

# District 30 Toastmasters

## Conference Planning Guide

A “Living Document” to help the next Chairman

Add notes, comments, and great thoughts.

Return to:

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*Revised – 12-08-06*

# Chapters

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## Conference History

	Location	Chairman	Phone	#		
Fall 2007		Stella Lorens	630-730-8297			
Spring 2007	Northbrook	Rosa Raney	224-405-2948			
Fall 2006	Orland Park	Betty Iwan	630-252-3410			
Spring 2006	Elk Gove Village	Earl Bateman Charles Brooks	847-625-8226 773-445-9454			
Fall 2005	Glen Ellyn	Pat Martin	708-202-8401			
Spring 2005	Elk Grove	Ram Gutta	847-781-0613			
Fall 2004	Elk Grove	Shar Gildersleeve	630-455-0260			
Spring 2004	Midway	Ron Lorsch	708-862-2068			
Fall 2003	Elk Grove	Hugh Dunbar	630-357-7174	194		
Spring 2003	Northbrook	Bruce Burrow	815-568-6268	164		
Fall 2002	Chicago	Cassandra Lee	773-863-8566			
Spring 2002	Countryside	Carolyn Arthur	630-252-9023			
Fall 2001	Oak Lawn	Pat Patrick	708-493-1601			
Spring 2001	Elk Grove	Bill Hahn	847-566-5389			
Fall 2000						
Spring 2000						

# Conference Chairman

Mission: Provide District 30 with an event that contains District Speech Contests, District Council Business Meeting, and other activities according to District leadership goals.

Suggestions:

1. Work with District leadership to develop goals, theme, and schedule early.
2. Read "Put on a Good Show" Handbook from TI. See Lt. Gov. Education and Training (LGET).
3. Recommend one Conference Chairman. An assistant can be helpful.
4. Become familiar with hotel and their contacts as soon as possible.
5. Enlist Committee Chairmen and schedule Planning meetings early.
6. Minimize number of sub-committees, grouping roles into logical committees.
7. Guide each committee toward the "big picture" Conference view.
8. Develop list of responsibilities and time-lines for Committee Chairmen.
9. Create a directory of committee chairs with contact information.
10. Keep all Committee Chairmen current on schedule, registrations, and other progress.
11. Encourage new ideas and creativity, Committee Chairmen are learning too.
12. Encourage ALL Committee Chairmen to recruit assistants or additional committee members.
13. Schedule monthly meetings with progress reports from committee chairmen.
14. Plan at least one committee meeting at the hotel. Two is preferable.
15. Coordinate programming of events. Plan a detailed rehearsal just prior to conference.
16. Consider one Toastmaster as emcee throughout event.
17. Create a detailed schedule of events, including times, for all with speaking roles.
18. Work with District leadership for meals, pricing, and overall budget.
19. Work with host Division Governor for volunteers.
20. Use Treasurer's report (last pages) as a guide and create a budget draft.
21. Work with LGET for budget, education session topics, presenters, and schedule.
22. Consider Friday night entertainment to follow conference theme.
23. Create registration form early for Spotlight editions and website.
24. Develop three-tier pricing; Early, Regular, and At Door. Late registrants to pay more.
25. Early Bird deadline should be 30 days ahead of Conference.
26. Have a deadline for regular registration to accommodate hotel meal commitment date.
27. Upload Conference schedule as soon as practical to the District website.
28. Publicize early and often. Keep District Executive Committee (DEC) informed.
29. Be prepared for an unending list of details.

30. Make sure there is a good price on hotel rooms, invited dignitaries will expect these free.
31. Make sure hotel is flexible for meal changes to consider member allergies, etc.
32. Hotel contract may have a clause for free meeting rooms if X number of hotel rooms are sold.
33. Write Welcome Letter for printed program.
34. Prepare an Evaluation form for the District website, announce it, and put the URL in the program.
35. Provide announcement / volunteer form for next Conference in Registration packet.
36. Conference day – Plan to arrive early and meet with committee chairmen.
37. Stress importance of wearing nametags (housekeeping announcement).
38. Enlist greeters for various functions to check nametags (make sure everyone is registered).
39. Keep each event on time.
40. Close Banquet Room for setup and control in-flow, checking for nametags and dinner tickets.
41. Encourage committee assistants to step up to committee chairman for next conference.
42. Recognize your committee chairs and other volunteers. Consider the audience and keep it short.
43. Post-Conference: Plan wrap-up meeting with Top 3 and committee chairmen.
44. Post Conference: Add comments/edits to this and return to Bruce Burrow

