meetings). Will make an accurate record of the progress and responsibilities for each of the chairperson of the committees. Will assist the other committees as requested. Upon request will provide information and updates to the District President and District Secretary.
3. **Treasurer** will keep an accurate record of all the expenditures and receipts for the convention committee. He/she will oversee any committee that deals with finances. (Vendors, ways and means, publishing, etc.) The treasurer will complete a budget for the committee and as per the District Bylaws, publish the Balance Sheet *Final Financial Report* for the convention along with all receipts for expenses within 6 months from the close of the District Lodge Meeting (convention.)
4. **Registrar** (A most important position, requiring a knowledgeable person in charge, capable of handling problems and complaints) **The Registrar will have to work closely with the District Secretary.**

E-MAILED TO LODGES AND POSTED ON THE DISTRICT WEBSITE AS SOON AS AVAILABLE

Registration forms for delegate and non-delegate Allow a minimum of six weeks for return of registration forms. Set deadline date. **Check with District Secretary when setting deadline.**

Information for individual meals and attractions.
Information letter about the convention.
Hotel information.
Room rate. (+ approximate % of tax).
Airport transportation (shuttle) information.
Information about the surrounding area to invite guests to attend.
Any tours you are planning.
Information about the Folk Art competition and exhibition (this should come from the Cultural Director).
Requests for items for the Viking Auction. (Work with Giving's Committee)

Have delegate information ready to e-mail to the delegates as soon as District Secretary has names of delegates available (generally by April). Information should include:

Registration form.
Welcome letter to delegates and guests.
Hotel information.
Room rate. (+ approximate % of tax).
Airport transportation (shuttle) information.
E-mail, web site, or phone number of the hotel so delegates and non-delegates can register directly with hotel. Obtain these by December/January prior to convention to have available for letters to the District Board and to the delegates. Allow a minimum of six weeks for return of registration forms. Set deadline date.
Check with District Secretary when setting deadline.
Information about the surrounding area for spouse to visit or to invite guests to attend.
Any tours you are planning with applications to participate.

5. **Journal Chairperson (optional)** should determine the price of journal entries (full page/half page/quarter page) and boosters and should solicit ads for the Convention Journal book from all Third District lodges, lodge members, the International Lodge and other vendors and merchants. The cost of the souvenir/journal book should not be included in the registration fee. The cost of printing should be known in advance to guarantee a profit on the Journal. That expense should be covered by the ads that are included in the package price. Select vendors whose merchandise does not conflict with Sons of Norway products in any manner. Ads that advertise other insurance companies will not be allowed. The District does not pay for the District page (usually the inside cover with picture of the board.) The President does not pay for the welcome page (usually at the beginning of the second page of the book to welcoming all delegates and guests to the convention.) Applications for advertisements should be placed on the Third District Website as soon as possible. This person/committee is responsible for compiling the journal, having enough copies printed for all delegates, non-delegates, as well as all who advertised (other than boosters)

6. **Refreshment or Cookie Committee** should solicit neighboring lodges for help in preparing Norwegian cookies or krumkaker and also to serve as hostesses during coffee breaks. Begin 6 months in advance to allow them some organization time. Approximately 40 – 50 dozen cookies needed for each break. Confer with the House chairman to guarantee the coffee; tea and cold beverage are available before each coffee break. The breaks are usually scheduled at 10:00 am and 3:00 pm. A location nearest to the session room would be the most prudent to save time.
7. **Banquet/meals Committee**: should plan the president's reception, lunches, dinners and the gala. *For the Gala only, seating should be assigned.* This can be accomplished by having the host committee assign them, or by making a table layout available in the REGISTRATION area from which the guests can pick the table of their choice. Coordinate with the President to see if there should be a head table.
8. **Memorial Service Committee**: should see that the room is properly set-up. The memorial service is usually held on the first day of activities and is followed by the President's Reception. This committee will provide minister/priest/rabbi/chaplain for service. (Guest speaker is the responsibility of the District Board.) This committee will also provide music (piano, accordion, tapes, and singer for songs – one song at opening and one song at closing). This Committee should work closely with the Board Memorial Service Chairperson. See page 11 for room set-up.
9. **Folk Art and Craft Exhibition Committee**: should assure that there is adequate space for the folk-art exhibitions and cultural arts displays. Coordinate all exhibition details with the District Cultural Director.
10. **Hospitality or Welcoming Committee**: Provide the information to the registrar for the hotel accommodations, diagram of the hotel if available. Provide the local attractions, planned tours, and the transportation to and from airport (if not done by the transportation chair.) Provide a hospitality room. (optional) If you are planning on a hospitality room, you may wish to ask lodges for donations to help defer your costs. During the arrival of the delegates – be available to the delegates. Assist in directing them to the registration table, their rooms and various other rooms used by the Convention.
11. **Tours (optional)**: would plan and advertise to the non-delegates the opportunity to see attractions in the area. These tours should be inclusive for the day. If busses, meals, entrance fees, attraction costs are incurred it should be included in the pricing for the non-delegate. If time permits plan and advertise tours for the delegates. If busses, meals, entrance fees, attraction costs are incurred it should be included in the pricing for the delegates and non-delegates. This is NOT AN EXPENSE for the Third District. Give information to registrar to mail. If the committee chooses to make tours optional and not part of either package, then a description should be included with all Convention information and the price should be listed on both the delegate and non-delegate registration forms. There should also be a separate registration form for other guests who may wish to partake.
12. **Transportation** for delegates to convention (if available) to advise of the costs to and from the airport if no shuttle is available. Shuttles available to attractions. Types of

