

Convention Host Responsibilities

Post Election Duties

- After the convention in which the Convention Host is elected, have a calendar with you so that you can guide the new Executive Board in regards to choosing a date for the Summer Executive Meeting.
 - Typically two days are needed for this event and have in the past few years have begun on Friday with Sunday being available if necessary.
 - Get a second and third choice as well.
- Obtain from the State Advisor a copy of the contract for the hotel.
 - Communicate with the hotel and exchange information in regards to contact information.
 - Schedule the Summer convention.
 - Usually a room block of 15 will do.
 - Examine the contract for key information in regards to your convention
 - Do you get any free rooms? If so, what is the ratio to free rooms per rooms booked?
 - What is the minimum number of rooms blocked that need to be sold to be in compliance with the contract?
 - What is the breakdown on rooms per night? i.e. Thursday, Friday and Saturday?
 - How many meals are provided under the contract?
 - Obtain a menu from the hotel and distribute it to the Executive Board.
 - What benefits will the hotel provide?
 - Very often the convention coordinator will not have a copy of the contract and you will need to have an understanding of what you can, and should be charged.
- Begin thinking of a theme for the state convention.

Summer Convention Duties

- Obtain a rooming list for the convention and send it to the hotel.
- Make sure that the hotel has a line of credit established for TJCSGA.
 - A valid credit card will need to be provided. This can be obtained from the State Treasurer, State Advisor or State Advisor-Elect.
- Schedule a start time for the convention and let the hotel know.
 - You will want to meet with your coordinator to discuss the proposed schedule as well as tour the facility.
- When touring the facility, take note of the rooms you will be using for Region Conventions. They need to be big enough to hold the number of students that attended the last convention from that region.
 - These numbers can be obtained from the online registration program.
- Present themes for convention.

- This is not the sole responsibility of the Convention Host.
- Update the convention registration program with the new information for the hotel, schedule, and registration fees.

Fall Convention Duties

- Schedule a start time for the convention and let the hotel know.
 - You may want to meet with your coordinator to discuss the proposed schedule as well as tour the facility.
- Finalize the schedule as well as the rooms to be used. Submit this to the hotel coordinator.
- Finalize the meals for convention.
- Present T-shirt designs for convention.
- Craft a Convention Registration packet with all of the needed information and send it out to the advisors.
 - The latest list can be obtained from the secretary.

Pre-State Convention Duties

- Keep the convention coordinator abreast of registration deadlines and the numbers registered on a regular basis.
- If you are in Austin, contact the Texas House of Representatives for permission to use the House floor on the Sunday of Convention.
 - You will need to contact the Sergeant-At-Arms office.
 - It is a good idea to send an agenda from the previous convention's Sunday meeting so they can have an idea as to what to expect.
 - This needs to be done in January.
 - Follow up in February.
 - Pay for it the first day you arrive in Austin for the convention.
- Find a company to print the T-shirts.
 - Original designs take less time; designs that play off a copyrighted theme take longer or will not be approved by the copyright holder.
 - This takes away valuable time for the printing of the shirts.
 - Have the designed crafted and ready to print with the company before you give them the number.
 - Once regular registration has ended, get the sizes and numbers and get them to the printer immediately.
- Order Plaques.
 - Each award receives a 10 inch Texas plaque. These should be around \$40 each, including printing.
 - 2nd and 3rd place recipients receive a certificate. It is your responsibility to have these ready.
 - Student, Chapter and Advisor of the Year awards do not receive certificates.

- Each member of the Executive Board receives two plaques.
 - One with the person who served name.
 - The other with the college that individual represents.
 - Order them early enough that they can be checked for spelling errors.
- Things for the Awards Committee
 - You will need to provide the following for the Awards Committee
 - A scale to weigh the scrapbooks
 - A tape measure to measure the scrapbooks
 - A laptop, or some way to watch DVDs of the Media entry.
- Name tags
 - Order name tags
 - Arrange for name tags to be printed before convention.
- Rent a copier to be stored in the Executive Board office.
- The night before the convention, the state Executive Board will arrive at the hotel.
 - Make sure the hotel knows that they will be arriving a day earlier.
- The night before the convention, it would be a good idea for your delegation to break up the T-shirts and name tags into piles for each college.
 - This makes registration go much smoother.