

# THE ROYAL CANADIAN LEGION ONTARIO COMMAND CONVENTION

## PLANNING GUIDELINES



June  
2019

## **INTRODUCTION**

The success of a Royal Canadian Legion Ontario Command Provincial Convention depends in large measure on the assistance provided by Provincial Command and members of the Local Arrangements Committee (LAC). These members are key personnel who show the leadership, ingenuity and flexibility necessary to meet the many challenges that arise when preparing for a large convention.

These guidelines have been prepared as a guide for the Convention Committee and the LAC.

The LAC Chairman is to ensure that members for each sub-committee are carefully selected, with the chairman of each having the qualities to fulfill the particular requirements of that sub-committee.

Enthusiasm by all members is key; it is generated from within and will keep a person going long after those who lack it give up. With enthusiasm and good judgement, the objective will be attained - a successful convention. It will be judged a success if all the needs have been anticipated for all delegates, their spouses and guests.

The final responsibility for the LAC Chairman is to prepare a report immediately following the convention. This should include observations and recommendations from all sub-committees, which will be a great benefit for the planning of future conventions.

Detailed planning is most definitely required to ensure that Conventions run smoothly. The following guidelines have therefore been developed to assist those Branches within our Command who may wish to bid to host a Provincial Convention. These guidelines are just that – suggestions to ensure that everything possible is catered for in the planning and execution of a Convention

Note: The use of words indicating the masculine imparts the feminine where applicable.

## **1. PLACE AND DATE**

The location and date of a Provincial Convention is generally determined at least four (4) years in advance of the Convention. Opening Ceremonies are held on Sunday and the Convention closes on Tuesday following the Installations and Closing Ceremonies.

Convention facilities, accommodation arrangements and the date of the Convention must be ratified by the Provincial Executive Committee, in order for a Branch and/or Zone to host the Convention. The date of the Convention is to be during the month of May and prior to the Victoria Day long holiday weekend during odd numbered years.

## **2. BIDDING FOR A CONVENTION**

- (1) Bidding for a Convention is to be made at a Provincial Convention at least four years in advance of a Convention.
- (2) Any Branch putting forward a bid must be capable of hosting the Convention by following the requirements outlined below.

## **3. CONVENTION COMMITTEE AND LAC**

Ontario Command will designate staff and Senior Elected Officers to coordinate and work with the LAC Chairman and their sub-committees. Once a Convention location has been approved, a minimum of three (3) meetings will be held with the LAC to review the Convention site and facilities and various areas of responsibility. (Some of the meetings could be by teleconference or video conference). Meetings are to be held in the months of September and December in the year prior to the Convention, and a final meeting on site in the month of March prior to the Convention being held.

## **4. GENERAL PLAN:**

- (a) Registration of the delegates will commence on the Saturday morning prior to the Convention opening and continues on Sunday as noted under 'Registration'.
- (b) Wreath Laying Ceremonies are held on Sunday, the opening day of the Convention at 10:30 a.m. The Wreath Laying Ceremony is arranged and conducted by the host LAC Committee and the Cenotaph where it is held should be in relatively close proximity to the Convention Centre.
- (c) The Convention Parade is held on Sunday, the opening day of the Convention, in conjunction with the Wreath Laying Ceremony with the form up at 10:15 a.m. if forming up at the Cenotaph, or earlier if the parade is parading to the Cenotaph from a different location.
- (d) Opening Ceremonies begin on Sunday at approximately 12:30 p.m., where seating for at least 650 people is required.
- (e)
  - (1) Business sessions commence Sunday following the Opening Ceremonies in accordance with the agenda prepared by the Command office and approved by the Provincial President and Chairman, and end at approximately noon on Tuesday.
  - (2) The General LAC Chairman or Vice-Chairman of the Convention shall be available at the convention site throughout the business sessions as the delegates may request minor changes to the setup, or care and comfort that would require the immediate attention of the LAC.
- (f) Entertainment – not to conflict with business sessions.
- (g) Closing ceremonies – Tuesday.

## 5. REQUIRED FACILITIES FOR CONDUCTING BUSINESS:

- (a) A Convention hall to accommodate a minimum of 650 delegates is required for the Opening Ceremonies and the Convention Business sessions.

NOTE: Delegates are seated in blocks by district with each district being provided with a front table where the senior district officers will be seated. All delegates should be in clear sight of the Provincial Chairman and the head table.

