

UNITED STATES POWER SQUADRONS
Sail and Power Boating

DISTRICT 21

CONFERENCE MANUAL

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R/C C.A. Miller, Jr., JN
Chairman, Planning Committee
Revision
P/C John G. (Gill) Boatman, N
Chairman, Planning Committee

Charles T. Ashford, N
District Commander

Vernon Helmke, SN
District Commander

A GUIDE FOR A SUCCESSFUL CONFERENCE

This Manual should be used as a guide and is intended to be flexible and to be revised as needed. Prepare a critique of your own conference to be used by Conference Chairmen that follow, and attach to the addendum.

This manual is permanent property of the squadron and is to be passed on to each commander for use by the conference chairman.

Prepared by the Planning Committee:

R/C C.A. Miller, Jr., JN, Chairman

P/D/C Fenwick "Tee" Watts, N

P/R/C William E. Tarnow, N

P/C Marvin V. Morris, JN

P/D/C George A. Riddle, JN

P/C Chester A. Geist, N

With the assistance of

P/D/C Howard E. Yoas, N

20 March 1999

Revision of Manual by the following Planning Committee:

P/C John G. (Gill) Boatman, N

P/C Sterling Price Darling, JN

P/R/C Creighton C. Maynard, Jr., SN

P/D/C Marshall Kline, AP

P/D/Lt/C Billie Kearney, N

P/C Paul E. Thompson, Jr., AP

Approved by Council **5 April 2003** in Lake Charles LA

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CONFERENCE MANUAL

1. PURPOSE OF CONFERENCE

a. General Purpose

The District Conference is the meeting at which the business of the District is conducted. There are two conferences per year, one in the spring and one in the fall.

The D/C is solely responsible for each conference and all decisions must be approved by the D/C. Refer to the OT Manual paragraph 10.64

There are two groups that meet to conduct the business of the District, the Council and the Conference. The Council meeting is held before the Conference meeting and may be held on the same weekend as the Conference. The D/C will inform the Host Squadron when the Council meeting is to be held. Often in the spring, the Council meeting is held in conjunction with the incoming commanders meeting, approximately one month before the conference.

b. Spring Conference Agenda

The Spring Conference is considered to be the business conference. Programs of the USPS, District, and squadrons are emphasized.

c. Fall Conference Agenda

The Fall Conference is considered to be the educational conference. The business of the District is held to a minimum and the emphasis is programs of the Educational Department. The major difference for the host squadron is having the correct program to print and the number and size of meeting rooms.

d. District Conference Coordinator

Each Bridge line officer appoints a Conference Coordinator when they are elected to the bridge. Bridge officers shall be responsible for notifying host squadrons the name of their respective conference coordinator.

2. INVITATION

The invitation to the District to host a Conference should be made three (3) years in advance.

a. Squadron Selection Criteria

Hosting district conferences is rotated among the member squadrons of the District. With 14 squadrons, a squadron normally hosts a conference every seven years. A squadron has some control over when and if it hosts a conference. There are special conditions that influence when a squadron can host a conference, such as spring break in Lower Rio Grande Valley, or South By Southwest in Austin. A squadron may be having difficulty with size, accommodations, or other matters, that would make it difficult to host a conference when their turn comes up. The squadron commander should discuss the invitation with the District Commander before the Conference at which they will extend the invitation, especially if it is out of sequence.

b. Selecting Spring or Fall Conference

Even though the rotation of hosting a conference is known, modifications to the schedule can be made. Attempts were made in the past to limit fall conference to inland squadrons due to the possibility of hurricanes at the coastal squadrons. Those attempts did not pass. It is still a good idea to look at the events and weather in your area and select the time of year best suited for your area. After looking at the normal sequence your squadron falls into, determine if it is the best time for your area and if not, discuss changes with the District Commander and the squadrons affected by changes in sequence.

c. Selecting Date of Conference

The spring conference is to be scheduled between March 1 and May 1 and the fall conference between 1 October and 1 December. [VERIFY] The Operating Committee of USPS meets on the second weekend of each month. It is best to not schedule a conference on that weekend. The Chief Commander normally schedules representatives to attend district conferences from the Operating Committee. These people have first hand knowledge of current activities. Check the calendar to be sure there is not a holiday near the weekend you are selecting. Check the major religions for religious holidays. Check both Texas and Louisiana opening date for hunting season. Scheduling on a holiday, or opening day of hunting season will reduce attendance.

d. Extending Invitation to Conference

Extending the invitation to the Conference is simple. Before the conference meeting, a decision is made on the time of the year, spring or fall, between the District Commander and the Squadron Commander. At the Conference, the D/C will call for an invitation to host a conference. At that time, the squadron commander invites the Conference to attend a conference in the area during the spring or fall of what year. The Conference then votes to accept the invitation.

3. DISTRICT CONFERENCE RESPONSIBILITIES

a. Responsibility of District Officers

The District Commander is responsible for providing the text of the program and scheduling the meetings of the District. The D/C also writes a short invitation letter to the National Representative. The District Commander is responsible for all of the answers from the District. All of the district officers should coordinate their requests through the D/C in an ideal world. Do not hesitate to call on any district officer to get the answer you need. Some D/C's are very good about gathering and passing on information, but some are not. Don't let the short comings of one person create problems for your conference. For example, you need to have a preliminary list of size and number of meeting rooms before you complete negotiations with hotel. The current D/C will not be in office when you host the Conference. If you have trouble getting answers, go the person most likely to be D/C at the time of your conference. Talk with the District Educational Officer about that department's needs. When all else fails, call on a Past District Commander.

b. Responsibility of District Representative

The District Commander will appoint an advisor to work with the Squadron from the time before you make the invitation until the final audit is finished. **This person has no responsibility to make any decision for either the District, District Commander, or the Squadron.** This person is experienced in hosting a conference and is a source of knowledge and help. This person should be included in any correspondence concerning the conference and is available to meet with you and your squadron to discuss plans and answer questions.

c. Responsibility of Squadron

The Squadron is responsible for hosting the conference, which includes:

- 1) extending the invitation to the District Conference
- 2) communicating with District personnel
- 3) developing the budget
- 4) selecting a hotel
- 5) providing a complementary suite for D/C
- 6) selecting entertainment events
- 7) Friday and Saturday evening activities
- 8) deciding if any activity scheduled for Thursday evening
- 9) mailing invitations to members
- 10) registration
- 11) care of National Officer

4. CONFERENCE COMMITTEE JOB DESCRIPTIONS

a. Chairman

The Conference Chairman is responsible for all aspects of presenting the conference. That person must be able to recruit people to be on the Conference Committee to accomplish tasks and delegate the work to those people. The Chairman needs to keep a running record of what is to be done, who is doing it, and the status. The Chairman schedules the planning meetings and receives reports from those responsible for tasks. Discussion of problems and ideas should be encouraged and group approval of plans of action obtained. The Chairman will not be judged by how much work he can do, but **by** how well the team performs to put together a good conference. It is critical that people with responsible jobs have someone to back them up that can take over the job at any time.

b. Finance

The person responsible for finance manages the budget and the money in the bank account, collects money from registration, disperses money for approved bills, and makes a report to the District Auditing Committee. **District bylaws require that this report is due no later than 45 days after said conference. Audit committee may request a copy of check register and other supporting data as needed.**

c. Entertainment

Entertainment best operates as a group of committees with one chairman to coordinate the activities.

1) Thursday night activities

If the squadron elects to have a program on Thursday evening, a chairman needs to be assigned to make the arrangements and handle reservations. **This activity should not be included in the budget. Any income and /or deficits is the responsibility of the host squadron.**

2) Friday night activities

The host squadron is, by tradition, responsible for some type of activities on Friday evening. The Committee makes the decision on what activity to present. After the scope of work is determined, a chairman should be appointed to oversee the planning and people working on the activities.

3) Saturday Social Luncheon

During the time the Members are meeting and having lunch, the non-members are entertained with a luncheon and some form of entertainment activity. A chairman needs to form a committee to plan and produce the luncheon. Problems can occur in this activity if the Chairman does not control spending by the members of the Committee. Items to be considered are:

- a) Menu and price
- b) Program
- c) Door prizes and gifts, if any
- d) Flowers or other decorations, if any
- e) Head table and seating
- f) Mistress of ceremonies
- g) Protocol – introduce National Representative wife and District Bridge wives in correct order.

4) Saturday Members Luncheon

The Members Luncheon, also known as the Commanders Luncheon, honors the commanders of the squadrons. A chairman needs to plan the menu and coordinate with the District Commander on the program. Sometimes there is time for a speaker selected by the host squadron, though awards presented at this luncheon may consume all of the available time.