transportation that is available (busses, shuttles, trains, rental cars, etc). Give information to registrar to mail to delegates and post on website.

- 13. House Director** (deals with the hotel, the tables for the sessions, the equipment needed). Arranges for the required rooms and for the audio equipment needed for each event. (See pages 2-3 as well as room set-up page 10-12. Arrange for the Norwegian Flag to be flown (if hotel permits) Arrange for a banner to be hung (if the hotel permits.) Arrange for the lodge banners to be placed on the side walls of the convention session. (if possible) Arrange additional days before and after the convention for those who would like to use this as a vacation and bring the family. (This will count as additional rooms towards the room-count.)
- 14. Vendor Chairperson:** should solicit VENDOR participation from local vendors of Norwegian or Scandinavian goods as well as from past District 3 Convention vendors. Start at least 6 months to a year in advance so they can schedule their time. Know how much you are going to charge for a 6-foot or 8-foot table for all 3 days. See if hotel can provide tables for this use at no charge to host committee.
- 15. Ways and Means Committee:** with the approval of the committee and the District President, the committee may decide to have some fund-raising items. T-shirts or golf shirts, magnets, souvenir book, or merchandise the committee feels they would like to sell. The District is NOT RESPONSIBLE for any of the costs for these items. The use of the SON's logo would need to be approved by SON Headquarters before purchasing or ordering any merchandise that is for sale. The use of the convention logo is approved by the host convention committee. Careful consideration should be considered on selecting the merchandise. The appeal should last more than the convention days.
- 16. Viking Auction Committee:** Should assure that there is adequate room to display the items to be raffled and adequate seating for the raffle and live auction. (Having everyone write their name on the back of their raffle tickets saves a great amount of time when winners are announced.) Have raffle tickets and pens available for use. Select an auctioneer for the live auction. This committee should work closely with the Charitable Trust and Foundation Director.

HOW TO HAVE THE ROOMS SET-UP

District Lodge Meeting Hall

The District Lodge meeting hall to be used for convention sessions must have the following provisions:

1. Adequate seating for all of the delegates, plus the District Board, delegates, non-delegates, and guests.
 - a. Use classroom seating (chairs and tables) with adequate width for each delegate. The tables should be thinner than a regular table, about 18" deep, deep enough for the delegates to place their items (books) and be able to write easily. There are usually convention tables provided by the hotel with chairs to sit for 4 – 6 chairs per table.
 - b. Provide for adequately WIDE center aisle and two side aisles if possible. This provides for ceremonial ease. This center isle will contain one of the

microphones so it should have enough space for people to walk past it when someone is at the microphone. The isle should be about 48” wide. Each side aisle should contain one microphone.

- c. Use risers of adequate width for safe seating and passage behind chairs.
 - i. Have **podium with a microphone in center** on highest risers, with seats for Executive Board Officers (President, Vice President, Secretary, Treasurer and Charitable Trust Director), Parliamentarian, International Officers. There will be two tables placed on each side of the risers for the Zone Directors, Program Directors, and special guests. Risers need to be ADA compliant.
 - ii. Have a table in front of the riser with 5 seats for Committee reporting with one microphone.
 - iii. Have the American, Norwegian, and Canadian flags properly displayed.
- d. Have water provided for each session for all delegates and officers.
- e. Provide chairs for about 50 guests at rear of hall. Stadium style.
2. Arrange for hotel to allow for placing of individual lodge banners on side walls. (optional) Arrange this well in advance so that lodges can be invited to bring their lodge banners. (optional)
3. Provision for any video projector, VCR, DVD, including cables and screens if need by committees or requested by District President.
4. Adequate mixer for microphones. There will be 5 microphones needed plus the musician may require a 6th.
5. Know where light controls are for main hall. Have contact with hotel and designated committee member (Floor Manager / House Chairman) standing by.
6. There should be at least 2 screens that can be connected to a laptop computer.

MEMORIAL SERVICE

Memorial Service, held on the first day of activities and is followed by the President’s Reception.

