

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
ENTERTAINMENT COMMITTEE
CHAPTER 4, APPENDIX (D)**

I Entertainment Committee:

- A. Arrange for entertainment at the convention. Obtain guidance from the Convention Host Committee Chair, and District Vice President regarding the type of entertainment preferred during the convention such as music for dancing after the banquet, a barbershop quartet, youth choir, comedian, etc., during the banquet. Also determine if some form of entertainment is desired during the recognition luncheon.
- B. Listen and observe the proposed entertainment to make sure it meets the demographics of the audience.
- C. Once a selection is to be made, get a firm commitment as most entertainers will require a good faith deposit in advance. Be aware of the total budgeted amount for entertainment.
- D. Schedule pre-convention activities as desired, such as: tours of local attractions, golf tournament, etc., with the provision that such activities must not conflict with convention sessions or Federation Executive Board Meetings. Prepare announcement and sign up forms for distribution to chapters to assure that all interested persons are given the opportunity to participate. Forward announcements to the Editor, California Feds Magazine, to publicize the proposed activities in the Spring Edition

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