5) Saturday Dinner

The chairman of this event needs to plan the entertainment and menu. The amount of time for entertainment may be affected by the program planned by the District Commander, especially at the Spring Conference and Change of Watch. There is often a band and dance but this is a decision to be made by the host squadron.

d. Hotel, Meals, and Menus

A person should be assigned to be responsible for making all of the arrangements with the hotel for rooms, setup, audio visual aids, number of meals, and menus. The various function chairmen work with this person to coordinate menus and numbers of meals. It is important that only one person work with the hotel to avoid confusion on the part of the hotel. This will help control costs and avoid surprises when the final accounting is made with the hotel.

e. Decorations

This responsibility can be divided among the various committees or be a committee of its own. Decorations may be needed for the Friday night affair, Social Luncheon, and Saturday Dinner.

f. Non-Member Activities

In addition to the Social Luncheon, a tour or sightseeing may be considered. Transportation and cost need to be considered. The National Representative's spouse must be escorted to all of these events.

g. Printing

The items to be printed are tickets, the program, the invitation letter, and other documents you may need. The tickets can be printed on a computer using the program described in another section of this manual. The program will need to be printed by a printer. The invitation letter can be printed on a computer printer and copied on a copier. Other documents can be handled in a similar fashion. The program and invitation letter are paid for by District and cost for producing and printing should be maintained separately, along with the cost of mailing.

h. Publicity

Publicity should not be taken lightly. Without adequate publicity, your Conference will not be successful. As a minimum, you will need to make a presentation at the previous conference. The mailout should be timely and contain all of the information the prospective attendee could want. If you have all of the information, including registration form, and hotel information, a table at the previous conference could be set up with the forms and information. You will also need to get the Commanders to push their members to go to the conference. They will need the information and push to get it done. This is your responsibility.

i. Transportation

Transportation is the responsibility of the people attending, except for the Chief Commander's representative discussed elsewhere.

j. Prizes

There are not any prizes that are customary at a Conference. Sometimes, some gifts (prizes) are given at the Social Luncheon.

- k. Gifts . Gifts are customarily given to the Chief Commander’s representative. The cost of this gift is included as part of the conference budget and is purchased by the Conference Committee.

Gifts are given to the D/C by the District at the Spring Conference and are the responsibility of the Executive Officer. It is wise to check to be sure the Executive Officer knows and does the job and the cost is included in the district budget. **The Executive Officer should be reminded how much money is available in the district budget for this gift.**

- l. Facilities/Meetings

The District Commander will determine the number and size of meeting rooms. The District Commander will need a large suite, which is complementary. Most squadrons will want a suite so they can have a hospitality room for their squadron. Several squadrons will require large suites with some only wanting small areas. The size and number of these suites need to be considered when selecting the hotel. There needs to be at least one large meeting room and a separate room for the luncheon. Other rooms that may be needed are for training aids, social luncheon, and break out rooms for special meetings. There is a closed meeting, not publicized, attended by the Past District Commanders for lunch on Friday. Check with a P/D/C from your squadron or a near squadron to see if a room is needed.

- m. Protocol

The host squadron is responsible for providing the Honor Guard to set the flags at the General Meeting. The Guard should rehearse and be in the correct uniform, including cap.

- n. Host Squadron Hospitality Room

It is customary to have a place for the attendees of the Social Luncheon to gather before going into the luncheon. If desired the hospitality room of the host squadron can be used for this purpose. If the hotel has a large foyer near the luncheon area, a bar can be set up in that area to serve as the gathering area.

- o. Goody Bags

Many times, bags of items are collected from local businesses and put in a bag to pass out with the tickets at registration. Cost of these items are not included in the cost of the budget. The local tourist bureau can help with suggestions for these items. Goody bags are optional.

5. BUDGET

- a. Sample Budgets

Attached are sample budgets from the Spring and Fall. Budgets should follow the format used in the sample budget. Total income expected and total expenses expected must be listed. See attachment e for an example

b. Approval

The District Commander approves the budget. The District Conference Coordinator should be consulted during the forming of the budget and take it to the D/C for approval.

c. Monitoring Costs

The Conference Chairman is responsible for monitoring budgeted costs. Someone may assist in monitoring, but the Chairman is ultimately responsible.

d. Advance Funds Loan

Small squadrons may not have the money available to finance a conference. In such cases, the Squadron Commander and Conference Chairman can make a request to the District Commander for initial funds. These funds are a loan and are to be paid back at the end of the Conference. At the present time the amount approved for an advance is \$1,000. (as of 5 April 2003) An application may be made by the conference chair to the D/C for additional funds up to \$1,500 to cover reasonable needs, such as hotel deposits.

e. Audit of Records

The District Audit Committee audits the records of the Conference. After the books are closed, records should be made available to the Committee to audit. **District bylaws state this should be done within 45 days after the close of the conference. Audit committee may request a copy of check register and other supporting data as needed.**

6. HOTEL

a. Selection Process

Selection of the hotel will probably be the most important decision the host squadron makes. Check with the members of your squadron to see if any have experience in selecting a hotel. The tourist bureau or Chamber of Commerce in your area may be able to help in the selection process.

One approach is to send out a request for proposal. The proposal must contain the number of people expected on each day, the number of people attending a theatre style meeting, the numbers attending the Members Luncheon, Social Luncheon, and Dinner, number of meeting rooms, and number of suites desired. Most of the hotels in the area will send formal proposals. If the Chamber or Tourist Bureau helps with the sending of proposals, you may receive proposals from a large area. From this information, select the best three or four and visit the hotels to look at the facilities.

b. Contract Negotiations

After visiting the hotels, select the one with the best proposal and facilities. Many items are negotiable when dealing with a hotel. You should have your best negotiator leading the discussions with the hotel. The hotel makes much of its money from the food events furnished for the luncheons and dinner. It is best to have the food affairs in that hotel to get the best deals. The District Advisor can assist you in the negotiation with the hotel.

c. Cost of Rooms

Hotel rooms should be the same price for one or two people. This must be negotiated with the hotel and may be somewhere between the single and double rate. This is done for tax reasons and is required. The cost of rooms for hospitality rooms needs to be negotiated. The adjoining rooms to the hospitality rooms must be the same price as all other sleeping rooms.

d. Sleeping Rooms Block

The hotel will want to know the number of sleeping rooms by night that needs to be blocked out for the conference. They will guarantee that these rooms will be available at an agreed price until a date sometime before the conference. This number needs to be your best guess. Use data from the last Conference your squadron hosted and numbers from the last several Conferences as a guide. Monitor the number of reservations being received and ask the hotel to adjust the number if more rooms than blocked may be needed. Most hotels will work with you, but some will not.

e. Meeting Rooms

The number of meeting rooms will vary with the time of the conference. Check with the last Conference held during the same time of year for the number of meeting rooms. This will give you an idea for talking with the hotel and as the schedule is firmed up; inform the hotel of the requirements. As a minimum, you will need a large room seated theater style for the General Meeting, another room with round tables for the Commanders Luncheon, and a room for the Social Luncheon. There will probably be several small meeting rooms for committees. Depending on the type of Conference, a room will be needed for teaching aids and a room may be needed for an Educational Meeting. Check with the D/C or District Conference Representative for guidance.

f. Audiovisuals

Some meetings will require audio and/or visual equipment. The committee chairman is responsible for informing you of their needs. The hotel can supply the equipment, usually through a vendor, at a very high price. In some cases, the hotel will allow you to supply your own equipment. Check with the hotel when negotiating the contract to determine if outside equipment can be used. This can be Member owned equipment or rental. The cost of audiovisuals should be included in the budget. Check on past conferences to estimate a cost

g. Complementary Rooms

Complementary rooms are rooms supplied by the hotel at no cost. The number of complementary rooms are calculated on the number of rooms purchased each night and are usually one complementary room night for each fifty (50) room nights purchased. **Example:** If 25 rooms are used on Thursday night, and 100 for Friday and Saturday nights, you would have 225 room nights, or 4 complementary room nights. If the D/C has a sleeping room and a suite for Thursday, Friday, and Saturday nights, that will total six (6) room nights. Two room nights would need to be added to the budget for the Commander's rooms.

1) District Commander

a) Requirements of Accommodations

The D/C will need a complimentary suite with a sleeping room and a large room for meetings and a cocktail party. In addition, an additional sleeping room, not complimentary, connected to the large room may be needed by the Flag Lieutenant or Executive Officer. Ask the D/C what will be needed.

b) D/C's Cocktail Party

The D/C usually hosts a cocktail party before the Saturday Dinner. If the D/C suite is on a floor that requires a key to get to the floor, make arrangements with the hotel to unlock the elevator or have a room in an area not secured.

2) Other Complimentary Rooms

a) Squadron

Complimentary rooms not used by the D/C can be used for other purposes such as a hospitality room for your squadron or other needs as determined by your Squadron. **If extra complimentary rooms are not available the host squadron's hospitality is NOT paid for out of the conference funds.**

b) Upgrades

Some hotels will offer upgrades to rooms. If they are available, it is nice, but not necessary, to upgrade the District Bridge rooms. If they are upgraded to small suites, they can use them for small meetings.

h. Food Events

1. General Information

- (i) The hotel makes much of its money from the food events. In negotiating with the hotel, it is important to be aware of this and to use it to your advantage. If you plan to hold the Social Luncheon off site, do not include it as part of your negotiations for perks. Be sure you are aware of what is included with each meal. Coffee and tea, if desired, need to be specified in the contracted price. Do not make any assumptions.

2. Friday Night

Friday night is one of the large meal times. The type of entertainment planned, location of Squadron, or other factors may determine the type of food. The food may be served buffet style or set down. If you choose buffet, someone should serve the main course meat to control amount of food. Be sure you are aware of the way the hotel makes the count. The best way is to have the hotel take tickets at the door or at the start of the food table and pay for the tickets they have after the meal. Some like to count plates used. Some people go back through the line and get a clean plate and you are charged for another person.