#### Six Months Ahead (or sooner, if possible)

- Identify theme
- Visit hotel and meet contacts
- Identify committees
- Start drafting chairmen

#### Five Months Ahead

- Publicity Chairman in place
- Registration Chairman in place
- Develop budget
- Develop schedule of events with LGET

#### Four Months Ahead

- Registration form in Spotlight
- Initial committee meeting
- Finalize budget
- Relay budget information to the relevant chairmen

#### Three Months Ahead

- All chairman identified
- Committee meeting

#### Two Months Ahead

- Next committee meeting (at hotel)

#### One Month Ahead

Earl Bird Deadline  
Final complete committee meeting

One Week Ahead  
Start getting plenty of rest

One Day Ahead  
Final check with hotel  
Final check with all chairmen

## Committee Responsibilities

A suggested list of responsibilities with ideas from past experience and attendee evaluations. These could each be a sub-committee or grouped into larger sub-committees with related responsibilities.

1. Registration
2. Facilities
3. Education
4. Publicity
5. Resource Room
6. Credentials
7. Signage
8. Decorations
9. Entertainment
10. Printing / Program
11. Banner Parade
12. Donations
13. Hospitality Room
14. Speech Contests
15. Details / Protocol
16. Media
17. Sergeant at Arms
18. Stage Manager

# 1. Registration

Mission: Provide efficient procedures to track registrants, deposit fees, and check-in at Conference.

Suggestions:

1. Check with at least two prior registrars for ideas on what worked and what didn't.
2. Make sure registrar name/ address on Registration Form is correct for mail-in registrations.
3. Include request on form for title (CTM, etc), Club name, and Club office, if any.
4. Include option to select "guest".
5. Add question on registration form indicating First-Timers, District officers, etc. for ribbons.
6. Include refund policy on registration form.
7. Form should make clear who pays and who doesn't (contestants, business meeting, etc).
8. Cutoff dates for payment should be adhered to, or eliminated from the form.
9. Do not release registration form until approved by District leadership.
10. Plan to keep good records to avoid problems at registration.
11. Develop spreadsheet for tracking registrant details, address, title, Club name, phone, and meals.
12. Get stamp for endorsing checks.
13. Work with District Treasurer for check deposit procedures.
14. At conference, District Treasurer to remove monies nightly.
15. Keep Conference Chairman informed.
16. Assemble name badges with name, title, and Club Name (identify District and Intl officers).
17. Get relevant flyers in advance, SpeechCraft, Youth Leadership, next event, etc.
18. Add directions to Registration packet for Yahoo Group list.
19. Include a list of registered attendees in Registration packet.
20. Include list of Clubs by Area / Division in Registration packet.
21. Devise some mechanism for controlling meals, ex. colored tickets / coupons.
22. Assemble check-in materials including folders, flyers, and program booklet a few days ahead.
23. Put registration forms in alphabetical order for quick access during registration.
24. Include in registration packet an explanation of nametag info / stickers / ribbons / tickets / etc.
25. Consider different color badges for some specific designation (Ex. CTM, ATM, Club Officer,)
26. Everybody likes ribbons for their nametags, officers, 1<sup>st</sup> timers, conference committee, etc.
27. Adhesive nametag for "Contest Only" registrants.
28. Different adhesive nametag for "Business Meeting Only" registrants (Free).
29. If registration checked to offer help at Conference, get names to Conference Chairman ASAP.

30. Arrange Check-in area to have obvious and easy entrance and exit paths.
31. Make sure Registration table stays neat and orderly for a good first impression.
32. Have good signs identifying Registration location, times, and process.
33. Plan on extra people to help during peak registration times, with a separate line for pre-registered.
34. Verify meal choices at registration time.
35. Provide some collection process to recycle nametag holders.

## 2. Facilities

Mission: Make sure all logistics function smoothly with the hotel.

