

Louisiana Garden Club Federation, Inc.

# **Annual Conventions Guidelines**

**Directives for Convention Chairmen**

**REVISED  
2022**

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# LGCF, INC. ANNUAL CONVENTIONS

## STANDING RULES

(LGCF, Inc. Handbook, Policies, Standing Rules, #2, (a) (b))

Beginning in 2022, the following plan of rotation will be in effect, and each District will become responsible for hosting the LGCF Annual Convention in the year stated, with the District selecting the town or city:

2022 District VI	2026 District III
2023 District V	2027 District II
2024 District VII	2028 District VI
2025 District VIII	2029 District V

*(District IV is inactive at this time. However, if the District petitions to be reinstated to the Federation, it would enter the rotation by a vote of the Executive Council and Board of Directors.)*

*(District I is inactive at this time having joined District II. However, if the District petitions to be reinstated to the Federation, it would enter the rotation by a vote of the Executive Council and Board of Directors.)*

(a) When the District has selected a city in which to hold the LGCF Annual Convention, the date and accommodations shall be submitted for approval to the LGCF President and the Executive Council at the Winter Council meeting two years before the Convention. The invitation to the Convention shall be extended by the District to the Board of Directors after that approval. "Convention Guidelines" are available on the [lgcfinc.org](http://lgcfinc.org) website. Consult the LGCF First Vice President for any advice concerning the convention.

(b) The order of rotation for the LGCF Annual Convention should not be changed, but Districts may for good reason, by mutual consent, exchange rotation with Executive Council approval.

**Note:** Records of previous conventions are passed on with an outline of customary procedure and suggested committees and their functions to assure a smooth management and a successful meeting.

## CONVENTION TIMETABLE

### October (27 months) before Convention

- \_\_\_\_\_ District Director selects Convention site and Convention Chairman and Vice-Chairman. Notifies LGCF President and First Vice-President of choices.
- \_\_\_\_\_ As soon as possible select Hotel and menus. Consult with President and First Vice-President.
- \_\_\_\_\_ Contact potential suppliers, etc., regarding costs.
- \_\_\_\_\_ Begin selecting Convention Committees.
- \_\_\_\_\_ Select a Convention theme and coordinate events around it.

### Winter Executive Council – January (24 months/ 2 years) prior to Convention

- \_\_\_\_\_ First Vice-President makes recommendation to Executive Council for approval of Convention specifying host district, hotel, city, date, and theme. (*LGCF, Inc. Handbook, Policies, Standing Rules, #2, (a)*)

### State Convention – April (24 months/two years) before Convention

- \_\_\_\_\_ Attend LGCF Convention. Make notes of likes/dislikes.

### State Convention – April (12 months) prior to Convention

- \_\_\_\_\_ Convention Committee presents invitation to next Convention (usually a skit.) Include date, location, theme.
- \_\_\_\_\_ Present draft of Convention program to LGCF President and First Vice-President.

### Summer Board – July (9 months) prior to Convention

- \_\_\_\_\_ Attend Summer Board Meeting. Issue invitation to next Convention.

### August (8 months) prior to Convention

- \_\_\_\_\_ Convention Preview due to LGCF *Newsletter* Editor (Fall Edition). Check date for

copy deadline in latest *Newsletter*.

\_\_\_\_\_ Send Convention information to LGCF Webmaster.

\_\_\_\_\_ Convention Chairman sends a personal letter of invitation to the National or Regional VIP who will be attending Convention.

### **October (6 months) prior to Convention**

\_\_\_\_\_ Convention Information and Registration form due to *Newsletter* Editor for publication in January issue of *Newsletter*.

\_\_\_\_\_ Keep LGCF Webmaster informed of all Convention updates.

### **Winter Executive Council - January (3 months) prior to Convention**

\_\_\_\_\_ Attend Winter Executive Council Meeting and present formal invitation to Executive Council and others attending meeting.

\_\_\_\_\_ Submit proposed budget to Executive Council.

### **February to April - prior to Convention**

\_\_\_\_\_ Send copy of approved program to the visiting National or Regional VIP as soon as it is finalized.

\_\_\_\_\_ Confer with the visiting VIP concerning travel arrangements, room assignment, etc.

### **PUT IT ALL TOGETHER AND CARRY OUT CONVENTION PLANS.**

### **Summer Board — July (3 months) after Convention**

\_\_\_\_\_ Present Convention and Financial Report to Executive Council at Summer Board.

\_\_\_\_\_ Present final Convention report at Summer Board Business Meeting.

\_\_\_\_\_ Be sure that the next Convention Chairman gets a copy of all pertinent Information (strategies for planning, organizing, executing), financial reports, list of suggestions, tips, etc.

## CONVENTION CHAIRMAN

The Convention Chairman is selected from the Host District and is responsible for overall planning, preparation, and operation of the convention. Immediately after the appointment, the Convention Chairman should select a Vice-Chairman and several of the key committee chairmen. It is essential to have a clear understanding of who will be in charge if the Convention Chairman is unable to fulfill the duties of the chairmanship.

**PURPOSE OF THE CONVENTION CHAIRMAN:** To plan, with the LGCF, Inc. President and First Vice-President, the Annual Convention and to execute those plans. (See *LGCF, Inc. Handbook*, LGCF Chairmen, Convention.)