3. Bridge Breakfast
The District Bridge may request a breakfast meeting. The cost of the meal is collected from the attendees, along with the tip and any other charges the hotel may have. Coordinate this with the D/C and have the cost of the meeting put on the reservation form so that money is collected well in advance. You will need to have an accurate count, or end up paying for no shows.
 4. Saturday Noon Members
The Saturday Commanders Luncheon should be a light meal. The Members will have to set through more meetings and a large meal will distract from their attention span. This is a **sit** down meal. The head table should be served first, followed by the Commanders table and the SEOs table. This allows them to eat before the program begins, usually after the desert is served.
 5. Saturday Noon Social Luncheon
The Saturday Social Luncheon should also be a light meal. Most of the people in attendance are not large eaters and the money saved on a large meal can be used for entertainment or gifts.
 6. Saturday Evening
The Saturday evening meal is a more formal meal. It is a **sit** down meal. Portions do not need to be large, but need to be very good. This is the last thing people will remember about your conference and special care needs to be taken to insure everyone is satisfied when they are finished.
 7. Meeting Room Refreshments
There are no meeting room refreshments. If some committee requests a breakfast, or refreshments in their room, the D/C should make a call on the request and money should be collected from the attendees before the meeting.
 8. P/D/C's Luncheon
The P/D/Cs have a Friday noon luncheon, which is not listed in the program or advertised. The luncheon is set up by a P/D/C in the area and unless help is requested, is not a concern on the Conference Committee.
- i. Hospitality Rooms
1. Squadron
Many of the squadrons will want to have hospitality rooms for their members and guests (other attendees). As part of your negotiations with the hotel, the use of the meeting rooms needs to be discussed. You need to know the corkage policy of the hotel. Some hotels have no policy, some look the other way, and some have a strict policy against bring liquor into the hotel and will charge a corkage fee for each liquor bottle found in or around the room. This information needs to be transmitted to the squadron commanders several months before the Conference.

The squadrons with the most people attending need larger hospitality rooms. You can arrange with the hotel to assign the available rooms to squadrons by size. The hotel may not know which rooms will be unoccupied until shortly before the Conference. You will need to work with the hotel to make these assignments as soon as they are willing to release the rooms to you.

2. Ladies

There is not normally a hospitality room for the non-members at a District Conference.

7. FRIDAY PARTY

The Friday evening party is an informal fun party. It may include food, entertainment, usually around a theme, and no meeting. It is a time for people in the District to visit and that should be taken into consideration when selecting any entertainment.

a. Theme

Many squadrons have a theme for their Friday evening party. This can be just about anything. The idea is to make it a fun time. If there is a theme, it should be publicized so that people can dress for the theme. Contests for best costume can be held, but should also be publicized well in advance.

b. Food

Food is usually served buffet style and can be a food common to your area. Many squadrons have the same Friday evening meal each time they host a conference and people look forward to repeating the adventure.

d. Entertainment

Entertainment is optional. This will largely depend on the theme and many other factors such as accommodations and location. In any case, it should be light and fun type entertainment. Check with local groups such as singing groups for inexpensive entertainment that will meet the objectives.

8. SATURDAY GENERAL MEETING

The Saturday General Meeting is the meeting where business of the District is conducted. Squadrons give reports on their activities and the District Bridge gives information on activities at National affecting the squadrons as well as activities in the District.

a. Head Table Seating

The priority of seating is 1) D/C, 2) Honored Guest, 3) Chief Commander, 4) Executive Officer, 5) Educational Officer, 6) Administrative Officer, 7) Secretary and Treasurer, 8) Chaplain, and 9) Host Commander. The Honored Guest can be a featured speaker, or the immediate retiring Commander, or Commander-elect (at a change of watch). Seating should be in accordance with the Operations Manual. The normal arrangement from left to right from the audience is American Flag, Secretary, Chief Commander or Representative, District Commander, podium, Administrative Officer, Executive Officer, Treasurer, Local Commander, Ensign.

* D/Sec D/E/O C/C Rep D/C Podium D/Exec D/Adm D/Treas Loc/C *
Am Flag Ensign

AUDIENCE

b. Flags

Flags for each officer at the head table shall be hung from the front of the table in front of the officer. A set of flags is included in the Conference hardware passed on from the last Conference. The Chief's Rep should provide a flag for his office. Remind the Rep to bring his/her flag in the invitation letter. Flags are placed so that the tridents are pointed toward the American Flag.

c. P/D/C Seating

The P/D/C's are seated on the front row. They follow the Color Guard with the flags at the start of the meeting and move to their seats when the Color Guard halts before the head table, before the flags are set. Be sure the first row is empty before the Color Guard starts down the aisle.

d. Name Places

Name places shall be put before the officers at head table with rank, name, grade, and office. The name places should face the audience and be large enough to see from the audience. Small name places should be placed so the officers can see which seat is theirs before they set down.

e. Audience seating

The audience is seated theatre style. There needs to be a center isle with the poles supplied with the Conference hardware with squadron names placed beside chairs at the isle. The order should be selected by the D/C, but without his input, place in alphabetical order front to rear, alternating from side to side. Remember the first row of seats is reserved for the P/D/Cs.

9. SATURDAY MEMBERS LUNCHEON

The Saturday Members Luncheon is called the Commanders Luncheon. It may also be referred to the Commanders and Educational Officers Luncheon if the SEOs are seated at a separate table.

a. Head Table Seating

The head table seating is normally the same as at the General Meeting. Exceptions may be a speaker who would be seated on the other side of the podium from the D/C. This moves everyone else to the other side of the podium in the order shown above in General Meeting Head Table Seating. If this is the case, be sure the flags are in front of the appropriate officer and the name places are in proper order. It may be helpful to tell the officers that they will be setting at different locations. Flags will need to be moved from the meeting room to the luncheon during the break between the two events, and moved back afterwards.

* **Sec DEO Speaker Chief's Rep D/C—Podium—XO AO Treas Chaplain ConfCh ***

- b. Commanders Table Seating
The Commanders table can be set in front of the head table. There needs to be 14 seats with the Commanders facing the audience. Name places need to be put at each spot in squadron alphabetical order with the name of the squadron in front of each Commander. Occasionally, there is a table for the squadron SEOs. In that case, the tables can be at the sides facing each other with the Members seated between the tables, or the Commanders in front of the head table at an intermediate height and the SEO's in front of the Commanders at floor level.. The District Commander will make the decision on the SEO's table.
- c. Food
The food selection is the responsibility of the host squadron. Quality of meal and cost need to be considered.
- d. Speaker
Check with the D/C to see if time is available for a speaker. If time is available, a speaker should be selected from a local source of interest to the Members. Cost of the speaker is a budgeted item.
- e. P/D/C Seating
There is no special seating for the P/D/Cs.

10. SATURDAY SOCIAL LUNCHEON

- a. Head Table
There is normally not a head table at the Social Luncheon. A table should be reserved for the C/C Rep's spouse, bridge spouses, and speaker. Empty spaces are filled as required.
- b. Audience Seating
Audience seating is at the discretion of the host squadron and may be none, drawing table numbers at the door, or other scheme.
- c. Food
The food selection is the responsibility of the host squadron. Quality of meal and cost need to be considered. If drinks, such as wine, are served, be sure control over the quantity of drinks is controlled to control cost
- d. Speaker/Entertainment
Selection of the speaker and/or entertainment is the responsibility of the host squadron and is a budgeted item.
- e. Gifts
Gifts are optional. If gifts are considered, they can be gift favors for each attendee and/or door prizes. These door prizes can be purchased, hand made, or solicited from local business. Door prizes are usually given by a drawing. Tickets need to be handed out to each attendee with the duplicate put in a container for drawing.

11. SATURDAY EVENING FUNCTION

The Saturday Evening function is a formal affair. In the spring, it may include the Change of Watch if it was not done during the General Meeting. The D/C will inform you of the program.

a. Head Table Seating

The head table seating is similar to the General Meeting seating, except that the spouses of the people are included. Depending on the size of the accommodations, some of the people may need to be seated at a table in front of the head table. This can be a round table. The D/C should discuss this with you before the Conference.

Left side of podium as the audience looks at head table.

Spouse Sec-Sec-Spouse DEO-DEO-Spouse Nat'l Rep.-Nat'l Rep.-Spouse D/C – D/C

Right side of podium as the audience looks at head table.

XO-Spouse XO-AO-Spouse AO-Treas.-Spouse Treas.-Chaplain-Spouse Chaplain-Cdr.Host Squadron-Spouse Cdr.