Suggestions:

1. Visit the hotel to become familiar with locations, equipment needs, and hotel personnel.
2. Build relationship with main hotel contact as early as possible.
3. Obtain and share hotel banquet packets with DG, LGET, Conference chairman.
4. Obtain and share hotel contract with DG, LGET, Conference and Finance chairmen.
5. Consider an assistant prior to and during the event.
6. Be familiar with the hotel contract and pricing.
7. Plan ahead to review hotel bills with LGET or DG during event.
8. Review hotel site and floor plan regularly as conference program becomes defined.
9. Create flow chart for facility and time chart for each room.
10. Send conference schedule to hotel contact.
11. Arrange for secure storage area.
12. Arrange for adequate coat racks in or near main banquet room.
13. Arrange table/area for speakers with promotional items, if any.
14. Set up event / info tables (TLI, candidates, etc.) in traffic area and away from general session room.
15. Ensure Registration, Hospitality, Resource, and Credentials have what they need.
16. With Education Chairman, identify presentation equipment needed.
17. Make sure room setups are planned ahead and executed on time.
18. Be aware of room capacities and monitor during event.
19. Manage details including gavels, microphones, and signage.
20. For simultaneous events, enlist assistants to help out.
21. Hotel meals are negotiable during final meal selections. Work with a budget for best prices.
22. Include taxes and gratuities in all expense calculations.

23. The more meals selections available, the longer it takes to serve them.
24. Be cautious on assuming liability for dietary concerns. Let hotel arrange special meals.
25. Plan to give hotel meal counts 3 to 7 days ahead of the conference start.
26. Work with hotel contact for last-minute changes, including meals.
27. Consider bringing spare equipment; extension cords, masking/duct tape, scissors, etc.
28. Plan for a dress rehearsal prior to the conference with the relevant people and chairmen.

## 3. Education

Mission: Provide series of educational, informative, or entertaining sessions according to the goals of the current Lt. Governor of Education and Conference Chairman.

Suggestions:

1. Secure headline speaker information early to assist with Publicity Chairman.
2. With Lt. Governor of Education, determine desired session topics for D30 issues and priorities.
3. Consider Top 3 session and TM 101 (for new members).
4. Use General Sessions for messages to be heard by all.
5. Consider session on Parliamentary Procedures, always a Club need.
6. Consider "First Timer" session.
7. Consider alternative session during business meeting.
8. Consider repeating popular sessions (esp. one run concurrent with business meeting).
9. Consider conflicts and small audiences inherent in breakout sessions.
10. With Lt. Governor of Education, find qualified presenters for desired sessions.
11. Create a "Call for Presentation" form, note that speech contest contestants cannot present.
12. Use District 30's Yahoo broadcast for presenters and/or facilitators.
13. Enlist Area Governors to help find / nominate presenters.
14. Secure biographies, introductions, and equipment needs from each presenter.
15. Plan for sufficient handouts and a backup plan in case they run out.
16. Identify exact audio-visual equipment needed. Projector could be overhead or LCD.
17. Plan to have one or more backup presenters ready, just in case.
18. Set up a "Education Session Table" for coordinating information, materials, and facilitators.
19. Set up an education table for helpful materials and resources.
20. If any speakers are selling materials, limit their time and place (maybe one hour after class).
21. Get education session information to Publicity Chairman.
22. With Conference Chairman, secure speaker gifts and certificates.

23. Notify Registration about presenters for special ribbon or other notation.
24. Set up and distribute rules for speaker's material sales, if any.
25. Find and assign facilitators to introduce presenters and monitor sessions (more than one each).
26. Facilitators are to handle crowd control too.
27. Stay in constant communication with presenters to make sure all details are handled.
28. Request all presenters arrive at least 30 minutes early, esp. keynotes.
29. Handle evaluation forms if used for each session.
30. Include question asking for speaker / topic selections for next time.
31. Send Thank You letters with evaluations to each presenter.
32. Submit handouts to D30 website for posting in a special section.

## 4. Publicity

Mission: Make sure every Club member is aware of the conference, knows how to register, and is motivated to attend.

Suggestions:

1. Create interesting, appealing, and informative flyers and registration forms.
2. Make sure registration form gets in an early edition of the District Newsletter, "Spotlight".
3. Make sure information gets on the District Website in a timely and attractive manner.
4. Mail a personal invitation to each Club President including a registration form master copy.
5. Create both a two and five minute presentation for contests, Club meetings, etc.
6. Enlist "ambassadors" (or other title) to personally visit each Club and promote attendance.
7. "Ambassadors" should not have other role that could conflict (ex. Area Governor).
8. "Ambassadors" should focus on new or weak Clubs that may otherwise not attend.
9. Make sure flyers are available and announcements are made at each Area Contest and above.
10. Attend and present at all Division-level contests.
11. Urge all Clubs to bring their banner.
12. District PRO is responsible for external publicity (proclamations, press releases, radio, etc.)