### DUTIES OF THE CONVENTION CHAIRMAN:

1. To provide leadership for the district hosting the Annual Convention.
2. To work within the "Convention Guidelines" found on the LGCF Website. The LGCF First Vice-President serves as advisor to the local committee.
3. To submit an estimated budget for approval by the Executive Council at the Winter Executive Council Meeting three (3) months prior to the Convention.
4. To work with sponsoring groups (Flower Show Judges Council, Landscape Design Consultants, Gardening Consultants, Environmental Consultants, etc.) in selecting speakers or programs.
5. Within reason, expenses for speakers will be absorbed in the cost of the function, as budgeted. If additional expenses are desired by host groups, said group will assume responsibility. Decorations for functions will be included in the Convention budget. Upon presentation of vouchers, expenses will be reimbursed, as budgeted. (See *LGCF, Inc. Handbook*, LGCF Chairman, Convention.)
6. **COMMITTEE SELECTION:** This may be the most difficult task of the pre-convention planning. Ask for recommendations from all Garden Club Presidents in the District as well as those members who have had experience with various projects. Personalities aside, you need individuals who will get the job done and will stay on duty up to two years.

Prepare a loose-leaf notebook for the Convention Committee that outlines everyone's duties and responsibilities, as well as a complete roster of names, positions and phone numbers. Schedule regular meetings and devise forms that provide a reference (i.e., menus, decorations, interim financial reports.)

At the conclusion of the Convention, the Convention Chairman and the Vice-Chairman should write notes of thanks to all who provided special services to the Convention Committee.

## **CONVENTION VICE-CHAIRMAN**

Convention Vice-Chairman works with the Chairman and stays informed of all plans and preparations. The Vice-Chairman helps the Chairman in all capacities and must be able to take over the Convention Chairmanship if the Chairman is unable to fulfill convention duties.

## **HONORARY CONVENTION CHAIRMAN**

The LGCF, Inc. President is always the Honorary Chairman of the Convention.

## **CONVENTION ADVISOR**

The LGCF, Inc. First Vice-President is the advisor of Conventions and should be informed of all Convention plans. The First Vice-President will make a commendation to the Executive Council at the Winter Executive Council Meeting twenty-four months/two years before the Convention is to be held.

## **DISTRICT DIRECTOR**

The District Director of the Host District is a vital coordinator within the district to facilitate participation by all the host district garden clubs. The Director of the Host District in consultation with District leaders selects a host city for the Convention and a Convention Chairman. This should be done twenty-seven (27) months prior to the date of the Convention. The District Director and Convention Chairman should consult with the LGCF, Inc. President and First Vice-President for suggested dates of the Convention. With these suggested dates, the hotel with physical accommodations adequate for an LGCF, Inc. Convention should be visited by the Convention Chairman to ascertain which dates are available. Confirm the date with the hotel. When a District has selected a city in which to hold the Convention, the date and physical accommodations shall be submitted to the President and the First Vice-President for approval.

## **STATE PRESIDENT**

1. The President will provide agendas for Business Meetings as well as speakers and participants at other functions.
2. Consults with the President-Elect who is in charge of workshops in odd numbered years. (LGCF, Inc. Handbook, Officers, Duties of Officers, President Elect, #5)
3. Provides Convention and LGCF Protocol Chairmen with names of those presiding, giving invocations, leading pledges, introducing speaker, etc. in ample time for the

names to be included in the printed program and for the LGCF Protocol Chairman to print name cards.

4. Invites the NGC, Inc. President, Deep South Region Director, or other guests. The Convention is responsible for the packets, hotel reservations and any other courtesies for these guests. (NOTE: As of 2022, NGC, Inc. budgets for expenses (travel, registration, hotel room, meals) for the NGC President.)
5. Courtesy registration and room accommodations are extended to the LGCF, Inc. President.
6. A schedule of events, with invitations from the Convention Chairman and the District Director, a Convention registration form and a hotel registration form need to be published in the FALL issue (October) and the WINTER issue (January) of the *Newsletter* just prior to the convention and must be given to the webmaster for the LGCF, Inc. website. Check the website for copy deadlines for both.
7. Offer a package plan for early registrants with a specific final date. Registrations after that date may be charged a late registration fee. Include this information in the *Newsletter* and on the LGCF, Inc. website (lgcfinc.org).
8. Check with both the Gardening Consultants President, the Landscape Design Consultants President, and the Environmental Consultants President to see if there are plans for a possible refresher course during the convention.

## **SECRETARY**

A Convention Secretary may be appointed if the Convention Chairman thinks one is necessary to handle all correspondence for the Chairman and relieve her of this job.

## **TREASURER – FINANCE AND BUDGET**

A Convention Treasurer is appointed by the Convention Chairman and will have the following duties:

1. Opens a Convention Account in a local bank. The bank may require a letter from the LGCF, Inc. President to open the new account.

Seed Money: Budgeted funds for the convention are available on November 1, upon application by the Convention Chairman to the LGCF, Inc. Treasurer and with the approval of the President. Any surplus funds from the Convention shall be divided, with 60% allocated to the Federation and 40% to the host District. (See LGCF Inc., Handbook, Bylaws, ARTICLE IX-FINANCES, Section 2.) The money is returned to the LGCF, Inc. with the final financial report of the Convention at the Summer Board Meeting following the Convention.

Seed money funds are used to open a Convention checking account. Furnish

the District tax I.D. # to the bank when you open this account. (This may save service charges.) Use this I.D. # when banks or other businesses donate a sponsorship for the Convention.

