

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**FACILITIES REQUIRED
CHAPTER 1**

I Site Location:

- A. The first and most important step in planning the Federation Convention is selecting the site (hotel/convention center) where the convention will be held.
- B. This step will automatically involve setting the convention dates, since the facility chosen must be available for the dates of the convention.
- C. Traditionally the Convention is scheduled on Monday, Tuesday and Wednesday, but if a better price can be negotiated for different days, that option may be considered, upon approval of the Federation Executive Board
- D. Ideally the site selected should provide all of the convention activities in one complex: convention meeting, banquet rooms, breakout rooms for seminars, overnight accommodations, and eating facilities.
- E. This complex shall be compliant with ADA requirements for handicapped and have rooms and facilities accessible to the handicapped.

II Convention General Meeting/Banquet Room:

- A. The Convention General Meeting Room should seat about 400 people, preferably class room or round tables, but theater style seating is acceptable.
- B. It is desirable to have the head table with lectern/podium which seats 12 people, somewhat elevated from the main floor. (Determine if there is a charge for the risers and platforms.)
- C. A public address system is required with microphones at the podium and as a minimum, three, preferably four, microphones located on the floor for use by the delegates. (Determine if there is a charge for the microphones; also determine if portable microphones are available.)
- D. Determine if equipment and/or personnel are available for recording the convention proceedings, or if such services must be rented locally.
- E. Determine if the facility provides hearing assistive devices, or if they must be rented locally.
- F. This room will be used for all three days of general session of the Convention.
- G. The first day may have morning seminars before the convention call to order and evening seminars after convention recess.
- H. Determine if the hotel has sufficient quantity of tables and chairs to set up all necessary convention/committee rooms at the same time, or if additional tables/chairs must be rented, at Federation expense.
- I. The banquet would normally be held in this same room.
- J. It is preferable to have the Recognition Luncheon setup in a different room from the general session. If this cannot be done, then determine how long the facility will need to change the room from general session seating to luncheon seating. This time delay will affect the business of the convention and shall have approval of the Federation President.

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III CSFC Executive Board Meeting Room:

- A. One private room with u-shaped or closed circle (open center) table seating for 20 and perimeter seating for 10 will be required for one day prior to the Convention and two days after the Convention.
- B. Determine if the room can be reserved during the convention to allow Federation equipment and materials to be stored in the room.
- C. Three (3) 5' or 6' tables are needed at perimeter for accommodating copy machine, laptop computer and various materials for distribution.
- D. Electrical outlet(s) needed for copy machine and sound recording equipment.
- E. One (1) additional table for coffee/tea service.
- F. There should be no charge for this room.

IV Committee Meeting Rooms:

- A. Up to 8 breakout rooms or isolated areas, with table seating for 12, and perimeter seating for 8 will be required the morning (8 – 11 a.m.) of the Convention's first day for Convention and/or Standing Committee Meetings.
- B. Two (2) rooms are needed one day prior to the convention between the hours of 12:00 noon to 5:00 p.m.
- C. One (1) room (about 800 square feet) for Sergeant-At-Arms is needed one day prior to the convention, throughout the convention and one-half day after convention. This room needs to be locked 24 hours a day with key access by three (3) people.
- D. Up to eight (8) rooms are needed the first day of convention between the hours of 8:00 a.m. to 12:00 noon.
- E. One (1) room needed third day of convention for voting. Need five (5) tables with 2 chairs at each table and additional 2 – 3 tables for voting. Preferably this room should have 2 doors for entering and exiting at different locations.
- F. One larger room (about 60 capacity) should have a projection screen and internet and/or wireless connection capability (preferably at no charge) for an evening seminar.
- G. Five (5) rooms are needed for 2 hours on the evening of the second day. These rooms need to have a table with two chairs and need to seat about 30 to 60 people theater style.
- H. All rooms, except Sergeant-At-Arms Room, need ice water when in use.
- I. Some facilities may not have 8 additional rooms, thus the morning of the first day of the convention; use dining room if not in use for eating; use cocktail lounge if not in use for cocktails; partition other areas such as lobby foyer, patio area, etc., for meeting rooms. Be creative!