## 5. Resource Room

Mission: Provide and sell Toastmaster materials relevant to Club and District goals.

Suggestions:

1. Work with District Governor to decide on desired inventory for sale.
2. Make sure enough material is ordered early enough.
3. Obtain current inventory and price all items early, preferably days before the conference starts.
4. Some items are purchased in sets. Prepare to break down and price individually.
5. Have current catalog available, preferably more than one.
6. Work with District Treasurer for deposits of cash and checks.
7. Become familiar with charge card processing. Print directions for all helpers.
8. Plan for phone approval of credit card charges.
9. Plan to arrive plenty early to have room set up for announced opening time.
10. Arrange two check-out lines; one for cash, one for credit cards.
11. Cashiers should be positioned by exit door.
12. Sales receipts should include date, merchandise description, and signature.
13. Meet with volunteers before room opens.
14. Control access to room and limit access to relevant personnel only.
15. Plan to manage/coordinate the sales room, not get involved with individual sales.
16. Plan for peak help according to conference schedule of events.
17. Be prepared for early sales, before opening.
18. Plan on having enough change on hand at the beginning.
19. Enlist enough helpers to handle all shifts.
20. Plan tear-down of room; Plan enough time and helpers to pack up when finished.
21. Create post-conference inventory of remaining merchandise and pack for next event.
22. Transfer remaining inventory to next chairman.

## 6. Credentials

Mission: Properly record and release ballots according to Toastmaster International's rules and report totals during the District Business Meeting.

Suggestions:

1. Review District Operating Procedure #5.
2. Work with District Governor to create ballots ahead of time.
3. Obtain list of current Clubs, Club presidents, and Club Education VPs from District Governor.
4. Enlist assistant(s) to make sure Credentials tables is always open during hours advertised.

5. Assistants should be Past District Governors.
6. Position table near registration or in a high traffic area.
7. Publicize "open hours" in advance.
  - a. on registration form.
  - b. special attachment to mailing.
  - c. directly on Proxy form.
8. Post hours Credential Desk will be open.
9. Announce Credentials Desk purpose and hours during all general sessions.
10. Most active times are during peak registration time and just prior to business meeting.
11. Open Credentials desk Friday night only if Business Meeting is Saturday morning.
12. Prepare report to present during Business Meeting.

## 7. Signage

Mission: Create and display signs for attendees to understand and locate Conference events.

Suggestions:

1. Work with Conference Chairman for theme and Conference schedule.
2. Visit hotel and become familiar with layout and activity locations. Get a map of the full facility.
3. Secure large printer to make signs of adequate size. A donated commercial plotter is best.
4. Consider having sign production donated, possibly from a company Club.
5. Check with District officers, Club members, or other sources for extra tripods.
6. Arrive early to plan sign locations and hanging methods.
7. Consider colored footprints to lead attendees to the "red" or "blue" room events.
8. Minimum signs:
  - Welcome
  - Registration
  - Credentials
  - Overall Agenda (maybe one for each major event room)
  - Sign outside each room with a specific list of events taking place inside that room
  - Hospitality Room
  - Thank you sign for all donations (talk w/donation chair or program chair well in advance)
  - Signs for lecterns in each room (w/TM logo/ conf name)
  - TM Mission Statement
9. Check with your print source for the recommended format.
10. Word documents may work well to e-mail for approval/edits before printing.
11. Check out [www.microsoft.com](http://www.microsoft.com) and look in Design Gallery Live for FREE clip art.
12. Get the schedule of events with room assignments, speakers names, and presentation titles.

13. Remember signs get attendees from one location to another, hopefully on time.
14. Determine hotel resources (easels, etc) and any restrictions (tape, locations).
15. If confusing, make directional, or "You Are Here" signs.
16. Finish draft of signs as least 1 week ahead of the event for Chairman edits.
17. Finish producing signs a day or two ahead for any last minute changes or additions.
18. Recruit one (or more) assistant(s) to post the signs before the event.
19. Have at least masking tape, scissors, magic markers available for surprises.
20. Post signs allowing plenty of time to finish before registration begins.
21. For multiple purpose rooms, post individual signs on top of each other (Easier to change signs)

## 8. Decorations

Mission: Create an atmosphere to enhance Conference theme, provide continuity, and present a friendly atmosphere to attendees.