If some of the officers do not have spouses or the spouses do not attend, just take that position out.

b. Flags and Nameplates

Flags and Nameplates are arranged the same as for the General Meeting and if a spouse is entitled to fly a flag, it should be displayed in front of that person. People that have been moved to the table in front of the head table do not display flags.

c. P/D/C Seating

Seating for the P/D/Cs is at the discretion of the Conference Committee and D/C. Often, the P/D/Cs are seated in front of the head table at rounds. If this is done, name places should be set. In any case, the P/D/Cs should be informed of the arrangement since many visit until told to take their seats, then look for their places.

d. Cash Bar

A cash bar can be set up outside the room for people to gather, have a drink, and socialize before the doors are opened. Many people will be in hospitality rooms and at the D/Cs reception and will not use the cash bar. Cost of the bar should be considered.

e. Food

Since the Saturday evening event is a formal affair, the food needs to meet the expectations of that type of event. Work with the hotel to arrive at an elegant meal at a reasonable cost.

f. Entertainment

The entertainment can vary from very little to a large dance orchestra. The selection depends upon the local available talent to draw from. Some areas may not have a reasonably priced band and a disc jockey type entertainment is appropriate. There may be an area set aside for dancing if the music is dance music. The entertainment, if any, is left to the discretion of the host squadron.

g. Table Decoration

Since this is a formal affair, the tables should be decorated. The members of the host squadron can make table decorations. If the decorations are to be given to someone at the table, a method of selection the recipient needs to be devised and announced. If enough decorations are at the head table, each couple can be given a decoration. If the decorations can be used at some other affair, announce that they are not to be removed from the table. In either case, it needs to be clear and each table needs to be able to hear the announcement.

12. THURSDAY EVENT

Many people arrive on Thursday and it can be advantageous for the Squadron to present some type of activity for the evening. These activities are not part of the Conference and not included in the budget. All profit or loss is the responsibility of the Squadron. Presenting a program on Thursday can increase the number of room nights at the hotel, in turn increasing the number of complementary rooms or upgrades.

13. NATIONAL OFFICER

a. Invitation Letter

As soon as the Chief's Representative is announced, usually at a Governing Board Meeting, the District Commander should write a letter of invitation. A copy of this letter should be sent to the Conference Chairman. As soon as preliminary schedule information is determined, the Chairman should write a detailed letter with the information the Rep needs. If additional information becomes available or changes are made, a follow up letter shall be written. A sample letter is attached. The information included shall include at least the following.

Conference Hotel, address, phone number

Closest or preferred airport

Uniform for business meetings and events

Ladies dress (Thursday evening, Friday day, Friday evening, Saturday day, Saturday night, other)

Program

Aide assigned to National Representative, even if assigned by the D/C

Request the following information:

Section 1.02 Arrival and departure date, airline, flight number, and time

Section 1.03 Ask if his spouse will attend

Section 1.04 Ask what type of hotel room is preferred, king, two doubles, smoking, or other preferences. Make these reservations and guarantee with hotel.

THIS LETTER IS THE RESPONSIBILITY OF THE CONFERENCE CHAIRMAN

There may be some duplication of information, but duplication is better than not having needed information. If the District Commander doesn't send the invitation letter or send the Chairman a copy, the Conference Chairman should write this letter and send a copy to the D/C.

Coordinate with the District Commander so that shortly before the Conference, a District roster along with the information of who will meet him is sent to the Rep. It is appropriate for the Aide, Chairman, D/C and/or someone that knows the representative to meet him. They should wear a blazer for easy identification.

b. Aide

Before the National Officer arrives, the aide should complete registering the Officer at the hotel, have room keys to give the Officer and spouse, and registration packet. These materials should accompany the receiving party so they can be given in route to the hotel. A bottle of wine, fruit, flowers, or other item can be placed in their room along with a card from the Chairman and D/C to add a nice touch to their arrival.

The Aide assigned to the National Officer should be one that can devote the time necessary to be sure the Officer and spouse are escorted to all events and be available if they need anything. After the Officer arrives, he, or his wife, should never be left to fend for themselves. See that someone accompanies them to the various meetings and events.

The District Commander's wife, or the Conference Chairman's wife, or a known friend is the logical persons to be with the wife. If they arrive on Thursday, plan activities for Friday morning for the spouse. If the ladies activities end early on Saturday, inquire if she would like to go shopping, or swimming, or chasing men, or just go to her room and rest. At least the effort should be made to make her feel like a welcome guest.

c. Transportation

The National Officer is responsible for getting to the airport near the Conference. From there on until departing the area after the Conference, the Host Squadron is responsible for transportation of both the Officer and spouse. This should be coordinated with the District Commander who may assign a person to be responsible. National pays the cost of airfare.

d. Accommodations

1) Location

Location of the sleeping room is not of great importance but it is appropriate to locate the National Officer near the District Commander. The room should be a standard room. The reply letter from the Officer should determine the room type preference.

2) Payment

The cost of the room is paid for by National and the National Officer will take care of payment. All other items, meals, attendance to events, transportation, are paid by the Conference and included in the budget.

e. Greeting Package

It is customary to place a package consisting of wine, fruit, flowers, or other appropriate welcome package in the National Officer's room prior to arrival. This is included in the budget and paid by the Conference.

f. Gifts

It is the responsibility of the Host Conference Chair to acquire gifts for the National Officer and spouse. The cost of the gifts is to be included in the budget as a Conference expense.

14. INVITATION TO MEMBERS

Each Member of the District is sent an invitation packet. Where both members of a household are Members, one packet may be mailed.

a. Contents of Invitation Packet

The invitation packet should consist, as a minimum, of a hotel reservation form, activity reservation form, and schedule of events. Additional information should be included if it will encourage Members to attend and help them plan their schedules. After a sample packet is put together, weigh the complete packet on a post office scale to insure that one first class stamp is adequate. The packet should only require one stamp.

b. Information on Form

The form should include space for the name, rank, grade, and certificate number for each person attending (2 spaces), address, squadron, district, home and office phone, and a blank to check if this is their first Conference. The events should be described in such a way the people will want to attend with cost and blanks for number of tickets and price. At the bottom of the list, provide a blank for totals. Include the event (District Conference), date of the Conference, location, person receiving reservations, and the last date reservations are accepted. You can set a higher price if not received by that date to help get reservations in. A sample form is attached. Also include the hotel reservation form and be sure the cut off date for the hotel is very visible.

c. Mailing Schedule

The invitations must be received by the Members four (4) weeks before the Conference. This means that you must mail the invitations five (5) weeks before the conference to insure delivery by the deadline. The District Secretary will also be mailing the official notice of the meeting to the voting members. This is a separate mailing and not a part of the host squadron's responsibility.

d. Mailing Labels

Each squadron will supply you with a set of mailing labels to use on the invitations. You will need to contact each squadron commander so they know to bring a complete set of labels to the Conference before yours. Remind them when you contact them that if they do not supply mailing labels, all of the invitations will be mailed to them to distribute. The Commanders will also need to give you changes to their mailing list just before you

are ready to mail the invitations. This will require some effort on your part to get the changes.

e. Cost of Mailing

The cost of preparing and mailing of the invitation is the responsibility of the District. Costs are not budgeted but are kept separate and billed to the District as part of the final settlement.

f. Schedule of Meetings

A schedule of meetings needs to be included with the invitation so people will know when to arrive. If you are planning a Thursday event, be sure it is described and give the times people can pickup any tickets required for the event.

g. Instructions for arrival

Directions should be included with the invitation to the Conference.

1) Automobile

Complete instructions approaching the city on major highways should be as simple and easy to follow as possible. Parking options should be included such as hotel self parking and valet parking costs and alternate parking. Have someone drive the route following the instructions to check for errors or hard to follow directions.

2) Air

Include the names of the airlines that serve the area and the name of the airport. List the alternatives for getting from the airport to the hotel and the cost of each.

3) Boat

Check for docks that have room for transient boats and include the names, phone numbers, reservation information, cost and directions. If the docks are not at the hotel, provide information on transportation to and from the hotel.

4) Motor Home

Check with the hotel if they allow motor home parking and if there is adequate parking for motor homes. If there are special instructions, include that information.

h. First Timers

Special events need to be planned for the people attending for the first time. These may include a ribbon to pin on the uniform, special seating, cocktail party, or other event. The D/C should plan for these items but the host squadron may need to supply ribbons, or rooms. Costs are a budgeted item.

15. REGISTRATION

a. Program

A program using Microsoft Excel for the data and Microsoft Word for the merge functions to handle the registration has been developed for the National meetings. This

program has been adapted for use by the Squadrons in their registration process. The program is available through the District Conference Representative.

b. Tickets

Tickets can be printed on a computer using a standard printer and 67# paper stock. The tickets are printed 10 on a page and can be cut using a manual paper cutter or if available, an automatic cutter. Many companies have small print shops that have the equipment and will do the cutting for you. Each type of ticket should be printed on a different color paper.

c. Schedule

The start of registration depends upon any Thursday activities that are paid for in advance. It is best to open the registration for a short while on Thursday late afternoon to get the tickets to those arriving early and reduce the load on Friday. The latest that registration can open is noon on Friday and should be open till after the last scheduled Friday meeting is concluded, usually by 1700. Registration needs to be open at 0800 on Saturday and should remain open until just before the Commander's Luncheon.

d. Goody Bag

Some squadrons put together a goody bag to hand out at registration. This consists of free handouts from various businesses in the area, and can consist of pencils, scratch pads, key rings, and about anything your Members can get from the local businesses. The goody bags are optional, but are one of the things that add to your conference that do not cost.

16. VOTING CARDS

Voting Cards are the responsibility of the District Secretary. The Conference needs to provide a table and chair for the Secretary to use to distribute the cards.