V Sergeant-At-Arms Room:

- A. This room must be locked with limited access at the discretion of the Chief Sergeant-At-Arms.
- B. A list of names, which includes the Federation President, shall be prepared by the Chief Sergeant-At-Arms, and given to Hotel Security.
- C. This room will be in use the day before the convention, each day of the

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convention and one-half day after convention to store emergency first aid equipment, records, materials, delegate packets, Ballot Box, and any other items which will be needed for use during the convention.

D. In addition, this room will be used for emergency first aid services.

VI Ballot and Tellers Room:

- A. This room will be used the last day of the convention for voting and for the committee to tally the votes.
- B. Five (5) tables with two (2) chairs each will be required for use by the committee members and 2-3 additional tables are needed for voters.
- C. Room should have a separate entry and exit area to assist in ease of balloting.

VII Hospitality Room:

- A. One room, or suite, approximately 1,000 square feet, will be required one day prior to the Convention and each day during the convention.
- B. This room, ideally, should be in close proximity to the Convention General Meeting Room.
- C. This room should have electrical connections for making coffee, and a refrigerator for perishables.
- D. Additionally, tables and chairs will be required.
- E. Be sure to identify the intended use of this room to the hotel, to insure there will be no problem with bringing food and beverage into this room.

VIII Exhibit/Registration Space: Insure that there is adequate space to allow for:

- A. Registration, Credentials, and Delegate Packets for Convention Delegates (at least four 6' rectangular tables),
- B. Displays by various exhibitors (up to sixteen (16) 6' rectangular tables),
- C. Make sure the space allowed for exhibitors is readily accessible for our members to visit the exhibit tables.
- D. Space should be located in lobby/foyer preferably near general assembly room.
- E. Determine if there will be a charge for these tables.

IX Information Table:

- A. Space in the lobby, or other easily accessible location, where delegates can obtain directions regarding location of meetings, eating facilities, churches, nearby activities, etc.
- B. Should have one 5' or 6' rectangular table and a bulletin board.

X District Meeting Rooms (Caucus):

- A. Five (5) rooms with one 5' or 6' rectangular table with two chairs and seating accommodations for 30 to 60 people (depending on attendees from each district), theater style.
- B. These rooms will be used for the District Caucus Meetings. Since there are ten

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Districts, each room will have two meetings; one the first hour and one the second hour.

- C. The caucuses are generally held on the second day of the convention, after close of the business session for about 2 hours.

XI Miscellaneous Equipment:

- A. Determine if the facility has equipment such as, bulletin boards, easels, chalk boards, etc., available for use, and if there is a charge for this equipment.
- B. Determine if the facility has audio-visual equipment available, such as overhead projectors, video players, screens, etc, and if there is a charge for this equipment.
- C. Either wireless connection or telephone connection for on-line application seminar, if necessary.
- D. Determine if facility has a piano and American Flag and if there is a charge for using these items.

XII Hotel Guest Rooms:

A. General Room Requirements:

- 1. Estimates on room nights will change, based on location, and date so always check so always check with the previous Convention Committee to determine the number of room nights guaranteed for the previous Convention.
- 2. If possible, obtain a copy of the previous convention contract for reference.
- 3. As our members age, the numbers tend to drop, so be very careful when you are discussing “room nights” with the hotel.
- 4. Generally the CSFC Executive Board arrives two days prior to the Convention to hold a one day pre-convention board meeting, and holds a post-convention board meeting for two days after the Convention.
- 5. Also note the days of the week may be different for your convention, depending on the best room rate you can obtain.
- 6. Therefore, conservative numbers to negotiate would be days listed below for planning purposes.

B. Pre Convention Room Requirements:

- 1. Convention minus 2 days (Saturday) – 15 room nights – Executive Board Check-in.
- 2. Convention minus 1 day (Sunday) – 80 room nights – Executive Board Meeting/Convention delegates check-in.

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C. Convention Check-in Requirements:

1. Convention first day (Monday) – 120 room nights – Convention / More Convention check-in.
2. Convention second day (Tuesday) – 120 room nights – Convention
3. Convention third day (Wednesday) – 80 room nights – Convention/Some delegates depart after general session.