- (b) Additional tables as follows:
- One table for press representatives and magazine representatives to be placed at the front right-hand side of the hall as you face the audience from the stage.
  - One table on the floor to the left of the stage for senior LA officers attending.
  - One table on the floor to the right of the stage for VAC reps
- (c) An elevated platform (at least 22 feet by 40 feet) suitable to accommodate three rows of seating for Opening Ceremonies. Each row should seat no fewer than twelve (12) people and the platform is to be skirted. A podium is to be located at the front of the platform on the far right-hand side as you face the audience.
- (d) Reserved seating for the spouses of the Senior Elected Officers, guests, and L.A. Senior Elected Officers is to be arranged in the front three rows on the floor of the Convention for Opening Ceremonies.
- (e) The elevated platform and floor seating arrangements are to be re-arranged following the Opening Ceremonies to accommodate the Business portion of the Convention.
- (f) For the Business portion of the Convention, the platform is to have a head table to accommodate 14 people and again, the platform is to be skirted. A second row of seating is to be arranged behind the head table to accommodate no fewer than 10 people. A microphone for the use of the Provincial Chairman is to be located in the centre of the head table.
- (g) A podium and microphone for committee chairmen presenting their reports is to be located on the right side of the stage as you face the audience during the Business portion of the Convention. The podium may be the same one being utilized on the stage for the Opening Ceremonies.
- (h) P.A. System and Control

In addition to the microphones required for the platform head table and podium, a minimum of eight (8) others will be required on the convention floor and must be connected to a switching panel which will enable the operator to open or close any given microphone on request. This will enable the convention chairman to confine discussion to those who have been authorized to speak and who provide identification via the microphone. Using this system, the District Whip can attract the attention of the chairman, indicating he has a speaker at a particular microphone.

- (i) Audio-Visual System

Located at the tech table is to be the various mediums used to project reports and images to the delegates. Two large screens, usually 15' X 20', are required and should be positioned one on each side of the main stage. A smaller monitor is also required in front of the stage. A large screen may also be required at the back of the Convention hall for those that may not be able to see the proceedings from the stage and podium. There is also a requirement to have one camera and attendant on the Convention floor that would project images of any individual at the podium onto the larger screens for all delegates to see.

(j) Caucus Rooms:

The expense of caucus rooms is the responsibility of the LAC committee.

Nine (9) areas/rooms will be required for Sunday and these are to be conveniently located at the convention centre or where Districts are billeted. Caucus meetings may also be held on the Convention floor.

Each District will require a separate area for their District caucus to accommodate the following approximate number of delegates:

District A – 75  
District B – 95  
District C – 72  
District D – 35  
District E – 70  
District F – 90  
District G – 85  
District H – 30  
District K – 20  
Observers -30

\*Note: all numbers subject to changed based on location of Convention.

The above noted allocations are based on the number of delegates (519) who attended our Convention in 2019. The total number of accredited, observer and guest delegates was 571.

(k) Hospitality Room

It is necessary for the LAC to arrange for a convenient reception room following the Convention parade to hold 40-50 people. This room is to be utilized by the Provincial President where he may receive the S.E.O.'s and their spouses/escorts, invited guests and their spouses/escorts, prior to Opening Ceremonies.

(l) In addition, the LAC will:

- Prepare a Convention budget and forward a copy of the budget to Ontario Command by September 30<sup>th</sup> in the year prior to the Convention.
- Forward a copy of a cover design for the Opening Ceremonies program to Command, not later than November 30<sup>th</sup> prior to the convention dates.
- Provide a map of the area where the Convention is to be held, denoting the location of the Convention centre with all of the hotels/motels clearly noted and the distance from same to the Convention Centre. The map is to be made available to the command office by November 30<sup>th</sup> in the year prior to the Convention date.
- Make provisions for a Colour Party to be available for the parade, opening ceremonies, wreath laying ceremony, installation of officers and closing ceremonies.
- Provide the command office with the names and addresses of members of the clergy who shall be available to deliver the invocation and prayer on Sunday during the official opening ceremonies and a benediction during part two of the opening ceremonies.
- Advise the command office of the names and addresses of the Mayor, the Wearer of the Silver Cross, M.P., M.P.P., and Military Representative in the area by September 30<sup>th</sup>. Command issues all invitations to the dignitaries.
- Supply the district signs to indicate locations of the 9 districts on the convention floor (A, B, C, D, E, F, G, H and K).
- Arrange for a duty band for the parade and opening ceremonies – to be approved by Command.