17. ATTACHMENTS

a. Timing Schedule

b. Bylaws Section 4.5

c. Invitation to National Representative

d. Conference Reservation Form

e. Hotel Reservation Form

f. Budget Sheet

g. Typical Programs

ATTACHMENT A

TIMING SCHEDULE BEFORE CONFERENCE

THREE (3) YEARS

Make invitation to host Conference to District Conference
Start selection process for hotel
Select Conference Chairman

TWO AND ONE HALF (2 ½) YEARS

Select hotel and sign contract

TWO (2) YEARS

Start selecting Committee members
Conduct initial Committee meeting
 Pass out list of items to be accomplished
 Discuss assignments and develop written game plan
 Discuss table decorations and be ready to make decision at next meeting
Make listing of what was decided in Committee meeting to pass out at next meeting
Start monthly Committee Meetings
 Pass out notes from initial Committee meeting
 Get reports on activity since last meeting
 Evaluate Committee Chairmen and members
 Make personnel changes as required
 Discuss table decorations, decide on decoration and time frame to construct

ONE (1) YEAR

Meet with hotel to discuss plans and meet people in charge, and if convenient, arrange with hotel to hold monthly planning meeting in hotel

SIX (6) MONTHS

Contact squadron commanders to bring mailing labels to District Conference

TWO (2) MONTHS

Registrar should start working with reservation programs to be ready to receive registration information
Get hotel registration forms for invitation packet
Start short weekly Committee meetings.

FIVE WEEKS

Mail invitation packets to Members

ATTACHMENT B

ARTICLE IV OF DISTRICT 21 BYLAWS

CONFERENCE

Section 4.01 The Conference shall be composed of the Council, the Past District Commanders of this District and the Delegates. They shall be the voting members of the Conference.

Section 4.02 Delegates

4.02.1 Delegates shall be selected by each squadron on the basis of one delegate for each twenty-five (25) Active Members in good standing, or major fraction thereof, as of the preceding I March, with a minimum of two delegates per Squadron.

4.02.2 During the first year of a new squadron, the number of its delegates to the conference shall be based upon the number of its charter members, with a minimum of two delegates.

4.02.3 Prior to each meeting of the Conference, each Squadron Commander shall submit in writing to the District Secretary a list of his squadron's delegates entitled to vote at the Conference.

4.02.4 If a delegate is disqualified or is unable to attend, the Squadron Commander may appoint a substitute and notify the District Secretary prior to the convening of the Conference.

Section 4.03 The Conference shall

4.03.1 Elect annually, at the Spring Conference, a Commander and other elected officers as provided herein, and members of the General Committees.

4.03.2 Adopt annually, at the Spring Conference, a detailed budget, including per capita annual assessments to be levied against squadrons. Assessments for members joining squadrons after the date of record of USPS membership may be levied by the Conference. Life Members shall be exempted for the above assessment provided the Squadron Commander or Treasurer provides a statement attesting to their Life status. This statement shall accompany the balance of the per capita assessments forwarded to the Treasurer. A Life Member shall be an active member who has been awarded Twenty-five (25) or more Merit Marks. Assessments shall not be levied upon squadrons of a division of the District without the authority of the Division Conference.

4.03.3 Have the power to establish committees and make appointments thereto or delegate such authority to the Commander.

4.03.4 Consider and act upon reports, resolutions, and recommendations from the Council, officers, and committees (and Division officers, if any).

4.03.5 Adopt and forward appropriate recommendations and resolutions to the Governing Board.

4.03.6 Adopt new bylaws, or amend these bylaws.

4.03.7 Conduct other necessary business.

4.03.8 Establish and promulgate district rules and regulations consistent with the policy and authority of USPS and these bylaws.

Section 4.04 Rules and regulations adopted at any regular meeting of the Conference, which are consistent with the policy and authority of USPS, shall be binding upon all officers and squadrons of the District.

Section 4.05 The sponsorship and primary responsibility for holding regular Conferences of the District shall be vested, whenever possible, in a host squadron subject to the following general conditions.

4.05.1 Since the District Commander is responsible for the actual conduct of the conference, the host squadron will work out the conference arrangements under the direction of and in full cooperation with the District Commander and/or his designated representatives.

4.05.2 The host Squadron Commander or his designated representative shall submit a preliminary conference budget to the District Commander at least sixty (60) days prior to the conference. The preliminary conference budget shall contain the total anticipated expenses and the total estimated receipts. The District Commander shall approve in writing a conference budget which shall become the official conference budget.

4.05.3 The host squadron commander shall approve a final statement of receipts and expenses and shall submit same to the District Commander within forty-five (45) days after the Conference which shall become the official conference statement of expenses and receipts.

4.05.4 District, from its general funds, will assume the cost of printing and mailing one notice giving information about the conference to each member in the District and also the cost of printing the official conference program distributed at the conference to those members who are in attendance provided the format and estimated cost thereof has been approved in advance by the District Commander. These expenses shall not be included in the official conference budget but shall be settled with the District Treasurer from the District general funds.

4.05.5 There shall be established a conference contingency fund maintained separately from the District general fund which shall be used exclusively to defray losses sustained through the conduct of a District Conference as herein described. Any amount in the conference contingency fund in excess of a reasonable sum to cover the contingency may be transferred to the District general fund and shall be considered general revenue of the District. All such funds transferred from the conference contingency fund to the District general fund must be approved by the District Council.

4.05.6 A net gain or loss resulting from a District Conference shall be determined by the host Squadron Commander or his designated representative based on the official conference budget and official statement of expenses and receipts. The District shall not be liable or responsible for any loss unless it is based on the approved conference budget and statement of expenses and receipts submitted in accordance with the method and time limits described herein.

4.05.7 The host squadron may retain one-third (1/3) of any net gain resulting from holding the conference. The remaining two-thirds (2/3) of any net gain shall be credited to the District conference contingency fund.

4.05.8 Should the holding of a District Conference result in a net loss based on the official conference budget and statement of expenses and receipts, one-third (1/3) of such net loss shall be borne by the host squadron and the remaining two-thirds (2/3) shall be charged to the conference contingency fund to the extent that funds are available in the conference contingency fund.

4.05.9 No division of District Conference gains or losses shall be made until after the official conference statement of receipts and expenses has been reviewed and approved by the District Commander or his designated representative. Any dispute over the settlement of financial matters resulting from the holding of a District Conference may be resolved by the District Council.

ATTACHMENT C

SAMPLE INVITATION LETTER TO C/C REPRESENTATIVE

To Chief Commander Representative
Address

Dear Commander:

As Chairman of the District 21 Conference Committee, I was pleased to learn that you would be representing the Chief at our Spring Conference in _____. We in District 21 try to have an informative and entertaining conference and expect you and _____ to participate in all aspects of the conference.

I have enclosed the latest draft copy of the program for your information. That program has not been approved by the District Commander, however, he has had input to it and the only major unresolved question is number of committee meetings on Friday afternoon.

We will begin the Conference at noon on Friday with a luncheon meeting of the District Committee Chairmen to discuss the final plans for the afternoon meetings. It is suggested that you plan on being present for the luncheon even though you will not have any official duties. We request that if you are at the Conference on Friday, that you be available to visit with the various meetings that afternoon to meet the Members and allow time for questions.

On Friday evening, we will have a costume party with the theme of "See you in the funnies". Many of the attendees will be dressed in comic strip character costumes and many will be in casual dress. You may dress either way. I would like for you and _____ to be judges for the costumes. We can supply any assistance you need, or if you feel uncomfortable judging, we will recruit other judges. Prizes for the best comic strip character costumes will be awarded for first, second, and third best individual costumes and to the best couple costume. The party will begin with carnival games, followed by a buffet dinner served for a long period of time. Some tickets will be provided with the registration for the games, however, when they are gone, we will provide additional tickets in return for a donation to the USPS Educational Fund. Should be interesting and profitable for the Fund.

Saturday will be a full day of meetings starting with a breakfast meeting with the District Executive Officer and the squadron commanders and continuing throughout the day as per the program. The Members and non-members will attend a joint luncheon honoring the squadron commanders. A local humorist will be the speaker with some awards being

given out. You will probably be asked to assist in the handing out of the awards. Saturday evening will be a formal dinner dance.

The non-members will attend a social luncheon. Dress for the Conference will consist of blazer for Friday daytime, costume or casual Friday evening, class C uniform during the day Saturday, and class A with bow tie on Saturday evening. For _____, a tailored dress during the day Saturday and a cocktail dress or short or long formal that evening will be appropriate.

We will have personnel assigned to assist you and _____ during your stay at the Conference. Friday while you are in meetings, _____ will have several activities she may select to attend. There is always the shopping routine, but in Austin, there are many things to do and see. Jessie, my wife, will discuss the alternatives with her. Saturday, _____ may join the non-members for the luncheon. I am sure there will be plenty to keep her occupied.

We are providing activities on Thursday night for those arriving early. We will be going to _____, a local show in the entertainment district where we will have a meal and watch the show. If you are planning to arrive on Thursday, plan on attending. Many of our Members arrive on Thursday and is a good time to visit in a very informal setting.

As for air travel, _____ has good connections with several airlines. I will need to know your arrival time to arrange for you to be met at the airport. I recommend that you arrive on Thursday afternoon, however, Friday arrival will still allow you to attend the meetings. Departure time can be anytime on Sunday.

I will make arrangements for your accommodations at the conference hotel. I will need to know if you prefer king or twin double beds, smoking or non-smoking, and any other preference you may have.

I will send you a copy of the registration packet when they are mailed to the Members so you know what everyone is receiving.

