

Responsibilities of Convention Sponsoring Chapter

Areas of Responsibility

- 1. Registration – A member of the sponsoring chapter will be in charge of the registration area. This member will arrange for a member of that chapter to be present during the duration of the convention. Coordination with the various students participating is permissible.*
- 2. Program – A member of the sponsoring chapter will establish a program consisting of an adequate number of sessions as determined by the State Convention Committee and will utilize national speakers to participate. All contracts will be signed by the State Convention Committee. This committee will also establish the Moderators for each session. A meeting for the Moderators will be held prior to the start of the convention to acquaint them with their responsibilities. This committee will follow the attached time frame.*
- 3. Exhibits – A member of the sponsoring chapter will contact Exhibitors from the previous convention to obtain contact information. A contact letter will be sent in June. All exhibitor money will be sent to Dianne. Exhibitors need to notify ISPLS as to the number of personal who will be in their booths.*
- 4. Spouse Program – A member of the sponsoring chapter will create a program for the spouses. Any transportation that will be necessary will be arranged by the State Convention Committee. Notify Dianne of any deposit checks that will be required.*
- 5. Packing Party – This will consist of a minimum of 8 people from the sponsoring chapter. This party will occur the night prior to the convention at a room provided by the guest hotel. A layout of the assembly of the envelope will be provided to the host chapter.*
- 6. Gift – Any ideas for gifts must be presented to ISPLS. ISPLS will review and approve the cost of the gift.*

A list of the person(s) in charge of the above committees must be included with the request by the host chapter to sponsor the ISPLS convention.

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GENERAL CONVENTION GUIDELINES

1. All contracts will be signed by the Convention Committee Chairperson of ISPLS and not the Chapter sponsoring the convention. This is for liability issues.
2. All meal counts will be given by the Convention Committee Chairperson of ISPLS and not the Chapter sponsoring the convention.
3. It is desirable to have more than one speaker per room per day.
4. The ISPLS General Membership meeting should be schedule for Thursday afternoon.
5. Separate colors for tickets. Cocktail party will have two drink tickets and an admission ticket to the Las Vegas night in a separate envelope to be handed out to first day registrants only.
6. Past President's Breakfast for one of the mornings of the convention.
7. Schedule a PAC Breakfast. This is the only involvement ISPLS has with this event. PAC will arrange for its only program and speaker.
8. Remember the 7 P's of Planning.

Prior
Proper
Planning
Prevents
Pitifully
Poor
Performance

Convention Schedule

ISPLS TIME SCHEDULE FOR FINAL 12 MONTHS TILL THE NEXT CONVENTION

REMAINING MONTHS	MONTH	REMARKS
14	November	Start planning Program
12	January	CONVENTION WEEK Hand out flyers for next years Convention. Meet with Exhibitors; Notify National Magazines; Start Monthly meetings for Convention Committees.
11	February	Submit Final Budget to ISPLS Board of Directors Post Convention Report. Contact Education Committee for Program Suggestions Start getting Program Speakers
10	March	Contact Speakers and request Bio's from Speakers Prepare Exhibitors Contracts
9	April	Request Bio's from Speakers Prepare Exhibitors Contracts
8	May	Submit Program to ISPLS Education Committee for approval
7	June	Preliminary Announcement prepared and sent to Exhibitors. Talk with vendors about door prizes if they are to be used at the convention.
6	July	Submit Program to State Registration Board for approval
5	August	Spouses Program Finalized
4	September	Follow up phone calls with the Exhibitors Consider Bi-weekly meetings for Convention Committees
3	October	1st Mailing to Land Surveyors; Consider weekly-meetings for Convention Committees.
2	November	2nd Follow up call with the Exhibitors
1	December	Review Menu; Set and order Meals; Complete Program and Send to printers
Prior to Conv.	January	Finalize all meals; Stuff envelopes week prior to convention; Meetings as often as necessary prior to the convention.

GUIDELINES FOR SPEAKERS/GUESTS

Speakers:

National Speaker will receive compensation based on their contract.

Honorariums will receive mileage and one hotel night. A list of the Honorariums will be given to the Convention Committee Chairperson by the Program Director so reservations can be made.

Dianne will coordinate with each speaker the number of copies to be made for their session.

Guests:

National Guest will be invited by Dianne. They will receive two hotel nights and a full registration (including spouse program).

Adjoining States will be invited by Dianne. They will receive one hotel night and a full registration (including spouse program).

EXHIBITOR GUIDELINES

Someone from the sponsoring chapter should be assigned to talk to the exhibitors at the convention prior to your convention. Be sure to get the names and addresses of the vendors so contact can be made with them at the appropriate time.

A sample letter for the following has been included.

1. A letter to the vendors announcing your convention and inviting them to attend should be sent in accordance with the time schedule on the Convention Schedule.
2. In accordance with the time schedule on the Convention Schedule a contract and letter requesting payment will be sent

All money will be sent to Dianne at the main office.

A list of exhibitors who will be manning the booths needs to be sent to Dianne two weeks prior to the convention. This is so name tags can be prepared.

Send a copy of the exhibit material to Dianne.