Suggestions:

1. Become familiar with conference theme early.
2. Attend first conference committee meeting for original planning and ideas.
3. Attend all conference committee meetings to give updates and get new ideas.
4. Create and propose budget to Conference Chairman.
5. Plan and order materials early to avoid surprises.
6. Enlist assistants, preferably from your own Club.
7. Become familiar with hotel and activity schedule to plan time for setup.
8. Ask for earlier times to start decorating. Hotels can be accommodating.
9. Arrange with hotel for table linens appropriate to theme and décor.
10. Create dinner table centerpieces and a way to have someone win one at each table.
11. Allow for decoration removal and disposal, including people to do it.

## 9. Entertainment

Mission: Provide evening amusement for attendees.

1. According to Conference schedule, select entertainment to involve more members.
2. Enlist talent, speakers, or support personnel as needed.

3. Communicate entertainment to Publicity Chairman.
4. Friday evening – Set expectations for food, ex. “light refreshments”.
5. Consider “snack bags” at registration.
6. Work with Facilities chair for secure area to store equipment.
7. Create a minute-by-minute schedule for when music is needed.
8. Determine each use of music: quiet background music or main entertainment.
9. Determine preferred music type: live or recorded.
10. Consider having a stage manager for:
  - microphone checks
  - sound checks
  - lighting
  - lectern placement
  - manage who is on/off stage and who is next.

## 10. Printing / Program

Mission: Design and produce Conference program that clearly identifies, explains, and shows Conference events and principle personnel.

Suggestions:

1. Obtain copies of previous programs for good ideas and where they may be improved.
2. Electronic copies of past programs can be a good head start.
3. Work with Conference and Education Chairmen for schedule and other information.
4. Schedule should include major events start / stop times, not for each activity.
5. Create timeline needs, working backwards;
  - Conference date
  - Meeting to stuff registration materials for attendees
  - Complete printing of programs
  - Program final edition to printer
  - Complete final editing of program
  - Get final review by Conference Chairman and anyone else who need to approve
  - Re-edit as needed
  - Send program out for review
  - Complete draft of program
  - Obtain descriptions of all sessions
  - Obtain desired info: schedule, welcome letters, contributors, etc.
  - Notify all committees of the materials you need.
6. Start initial layout early and share ideas.
7. Set deadlines for information from the relevant Committee Chairmen. Stick to them.

8. To include dignitary letters or proclamations, start early.
9. Include floor plan or map of hotel, designating activity locations.
10. Speech contest contestants cannot appear in the program for anything else.
11. Let people know expectations, including photo sizes, word counts, etc.
12. Allow time for a final proofreading from both an insider and outsider before printing.
13. Find a reliable, cost-efficient printer, or a donation. Remember recognition.
14. Consider selling ads to cover printing costs. Work with Conference Chairman.

## 11. Banner Parade

Mission: Provide an opportunity to recognize attending Clubs by displaying their banner and ribbons to the general assembly.

Suggestions:

1. Determine time and place for Banner Parade.
2. Obtain list of Club Presidents including Club number, phone number, and e-mail.
3. Call or send a letter to all Club Presidents inviting them to get their banner involved.
4. Send or publicize directions for participants, including where to store / pick up banners.
5. Consider not collecting banners prior to event. Let each be responsible for their own.
6. Work with hotel staff for storage, display, and removal of banners.
7. Arrange and publicize staging area.
8. Have a deadline time for banners and banner-carriers to be ready.
9. Have written procedures available at the Registration Desk, maybe in colored card stock.
10. Assemble banners prior to the general assembly opening. Use 2-3 people to help with line-up.
11. Suggested line-up is by Division first, then Club number.
12. Arrange for microphone and plan for announcement positioning.
13. Make sure adequate time is allowed during opening ceremonies, including time for applause.
14. Limit Banner Parade introduction to two minutes.
15. Limit each Club's banner announcement (10 – 15 seconds should be adequate).
16. Play march (or other appropriate) music during the event. Control volume.
17. Plan exit strategy for participants and make sure everyone knows.

## 12. Donations

Mission: Acquire door prizes for both attendee and donor benefit.