Again, we are very pleased that you and _____ will be joining us for the conference. D/C _____, will be at the Annual Meeting and should meet with you there to answer any questions you may have. Do not hesitate to call on me at any time if you have questions.

Sincerely,

(Conference Chairman)

cc: D/C _____

SAMPLE FOLLOW UP LETTER TO C/C REPRESENTATIVE

To Chief Commander Representative
Address

Dear Commander:

The plans for the District 21 Conference are coming along very well. We are beginning to get in reservations and it appears that we will have a large crowd on Thursday. We are happy that you and _____ will be able to join us on Thursday, allowing more time for our members to meet and talk to you in an informal setting.

I have reserved a king size, non-smoking room for you at the hotel and as Herman stated, you will be met at the airport by _____. We have assigned an aide to transport you and _____ while in Austin, be sure you are at the meetings you wish to attend, or need to attend, at the right time, and to assist _____ in getting to activities she wishes to attend, including shopping or sightseeing.

We are looking forward to meeting you and _____ and remember, if there is any problem at anytime, I am the one to contact.

Sincerely,

(Conference Chairman)

cc: D/C _____

ATTACHMENT D

Welcome to the tropical tip of Texas.

South Padre Island is where Texas plays and where everyone finds a place in the sun. Our special Island is 34 miles of sand dunes, beaches, nature trails and water bird preserves in the temperate waters of the Gulf of Mexico. But, it's also a coastal resort town with five exciting miles of seashore fun, shopping , dining, plenty of water sports, and a new 18-hole championship golf course just across the Bay.

The Island is easily accessible from the mainland via the two mile long Queen Isabella Causeway from Port Isabel, site of one of the nation's most historic light houses. U. S. and state highways make travel by auto a breeze, and three international airports in the Rio Grande Valley bring people to beautiful South Padre Island.

If traveling by car, take Interstate Highway 37 south from San Antonio to U. S. Highway 77, from Houston come west on U. S. Highway 59 or Interstate 10 to U. S. Highway 77 then drive south a little ways to Texas Highway 100, then east to South Padre Island. Air service is available from Houston or Dallas that fly into Harlingen, Texas Valley International Airport or Brownsville, Texas/South Padre Island International Airport. American Eagle, Continental and Southwest Airlines provide convenient daily flights. South Padre Island is a short 45-minute drive by rental car or shuttle from Harlingen or just 30 minutes from Brownsville.

Come on down we'll have the sand warm and the margaritas cold for you.

UNITED STATES POWER SQUADRONS DISTRICT 21 FALL CONFERENCE 9-12 OCTOBER 1997

ROOM RESERVATION REQUEST RADISSON RESORT AND CONDOMINIUMS SOUTH PADRE ISLAND, TEXAS

RESERVATIONS MUST BE MADE DIRECTLY WITH THE RADISSON HOTEL BEFORE 20 SEPTEMBER 1 997

NAME: _____ NUMBER OF GUESTS: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ARRIVALDATE: _____ DEPARTURE DATE: _____ LATE ARRIVAL: _____

RATES: Cabana Hotel room \$80.00 Number of Rooms: _____ Two Bedroom condo. \$140.00 Number of Condos: _____

Send reservation request form TO: RESERVATIONS OR CALL THE RADISSON (956) 761-6511
RADISSON RESORT 1-(800) 202-7704
500 PADRE BLVD, FAX: (956) 761-5397
SOUTH PADRE ISLAND, TX 78597

Check: _____ Credit Card Type: _____ Card Number: _____ Expiration Date: _____

All guest room reservations must be accompanied by a deposit equal to one night's room rate or a credit card guarantee. The deposit will guarantee each attendee that their room will be held for late arrival, and will be refunded if a cancellation is received by 3 October 1997.

Signature: _____

ATTACHMENT E

EVENT RESERVATIONS

This form is in Adobe Acrobat format. P/D/C Joe Dorn has the program to make form.

File is "Event Registration From.PDF"

ATTACHMENT F

D/21 SPRING CONFERENCE – 18/20 MARCH 1994
FINANCIAL BALANCES - \$

<u>CONFERENCE BUDGET</u>	<u>APROVED BUDGET</u>		<u>ACTUAL</u>
<u>INCOME</u>			
Preregistration	240@70.00	16,000	270 18,900.00
Registration at Conference	10@80.00	800	11 880.00
Individual Tickets		-0-	922.06
Refunds		-0-	(400.00)
CONFERENCE INCOME		17,600	20,302.06
<u>EXPENSE</u>			
<u>Friday Evening</u>			
Food	252@11.80	2,974	260 3,252.08
Decorations		50	649.25
Bar		100	162.50
Subtotal		3,124	4,063.83
<u>Commanders Luncheon</u>			
Food	151@16.52	2,495	174 2,720.49
Entertainment		480	-0-
Miscellaneous		100	53.74
Subtotal		3,075	2,774.23
<u>Social Luncheon</u>			
Food	101@16.52	1,669	108 1,688.58
Entertainment		320	-0-
Decorations, etc.		200	80.60
Subtotal		2,189	1,769.18
<u>Saturday Dinner Dance</u>			
Food	252@29.50	7,434	293 8,816.37
Entertainment - Dance Band		750	750.00
Decorations - Lighthouses		200	196.94
Bar		100	137.50
Subtotal		8,484	9,900.81
<u>Other Costs</u>			
Supplies, Tickets, Name Tags, etc		100	104.46
PR - Refrigerator Magnets		150	150.00
Gifts - USPS Rep. & New P/D/C		300	376.10
Miscellaneous		100	82.46
Bank Charges		50	12.50
Subtotal		700	725.52
CONFERENCE EXPENSE		17,572	19,233.57
CONFERENCE SURPLUS (DEBIT)		28	1068.49
<u>OTHER BALANCES</u>			
D/21 (Advance less D/21 expenses)			
Advance			1,000.00
Program Printing		200	489.53
Mailout		450	468.00
Total		650	957.53
Surplus			42.47

ESTERS FOLLIES (Thursday evening event)		
Reservations	76	2,280.00
Cost		<u>2,217.50</u>
Surplus		62.50

FUNDS DISTRIBUTION

DISTRICT 21

Surplus from advance less D/21 costs		42.47
2/3 Conference surplus		<u>712.33</u>
Total		754.80

AUSTIN POWER SQUADRON

Surplus from Esther's Follies		62.50
1/3 Conference surplus		<u>356.16</u>
Total		418.66

TOTAL DISTRIBUTION		1,173.46
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ATTACHMENT G

TYPICAL PROGRAMS

Sample programs are in Adobe Acrobat in file "Sample Programs.PDF"
Text is on following page.

This is a working copy of the Spring Conference program used to fill in the information needed for the printed program to pass out at registration. Please note that the Fall Conference is the educational conference and the schedule of meetings may be different. The District Commander must approve the final scheduling of the program.

PROGRAM
 UNITED STATES POWER SQUADRONS
 DISTRICT 21 SPRING CONFERENCE
 (LOCATION)
 (DATE)

0900 - 1800 REGISTRATION
 Location

1200 P/D/C's Luncheon
 Location Not to be on program

1200 District Bridge and Committee Chairmen Luncheon
 Location

1330 – 1430 District Council Meeting
 Location (all squadron officers are urged to attend this meeting)

Uniform: Blazer or appropriate attire.

1330 – 1430 District Committee Meetings (Separate Meeting Rooms)

- Location Boat Show
- Location Cooperative Charting
- Location Liaison
- Location Public Relations
- Location Legislative
- Location Marine Electronics
- Location Safety
- Location Membership
- Location Boating Activities
- Location Operations Training
- Location Member Involvement
- Location Computer Applications

1440 - 1700 General Meeting / Sci-ninar
 Location (All Members urged to attend this meeting)
 D/C _____

(Note: these meetings may be scheduled on Saturday morning at the discretion of the District Commander.)

- 1830 – 1930 Hospitality (Cash bar)
- 1930 – 2300 Friday Night Program
(type activity and location)

SATURDAY, _____ (Date)

- 0630 – 0800 Breakfast on your own.
- 0700 – 0900 Squadron Commander's breakfast
D/Lt/C _____
District Executive Officer
- 0730 – 1100 REGISTRATION
- 0800 – 0900 Voter Card Distribution
Registration Area Table
- 0800 – 0920 EXECUTIVE DEPARTMENT MEETING
D/Lt/C _____
(DXO to advise program and speakers)

Location Cooperative Charting

Location Boat Show _____ (Chairman)
Liaison _____
Legislative Committee _____
Marine Electronics _____
Safety _____
Public Safety _____

(2 rooms required, 1 for Cooperative Charting for 40 and 1 for remaining XO committees, 60 people)

- 0900 – 0920 ADMINISTRATIVE DEPARTMENT
D/Lt/C _____
(DAO to advise program and speakers)

Location Membership _____ (Chairman)
Boating Activities _____
Operations Training _____
Member involvement _____
Computer Applications _____

(1 room required - for 60)

0800 – 0920 SQUADRON EDUCATIONAL OFFICERS AND ASSISTANTS
Location D[Lt/C _____
DEO will conduct meeting

(1 room required for 30)

0900 – 0920 SECRETARY'S DEPARTMENT
D/Lt/C _____

Historian _____ (Chairman)