The District Director or District Treasurer should have set aside Convention startup money (through advance fund raising). If possible, this money should also be returned to the District treasury when all financial obligations have been resolved.

In the interest of good financial management, two policies are suggested:

1. No money is ever paid out without receiving a receipt.
  2. It is best if the individual who is responsible for the payment is not the person who receives the money, i.e., the Registration Chairman and/or the Treasurer.
2. Keeps an accurate account of monies deposited and withdrawn. Pays all bills only on authority of proper chairman. Obtains receipts for all monies paid out.
  3. Checks with Hotel Chairman after each meal for the amount due. Pays entire hotel bill at close of Convention.
  4. Keeps an accurate record of all expenditures and submits a financial statement to LGCF, Inc. at the Summer Board Meeting immediately following the Convention.
  5. **BUDGET:** The Convention Treasurer and Convention Chairman construct the Convention budget (including meals and complimentary meals, speakers, printing, decorations, complimentary items, transportation, gratuities, taxes, extra fees, etc.) taking every contingency into consideration so that the registration fees may be determined to cover the cost of the Convention. (See **Sample Budget**.)

(**Note:** The Annual Convention is responsible for one complimentary meal per LGCF #10 Award of Commendation, with a limit of 2 Awards of Commendation being presented each year. This complimentary meal may be used by the recipient/organization representative attending the Awards function (*LGCF, Inc. Handbook, Policies, Policies and Procedures, Conventions and Meetings, #4*).

Complete complimentary registration packages and accommodations are provided for the LGCF, Inc. President and Deep South Director. (**Note: NGC pays expenses of NGC President (travel, registration, hotel room, meals).**)

Determine financial responsibility for speakers and programs hosted by special interest groups (such as LCNAFSJ - Judges Council, Gardening Consultants Council, Landscape Design Consultants Council or Environmental Consultants Council) at the Convention. In addition to inclusion in your budget, this information must be relayed to the Presidents of the Councils. Within reason, expenses for speakers will be absorbed in the cost of the function, as budgeted. If additional expenses are desired by host groups, said group will assume responsibility. (See *LGCF, Inc. Handbook, Policies, Policies and Procedures, Conventions and Meetings, #3*.)

**Be advised:** These programs must be approved by the LGCF, Inc. President and the Convention Committee.

## **COMMITTEE CHAIRMEN**

*(All Chairmen should consult with the Treasurer concerning their budget allotment.)*

## **COURTESY RESOLUTIONS**

Prior to the Convention, the LGCF, Inc. Courtesy Resolutions Chairman should be given a complete list of all those who will participate on the Convention program. (Send her a copy of the program booklet as soon as it is printed.) A list of those who have helped either by special services or donations should also be given to the Resolutions Chairman prior to the Convention. This LGCF Chairman will have the resolutions for the minutes but will not be read at the final event (Awards Banquet or Installation Banquet).

## **CREDENTIALS**

This Chairman is the LGCF, Inc. Credentials Chairman. The first report in order after opening preliminaries is the report of the Credentials Committee. This report gives the number of delegates present and ascertains the voting strength of the assembly. This information determines the presence of a quorum for conducting business. A final report should be given before the close of the Convention (due to the late arrival of some delegates.) The LGCF, Inc. Credentials Chairman makes the Final Credentials Report. (See **Sample Credentials Report Form.**) (See also *LGCF, Inc. Handbook*, Chairmen, Credentials.)

## **DECORATIONS**

This Chairman coordinates all of the decorations to be used during the entire Convention, including table decorations and favors. Clubs in the host district are usually asked to do decorations for the various functions. (See **Sample Decorations Committee Form.**)

1. Plans variations of the Convention theme for each meal, including table arrangements and table favors.
2. Keeps in mind that the beauty of decorations lingers in the minds of convention attendees long after other details are forgotten.
3. Assigns a clean-up crew for each event to collect lost articles and to see that nothing is unintentionally thrown away. Lost articles will be turned in to the LGCF Registration Desk.
4. Decorations for functions will be included in the Convention budget. Upon presentation of receipts, expenses will be reimbursed, as budgeted. (*LGCF, Inc. Handbook*, LGCF Chairmen, Convention, #5)

## **DOOR PRIZES**

Determine the number of door prizes to be awarded during the duration of the Convention. Assign an appropriate number of donations from the Host District Garden Clubs and request that the door prizes be gift wrapped before delivery to the committee. Have several committee members available for the awarding of the door prizes at each function.

## **ENTERTAINMENT**

This Chairman works with the Convention Chairman and the LGCF, Inc. President in planning entertainment for pre-convention parties, teas, tours, convention meals, etc.

## **EXHIBITS AND VISUAL REPORTS**

This Chairman arranges with the Hotel Chairman for properly set up rooms or space in the meeting rooms for exhibits or visual reports by LGCF, Inc. Chairmen. Provide assistance for the chairmen who need it.

## **FLORAL ARTISTIC DESIGN EXHIBIT**

The Convention should have a floral artistic design exhibit on display for the entire convention. This can be planned and arranged by the LGCF, Inc. Flower Show Judges Council (LCNAFSJ) or members of the Host District. Consult with the LCNAFSJ Council President for details. This exhibit is usually placed at the entrance to the convention.

Floral designs are usually done in honor of the LGCF, Inc. President, NGC, Inc. President and/or Deep South Region Director or other dignitary and placed near the convention meeting or dining room, space permitting. Members from the Flower Show Judges Council (LCNAFSJ), host district, or judges council in the district might be asked to do this.