- Obtain the services of a bugler and piper for the opening ceremonies, wreath laying services and may be asked to provide a piper for the installations at the discretion of the incoming President (names and addresses to be supplied to the command office)
- Ensure that the piper to also be available to pipe the platform guest to their seats prior to the Opening Ceremonies and also to pipe in the newly elected officers prior to Closing Ceremonies for installations.
- Distribute to all advertisers a copy of the Convention souvenir book.
- The whips' and parade marshals' meeting on the Saturday is usually held on the Convention floor.
- Provide Scrutineers for election purposes.
- Arrange for bottled water to be on the head table each day of Convention.
- Provide a picture of the Sovereign for the front of the Convention hall and at the rear of the Convention hall during the duration of the Convention.
- Arrange to have the Convention hall made available to the delegates by 7 a.m. each day of the Convention.

## 6. DIVISION OF RESPONSIBILITY FOR PROVINCIAL CONVENTION EXPENSES

The LAC is responsible for the following, including costs as applicable:

1. Convention hall and rooms required to accommodate registration, resale, booths, meetings, business sessions, caucuses, and ballot counting.
2. Public address and Video systems and operator(s).
3. LAC Committee room.
4. Souvenir booklet.
5. Convention kit folders.
6. Entertainment of delegates.
7. Program of ladies' activities (optional).
8. Runner and Sgt. at Arms for the Convention.
9. Decorations and signs.
10. Information booth.
11. Equipment needed by the Registration committee.

Provincial Command will make provision for the following:

1. Convention delegate badges (plastic holders and name tags).
2. Provincial Presidents' dinner (senior elected officers and invited guests to be held on the Saturday or Sunday evening at the call of the President).
3. Convention proceedings booklet shipped to the LAC in April for insertion in the Convention kits.
4. Preparation of the Convention report circulated to the branches and PEC following Convention.
5. Rooming list and finalization of the accommodation arrangements for the Command Officers and guests.
6. Circulars issued to the Branches and Officers.
7. Ballots for voting at Convention.
8. Printing of invitations for the Opening Ceremonies.
9. Preparation of the Opening ceremonies program and printing of the Opening Ceremonies program to be made available to the LAC for distribution to the delegates and guests attending the Opening Ceremonies on the Sunday.
10. Preparation and printing of the Wreath laying Ceremony for distribution to those attending the Wreath Laying Ceremony on Sunday.
11. Provision of 7 no. 24 wreaths with inscription ribbons 'Dominion Command', 'Ontario Command', 'Ontario Command Ladies Auxiliary', 'Wearer of the Silver Cross', 'Veterans Affairs Canada', 'Province of Ontario' and 'Department of National Defense' to the LAC for the Wreath Laying Ceremony. This number can vary depending on the invited guests. The wreaths to be delivered to the LAC prior to Convention for the wreath laying ceremony.

12. Liability insurance for Convention site.
13. Get-together hosted by the Provincial President's spouse. This is to be at the discretion of the Provincial President and Spouse.

## **7. LOCAL COMMITTEES**

The host Branch or Zone will be required to appoint a General Chairman for the Convention Local Arrangements Committee and a Vice Chairman, together with the following sub-committees:

1. Registration.
2. Accommodation - The Accommodations Chairman will reserve up to 1000 guest room nights based on an 80% occupation rate at the various hotels in the area for the delegates attending the Convention. The delegates will be required to book their own accommodation and will be advised that they must book by a specified date, with a specified booking code after which the rooms will be released. \*\* Under no circumstances is the LAC authorized to sign the rooming contract without the prior approval from Ontario Command.\*\*
3. Opening Ceremonies and Wreath Laying Ceremony
4. Parade.
5. Ladies' activities - optional
6. Entertainment.
7. Souvenir booklet – securing advertising for the booklet, including messages from designated dignitaries and back cover for Poppy and Remembrance free of charge and printing of the souvenir booklet for the Convention ditty bags.
8. Publicity.
9. Souvenirs
10. Decorations
11. Finance and budget
12. Halls and meeting places
13. Information
14. Medical aid
15. Sgt.-at-Arms and runners

Transportation – courtesy cars for the Officers and their guests for exclusive use of the Officers and guests. Signs should be prepared to show which van has been assigned to each Officer (for example, "Provincial President's van"). The Committee should also work with the local Branches providing entertainment to ensure there is transportation from the hotels to the Branches and back.