Photography _____

Supply _____

Roster _____

ENSIGN Correspondent _____

(5 tables required, 1 for each committee)

0800 – 0920 TREASURER'S DEPARTMENT
D/Lt/C _____

Location Budget _____ (Chairman)
Property _____

(1 room required for 12 people)

0945 – 1500 GENERAL MEETING
Location (open to all members)
Uniform F

CALL TO ORDER

D/C _____

PRESENTATION OF COLORS

Power Squadron Color Guard

P/D/C's

PLEDGE OF ALLEGIANCE

P/D/C _____

INVOCATION

WELCOME BY CONFERENCE CHAIRMAN AND
ANNOUNCEMENTS

INTRODUCTION OF THE HEAD TABLE

PRESENTATION OF PAST DISTRICT COMMANDERS AND MEMBERS HOLDING NATIONAL OFFICE

INTRODUCTION OF CHIEF COMMANDER'S REPRESENTATIVE

MESSAGE BY CHIEF COMMANDER'S REPRESENTATIVE

ROLL CALL OF SQUADRONS

ACADIANA	Cdr _____
AUSTIN	Cdr _____
BEAUMONT	Cdr _____
CORPUS CHRISTI	Cdr _____
DALLAS	Cdr _____
FORT WORTH	Cdr _____
GALVESTON BAY	Cdr _____
HOUSTON	Cdr _____
LAKE CHARLES	Cdr _____
LOWER RIO GRANDE VALLEY	Cdr _____
ORANGE	Cdr _____
OUACHITA	Cdr _____
SAN ANTONIO	Cdr _____
SHREVEPORT	Cdr _____

(Each Squadron Commander is requested to make a report, present his Squadron members present, a list of delegates, and other attending members. A written report must be filed with the District Secretary at this time.)

1045 1055 BREAK

SUBMISSION FOR APPROVAL OF MINUTES OF THE _____ MEETING OF THE FALL DISTRICT CONFERENCE.

REPORT OF THE DISTRICT EXECUTIVE DEPARTMENT
D/Lt/C _____

- a. Liaison _____ (Chairman)
- b. Safety _____
- c. Cooperative Charting _____
- d. Public Relations _____

REPORT OF DISTRICT EDUCATIONAL OFFICER
D/Lt/C _____

a. Teaching Aids _____ (Chairman)

REPORT OF DISTRICT ADMINISTRATIVE DEPARTMENT
D/Lt/C _____

- a. Membership _____ (Chairman)
- b. Operations _____
- c. Member Involvement _____

REPORT OF THE DISTRICT SECRETARY'S DEPARTMENT
D/LT/C _____

a. Supply _____ (Chairman)

REPORT OF DISTRICT TREASURE'S DEPARTMENT
D/Lt/C

- a. _____ (Chairman)
- b. _____

REPORT OF THE DISTRICT AUDITING COMMITTEE
_____ Chairman)

REPORT OF GENERAL COMMITTEES

- a. District Planning Committee _____ (Chairman)
- b. Finance Committee _____ (Chairman)

1200

BREAK FOR LUNCH
COMMANDERS AND NON-MEMBERS LUNCHEON

Location

- 1100 – 1400 Non-members
- 1230 – 1400 Members

1400 - 1500

CONTINUATION OF GENERAL MEETING

REPORT OF THE DISTRICT COMMANDER

D/C _____

UNFINISHED BUSINESS

- a. REPORT OF DISTRICT NOMINATING COMMITTEE
_____ (Chairman)

b.

NEW BUSINESS

a. Select Host Squadron for Fall 199_ Conference

<u>YEAR</u>	<u>SPRING</u>	<u>FALL</u>
199__		

b. Change of Watch
_____ (Chief Commander's Representative)

ANNOUNCEMENTS

Cdr _____
(Squadron Cdr or Conference Chairman)

RETIRE THE COLORS

ADJOURN

1800 –1930 Cocktail Party (Cash bar)

1930 –2300 Dinner/ Awards/ Dance (or Awards/ Banquet)

2200 - ????

Squadrons Hospitality Rooms Open

ATTACHMENT H

Worksheets and Critiques By Conference Chairmen

1. Example of Conference Worksheet
2. Critique of 1994 Austin Conference by Conference Chairman P/ D/ C Howard Yoas, SN
3. "So you're going to Host a Conference" by P/C Clarence Gardner, S of the Dallas Squadron

Friday Night Charles Evans

1200 start setup of Rio Grande room

1830 - 1930

Cash Bar

1900 - 2230

Theme Party - Rio Grande room

Theme

Funny Papers Characters

Games

10X5 booths will be set up for games to be played by attendees. Will need game workers for 30 minute shifts to run games. Include 10 tickets in each ticket packet for each person attending. Set up sales counter for additional ticket sales with donations to go to USPS Educational Fund.

Decorations

Coordinate with Strongs

Banner

Not needed

Ticket Takers at entrance to food / game area.

Food

Food to be served buffet style starting after games are started, 7:30 to 9:00. Be sure people know food will be served for long time to minimize congestion. Need tables set up so that each person has a place to set and eat and talk.

Cash Bar

by hotel, there is a charge if less than \$300 in sales not made.

Entertainment

Carnival

Strongs

Contest Judges

Chief's rep and spouse with awards for best couple and 1st, 2nd, & 3rd individual. Need to get prizes. Check Sams, Disney or Warner Brothers.

Pictures

Joe Dorn

Saturday Meeting

0630 - 0800

D/C & EXO Breakfast

collect at door - check on number given to hotel (20)

0800 - 0945 4 breakout rooms, 3 theater style, Administrative, Executive, and Cooperative Charting; 1 Board Room style, Education; 2 small Board Rooms, Secretary and Treasurer. Ginny to check on coffee.

1000 - 1500

General Session 200 theater

1215 - 1400

Luncheon w/ spkr for 250 - 300, Cactus Prior to be speaker for \$800 and need table for him to sell and sign his book as part of the deal.

Electrical Power

Seating Setup

Banner

Head Table

Officer Flags

Bell

Reserve Seating

LUNCHEON, combined

Cash Bar starting at 1100

Food

Ticket takers

Table setup Seating to be by ticket number, divided by members and non-members.

Speaker Cactus Pryor

Non-Member Portion Sarah Dorn

 Seating by ticket number - be sure District wives are seated at the same table.

 Decoration

 Favors

Member Portion

 Head Table

 Officer Flags

 Bell

 Cdr Table

 Squadron Signs

Saturday Night Bill Smith

1830 - 1930 (6:30-7:30)	Cdr reception, Suite
1830 - 1930 (6:30-7:30)	Reception, lounge style cash bar
1930 - 2100 (7:30-9:00)	Dinner for 250, 30 tables with head table.
2100 - 2300 (9:00-11:00)	Dance, Ask Squadrons to close hospitality rooms till 2200.

Decorations Light Houses by Harold, entrance by Strongs, walk through

Dance floor Set up with hotel

Banner

Food

Table Setup

 Head Table

 Seating Name Cards

 Officer Flags

 PDC/Guest Tables

 Seating Name Cards

Entertainment Moonlight Express, \$700

Gifts

Nat'l Officer/Lady	Danny & Liz Fears
P/D/C Riddle & Connie	Herman & Lydia Willi

Ticket Takers

Banner, etc to Shreveport

Budget/Banking Harold Butler

Registration Chet & Christine Geist

 Friday 1200 - 1700

Saturday 0700 - 1000

Use Booth for registration

Invitation (Feb 10 mailing)

Stuff envelopes on February 8.

Computer listing

Name Tags

Invitation Addresses

Commanders to bring mailing labels to
Incoming Cdr Mtg.

Tickets

Stuffing Packet Chet & Christine Geist - set date to do stuffing.

Goodie Bags

Examples Lake Maps, State Maps, Adams Extract, Jardines in Buda, Chamber of Commerce,
Better Business Bureau, Frito Lay

Tables

Registration Room Number Boards

Voter Card

Ship Store

(2) Computer tables

Printing Joe Dorn

Invitation Letter

Program Get from D/C

Put Hospitality rooms on program and space by hospitality
room numbers like on passport.

Program to be on strip pocket card.

Hotel Accommodation

Charles & Ginny Strong

Squadron (Hospitality) Room Assignments

Meeting Room Assignments

Food Coordination

Nat'l Rep Room Amenities

Christine Geist

Publicity Activities

News releases for Squadron's newsletters - Herman Willi

PLANNING A DISTRICT 21 CONFERENCE

By P/D/C Howard Yoas, N
Austin Power Squadron

So you must plan and present a conference for District 21. How do you get started, how do you get your arms around all of the things that must be done? Presenting a conference is a large time-consuming job that can eat you alive if you don't follow some very simple steps -- **PLANNING** and **COMMUNICATION**.

As with all conferences, a squadron is requested to invite the District to their city to attend a conference. This invitation is extended by the Commander, and since he will no longer be in office, doesn't have a problem inviting the Conference (as if there was a choice). After the invitation was made, someone must take the lead in planning the conference. This person needs to be self-motivating and familiar with what actually goes on at District 21 Conferences. As in most cases, someone takes it by default.

The new chairman needs to get a few of the shakers and movers in the squadron to form a core committee to get things started. This group needs to have the interests of the Squadron and District as a top priority and not have personal agendas.