## **HOSPITALITY**

This Chairman should have hospitality baskets for each LGCF, Inc. Officer. The baskets are to be placed in each officer's hotel room. Any NGC, Inc. or Deep South Officer or special guest should be accorded the same courtesy. (**Note:** This does not have to be a basket. Other types of containers could be used.)

## **HOTEL AND HOTEL SELECTION**

Possible Convention dates are selected by Host District Director and Convention Chairman in consultation with the LGCF, Inc. President and First Vice-President. Immediately begin screening potential sites with adequate accommodations for a Convention. One person should make all actual contacts with the hotel personnel. Any changes to the original contract must be handled by that individual. Accommodations for up to 125 members and guests traveling alone or in groups of two or more should be expected. A room or suite is provided for the LGCF, Inc. President or Deep South Director. (**Note: NGC pays for NGC President's expenses – travel, registration, hotel room, meals.**) (**Note: Many members will be rooming together, so a room for each member is not necessary when trying to determine the number of rooms to book.**)

1. Banquet facilities should be separate from meeting facilities, if possible. Inquire if other groups will be meeting at the hotel on the same dates. Plan for any problems that might cause.

2. Meeting rooms must accommodate the various meetings and workshops being held simultaneously.
3. **Risers** will be needed for the Head Table at both banquets and meals. A lower tier of tables is also needed. Plan for microphones at the lectern and on the meeting floor. Request ice water and glasses on all meeting tables, especially for the presiding officers.
4. Arrange for a secure area for Ways and Means Chairman to display sales items. Additional space for vendors is also desirable. (See **Vendors Sales Inquiry Form.**)
5. Arrange for a room for clubs to prepare table arrangements for all meals.
6. Check menus for all meals with the catering director. Make every effort to avoid "convention food". Always address "special" meals with the catering director for those who may have food allergies or dietary restrictions. (Plan at least 6 special requests) Know the meal "guarantee" timetable ---the meals that you must pay for. Most food service directors have a percentage/grace number of meals. [Note: The Annual Convention is responsible for one complimentary meal per LGCF #10 Award of Commendation, with a limit of 2 Awards of Commendation being presented each year. This complimentary meal may be used by the recipient or organization representative attending the Awards function (*LGCF, Inc. Handbook, Policies, Policies and Procedures, Conventions and Meetings, #4*)].
7. Be sure that the prices quoted include gratuity and tax and any extra fees. Also arrange for a water station at all meetings.
8. Most hotels are now requiring that the organization hosting an event have liability insurance. An insurance policy that will cover the days of the convention can be purchased.

**Get all of the above in writing and confirm the date pending approval of the LGCF, Inc. President and First Vice-President.**

9. Provide the hotel with a copy of the accepted floor plan for each scheduled event, showing time, place, and any needed equipment (microphone, podium, etc.). (**Note:** The hotel may have their own floor plan print out available.)
10. An American flag is needed for all Business Meetings as well as a place to hang the LGCF, Inc. Banner (the First Vice-President will have the banner and will see to having it put in place for the meeting and taken down at the conclusion of the Business Meeting).
11. Supply the Decorations Committee with a timetable showing when the area to be decorated will be available prior to each event. A room should be provided for those working on arrangements for each function.
12. Notify hotel of number of guests for each event so that adequate seating and meals may be provided.
13. Appoint District club members to collect tickets for each meal.

14. Check on required seating arrangements, temperature of room, microphone, lighting requirements, etc. (Have someone standing by for signal from the speaker so that these duties may be performed as quietly as possible and without confusion.)

### **LOST AND FOUND**

Any items left in a room after a meeting or meal should be turned over to the LGCF Registration Desk. Members can contact the LGCF Registration Desk for any lost items.

### **PACKETS**

This Chairman is responsible for the Convention packets and should work closely with the Registration and Protocol Chairman. Every packet should contain:

Convention badge (with name in large letters) with correct star(s) or computer-generated dots or symbols. (See *LGCF, Inc. Handbook*, Policies, Policies and Procedures, Conventions and Meetings, #1.)

1. Standard colors designated for signifying status on badges.

Purple	State President
Royal Blue	State Officer
Light Blue	State Chairman
Lavender	Former State President
Green	Club President
Light Green	Club Delegate
Gold	NGC President
Yellow	NGC Officer
Orange	NGC Chairman
Deep Pink	Deep South Officer
Pink	Deep South Chairman
Red	Club Member
Silver Star	LGCF Life Member
Red Star	Deep South Life Member
Gold Star	NGC Life Member

2. Printed program and tickets for all functions paid for by the guest.
3. Notation of special seating (if applicable) for meetings and other functions. This information is supplied by the LGCF, Inc. Protocol Chairman and the President.
4. Voting card for eligible voting delegates.
5. Notepad and pencil (local merchants or the hotel are excellent sources for these items.) **(See Sample Packet Registration Form.)**

## PAGES

This Chairman is extremely important as a key player. This Chairman must be prompt, alert, able to think quickly, must be flexible and courteous, and will work directly with the LGCF, Inc. Protocol Chairman. The number of Pages needed will depend upon the type of meeting and whether there will be special guests present. The Convention Chairman and presiding officer usually make this decision.

