



MFWDC Convention Chair Guide

This guide was written to give you a starting point and an idea of what needs to be accomplished. As you progress, if you have questions on any part please ask.

Place Bid

- bring before MFWDC Executive Board for a vote
- Can be local club or district
- Try to do two years out

Start Up Money

- \$1,000 from MFWDC (this must be returned to MFWDC before determining profit.)
- After convention you split the money with MFWDC 20/80, send MFWDC a check for their 80% part at end
- Committee has own account, pick a bank close to you. An EIN (Employer Identification Number) is required.

BUDGET!

- Make a budget and stick to it, get copy of previous conventions for guide
- Expenses: All expenses are paid from convention account: food, speakers, awards/flowers, honorariums, hospitality room, decorations, etc.
- Income: income will be registrations, donations to hospitality room from clubs, program book profit, (not from auction, raffle sales or other MFWDC fundraisers, those goes directly to MFWDC)

Pick Venue

- Look for hotel that will allow you to bring in own food and alcohol for hospitality room
- You will reserve a block of rooms in MFWDC name at special price, this goes towards your ability to negotiate prices. There is usually a room that is comped and given to MFWDC President

Final report to MFWDC – convention treasurer needs to give itemized accounting of convention
Convention Agenda:

Friday afternoon – **Registration:** provide registration table with people to handout registration packets and tickets

Executive Board Meeting: need a room for about 25

Friday evening – **Hospitality Room:** room for all and can be the silent auction room also
Silent Auction

Saturday – **Brunch:** speaker and Business Meeting

Saturday evening – **Banquet:** speaker (President picks speaker with convention committee.)

Hospitality Room

Sunday Morning – **Executive Board Meeting::** need a room for about 25

Extras:

Program Book: get example from previous year, include agenda, president's letter, and ads

(you sell ads as fundraiser for convention – you can sell to local clubs and districts, unions, candidates, local businesses, etc. You pick printer, check prices

Goody/Gift bags: (only if your committee wants to do)

Tickets: You must have way to indicate someone has paid meals at each meal. Sometimes it is tickets, or maybe a star on their name tag for meal. These are passed out of registration

Brunch and Banquet Decorations

Flags – acquire hotel flags or borrow for behind podium during brunch and banquet

Color guard: Presentation of the Flag and Retiring of Colors at banquet

Not responsible for:

- **Call to Convention and packet**
- **Credentials** – provide a table but separate to registration table. The credentialing will be done by credential committee (treasurer)
- **Agenda** – done by president
- **Woman of Year, Scrapbook, and Bess Truman Award** – winner and award is done by respective committee

Approved by MFWDC Executive Board, March 28, 2020