Suggestions:

1. Start early.
2. Solicit donations from company Clubs via Club management.
3. Solicit donations from large, local corporations in the District.
4. Consider donation from hotel.
5. Follow up with letter and 501C form.
6. Pick up donated items. Vendors may forget to send them.
7. Letters and proclamations from dignitaries and municipalities may help gain donations.
8. Send donor information early to Program Chairman for proper recognition in program.
9. Design give-away times and process with Conference Chairman.
10. Raffle tickets should have lines in back for winner's name and phone number.
11. Have raffle drum at registration desk for easy entry.
12. Have scheduled times and assistants for the raffles during conference events.

## 13. Hospitality Room

Mission: To provide a comfortable place for attendees to gather in between or in lieu of Conference activities.

Suggestions:

1. Plan to host Hospitality in a room separate from other events.
2. Create flyer for Registration packet to promote Hospitality Room.
3. Need reliable, committed assistants, possibly from one local Club to get involvement.
4. Arrange volunteer schedule to staff fully during peak times.
5. Set up room early.
6. Decorate according to Conference theme to make guests feel welcome.
7. Arrange room for adequate seating and simple refreshments.
8. Ensure committee is knowledgeable about schedule and hotel.
9. Close room during meals and contests.
10. Pay special attention to first-timers and make them feel welcome.
11. Consider greeters at hotel entrance.

12. Provide entertaining games or simple activities.
  - How many \_\_\_\_\_ in the jar / bucket / bottle?
  - Funniest Table Topic.
  - Most memorable speech heard.
  - How many speeches done in District last year?
13. Provide and operate message board for individuals, Clubs, and conference information.
14. Keep room clean.
15. Keep Hospitality Room open until Banquet Dinner Room opening.

## 14. Speech Contests

Mission: Execute fair and efficient District-Level Speech Contests to be premier events and as an example to all attendees showing the proper way to run a contest. These should be our best.

Suggestions:

1. These are feature events; create some enthusiasm, excitement, and energy.
2. These should be the District's best, make them look professional at every step.
3. Make sure Conference Agenda has time for Judge / Contestant briefings.
4. Get Contest agenda / information to Program chairman.
5. Recruit judges at every Division Contest. Follow-up phone calls will be needed.
6. Notify all functionaries and contestants for time/place of briefings at least one week ahead.
7. Make sure all judges are evenly distributed around the District with no conflicts of interest.
8. Enlist a Contest Toastmaster, usually last year's District winner, as early as possible.
9. Coach Contest Toastmaster for procedures, esp. interviews.
10. Interviews begin by asking for speaker's Club name and how long they have been members.
11. Use timing lights for interviews.
12. Enlist experienced people for principal jobs; Chief Judge, Timer, and Ballot Counter.
13. Enlist new people for assistant jobs; Timer and Ballot Counter.
14. Coach all functionaries. Consider scripts as guides.
15. Several Sgt. at Arms are needed for Evaluation and Table Topics Contests.
16. Locate or arrange a quiet room / area for contestants and Ballot Counting.
17. Arrange for District timing light from District Sgt. at Arms.
18. Arrange for the District or other remote lavalier microphone equipment to be available.
19. Create professional-looking certificates, maybe by pre-printing extras (order early)
20. Present certificates in black frames for winners and gray folders for the others.

21. Make housekeeping announcements for cell phones and flash photography.
22. Announce that no one may enter or exit the room during speeches. SAA to monitor.
23. Display trophies prominently.
24. Arrange and control final announcements. Try to keep them brief, incl. committee recognition.
25. Announcement of winners is the final event of the day.
26. Contest Chairman announces winners, District Governor or highest dignitary present awards.
27. Let winner speak, then close the assembly.

## 15. Details / Protocol

Mission: Assist Conference Chairman with protocol, details, and unexpected situations. May be responsible for visiting dignitaries.

Suggestions:

1. Arrange airport or ground transportation for dignitaries.
2. Arrange for or chaperone dignitaries to/from events.
3. Insure dignitaries know times, places, and activities of events where they are expected.
4. Help obtain needed supplies, equipment, etc.
5. Help with lunch / banquet seating.
6. Locate District inventory as necessary.
7. Take care of Business Meeting details (copies, ballots counting, visual aids)
8. Help ensure award winners are present when needed.
9. Assist with other logistics as they arise.

## 16. Media

Mission: Support individuals to record conference events and attendees for website display, individual recognition, and eventual distribution.