1. There are two groups of Pages: The Pages who serve the assembly and the Pages who serve the special guests.
2. Pages are secured by the Pages Chairman in consultation with the Convention Chairman and presiding officer.
3. The Pages Chairman is responsible for the number of Pages to be present at all times and for assigning their stations and duties.
4. Those chosen to serve as Pages should be responsible, courteous, work quickly and quietly, and be alert for signs of being called into action. Knowledge of protocol is an asset to Pages.
5. The LGCF, Inc. President is assigned a Personal Page who will help the President settle into a hotel room, escort the President to and from the hotel room and various functions, and help the President to carry materials. (Suggestion: The Page may ask the President how the Page might be of help to the President. Some Presidents may not want all the services a Page can offer.)
6. A NGC, Inc. or Deep South Officer should be assigned a Personal Page with the same duties as the Page for the LGCF, Inc. President with the added responsibility of transportation for arrival and/or departure.
7. A supplement entitled *Pages at Conventions and Other Meetings* is included in these guidelines and may be copied for distribution to each page. (See **Sample Forms.**)
8. At each Business Meeting, there should be two Assembly Pages seated in front of the podium or at a suitable place to serve the head table if needed.

## PHOTOGRAPHER

Check with individuals about photographers with which they have had experience if it is determined that a photographer is necessary. PHOTOGRAPHY IS OPTIONAL. The bid request should list all requirements, spelling them out in minute detail. Check to see how the photographer will deliver the photographs and if VISA/MC is acceptable.

## PRINTING

This Chairman is responsible for all printing: programs, tickets (it is advisable to use different color tickets for each event), voting cards, and any other printed material necessary for the convention use. A computer knowledgeable person would be a great chairman for this committee. (**Note:** This person could print meal tickets, voter cards, name tags, etc. to save money.)

#### Duties:

1. Coordinate printing of agendas in the program with the presiding office of each event. Some groups may want to print the copies that are distributed at the event that they sponsor (i.e., Gardening, Landscaping, Environmental Consultants, Judges Council, etc.)
2. Decide early what kind of program cover you want and then ask if and what can be done within your budget. Determine how many programs to print by using last year's registration and meal figures.
3. Determine layout costs. Providing "print ready" materials will save a considerable amount of money.
4. Prepare draft copies of the Convention Program (Business Meeting and Breakfast, Lunch and Banquet Events) and email to the presiding officers.

### PROTOCOL

This Chairman is the LGCF, Inc. Protocol Chairman responsible for proper procedure of the Convention. She works closely with the LGCF, Inc. President. (See *LGCF, Inc. Handbook*, General Information, Protocol; Chairmen, Protocol.)

#### This Chairman:

1. Provides the presiding officer, in advance, with a list showing event, location, time, special guests, and the exact seating of each person at the head table, with their title or office, as well as for other persons with special seating for the event.
2. Prepares invitations for special seating to be included in packets.
3. This chairman should possess and be familiar with *Protocol Guidelines* located on the NGC, Inc. website ([www.gardenclub.org](http://www.gardenclub.org)) under Member Resources.

### PUBLICITY

In cooperation with the LGCF, Inc. Publicity Chairman, this chairman should handle local publicity and pictures for coverage in newspapers, the LGCF, Inc. *Newsletter* and Website. This chairman should also collect all news clippings for the LGCF, Inc. Historian who compiles the LGCF, Inc. President's scrapbook.

1. Do an early "teaser" for the *Newsletter* Fall Issue. Check deadlines on website.
2. Check and recheck registration information for the Winter and Spring Issue of the *Newsletter* to ensure correctness of information

### REGISTRATION CHAIRMAN

The Registration Chairman is responsible for everything pertaining to registrations. No registrations will be accepted the days of the convention.

#### This Chairman shall:

1. Prepare a registration form to supply all information needed by the Credentials and Protocol Chairman. (See **Sample Forms Registration Member Form.**)

2. Set up a computer-generated list containing every registration and identification information as it is received. It should include the following: Official Delegate, LGCF, Inc. Officer, LGCF, Inc. Chairman, Club President, State Life Member.
3. Give Preliminary and Final Registration Reports at convention. (See **Sample Registration Report** in these guidelines and on [lgcfinc.org](http://lgcfinc.org) website.)
4. Answer all correspondence promptly.
5. List all monies received and give to the Convention Treasurer to deposit.
6. LGCF Registration Desk will receive lost articles.

### **VENDORS CHAIRMAN**

The Vendors Chairman is responsible for securing vendors to offer their items for sale. Unique, well-made and affordable items would be well received by the members. Determine the number of sales tables needed. Set rates to charge for tables and times that vendors will be able to sell their merchandise. (See **Sample Vendors Inquiry Form**.) After vendors accept the invitation, inform them of the place and time they will be able to set up and any other pertinent information they may need.

## **SUGGESTED EVENTS TO SCHEDULE AT CONVENTIONS**

**THEME:** Select a theme for the Convention. Coordinate all events with the theme.

**SPECIAL MEETINGS:** (Prior to Convention opening) Schedule time and meeting room. List on Convention Program:

**FINANCE COMMITTEE MEETING**  
**DISTRICT DIRECTORS MEETING**  
**NOMINATIONS COMMITTEE** (Even years only)  
**EXECUTIVE COUNCIL MEETING**  
**FLOWER SHOW JUDGES COUNCIL MEETING**  
**GARDENING CONSULTANTS COUNCIL MEETING**  
**LANDSCAPE DESIGN CONSULTANTS COUNCIL MEETING**  
**ENVIRONMENTAL CONSULTANTS MEETING**

**BUSINESS MEETINGS:** Consult the LGCF, Inc. President on how the Business Meetings should be scheduled and how much time to allow for each one. The President will provide agendas for Business Meetings as well as speakers and participants at other functions.

