

Description

## **DISTRICT 8 CONFERENCE COMMITTEES**

### **Conference Chair:**

**Develop vision & theme and submit to LGET for approval.**

**Responsible for overall conference execution and recruitment of people for various committees.**

### **Conference Co-Chair:**

**Assist chair in developing vision and theme, plus other delegated duties.**

**Assist in execution of conference plus recruitment of people for various committees.**

### **Registration Committee:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine Registration budget (Name tags and Conference Attendee Folders) and submit it to the Conference Planning Chair Prepare and/or obtain: Meal Tickets, Door Prize Tickets, Name Badges and Name Badge Holders

Prepare registration packets for each attendee (Conference Program, meal tickets, door prize tickets, programs, name badges, etc.)

**Develops master registration list with finance co-chair containing registration, meal choices, TI designations and email addresses for post-conference surveys. Provides list to LGET at conclusion of conference.**

**People required: Minimum 3**

**Skills required: Detailoriented and time management are a must. Familiarity with Adobe, Word, and Excel software.**

**Other Notes: It is recommended two people print and compile the name badge packets and one person perform a quality check for spelling, TI designations, and proper meal tickets. It is also suggested five people be**

**available to work in shifts at the conference so everyone has an opportunity to attend the sessions offered.**

### **Education:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Develop programs covering the many aspects of communication and leadership (e.g., speaking, listening, evaluation and motivation)**based on answers from the previous conference surveys.**

**Receive LGET guest speaker input and coordinate with the Special Guest Speaker (World Champion Public Speaking or International Director) {Travel, Meals, Program Needs,}**

**Work with LGET, Chair and Co-Chair on developing a conference vision and theme. Recruit session speakers in line with the established vision and theme.**

Secure Facilitators for each session, Collect and analyze the Evaluation Forms from Facilitators

**Create door signs for each individual session and ensure signs are in place prior to the start of each session.**

Determine and submit budget to the Conference Planning Chair

**Coordinate w/ Facilities, Audio Visual Chairs for speaker requirements.**

**People required: One committee chair plus a minimum of three facilitators. The number of sessions will ultimately drive the facilitator requirement.**

**Other Notes: The evaluation/feedback form is located on the District 8 website.**

Description

## **DISTRICT 8 CONFERENCE COMMITTEES**

### **Hospitality:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine Hospitality budget and submit it to the Conference Planning Chair. **A list of required items is located on the District 8 website.**

**Purchase items for room at a local bulk store such as Sam's or Costco.**

Schedule volunteers to staff the hospitality suite at appointed times during the Conference

Solicit food and beverage refreshment donations from clubs and local businesses

Obtain inventory of existing supplies

Provide refreshments for Friday afternoon and evening after the dinner event

Provide refreshments for Saturday afternoon and evening (after banquet and contest)

Solicit committee volunteers to set up, maintain, and clean up the hospitality room

Provide inventory of remaining supplies

**Submit receipts with District expense voucher to finance chair for reimbursement.**

**People required: Minimum 4; 6 preferred**

**Other Notes: The hospitality suite, including the adjacent rooms is paid for by the District as part of the event contract. Whoever volunteers to work the late shifts may stay in the adjacent rooms at no personal cost. The hospitality room normally closes at 12 AM; however, the late shift volunteers will need to ensure the room is ready for the morning shift and should expect to be awake and working in the early hours of the morning.**

### **Facilities:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine Facilities budget and submit it to the Conference Planning Chair (signs, etc)

Coordinate with hotel/meeting site on room layouts, staging and setups for each event at conference.

During the Conference, be on site to help the needs of the speakers and attendees

Coordinate the audiovisual needs of the presenters with Audio Visual Chair

Work with Education Chair for presenter's needs

Secure District Property from District Sergeant at Arms, including media wall. (Flip Charts, Markers, etc)

**People required: Minimum 2**

### **Finance:**

Provide financial report of income and expenses

Collect expense vouchers and receipts

Provide Cash for raffles, Registration

Provide ongoing status reports of committee activities to the Committee Planning Chair

**Develops master registration list with registration committee.**

**People required: Minimum 1**

**Other Notes: Detail oriented, time management skills and prior conference experience are a must. Finance chair needs to be a problem solver, and capable of assisting people in navigating through the District website plus troubleshooting technology issues. In addition, the finance chair must be**

Description

## **DISTRICT 8 CONFERENCE COMMITTEES**

**available during the entire conference to resolve issues. Proficiency in excel is also a must. Either the finance chair or someone else on the registration committee must live in close proximity to a Commerce Bank for the purpose of making deposits.**

### **Door Prize / Raffle:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine Prize budget and submit it to the Conference Planning Chair

Solicit Division Baskets – one from each Division for Raffle

Submit a list of donors to the Conference Program Chair by the designated deadline so the donations can be properly acknowledged

Keep records of door prizes and safely secure items before and during the conference

### **Committee Responsibilities**

Solicit products and services from businesses and individuals to be awarded as door prizes during the Conference

Man Raffle and Door Prize tables, selling tickets during Conference

### **Decoration:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine Decorations budget and submit it to the Conference Planning Chair

Determine events requiring decorations

Plan decorations for each event, i.e., room, tables, head table, etc., based on Conference theme and season Supervise the planned decoration activities at the appropriate times