Suggestions:

1. Arrange for volunteers to take still photography and record video.
2. Arrange and handle any signed releases deemed necessary.
3. Help control lighting for photography purposes during events.
4. Arrange flags, banners, lectern, etc. on stage for best photos.
5. Coach Toastmasters and dignitaries to pause for better photos of award winners.
6. Plan ahead for extensive video editing.
7. Arrange for photo / video distribution.
8. Recommend not charging for photo or video output above direct expenses (material and postage).
9. Arrange appreciation gifts for photographers.

# 17. Sergeant at Arms

Mission: Keep conference on time, keep individual sessions organized, and keep crowd under control.

Suggestions:

1. Call sessions to order on time and introduce the Toastmaster for events.
2. Assemble assistants to help move attendees between events and answer questions.
3. Monitor doors or banquet lines as needed to control meals.
4. May collect or identify meal tickets to allow only those who paid to get their meals.
5. Monitor doors during speech contests. No one is to enter or exit room during speeches.
6. Provide assistance to all who need it.

# 18. Stage Manager

Mission: Make sure general sessions run smoothly.

Suggestions:

1. Work mainly with Facilities Chair for needs and logistics.
2. Coordinate events with conference chair, emcee, speakers, Sgt. at Arms, and hotel.
3. Arrange stage, lectern, banners, and other details for professional appearance.
4. Make sure stage access is safe and easily accessible for the event at hand.
5. Plan stage access for speakers, contestants, award winners, etc. Share plan with Sgt. at Arms.
6. Move or remove lectern or other equipment as needed.
7. Test all microphones every time.
8. Arrange remote microphones for speakers who need them.
9. Have speakers “miked” one speaker ahead so they have time to relax and focus.

## General Responsibilities

### District Governor

Secure headliner for education/entertainment  
Arrange for International Directors.  
Award Luncheon  
Business Meeting

### Lt. Governor of Education

Set Training/Education Goals and identify desired sessions  
Help secure headliner for education/entertainment  
Consider / arrange / host Achiever's "invitation only" Breakfast

### Lt. Governor of Marketing

Assist with Education topics toward Membership / New Club information.  
Assist Publicity Chairman

### District Public Relations Officer

Secure desired dignitary and municipal proclamations  
Develop and distribute press releases to major and local news outlets.  
Assist Publicity Chairman to reach all D30 members  
Provide press releases and other materials for Clubs to promote the Conference

### District Treasurer

Help develop a Conference budget.  
Accept and deposit registration fees.  
Pay hotel and other needed expenses immediately.  
Pay approved Committee expenses as submitted.  
Provide a financial summary of Conference.

## General Suggestions

1. Consider a one-day event. District requirements are only speech contests and a business meeting.
2. Minimize activities - 7am to 11pm can be a bit too much.
3. For 1<sup>st</sup> Timers, add to registration packet:
  - Cheat sheet of acronyms: CTM, LGET, DCP, and so on.
  - District organizational chart
4. Promote bringing of spouse / guest.
5. Promote "casual dress" for Friday night activities.
6. Keep Friday Night "Fun Night" as entertainment and get attendees involved.
7. Use local Boy Scouts, R.O.T.C. or Legion members for presentation of colors.
8. Solo singer or instrumentalist to perform the Star Spangled Banner.
9. Have a minister / priest offer the invocation.
10. Sing "Auld Lang Syne" or a moment of silence to honor those who passed away in the last year.
11. No award should be given without the honoree in attendance. Every effort should be made to ensure every honoree was personally invited to attend at a specific time.
12. Use drum roll (or "lights out") for award announcement / presentation.
13. Consider recognizing special groups:
  - "New Members" (since the last Conference)
  - "First Timers" (first District Conference)
  - "First Time" CTMs
  - First and / or second Club with most registrants.
  - New Clubs
  - Club Officers
14. Appoint a "Conference Timer" with full authority to keep Conference on-time.
  - Notify all presenters of position.
  - Give a five minute warning.
  - Use timing lights.
  - Use a noisemaker when time is up.. cow bell, whistle, or something else humorous.
15. Provide a table for a display of Club materials, promotions, etc.
16. Encourage Clubs to bring PR materials for display.
17. Use Immediate Past District Governor as Toastmaster for the Spring Conference Installation banquet and the Intl. Director for new District Officer installation.
18. Use bag-piper or theme-related character to lead head table introductions and seating.