**AWARDS BANQUET:** This function will be held on the last night of the Convention in even numbered years. It will be held on the next to the last night of the Convention in odd numbered years (Installation years).

**INSTALLATION BANQUET:** This function will be held on the last night of the Convention in odd numbered years (Installation years). The President-Elect will choose the installing officer.

**RECEPTION FOR INCOMING PRESIDENT:** This function is held in conjunction with the Installation Banquet in the odd numbered years only. It may immediately precede the banquet as a social hour or immediately follow the banquet according to the wishes of the in-coming President. The reception is sponsored by the Incoming President's District. It may be held in a private room, a banquet room, the President's suite, etc.

**RECEPTION FOR OUTGOING PRESIDENT:** This function is held in the odd numbered years only. It may be held at an appropriate time during the convention as a social hour or according to the wishes of the outgoing President. The reception is sponsored by the LGCF Convention. It may be held in a private room, a banquet room, etc.

## **SPECIAL CONVENTION FUNCTIONS**

**PRE-CONVENTION GET-TOGETHER:** Plan an optional evening entertainment scheduled for the night prior to the Formal Opening of the Convention. Transportation should be provided if necessary. (Cost should be included in the cost of the meals.)

**JUDGES COUNCIL BREAKFAST or LUNCHEON:** Contact and advise the LGCF, Inc. Judges Council President of the date, time, theme, and budget for this function. The President of the Council will appoint a local chairman for the event.

**LANDSCAPE DESIGN CONSULTANTS COUNCIL BREAKFAST or LUNCHEON:** Contact and advise the Landscape Design Consultants Council President of the date, time, theme, and budget of this function. The President of the Council will appoint a local chairman for this event.

**GARDENING CONSULTANTS COUNCIL BREAKFAST or LUNCHEON:** Contact and advise the Gardening Consultants President of the date, time, theme, and budget for this function. The President of the Council will appoint a local chairman for this event.

**ENVIRONMENTAL CONSULTANTS COUNCIL BREAKFAST or LUNCHEON:** Contact and advise the Gardening Consultants President of the date, time, theme, and budget for this function. The President of the Council will appoint a local chairman for this event.

**LIFE MEMBERS EVENT:** Life Members will be honored at a specific function during the Convention. (May be combined with another group such as the Gardening or Landscaping Councils.)

**CLUB PRESIDENTS EVENT:** Club Presidents will be honored at a specific function during the Convention. (May also be combined with another group such as the Gardening or Landscaping Councils.)

**MEMORIAL SERVICE:** Conduct a Memorial Service honoring deceased LGCF, Inc. members, loved ones and their friends. Special candles and fresh flowers are required and budgeted through Memorials Chairmanship. (See *LGCF, Inc. Handbook*, Chairmen, Memorials.)

**WORKSHOPS:** Consult with the President and President-Elect. The President-Elect is in charge of workshops in the odd numbered years in conjunction with the President. (*LGCF, Inc. Handbook*, Officers, Duties of Officers, President Elect, #5)

LOUISIANA GARDEN CLUB FEDERATION, INC  
(Date) CONVENTION BUDGET

INCOME		
Registrations	(\$50 @ x 77)	\$3,850.00
Registrations	(\$25 @ x 30)	\$750.00
Meals		14,315.00
Seed Money		2,000.00
Vendors	<u>\$25@x 5</u>	125.00
TOTAL INCOME:		21,040.00

EXPENSES		
Complimentary Meals	<u>3 speakers (2L@35,1D@45)</u>	115.00
Speakers Fees	<u>\$175 @ 3</u>	525.00
Workshop Fees	<u>\$50@x3</u>	150.00
Table Decorations & Favors	<u>125@ x 4 (2L, 2D)</u>	500.00
Programs		325.00
Hospitality Gifts	(17 X \$15)	255.00
Sound Setup		850.00
LGCF President Registration		240.00
LGCF President Room		385.00
VIP Registration		240.00
VIP Room		385.00
Office Supplies		210.00
Flowers for Floral Designs	\$50 x 2 (In Hotel by Judges)	100.00
Floral Artistic Design Exhibit	Doorway to convention	70.00
Meals Actual Cost		10,593.00
Seed Money		2,000.00
Summer Board Skit Fans		120.00
Program Artwork		50.00
NGC President Gift -LGCF - Donation Favorite Project		50.00
The Cajun Crossroad Band-ENTERTAINMENT		200.00
LGCF President Reception		200.00
Bank Expenses		50.00
Liability Insurance		300.00
Miscellaneous		3,127.00
TOTAL		21,040.00



## CREDENTIALS REPORT FOR VOTING STRENGTH

MEETING: \_\_\_\_\_

Location: \_\_\_\_\_

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

STATE OFFICERS (Includes District Directors & Rep- at -Large)	
STATE CHAIRMEN	
FORMER STATE PRESIDENTS	
LGCF LIFE MEMBERS (Qualified member of a Federated Club)	
CLUB PRESIDENTS	
CLUB DELEGATES (Clubs with 50 or more members or if Club President holds voting privileges through a LGCF office or chairmanship, NGC officer residing in the state or Former State President, delegates are appointed)	
NGC OFFICERS RESIDING IN STATE	
<b>VOTING STRENGTH</b>	

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### CREDENTIALS CHAIRMAN

This report is to be used for Convention Board Meetings and Summer Board Meetings