- a. Host Committee will provide music (piano, accordion, tapes, and singer for songs – one song at opening and one song at closing.
- b. Need flags for anthems.
- c. A table for seven candles.(one for each Zone)
- d. 2 sets of rows of chairs stadium style for guests to sit during Memorial Address Ceremony. Approximately 100 seats total.
- e. Reserved seating in the first 2 sets of rows on the right and left for the District Officers and board including their spouses. Leave a large isle for the officers to be presented to the convention. **(District’s Responsibility)**
- f. Podium for the front of the room.
- g. Microphone at the podium.

VIKING AUCTION

Viking auction room: This should be large enough to hold the items to be raffled. This should be a secured locked room. There should be a microphone and adequate seating for the night of the raffle/live auction.

THE GRAND BANQUET

1. *Seating should be assigned.* This should be accomplished by having the host committee make a table layout available in the REGISTRATION area from which the guests can pick the table of their choice. An assigned table should be provided for the International guests and other guests. There should be room for entertainment Band or D/J and a dance floor. There should be a podium with a microphone. (Some band's or D/J's will allow you to use their microphone. This needs to be arranged ahead of time. Each table must have a table number. The hotel can supply this.

THIRD DISTRICT BOARD MEMBERS RESPONSIBILITIES FOR CONVENTIONS

Board members are expected to work with, assist, and guide the Host Committee members, but should not take over the committee's responsibilities completely.

3D President

The President shall closely work with the host committee. When a letter of intent is received, the President along with the Executive Committee will help the proposing lodge, group of lodges or Zone to determine the approximate number of delegates that would attend and the number of room nights that the proposing lodge should guarantee the hotel.

The President will also work with the committee to contract for the audio-visual services that are needed for the meeting.

If any problems arise that require deviation from the approved Convention Policy, the President shall bring all information back to the Board for discussion and vote on changes to address the problems.

The President will appoint a Memorial Service Chairperson to work with the host committee on planning and preparing for the memorial service. The President will work with the Board members to oversee that all duties are being appropriately and timely performed.

Secretary

When the letter of intent is received the secretary will send the complete Convention Guidelines and Policies to the proposing lodge, group of lodges or Zone stressing the need to follow the guidelines to have a guarantee against financial loss.

The Secretary shall work closely with the Registrar to set the deadline for delegate registration so that the Convention Reports book will be completed and distributed according to the by-laws.

The secretary shall prepare the Convention Reports Book.

The Secretary shall procure or see that all items for convention that are the responsibility of the 3D Board are procured. (See check list for more information) The cost of such items must

be approved by the 3D Board.

Cultural Director

The Cultural Director will work with the host committee regarding the cultural arts display and contest. The host committee will secure a room for the cultural arts display and contest. The Cultural Director will send out notices to all the lodges requesting participation in this event.

The District Cultural Director shall be responsible for:

- Securing 3 judges (minimum) who are not a member of a host Lodge:
Textile professional, Established artist or craft professional, Recognized fine thread artisan
- Providing all registration forms – give to registrar (about 160 delegate and 100 non-delegates.
- Providing advanced publicity to Lodges
- Providing awards:

Ribbons for 1st, 2nd, and 3rd place category winners, Certificates for all participants. Best of Show Ribbon/Rosette award

- Keeping records
 - Give a copy of the list of winners to the District Secretary for the Minutes Book.
- Exhibitors are entitled to tag any item/s they display as being for sale; however the number for sale is limited to 3 per exhibitor.

Sports Director

The Sports Director will coordinate with the host committee on any sporting events such as a golf outing or kubb tournament, etc.

Charitable Trust Director and/or the Fraternal/Foundation Director

The Charitable Trust and/or Foundation Directors will coordinate with the host committee to assure a successful Viking Auction. The 3D Board decided where the profits are to be donated and this decision will determine which of these directors will be involved. No donation decisions will be made public until approved by the full 3D Board but subsequently should be promoted by all involved. Staffing of the storage and display area remains the sole responsibility of the Host Lodge.

Memorial Service Chairperson

The Memorial Service Chairperson will work with host committee on room set-up. The Memorial Service Chairperson will make sure all necessary items are available for the service (candles, candle holders, flowers, etc.), suggest a guest speaker to the 3D Board for approval, get deceased lists from all the lodges, and prepare the program.

Zone Directors

Zone Directors will maximize participation among the Lodges within their zones to attend. Zone Directors will participate in the Memorial Service. Zone Directors may be asked to help as needed throughout the convention.