Austin presented a conference in the spring of 1994 that was successful and was a pleasure to present. Included are documents generated in the planning of the conference. Shortly after the invitation is accepted by the Conference, the host squadron needs to start negotiations with a hotel.

The best hotel situation is one that large enough to handle the expected size conference inside with adequate meeting room facilities and room. Some squadrons will be limited in the number of hotels to negotiate with while large cities will have numerous facilities. We have presented numerous events in hotels in Austin over the years with both the Squadron and business events. Sending all of the hotels in the area a list of the items you will need to present a conference meeting leads to the best deals. They will send you a bid with lots of information. If you have an active Chamber of Commerce or convention bureau, they can help with getting information from the hotels. Don't be surprised if you get information from hotels that are a hundred miles from your city. Some of the hotels in smaller cities can give really good deals.

Now that you have received some bids from hotels, the core committee needs to do some visiting and discussion of items in the bids. The hotels will be able to give you dates of scheduled events that will interfere with the conference to allow you to pick a time when they are not booked. Also check with the Chamber for conflicting event dates. You will not be able to get the prices for meals set until much later in the planning phase, but should be able to get firm room rates, complementary rooms, a commitment on meeting rooms, and other items. Remember that they want you worse than you need them. Don't be in a hurry to sign a contract until you have gotten all that you can from the hotel. Once you sign a contract, you are obligated to abide by the contract. Included is the contract we had with the hotel. Use it as a guideline.

The next thing to do is get all of the activities that must be completed put down on paper. A computer really helps on this since you can update the list and reissue it often. **Enclosed is a copy of our list.** It started out simple but kept adding to it as we found out additional information. The committee met once a month for about 2 years, going over what had been accomplished and what was to be done. The core committee consisted of about 10 people but grew to about 20 by the time of the conference.

Major items to consider are:

- Budget
- Printing
- Registration
- Goody bags
- Hotel coordination
- National Rep
- Thursday night
- PDC luncheon

Friday night
Saturday luncheon
Non-members luncheon
Saturday night dinner

BUDGET - This needs to be put together as soon as the hotel is committed. *Attached is the Austin budget to use a guide.* You should also get the budget from as many conferences before yours as you can. The budget must be approved by the D/C at least two months before the conference in order for the District to participate in gain/loss sharing. You need one person that collects the money and pays all the bills. If the bill is not in the budget, the treasurer should not pay the bill until the chairman approves it. Instruct the core committee that they are not to commit to spending money without committee knowledge. That means discussing it in a meeting.

PRINTING - This is an area that costs can get out of hand. It helps if you can find a member that has a computer with programs to put together the program folder. You will also need an invitation letter for every Member in the District and the information to put in the registration folder, including tickets. We have a member that was interested in doing the printing and presented a draft of the program at each meeting for several months, giving us time to get it right.

REGISTRATION - Much of the work is committee work, but someone needs to be in charge of keeping the records of who has sent in money and what they paid to attend. We set up a program on Microsoft Excel and Word that printed the tickets from the information kept by the registrar. Enclosed is a copy of the current computer programs and tickets used. The registrar needs to collect the reservation forms from Members, deposit the checks, make a list of who and what, and handle the actual registration at the Conference.

GOODY BAGS - *Enclosed is a letter sent to* many companies that may be interested in letting participants know that they exist and are ready to take their money in return for services or goods. This takes a person that is willing to go to the companies and beg. When our committee chairman failed to produce as well as the committee expected, we changed. The person that volunteered had been to all of the meetings but had been quiet. She took the job and with the help of several others on the committee, did an outstanding job. Look around the outer edges of the group and see if there is someone that is interested in doing this job.

HOTEL COORDINATION - This needs to be someone that is familiar with the operation of the hotel and can talk and negotiate with the hotel. There are many things that must be coordinated with the hotel, so this person is important. With your contracting with the hotel, much of the items needed are established. You will be lucky if the hotel doesn't want to make changes in the meeting rooms. You will need to consider the hospitality rooms for the squadrons and should be part of the negotiations before signing the contract. We had the hotel set aside 10 large suites and 4 smaller ones for the squadrons, as well as a suite for the D/C. At the time of check in, the hotel had several extra smaller suites that they gave us to upgrade the Bridge members. They were able to hold meeting in their rooms and it was really appreciated. That perk came about by working closely with the hotel and having a good working relationship.

Some hotels will assign rooms to the squadrons, however the one we used would not. Printing a large sign at registration with the room numbers and having a place on the program for Members to write in the numbers solved this.

NATIONAL REP - The chairman needs to write a letter to the National rep as soon as that person is assigned. You should be able to find the assignment at a Governing Board Meeting. The D/C should also write the National Rep, so you need to be sure the D/C knows what you have told him. *Included is a letter sent to the Austin Conference Rep.* The room for the Rep is paid for by National, so don't add that into the budget. You need to have someone assigned to pick up the Rep at the airport, transport them to the hotel, get them checked in, and have some fruit basket and beverage in the room when they get there. Some flowers are nice also. Sometimes the hotel will provide these at no cost. Be cautious about asking the hotel to put these into the room unless you know the cost. They can be very expensive. The person assigned to the Rep should be available to escort the Rep and spouse to all events, have breakfast with them, and return them to the plane.

THURSDAY NIGHT - This event is not part of the conference budget, so it is an excellent opportunity for you to make some money for your squadron. Lots of people arrive on Thursday and want something to do. If you present a good program, it will draw in additional people. This will add to the number of room nights you have at the hotel and increase the complementary rooms, usually one room night for each 50 paid room nights. We were able to provide a room for three nights and the adjoining meeting room for two nights for the D/C at no cost. That really helps his personal budget.

PDC LUNCHEON - There is a non-publicized luncheon for the P/D/C's at noon on Friday. This event will be handled by a P/D/C, but the chairman needs to be aware of it and be sure it is handled correctly. They request a private room with drinks and a light lunch. It will last about 2 hours.

FRIDAY NIGHT - This is the event where the Squadron can really shine. Most squadrons have a theme that is carried out at each conference they produce, for example, Lake Charles has boiled crawfish. The core committee needs to select the theme and work to make it the best. You will need to have a room to have the event, arrange for decorations, and food. Lots of people want to get something to eat, visit for a few minutes, then go to the hospitality rooms for free drinks and social visiting. You can figure this into your plans and if the hotel has good hospitality room accommodations, will enhance this activity. You may want to request in the program that hospitality room remain closed until a certain time to help hold people at the event. Don't be unreasonable.

SATURDAY LUNCHEON – The Commanders Luncheon is a set down luncheon with a head table, table for 14 Commanders, and sometimes a table for the 14 Squadron Educational Officers. Depending upon the time constraints, you may be able to have a guest speaker. There is no assigned seating other than for the Head table, Commanders table, and if applicable, SEO table.

NON-MEMBERS LUNCHEON – The Social Luncheon needs to be planned by someone that understands the needs of the people who will be attending and can plan an affair they will enjoy. This luncheon will require some type of entertainment.

SATURDAY NIGHT DINNER – The Dinner Dance as it has been called is a formal dinner. No program needs to be planned by the host squadron, but attention to decorations and details is important.

It is very important to pay close attention to the details. The small details can determine the difference between a good Conference and a great one. Good Luck.

SO YOU'RE GOING TO HOST A CONFERENCE!

From an old Conference Manual:

By P/C Clarence Gardner, S
Dallas Power Squadron

A conference in USPS is a gathering of a large number of people (the membership), at the behest of a small number of people (the host), for the purpose of an exchange of information and having fun. Sounds simple and dry -- and like very little time and energy would need be devoted to such affairs.

Is that so? To the many who have attended conferences as members of USPS, the preceding statements are real thigh-slappers. There is fellowship, friendship, education, entertainment, motivation, and work. Those who have weathered many conferences over the years will recognize well the points made herein. But for those who will host conferences for the first time, or who haven't in a great while hosted such a gathering, it is hoped this will provide some interesting food for thought.

The key to a good conference can be described in two words - value and hospitality. Value, not necessarily the most of everything for the least money, means providing a good program and certain pleasantries for a reasonable dollar outlay, to such a level that your guests leave well satisfied with all aspects of their visit to your city for which they paid. Hospitality means arranging the formalities of such an affair so that everything happens as scheduled and such that guests recognize people to people relationships; they are dealt With by people with kindness, cheerfulness, willing cooperation, and integrity.

It still sounds simple and as though, with only a little time and a smattering of common sense, a smasheroo conference is almost inevitable.

Well, maybe, but not very likely. Hosting a conference can be fun, without wiping out most of your conference committee, and without guests leaving with recollections of things not happening on schedule, or things promised that never happened at all, or a myriad of other failures which serve to embarrass the host and irritate the quest.

To put it all together and make it work takes organization, leadership, planning and dedication. All are people related. The people you select for conference committee duty must be the best you can muster. This appointment is not a reward for being a good Joe, but a serious and demanding responsibility for which a man must be creative, completely dependable, and available. Shortchanging your committee in quality of personnel is a calculated risk wherein, like any gamble, you may be most sorry when you lose. Don't do it. Select people who will, and can be available the many times and hours conference duties will need their attention. Previous experience is valuable; but select some members with no previous experience but who offer potential for originality and fresh approaches, and make an equitable assignment of duties such that you don't overload your sub-committee chairmen by giving anyone more than one major responsibility.