Have 2 copies of Report

Give one copy each to the Recording Secretary and LGCF President after reporting

Revised 7/1/2022

## DECORATIONS COMMITTEE FORM

CONVENTION DECORATIONS CHAIRMAN: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ BUDGETED AMOUNT: \_\_\_\_\_

ROOM: \_\_\_\_\_

THEME FOR THIS EVENT: \_\_\_\_\_

**GARDEN CLUB RESPONSIBLE FOR DECORATIONS FOR THIS EVENT:** \_\_\_\_\_

\_\_\_\_\_

You will need approximately \_\_\_\_\_ centerpieces for the head table and \_\_\_\_\_ centerpieces for the round tables for registrants and guests. It is customary to give centerpieces for door prizes. Always make one or two extra arrangements as late registrants can often increase the number of persons at a function.

You will need approximately \_\_\_\_\_ favors for all registrants and guests. You may want to provide a more elaborate favor for the head tables. Again, make extras.

You **MUST** provide receipts for your expenses. If you exceed the budgeted amount, you may not be reimbursed.

Send a concise, written, plan with description of centerpieces and favors to the Convention Decorations Committee Chairman by \_\_\_\_\_ to avoid duplications of ideas. The first plan received will prevail.

DECORATIONS CHAIRMAN FOR THIS EVENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

## PACKET REGISTRATION FORM

### VERY IMPORTANT

Most professional organizations inform their members of what event(s) they are registered. This is a good practice for the Louisiana Garden Club Federation, Inc. Convention as most registrants often think that they have registered for everything. A form such as the one below could be attached to the outside of the packet (or emailed to the registrant beforehand) with the information checked.

REGISTRATION # \_\_\_\_\_ DATE \_\_\_\_\_

You are registered for:

Tuesday (Function) \_\_\_\_\_

Wednesday Gardening Consultants Breakfast \_\_\_\_\_

Wednesday Environmental Consultants Luncheon \_\_\_\_\_  
and Honoring Club Presidents

Wednesday Awards Banquet \_\_\_\_\_

Thursday Judges Council Breakfast \_\_\_\_\_

Thursday Landscape Design Consultants Luncheon \_\_\_\_\_  
and Honoring Life Members

Thursday Installation Banquet \_\_\_\_\_

Any Special Tour/Event \_\_\_\_\_

## REGISTRATION MEMBER FORM

### Louisiana Garden Club Federation State Convention 2022 "Louisiana's Live Oaks Legacy" April 25-27, 2022

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Phone ( ) – \_\_\_\_\_ Garden Club \_\_\_\_\_ District \_\_\_\_\_

Please check the box that indicates your status for Registration and Credentials:

Local Club:	Member	Club President	Delegate	Guest
LGCF:	Officer	Chairman	Life Member	Former President
Deep South:	Officer	Chairman	Life Member	Past DSGC Director
NGC:	Officer	Chairman	Life Member	

**Due date: March 20, 2022**

Price Amount

April 25	Pre-convention Tour: Houmas House Gardens & Museum or House, <i>Botanical Gardens @ Independence Park</i> . (Bus, Tour, Lunch, Gratuity) (first 50 people)	\$ 70	\$	
	*Make a choice: Museum _____ House _____			
April 26-27	Entire Convention (all events listed below)	\$260	\$	
	(A registration fee is required for each day regardless of the number of events one attends)			
Tuesday	Registration	\$ 35	\$	
April 26	Breakfast	\$ 20	\$	
April 26	Luncheon	\$ 35	\$	
April 26	Banquet	\$ 45	\$	
Wednesday	Registration	\$ 35	\$	
April 27	Breakfast	\$ 20	\$	
April 27	Luncheon	\$ 35	\$	
April 27	Banquet	\$ 45	\$	
<b>Late Fee</b>	<u>Pay if you register after March 20</u>	\$ 25	\$	
	Total		\$	

Make checks payable to: Louisiana Garden Club District \_\_\_\_\_

Mail form and payment to: Name, address

Special diet: *Gluten Free* \_\_\_\_\_ *Vegetarian* \_\_\_\_\_

Allergies: \_\_\_\_\_



## REGISTRATION REPORT

Louisiana Garden Club Federation, Inc.

Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

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

District II	
District III	
District V	
District VI	
District VII	
District VIII	
Guests* (anyone who is not an LGCF member)	
Total Registration	
LGCF Life Members*	
DSGC Life Members*	
NGC Life Members*	

\* Do not add Life Members or Guests to the Registration Count

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Registration Chairman

This report is to be used for Convention Board Meetings and Summer Board Meetings  
 Report is for information only and does not have to be approved.

Have 2 copies of Report

Give one copy each to the Recording Secretary and LGCF President after reporting.

2022

VENDERS SALES INQUIRY

BUSINESS ADDRESS

RETURN ADDRESS

The Louisiana Garden Club Federation, Inc. (Date) \_\_\_\_\_ Convention (Name) “\_\_\_\_\_”

\_\_\_\_\_” will take place

at the (Hotel) \_\_\_\_\_ in (City/State) \_\_\_\_\_

\_\_\_\_\_ on (Date) \_\_\_\_\_.

We expect 100 to 125 Federation members to be in attendance at the hotel for the Convention.

In addition to our LGCF, Inc. Ways and Means Committee sales tables, we will have eight-foot tables for local vendors to offer their items for sales. Unique, well-made and affordable items would be well received by the members. It is possible that no buyers will be in the sales room during some of the convention sessions.

