## CSFC GUIDELINE INDEX GL 16 (H) FOR THE PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS

			he Preparation and Management of Federation	02-15-08 Esh 2009	
~	Conven	1		Feb 2008	
GL16(H)	CH 1		TIES REQUIRED	Feb 2008	
<b>GL16 (H)</b>	CH 1	APP A	Historical Data	02-15-08	<b>June 2009</b>
<del>GL16 (II)</del>	<del>CH 1</del>	APP B	Facilities Cheeklist deleted 02-15-08	<del>Jul 2006</del>	
GL16 (H)	CH 2		ENTION SITE, CONVENTION HOST ITTEE, AND CONTRACT AGREEMENT	Feb 2008	
GL16 (H)	CH 2	APP A	Request For Convention Bid Proposal (RFP)	Feb 2008	
GL16 (H)	CH 2	APP B	<b>Cheeklist For Preparation of Bid deleted 02-</b>	Feb 2008	
			15-08		
			Typical Contract (pages 1,2,3 in adobe format)		
<b>GL16 (H)</b>	CH 3	COMM	ITTEES AND RESPONSIBILITIES	Feb 2008	
<b>GL16 (H)</b>	CH 3	APP A	Organizational Chart	Feb 2008	
GL16 (H)	CH 3	APP B	Sample Chart – Tasks and Target Completion	Feb 2008	
			Dates (only have pg 1 of 3 in computer)		
<b>GL16 (H)</b>	CH 3	APP C	<b>Checklist for Convention Committee</b> del 02-	Feb 2008	
			15-08		
			Sample Call to Convention Letter		
GL16 (H)	CH 3	APP D	Sample Convention Host Committee Letterhead	Feb 2008	
<b>GL16 (H)</b>	CH 3	APP E	Sample Wording for Letter of Invitation for	Feb 2008	
			Senators, Representatives, etc.		
GL16 (H)	CH 3	APP F	Sample Wording for Letter of Invitation for Mayors	Feb 2008	
GL16 (H)	CH 3	APP G	Cheeklist for Secretary del 02-15-08	Feb 2008	
			Sample Wording for Proclamation		
GL16 (H)	CH 3	APP H	Sample Letter for Chapter Shares Of	Feb 2008	
			Convention Profit		
CL16 (II)	CH 3	APP I	Checklist for Treasure del 02-15-08	Oct 2005	
<del>GL16 (II)</del>	<del>CH 3</del>	APP J	Checklist for Facilities Coordinator del 02- 15-08	<del>Oct 2005</del>	
GL16 (H)	CH 4	SUB-COMMITTEE DUTIES AND RESPONSIBILITIES		Feb 2008*	
GL16 (H)	CH 4	APP A	Audit Committee	Feb 2008	
GL16 (H)	CH 4	APP B	Decorations Committee	Feb 2008	
GL16 (H)	CH 4	APP C	Delegate Packet Committee	Feb 2008	
GL16 (H)	CH 4	APP D	Entertainment Committee	Feb 2008	
GL16 (H)	CH 4	APP E	Hospitality Committee	Feb 2008	
GL16 (H)	CH 4	APP F	Host and Hostesses	Feb 2008	Jan 2010
GL16 (H)	CH 4	APP G	Information Committee	Feb 2008	
GL16 (H)	CH 4	APP H	Meals Committee	Feb 2008	
GL16 (H)	CH 4	APP H	Sample 1 – Sample Attendee/Meal/Table	Feb 2008	
GLIV (II)		111111	Report Sample Attendee/Mean/Table	1 00 2000	

## CSFC GUIDELINE INDEX GL 16 (H) FOR THE PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS

<b>GL16 (H)</b>	CH 4	APP H	Sample 2 – sample Layout of Table	Feb 2008	
			Arrangement		
<b>GL16 (H)</b>	CH 4	APP H	Sample 3 – Sample of Recognition Luncheon	Feb 2008	
			Program		
<b>GL16 (H)</b>	CH 4	APP H	Sample 4 – sample of Banquet Program	Feb 2008	
<b>GL16 (H)</b>	CH 4	APP I	Photographer	Feb 2008	
<b>GL16 (H)</b>	CH 4	APP J	Program Book Committee	Feb 2008	
<b>GL 16 (H)</b>	CH 4	APP J	Sample 1- Mini Program	Feb 2008	
<b>GL16 (H)</b>	CH 4	APP K	Publicity Committee	Feb 2008	
<b>GL16 (H)</b>	CH 4	APP L	Registration Committee	Feb 2008	
<b>GL16 (H)</b>	CH 4	APP M	Ways and Means Committee	Feb 2008	
<b>GL16 (H)</b>	CH 5	FEDER	ATION RESPONSIBILITIES	Feb 2008	

## NOTES:

SPLIT GL 16 (H) INDEX OFF FROM GL 16 INDEX TO SUPPORT EB REVIEW OF REVISION CHANGES.

<sup>\*</sup> Left off on last revision.