## **8. REGISTRATION FEE**

The registration fee for the convention shall be established by the Provincial Executive Council at a meeting prior to Convention, but recommendations will be accepted from the LAC.

No registration fee to be charged to the invited guests, including VAC personnel, who will be issued name tags by Ontario Command.

## **9. REGISTRATION COMMITTEE**

Responsible for the registration of all accredited and observer delegates.

The registration desks should be located at the Convention auditorium for registration.

The provision of typewriters and cash registers shall be the responsibility of the Host Committee.

The staffing of the registration desks is the responsibility of the Host Committee.

Command will prepare the name tags from the delegate forms provided to the Command office from the

Branches. Command staff will meet with **all** volunteers who will be working at registration on the Friday evening prior to first day of registration (Saturday) for a brief training session. It is important that all personnel who will work the desks attend. This is required as registration and issuance of ballot books is very important to the election process.

#### REGISTRATION HOURS:

Saturday      10:00 a.m. – 5:00 p.m.  
Sunday        9:00 a.m. – 12:00 p.m.

Registration desk will be closed prior to the parade and opening ceremonies.

The following will be required:

3 – cash registers

1 – adding machine

8 – registration desks – minimum 4 foot

1 – 12-foot table for distribution of kits

Registration desks (8) will include the following:

- Tables for the accredited delegates, alphabetically arranged according to the delegate's surname.
- Observer and guest table
- Problem/change table (Help Desk)
- Typist Table

The following will be required:

3 cashiers for Saturday and Sunday.

10 people for the registration tables for each of Saturday and Sunday \* (\*Subject to change).

3 people at the kit distribution desk for Saturday and Sunday.

1 typist for Saturday and Sunday.

(Additional and back-up personnel, as required to ensure that registration flows as smoothly as possible.)

The General By-laws of the Legion provide that a delegate who is accredited by a Branch of which he is a member may, in addition to his own vote, register proxies.

**THE DELEGATE MUST BE ACCREDITED BY HIS OWN BRANCH TO CARRY PROXIES. THE MAXIMUM NUMBER OF PROXIES A MEMBER MAY CARRY, IN ADDITION TO HIS OWN VOTE, IS FOUR.**

All delegates will first report to the cashier and pay as an accredited or observer delegate. The cashier will issue a receipt showing the amount paid. The delegates will pick up their Convention kit from tables by the cashiers and then proceed to their appropriate registration desk.



## **Accredited Delegates**

1. The registration clerk will check the list of delegates to ensure that the delegate's name appears on the list and that a name tag exists.
2. Take cash receipt from delegate and place the receipt in a box behind the registration desk.
3. Highlight the delegate's name and give appropriate number of ballot books
  - 1 book, if carrying no proxies
  - 2 books, if carrying 1 proxy
  - 3 books, if carrying 2 proxies
  - 4 books, if carrying 3 proxies
  - 5 books, if carrying 4 proxies
4. If there are any changes (name, number of proxies, etc.) from the information on the delegate list, return cash receipt to the delegate and refer delegate to the problem/change desk. Do not issue name tags or ballot books to any delegate who wishes to make changes. Simply refer the delegate to the problem desk and the Provincial HQ staff will register that delegate and provide the necessary ballots.

## **Observers**

1. Observers will register at a separate table. Observers do not vote and are not issued ballot books.
2. Observers pay a reduced registration fee, set by the local arrangements committee and approved by the Provincial Executive Council prior to convention.
3. Verify that the observer has paid the observer registration fee through retrieval of cash receipt. (The observer picks up his/her convention kit at the time of registration).
4. Place cash receipt in box at observer table.
5. Check observer delegate list for observer's name and highlight the name.
6. Give observer delegate his/her name tag.
7. If the observer is not listed on the observer list, return cash receipt to the observer and send him to the help desk. Do not issue name tags or make changes to your master list – the help desk will administer this.
8. Retrieve cash receipt from observer delegate and check off his/her name and branch # on the master list.