Outline of Responsibilities /checklist

	Responsibility to secure	Responsibility for cost
Hotel Rooms: (Negotiated in the hotel contract)		
<input type="checkbox"/> Session Hall - Delegates-classroom style; Guests-25 chairs stadium style	HC	HC
<input type="checkbox"/> District Secretary's Office Board Room Committee Meetings	HC	HC
<input type="checkbox"/> Vendor room	HC	HC
<input type="checkbox"/> Folk Art/Cultural Room	HC	HC
<input type="checkbox"/> Room accommodations for District Officer and Directors	HC	3D
<input type="checkbox"/> Additional Hotel nights for convention committee members	HC	3D
<input type="checkbox"/> Guest Speaker hotel accommodations (if requested from District President)	HC	3D
<input type="checkbox"/> Guest Speaker or Entertainment hotel nights	HC	HC
Packet:		
<input type="checkbox"/> Tote bags	HC	3D
<input type="checkbox"/> Name tags for delegate and non-delegate with lanyards	HC	HC
<input type="checkbox"/> Paddle with numbers	HC	HC
<input type="checkbox"/> Informative brochures of area (optional)	HC	HC
<input type="checkbox"/> Gift or token to remember the convention	HC	HC
<input type="checkbox"/> Meal voucher tickets	HC	HC
<input type="checkbox"/> Tour tickets/vouchers	HC	HC
<input type="checkbox"/> Entertainment tickets	HC	HC
<input type="checkbox"/> Charter & Constitution/procedure book OR handout	HC	3D
<input type="checkbox"/> Ballots	HC	3D
<input type="checkbox"/> Pads and pens	HC	3D
<input type="checkbox"/> Parliamentary procedures (if not in Reports book)	3D	3D
<input type="checkbox"/> Guidelines (if not in Reports book)	3D	3D
Package payment:		
<input type="checkbox"/> Delegate Package for District Officer and Directors	3D	3D
<input type="checkbox"/> Parliamentarian (delegate or non-delegate as directed by 3D President)	3D	3D
Coffee and cookies:		
<input type="checkbox"/> 3-5 coffee breaks during Lodge meeting	HC	HC
<input type="checkbox"/> Cookies	HC	HC
<input type="checkbox"/> Coffee, tea, water	HC	HC
Journal/Souvenir Book:		
<input type="checkbox"/> All pages within- Solicit advertisements boosters etc	HC	HC
<input type="checkbox"/> Picture of Third District Board	3D	HC
<input type="checkbox"/> Welcome from District President	3D	HC
Session Hall: (negotiated in the hotel contract) see room set-up		
<input type="checkbox"/> One (1) Riser for the 3D and International Officers	HC	HC
<input type="checkbox"/> Podium for District President	HC	HC
<input type="checkbox"/> Color Guard to present three (3) flags	HC	HC
<input type="checkbox"/> Flags and stands for flags	HC	HC
<input type="checkbox"/> Music to sing anthems	HC	HC

A/V Equipment: up to \$7,500 paid for by 3D

<input type="checkbox"/>	Five (5) microphones	HC	3D/HC
<input type="checkbox"/>	Mixer for microphones	HC	3D/HC
<input type="checkbox"/>	1 microphone for music (optional)	HC	3D/HC
<input type="checkbox"/>	Screens for displaying resolutions	HC	3D/HC
<input type="checkbox"/>	Computer for live edits	3D	3D
<input type="checkbox"/>	Two (2) Video projectors for displaying resolutions	3D	3D
<input type="checkbox"/>	Computer for minutes	3D	3D
<input type="checkbox"/>	Paper for copy machine (5 different colors + white)	3D	3D
<input type="checkbox"/>	Equipment for a hybrid/virtual meeting	3D/HC	3D

Guest Speakers & Entertainers:

<input type="checkbox"/>	Speaker(s) during session	3D	3D
<input type="checkbox"/>	Equipment for speaker (unless it is of an unusual variety then 3D)	HC	HC
<input type="checkbox"/>	Guest Dignitary/Politician to greet delegates	HC	HC
<input type="checkbox"/>	Parliamentarian	3D	3D

Opening Ceremony: Any additional requests

HC HC

Memorial Service:

<input type="checkbox"/>	Room set in auditorium style	HC	HC
<input type="checkbox"/>	Microphone	HC	HC
<input type="checkbox"/>	Flags and stands for flags	HC	HC
<input type="checkbox"/>	Music	HC	HC
<input type="checkbox"/>	Pastor or Reverend to deliver sermon	HC	HC
<input type="checkbox"/>	Candles to be lite	3D	3D

Banquet:

<input type="checkbox"/>	Room & Table set up (negotiated in the hotel contract)	HC	HC
<input type="checkbox"/>	Dance Floor (negotiated in the hotel contract)	HC	HC
<input type="checkbox"/>	Band or DJ	HC	HC
<input type="checkbox"/>	Decorations	HC	HC
<input type="checkbox"/>	Printed Program (optional)	HC	HC
<input type="checkbox"/>	Gift for attendees (optional)	HC	HC
<input type="checkbox"/>	Guest Entertainment or Speaker (Optional)	HC	HC