D. Post Convention Check-Outs:

1. Convention plus 1 day (Thursday) – 20 Room nights – Executive Board Meeting/Change of Officers, Convention delegates check-outs.
2. Convention plus 2 days (Friday) – 15 room nights – Executive Board Meeting
3. New Board Convention plus 3 days (Saturday) – 0 room nights – Executive Board Check- out
4. Total Room Nights = 450

E. Handicapped Rooms:

1. Determine if the hotel offers handicapped rooms (meeting ADA requirements), ramps, elevators, roll in showers to accommodate wheel chair access, etc. to assist those members who require special assistance.
2. Also, if hotel has more than one floor, ensure elevators are available for access to upper floors.

F. Suites:

1. Determine if the hotel has suites available.
2. Traditionally, suites are offered to the Federation President, Convention Host Committee Chair, National Officer, Executive Board, or others who may be designated by the Federation President.
3. Negotiate for these suites to be complimentary, based on total room nights

XIII Convention Meals:

- A. Traditionally, the Convention has two meal functions; a recognition luncheon on the second day and a banquet on the third night. Each function should have a choice of three meal selections.
- B. There may be a possibility that the Executive Vice President may host a breakfast to seat about 50 for those members who excelled in obtaining new members, therefore the Meals Chair should check with the Executive Vice

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President to determine if a breakfast is to be held.

C. Recognition Luncheon:

1. Second Day, noon, Head Table seating for up to 30 (depending on how many Federation Past Presidents and their spouses/guests will attend the luncheon).
2. A two tiered raised platform is preferred for the head table.
3. Other seating for about 250 at round tables of 8, preferably, (10, if necessary).
4. A lectern and microphone will be required at the Head Table.

D. Banquet:

1. Third evening, Head Table seating for up to 14 (dependent upon number of dignitaries).
2. Other seating of about 160 at 5' - 6' round tables of 8 preferably, (10 if necessary).
3. A lectern and microphone will be required at the Head Table.
4. Need a cash bar established in the Banquet Room, or adjacent to the Banquet Room, determine the cost setting up the bar and the cost of the bartender/waitress service or if a minimum number of drinks must be purchased.
5. Banquet will also have dancing, determine if the hotel has a dance floor that can be placed in or near the Banquet Room and at what cost.
6. Need an area for entertainment, such as a 4 – 5 piece band near dance floor.

XIV Restaurants:

- A. Determine if the hotel has sufficient seating capacity for the members who will be attending the Convention.
- B. If not, discuss alternative measures which may be provided, such as a morning coffee/Danish bar and/or a noon sandwich bar/buffet which could be set up to accommodate our members.
- C. Determine if there are other restaurants in close proximity to the hotel.

XV Transportation:

- A. Determine if the hotel has a shuttle service to/and from nearby airports, bus depots, rail stations, etc.
- B. If hotel does not have a shuttle service, determine what transportation is available, and at what cost.
- C. This information shall be included with the Invitation to attend the convention.

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XVI Parking:

- A. Determine if there is sufficient space available for our members to park on-site during the convention.
- B. If there is a charge for parking, determine if it can be waived during the convention.
- C. If there is not sufficient parking on-site, determine where the closest parking is available and if there are shuttle services available at no cost to the Federation or to members.

D. RV Parking:

1. Determine if RV parking is allowed on-site and if members will be allowed to stay in their RV while parked on-site.
2. If RV parking is not allowed, determine the location of the nearest RV Park.
3. This information shall be included with the Invitation to attend the convention.

XVII Visitor's and Convention Bureau:

- A. Contact the local Visitor's and Convention Bureau to determine what assistance they may offer to our Convention.
- B. Perhaps they may provide a Convention Program Cover, Name Badges and holders, (they may also offer to prepare the name badges if you provide a list), promotional gifts for the delegate's packet, or they may have a list of local merchants who will provide promotional type gifts for delegates.
- C. They may even coordinate the registration with the hotel.

XVIII Historical Data (see Appendix A)