## **10. ACCOMMODATIONS COMMITTEE**

The host branch will be required to appoint an accommodations committee which shall arrange with the hotels/motels in the area to set aside 600 rooms until a specified date, possibly March 15<sup>th</sup>. The accommodations committee should attempt to negotiate the best price possible. Districts/Zones/Branches and delegates are responsible to make their own bookings directly with the hotels/motels and any rooms not booked by the cut-off date would then be released. The Committee should provide a list of these hotels/motels to the Provincial HQ with prices by October 15<sup>th</sup>, including a map showing their locations and the location of the Convention Centre. The Committee shall also recommend the hotel(s) that would be most appropriate for the Command Officers and guests. The Command requires 54 rooms and one large suite for the Provincial President and a smaller suite for the Provincial 1<sup>st</sup> Vice-President. The Provincial HQ staff will prepare the rooming list for the Officers and guests and make any special arrangements directly with the hotel.

## **11. INVITATIONS**

The Provincial Command shall prepare and issue all invitations for the Opening Ceremonies to guest(s) and dignitaries.

## 12. FORMAL OPENING OF CONVENTION

Part 1 is the Act of Remembrance (Ritual) and is the responsibility of the Provincial Command with the Provincial Chairman conducting the opening Ritual. The format for part 1 is noted hereunder:

- Musical selections (arranged by LAC)
- March on of the Provincial Colours (suggest playing 'The Maple Leaf Forever')
- National Anthem (Band or music supplied by LAC)
- Invocation (member of the clergy supplied by LAC)
- The Act of Remembrance (by the Provincial Chairman)
- Last Post (Bugler supplied by LAC)
- Lament (Piper supplied by LAC)
- Rouse (Bugler supplied by LAC)
- Amazing Grace (optional - Piper supplied by LAC)
- Laying of Official Wreath
- Prayer (member of the clergy supplied by LAC)
- Deposit Colours
- Retire the Colour Party

Part II of the Opening Ceremonies is the responsibility of the Ontario Command and the format is noted hereunder:

- Call to order (Provincial Chairman)
- Welcome to delegates and guests (Provincial Chairman)
- Introduction of platform guests by rows (Provincial Chairman)
- Introduction of Presidents guests (Provincial President)
- Introduction of keynote speaker (Provincial President)
- Address (keynote speaker – not the Dominion Guest)
- Appreciation to guest speaker (Provincial 1<sup>st</sup>. Vice President)
- Greetings from distinguished guests of LAC (LAC Chairman)
- Presentation of flowers by the Provincial President (ladies on platform)
- Resolution of Loyalty (Provincial Resolutions Chairman)
- Official Opening of Convention (Dominion Guest)
- Benediction (member of the clergy)
- Departure of platform guests

Platform seating re-arranged for the Convention Business Session is described in required facilities above.

Command will advise the Host Committee of the names of the platform guests who will be in attendance, the required seating arrangements and the name of the Guest of Honour (keynote speaker) who will officially open the Convention.

Platform guests will be notified accordingly by letter from Provincial Command.

A special area shall be made available in order that the Provincial President may receive the distinguished guests who are to accompany him to the platform. (Platform guests to be marched on prior to Part I).

Reserved seating, four rows of fifteen, in front of stage for guests and the spouses/escorts of platform guests. Require Sgt. at Arms (four) for control purposes.

The host Branch shall arrange for the presentation of flowers (maximum of six) to the platform guests (ladies).

Provincial Colours will be marched on and will remain in position until the close of Convention.

Parking facilities are to be made available at the Convention centre for the delegates, if required, otherwise, the host branch must provide daily bus service.

### **13. WREATH LAYING CEREMONY**

10:30 a.m. on Sunday, the opening day of the Convention at the Centotaph.

Host committee to arrange for a piper and bugler.

LAC will have on hand the five no. 24 wreaths with inscription ribbons that have been provided by Ontario Command to the committee for the wreath laying ceremony. The service will be led by the Provincial Padre and the wreath laying program prepared by the command office will be distributed to those attending the service by the LAC.

### **14. PARADE COMMITTEE**

Responsible for the arrangements of the convention parade, e.g., obtaining bands, arranging for a Colour Party, district signs, the placing of wreaths, etc.

A city or municipal permit must be obtained for the purpose of holding the parade and Ceremony at the Cenotaph on the Sunday. PIB Liability insurance waiver must also be arranged by the LAC.

Parade information must be made available to the delegates at the time of registration, i.e., the time and assembly area, etc.