The Louisiana Garden Club Federation, Inc. cannot guarantee any dollar amount of sales, nor can we guarantee security. Each vendor is personally responsible for remitting all sales taxes to the proper agencies.

You have been identified as a fine craftsman, and we offer you an opportunity to participate. Space will be allocated on a first-come, first-serve basis for the available sales tables. If this arrangement is satisfactory, please acknowledge acceptance by your signature in the proper space below.

Please return this letter with the appropriate fee to me as soon as possible.

Hours and Rates:

Tuesday,	11:00 am – 5:00 pm	\$25.00
Wednesday,	8:00 am – 5:00 pm	\$35.00
Thursday,	8:00 am – 5:00 pm	\$35.00
Table Space for 3 days		\$90.00

Sincerely,  
(LGCF Chairman name)

Vendor Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Days accepted for: \_\_\_\_\_

Signature \_\_\_\_\_ Tax ID# \_\_\_\_\_

## ***PAGES AT CONVENTIONS AND OTHER MEETINGS SUPPLEMENT***

In days gone by, the role of a Page was to escort members of the court, carry messages and run errands. It was considered a signal honor to receive an appointment to this position. Pages serve many of the same functions today and are indispensable to the committees responsible for garden club conventions, for instance, or other meetings where guests of the organization are present.

### **THE CHAIRMAN OF PAGES**

The Convention Chairman will usually appoint a Chairman of Pages when a number of Pages will be needed to expedite business and to serve as Personal Pages for designated officers and guests. The Chairman of Pages will work directly with the Protocol Chairman. The Chairman of Pages will be responsible for securing the Pages and for scheduling assignments for the meetings and meals. Before the meeting/meal begins, the Chairman of Pages should hold a briefing session to announce assignments and allocate special duties. The Chairman of Pages and the Pages, with the approval of the Convention Chairman, should determine what identifying badge they will wear for easy identification. These Pages **MUST** be present for the entire convention. Pages will need to be provided with copies of the program, including locations of meeting rooms and the times when different functions will convene.

### **SEATING FOR PAGES**

Seating for the Pages during the meeting should be prearranged so that the Pages are easily accessible to members for transfer of messages on the floor and to the head table. Two Pages should be seated immediately in front of the podium or a suitable place to serve those at the head table. Each Page should ask the VIP assigned to them how the VIP wishes to signal their Page should the VIP need anything during the meeting. A ribbon or small sign attached to the seats reserved for the Pages would be helpful. Pages assigned to assist special guests should be seated where they can be of service at any time during the meeting or meal. If papers, such as proposed bylaws amendments, are to be distributed at the meeting, assignment of Pages to certain aisles and sections in the meeting room will permit them to pass the information sheets efficiently.

### **SPECIAL DUTIES OF ASSEMBLY PAGES**

Persons to be seated at the head table or on the platform are usually notified ahead of time, but a copy of the seating list might also be made available for the Pages, stationed near the door if the Protocol Chairman is not available. Where there are steps up to the platform, a Page should be assigned at each set of steps to assist people in taking their places. Pages may also be stationed at the entries to the dining area to help assist members in finding available seats.

**NOTE:** It is inherently important to choose cordial, responsible and informed Pages for your guests at special meetings, The Pages are representing your district and your Federation and theirs will be a lasting impression ---either for the good or for the bad! A PAGE is not an afterthought, but an essential member of the convention's formula for success!

### **DUTIES OF PERSONAL PAGES**

Those assigned as Personal Pages for special guests and other dignitaries should make themselves available at the time that the guest arrives at the meeting place and should plan to remain on duty for the entire convention, or as scheduled by the Chairman of Pages. This Page should become familiar with the hotel layout: meeting/meal rooms, restrooms, elevators, etc.

The Personal Page will need to stay at the convention hotel for the duration of the convention. This Page will need to become familiar with the guest's room and the meeting/meal rooms and how long it will take, so that no one is embarrassed by a late arrival. The special guest is never left to stand alone at any function during the convention, nor go from room to room unaccompanied. This Page should introduce the VIP to others at meal and social functions. If the special guest asks this Page to go on an errand, the Page should invite another member of the group to attend to the guest until the Page has returned, if the Chairman of Pages is not available.

Before leaving the guest for the night, the Personal Page should learn at what time to call to escort the guest the next day and should be at the door promptly at the time agreed upon. When serving as an escort, this Page precedes the guest into the room if the occasion calls for the assembly to rise when the guest enters. Otherwise, they usually walk side by side. It is customary for a national or state garden club president to carry only a purse; this Page carries any other material, centerpieces, etc. the president or dignitary may be taking to or from a meeting.

A Personal Page should also confer with the Convention Chairman to learn how it is planned to deliver the necessary meal tickets, tour reservations, etc. to the guest and should offer to take the responsibility to pick these items up for the guest and deliver them to the VIP. This Page should have access to a car, or to another member with a car available for errands away from the meeting place and should know where to get material typed or duplicated. At the close of the convention, the Personal Page may also arrange transportation for the guest to the airport.

The principal duties of a Page are to help make the convention a memorable one by providing the courtesies of thoughtful hospitality to the members and special guest attending, and by quietly and efficiently taking care of details on the floor of the convention as requested.

\*A COMBINED TEXT OF RULES FROM NGC, Inc. and former NGC, Inc. Publications Chairman, Mrs. Robert A. Harmon.