19. Following final Speech Contest, announce / preview next Conference / activity before announcing winners. Announcement of winners is the final Conference event.
20. DO NOT allow l-o-n-g recognition of all sub-committee and conference workers all at once.
21. Arrange for adjournment at 9:30pm, people will tend to stay longer.
22. Bundle all "non-cost" events in one time block to minimize cost objections.
23. Scheduling Speech Contests back-to-back would save time, at least with logistics.
24. How about some fun? Sing-a-long, jokes, other social activities besides talking.
25. Everybody sing the National Anthem instead of a soloist?
26. Don't schedule too tight, leave room for socializing / networking.
27. Individual recognition with group applause. Individual applause for each honoree can be tedious.
28. Consider non-Toastmaster theme events/presentations for spouses and visitors.
29. Solicit evaluation form completion frequently.
30. Find a way to keep meal prices more reasonable. Hotel prices are negotiable.
31. Allow an hour between end of sessions and start of dinner.
32. Display winning entries from District Contests; theme meetings, newsletter, website, etc.
33. Need some special attention to or information for First-Timers, maybe a special session.
33. A mingling exercise would be helpful to expand meeting fellow Toastmasters.
34. Consider feeding those staffing permanent stations (Registration, SAA, etc.)

# Sample Treasurer's Report

## Fall Conference

**TOASTMASTERS INTERNATIONAL**  
**MONTHLY TREASURER'S REPORT - DISTRICT NO.**  
**FOR THE PERIOD JUNE 1, 2005 - JUNE 30, 2005**

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**30**

		<u>MONTH ACTUAL</u>	<u>Y-T-D ACTUAL</u>
<b>VII. DISTRICT CONFERENCE INCOME</b>			
A. Fall Conference Income			
1. <input style="width: 40px; height: 15px;" type="text"/> member registrations	at	41.00	-
2. <input style="width: 40px; height: 15px;" type="text"/> spouse / guest registrations	at	-	-
3. <input style="width: 40px; height: 15px;" type="text"/> late registrations	at	-	-
4. <input style="width: 40px; height: 15px;" type="text"/> luncheon tickets	at	-	-
5. <input style="width: 40px; height: 15px;" type="text"/> banquet tickets	at	-	-
6. <input style="width: 40px; height: 15px;" type="text"/> speech contest	at	-	-
7. other revenue - raffle		(125.00)	13,885.50
<b>TOTAL</b> Fall Conference Income		(125.00)	13,885.50
 B. Fall Conference Expenses			
1. Supplies purchased from TI			406.59
2. Other Supplies			1,589.85
3. Programs and printing			758.04
4. Audiovisual equipment			500.00
5. Hotel / meeting room expenses			951.60
6. Awards, Certificates, etc.			325.64
7. Postage			10.62
8. Meal Expense			9,901.39
9. Other			399.95
<b>TOTAL</b> Fall Conference Expenses		-	14,843.68
<b>NET FALL CONFERENCE INCOME (LOSS) (B-A)</b>		(125.00)	(958.18)
(Goes to Page 1, Sec D. 1.)			

# Sample Treasurer's Report

## Spring Conference

**TOASTMASTERS INTERNATIONAL**  
**MONTHLY TREASURER'S REPORT - DISTRICT NO.**  
**FOR THE PERIOD JUNE 1, 2005 - JUNE 30, 2005**

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**30**

		<b>MONTH ACTUAL</b>		<b>Y-T-D ACTUAL</b>		
<b>VII. DISTRICT CONFERENCE INCOME</b>						
A. Spring Conference Income						
1.		member registrations	at	41.00	-	-
2.		spouse / guest registrations	at	-	-	-
3.		late registrations	at	-	-	-
4.		luncheon tickets	at	-	-	-
5.		banquet tickets	at	-	-	-
6.		speech contest	at	-	-	-
7.		other revenue - raffle			1,396.00	12,191.20
TOTAL		Spring Conference Income			1,396.00	12,191.20
B. Spring Conference Expenses						
1.		Supplies purchased from TI				-
2.		Other Supplies				128.12
3.		Programs and printing				129.60
4.		Audiovisual equipment				550.00
5.		Hotel / meeting room expenses			(0.03)	8,816.31
6.		Awards, Certificates, etc.				301.76
7.		Postage				-
8.		Meal Expense				212.14
9.		Other			248.90	350.22
TOTAL		SPRING CONFERENCE EXPENSES			248.87	10,488.15
		<b>NET SPRING CONFERENCE INCOME (LOSS) (B-A)</b>			<b>1,147.13</b>	<b>1,703.05</b>
		(Goes to Page 1, Sec D. 2.)				