The Parade Chairman shall meet with District parade personnel on Sunday morning. (Arrangements Chairman to advise Command of where the meeting shall take place, - info. for bulletin no. 1). It is recommended that the length of the parade be a maximum of one mile.

Branch bands to the Convention parade are an expense to the Branch – no majorettes will be allowed on parade – Host Committee to be notified well in advance of the Convention date.

All bands are under the direction of the Parade Marshal and where possible, will remain with their respective districts. It is the intent to place a band in front of the Command Officers and the nine Districts.

Provincial Colours (6) will lead the parade. The Colour Party is provided by the LAC The host District to be placed at end of the parade.

The general rule for the parade has been that there are no massed Colours and that Branches and Zones are to remain in each District but this is subject to the call of the Provincial President.

Invitations will be extended to those persons required to be on the reviewing stand by Provincial Command.

Command will advise the Host Committee of the dignitaries who shall be on the reviewing stand, i.e. (Provincial President, Dominion Representative, Guest of Honour and the Aide-de-Camp, the Mayor, Minister of Veterans Affairs, Members of Parliament, etc.) – salute only, no service.

Transportation shall be provided for reviewing stand personnel to the Convention Centre for the Opening Ceremonies if necessary (in co-operation with the transportation committee).

### **15. ENTERTAINMENT**

The host Branch/Committee shall be required to provide entertainment for the delegates and they are to be responsible for all costs.

Friday night	-	optional as most delegates arrive on Saturday
Saturday night	-	entertainment – branches
Sunday night	-	host branches to provide entertainment following opening session
Monday night	-	entertainment (branches)
Tuesday night	-	optional

Branches to advise Ontario Command of their entertainment program for inclusion in bulletin no. 2, not later than February 15<sup>th</sup> in the year of Convention.

## 16. PROGRAM AND PRINTING COMMITTEE

Responsible for the production of the Convention souvenir booklet and other printing as the LAC may require.

The back cover of the Convention souvenir booklet will **be** reserved for Poppy and Remembrance at no charge.

It will ensure that suitable identification badges are available to the members of the Convention Committee, for immediate recognition by the delegates.

It is responsible to make certain that there are appropriate signs in the various hotel and motel accommodation, indicating locations of the Convention Hall, Legion Branches, etc.

The LAC will be responsible to obtain a photograph and message from 'The Mayor' for insertion in the booklet.

Provincial Command will forward to the Committee, photographs and messages for insertion into the booklet, of the persons noted hereunder:

The Provincial President  
 The Dominion President  
 The Provincial President L.A.  
 The Minister – Veterans' Affairs Canada  
 The Premier of Ontario

There is to be no charge for these five messages.

A mailing list of the Branches and the District and Zone Commanders shall be made available to the Host Committee.

## 17. PUBLICITY COMMITTEE

Will make arrangements with the local media for Pre-Convention and coverage of the Convention Business and program.

Will work in cooperation with the Provincial President, the Provincial Public Relations Chairman and the Command.

A Legion Magazine representative will be in attendance throughout the Convention.

Press area to be made available for the magazine representative and others.

Editorials to be prepared beforehand.

Local interviews with the media prior to the Convention.

The choice of the cover for the Opening Ceremonies Program is the responsibility of the LAC.

To ensure that 'welcome' signs/posters are prominently displayed throughout the City.

Arrange for a standby photographer, if required.

#### **18. PRESIDENT'S DINNER**

The Provincial President will host a dinner for the Senior Elected Officers and invited guests on the Saturday or Sunday evening. The Command Office will make the appropriate arrangements.

#### **19. SOUVENIR COMMITTEE**

If it is the intent of the Host Committee to conduct a raffle, approval of Command must be obtained. The license must be obtained in accordance with the Municipal Lottery Regulations. (Ticket must denote prizes, date of draw, etc.)

Permission may be granted to the Host Committee by Command to make available for sale, a souvenir mug or item of a similar or like nature, if desired – not to conflict with Command Supply Division.

Suggestions for items for inclusion in the ditty bags are as follows:

1. Folders of City, Township, Province, etc.
2. History or information booklet of City
3. Playing cards
4. Scratch pads, little bags, shopping bags, pens, openers, matches, etc.
5. Courtesy parking cards should be made available, if possible
6. Listing of bus services
7. Bus pass

#### **20. DECORATIONS COMMITTEE**

Responsible for the general plan of decorations to be used in the Convention Auditorium and for the Opening Ceremonies. The Committee will be responsible to ensure that decorations are placed effectively and removed following the Convention.