**People required: 1 Minimum; 2 Preferred**

### **Program:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Design and prepare the Conference Program content

Determine Conference Program budget and submit to Conference Planning Chair

Work with the LGET to determine information to be included in the Conference Program

Submit a rough draft to the District Governor and LGET for editing

Submit a final draft for approval before printing

Determine the number of programs to print; **number registered plus 20%**

**Obtain estimates from local printers and arrange for printing of the Conference Program plus other bulk printing items.**

Deliver printed programs to the Registration Committee Chair for distribution

**People required: Minimum 1**

**Other Notes: Proficient in using Word, Powerpoint, Adobe, Clip Art and other graphic design programs. Detail oriented and capable of meeting deadlines. It is highly recommended to use a professional commercial printing company as opposed to someone's home computer and printer to ensure a quality product.**

### **Publicity:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine Publicity budget and submit it to the Conference Planning Chair

Description

## **DISTRICT 8 CONFERENCE COMMITTEES**

Coordinate with the District PRO to develop and execute a plan to publicize and promote the Conference throughout the District

**Develop weekly e-blasts highlighting different contest aspects and forward them to the District 8 webmaster to be sent out district-wide.**

**Remind District clubs to send in updated club photos for banner slide show. The first notification should be sent eight weeks prior to the conference to allow for a sufficient response time.**

**Design a dinner background slideshow to run during dinner(s) that highlights theme of conference or is related to Toastmasters.**

Submit publicity information to the PRO for publication in District 8 Newsletter

Work with the local media to cover the Conference

**People required: 1 Minimum plus webmaster and PRO.**

**Other Notes: Proficient in using Word, Powerpoint, Clip Art and other graphic design programs. Detail oriented and capable of meeting deadlines.**

### **Sponsorship:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Submit progress reports to the Conference Planning Chair

Determine budget needed

Solicit financial support from companies

Spread the word about the Conference to the various corporate sponsored clubs and request them to obtain support from their sponsors

**People required: 1 Minimum**

### **First Timers:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine budget and submit to Conference Planning Chair

Plan and Conduct a 45 min session to orient the new attendees for the Conference. Some of them may be senior toastmasters who never attended the conference before, but are attending now.

Try to devise knowledge sharing that will benefit the brand new and a little senior Toastmasters alike.

Have handouts on District hierarchy (Club President, Area Governor, Division Governor, PRO, LGM, LGET and District Governor).

Have handouts on Toastmasters Educational Program

Devise quizzes for getting acquainted with each other and other Toastmasters

On the whole, make it a fun and informative session.

**People required: 1 Minimum**

### **Audio/Visual:**

Select volunteer members to serve on your committee utilizing members in the local area where the Conference is being held.

Determine budget and submit to Conference Planning Chair

Arrange for Audio /Visual equipment

Coordinate with Education Chair for Speaker's needs and Facilities Chair for placement at Conference

Description

## **DISTRICT 8 CONFERENCE COMMITTEES**

Secure use of Laptop and Projectors and Audio system / microphones etc. if needed from members

**People required: 1 Minimum**

### **Contest Committee:**

Selects contest masters and chief judges for the various contests and submits to chair, co-chair and LGET for approval.

**Critical: Recruits, screens, and selects judges and functionaries according to eligibility rules contained in the current Toastmasters International rulebook. (Competency and fairness is top priority to provide contestant best service)**

Provides scripts, contestant profiles and list of functionaries to contest masters and chief judges one week prior to the contest

Provides all required contest paperwork to contest masters and chief judges at contest plus a rulebook for the chief judge.

At the conclusion of the contestant brief, ensures all contestants complete the district expense voucher for reimbursement of meal(s). Submit vouchers to Finance co-chair or District treasurer.

Arranges for timing lights and backup timing devices.

Ensures someone is available with a computer and printer to print the certificates for the contest winners each night.

**Responsible for ensuring all participation certificates for contestants, and contest functionaries are printed and provided to the contest master, chief judge, and LGET for each contest.**

**People required: 1 minimum plus 37 functionaries.**

**Other notes: Some functionaries may perform different roles for both contests reducing the overall number of people required. However, care should be taken to ensure someone does not judge on both nights to avoid perceptions of bias and to provide a “fresh look” at the candidates each night. It is also recommended to have at least two backups in case one of the scheduled functionaries needs to cancel.**

### **Activities:**

Based on conference vision and theme, determines dress contest theme for Friday evening and arranges judges.

Designs an activity for Friday evening after dinner and Saturday lunch if required.

**People required: Between 1 and 3**

### **Master of Ceremonies:**

Works with LGET on developing script for both evenings.

Keeps the program moving by providing direction to attendees, answering questions, introducing speakers and making general announcements.

**People required: 1 or 2. This can be accomplished by the chair or co-chair if desired.**

### **Other Involved Individuals**

The following individuals are also involved in the conference though not necessarily assigned to a particular committee. Their identities and emails can be found on the District 8 website. You must contact them with the contest requirements and do not assume they are able to participate!

1. District 8 Webmaster
2. Photographer
3. Audio Visual Chair

Description

## **DISTRICT 8 CONFERENCE COMMITTEES**

4. Communic~8
5. Photos/Video
6. Public Relations Officer (PRO)
7. Conference Site
8. Bookstore
9. Sergeant-At-Arms
10. District Treasurer (contestant reimbursement)