#### **21. FINANCE AND BUDGET COMMITTEE**

Responsible for the supervision of the complete financial arrangements of the Convention, including the preparation of a budget based on the projected revenues and expenses and submission of the budget to Command by September 30<sup>th</sup> in the year prior to Convention. The Committee should examine all the budget expenses and revenue summaries of the various Committees and consolidate them into one general budget statement.

Responsible for securing the necessary funds required to finance the Convention over and above that received from registration fees, advertising, etc.

It is suggested that a Convention bank account be opened in the name of the General Arrangements Committee and that all expenses incurred to be paid by cheque.

#### **22. HALLS AND MEETING PLACES**

Responsible to make the arrangements for the Convention auditorium and caucus rooms and all accommodations for the Business Sessions.

In cooperation with Command Officials, make the necessary arrangements as outlined in these

guidelines.

### **23. INFORMATION COMMITTEE**

Responsible for an information booth where delegates can be supplied with all information concerning the Convention, hotel and motel locations and other points of interest. Information and pamphlets, maps, etc., should be obtained from the local Chamber of Commerce).

The booth should be set up adjacent to the registration bureau as a convenience to delegates, in order that it will have easy access to registration records.

### **24. MEDICAL AID COMMITTEE**

Responsible to ensure that a First Aid attendant is present at all times during the Business Sessions and all Convention activities.

### **25. SGT.-AT-ARMS AND RUNNERS COMMITTEE**

Responsible for securing sufficient runners to carry messages during the Convention Business Sessions.

The Committee will arrange a schedule of duties for the runners in accordance with the Convention requirements.

The Sgt.-at-Arms should be allocated a sufficient number of deputies to be situated at the entrance of the Convention Hall while the convention is in session and to secure all entrances and exits during secret balloting. The members of the Committee will ensure that only accredited delegates are in the accredited delegate section and that only paid observers are seated in the observer area.

### **26. TRANSPORTATION COMMITTEE**

Will ensure that all necessary arrangements are made for transportation required and as authorized by the committee.

Courtesy vans (6) may be required for the Provincial President, each Vice-President and the Provincial President of the Ladies Auxiliary. This is to be at the President's discretion who will advise the LAC accordingly. The Vice-Presidents may be assigned guests throughout the Convention and therefore vans may be assigned to each Officer to be used to transport the Command guests as well. Should vans be required, the Transportation Committee Chairman will arrange for the drivers to meet with the Senior Elected Officers on the **Saturday** prior to the start of the Convention with a time and place to be determined. Drivers are not expected to drive our Officers past 11:00 p.m. at night and arrangements should be made with the Officer for pick-up times.

They should be aware of times and places of all functions and any assembly points that have been allocated.

If no parking facilities are available at the Convention Centre, the Host Committee will be required to provide bus service, Sunday through Tuesday, for the transportation of delegates to and from their motel/hotel to the Convention site, morning and afternoon and for the Opening Ceremonies.

Reserved parking space to be made available for guests, dignitaries, etc., at the Convention site.

### **27. COMMAND RESALE DIVISION**

The Command resale division will require a minimum of eight (8) – 8ft. tables adjacent to the Convention floor area and in an area that can be locked up daily.

## 28. MISCELLANEOUS

- It will be necessary for the Host Branch/Committee to provide Convention floor signs for each District, picture of the Queen for the centre stage, flowers (6) for the platform guests at the Opening Ceremonies, and 2 screens to record names for nominations and elections.
- Emergency number for the Convention Centre to be provided by February 15<sup>th</sup>.
- Booths
  - 1) Membership
  - 2) Public Relations – material and manpower to be arranged by command.
  - 3) VAC
  - 4) Seniors/Housing
  - 5) PIB.
  - 6) Arrow Games
  - 7) Fenety Marketing
- Ontario Command will provide the 10 point of order (yellow), 10 point of privilege cards (red) and 10 point of information (blue) for the Business Sessions.
- The LAC must provide 15-20 containers for balloting on Monday and Tuesday.
- The LAC must also provide 15-20 people as Scrutineers on Monday and Tuesday who must be able to count and add quickly.
- Lunch is to be prepared for the Scrutineers on the Monday to be served at 11:30 a.m. by the Host Committee.