

African Violet Society of America, Inc.

Convention Manual

The Purpose of this *Convention Manual* is to establish and define the protocol and procedures for all aspects of the AVSA convention shows.

In the event the *Convention Manual* conflicts with AVSA *Policy and Procedures* the latter supersedes this manual.

African Violet Society of America, Inc.

Convention Manual

Contents

I. Local Convention Committees

Advisory Committee	I-2
AVSA Organizational Chart	I-1
Convention Chairman & Vice Chairman	I-3
Appointment	I-3
Calendar of Events	I-8
After Convention	I-9
Prior to Convention	I-8
Convention Manual	I-3
Convention Hotel	I-3
Committees and Assistants Appointment	I-3
Convention	I-4
Show	I-5
Committee Progress, Follow up on	I-6
Entertainment	I-10
Final Reports	I-12
Meal Function Programs	I-11
Responsibilities	I-6
Hospitality Chairman	I-13
Information Chairman	I-17
Judging School Teacher's Assistant	I-19
Pre-Convention Conference	I-5
Presentations Assistant	I-15
President's Aide	I-21
Publicity Chairman	I-22
Registration Assistant	I-24
Convention Week Duties	I-25
Pre-convention Duties	I-24
Signs Chairman	I-27
Souvenir Book Chairman	I-29
Steering Committee	I-2
Tables Decorations and Favors Chairman	I-33
Tour Assistant	I-36
General Information	I-36
Researching Tour Possibilities	I-37
Reservations	I-38
Tour Guide Responsibilities	I-39
Treasurer	I-41

African Violet Society of America, Inc.

Convention Manual

Contents

II. Local Show Committees

Awards Chairman's Assistant.....	II-6
Classification Chairman	II-8
Resources and Supplies	II-9
Cleanup Chairman	II-10
Commercial Sales & Exhibits Assistant	II-11
Responsibilities	II-11
Design Entries Reservation Chairman	II-12
Design Entries	II-12
Design Schedule Chairman	II-14
Entries Chairman	II-16
Design Entries	II-19
Commercial Entries	II-19
Entry Area	II-17
Entry Committees	II-20
AVSA Plant Registrar	II-20
Coordinator	II-20
Supplies Needed	II-20
Horticulture Entries	II-17
Show Entry System	II-17
Host-Hostess Chairman	II-22
Judges Clerks' Assistant	II-24
Duties	II-24
Supplies	II-24
Placement Chairman	II-26
Supplies Needed	II-27
Plant Maintenance Chairman	II-29
Equipment	II-29
Properties Chairman	II-30
Duties	II-30
Properties to Ship	II-30
Show Chairman & Vice Show Chairman	II-1
Final Reports	II-5
Lighting	II-5
Procedures for planning a show	II-2
Responsibilities	II-3
Shows & Judges Assistant	II-33
Special Exhibits Chairman	II-34
Staging Chairman	II-36
Center room staging	II-37
Commercial Display Tables	II-36
Theme	II-36

African Violet Society of America, Inc.

Convention Manual

Contents

Staging	II-36
Work Area Set Up	II-38
Traffic Chairman	II-39

African Violet Society of America, Inc.

Convention Manual

Contents

III. AVSA Standing Committees

Awards Chairman	III-1
Duties & Responsibilities	III-1
Top Awards.....	III-3
Commercial Sales & Exhibits Chairman	III-4
Awards	III-9
Agricultural Inspection	III-7
Assistants [Sales and Show Room].....	III-4
Commercial Show Schedule	III-4
Invitation to Show/Sell	III-5
Judging Commercial Entries	III-8
Laying out floor space	III-6
Show Entries	III-5/7
Signs for display tables	III-7
Reports	III-9
Library Committee	III-10
Shows & Judges Chairman	III-11
Awards	III-12
Consultants	III-14
General Instructions for Consultants	III-15
Duties	III-11
Entry and Classification	III-13
Judges and Clerks	III-14
Judging of Show	III-13
Show Schedule	III-12

African Violet Society of America, Inc.

Convention Manual

Contents

IV. AVSA CONVENTION COMMITTEES

Audio/Visual	IV-1
Dais	IV-2
Meal Functions Host/Hostess	IV-3
Presentations and Speakers	IV-6
Room Sharing	IV-8
Souvenir Book Chairman.....	IV-9
Souvenir Book, contents of	IV-10
Social Hour Slide Presentations	IV-11
Tour Director	IV-12
Duties	IV-12
General Information	IV-12
Local Tour Committee	IV-14

V. AVSA Officers & Staff

African Violet Magazine (Editor).....	V-1
AVSA Office Manager	V-2
Convention Properties & Supplies	V-2
Duties at Convention	V-4
General Responsibilities	V-2
Registration	V-2
Board of Directors	V-6
Parliamentarian	V-7
President	V-8
President's Reception	V-9
First Vice President.....	V-10
Second Vice President	V-11
Third Vice President	V-12
Treasurer	V-13

VI. Special Committees

Convention Manual Committee Responsibilities	VI-1
--	------

African Violet Society of America, Inc.

Convention Manual

Contents

VII. AVSA Convention Director - Vice Convention Director

Agricultural Inspector	VII-2
Airlines.....	VII-3
Annual Meeting	VII-3
Audio Visual	VII-4
Calendar of Events Prior to Convention	VII-4
Convention Insert, AVM	VII-5
Committee Meetings, AVSA	VII-5
Commercial Sales	VII-6
Commercial Storage.....	VII-6
Convention Week Schedule.....	VII-7
Dais	VII-7
Entertainment.....	VII-8
Future Conventions Meeting	VII-8
General Responsibilities	VII-1
Hospitality Room.....	VII-8
Host Selection	VII-9
Inquiries	VII-9
Invitation.....	VII-9
Judging School.....	VII-10
Meal Functions	VII-10
Agendas.....	VII-12
Large Meal Functions	VII-10
Responsibilities of the AVSA Convention Director.....	VII-10
Small Meal Functions	VII-13
New Introduction Slide Program	VII-14
Opening Reception/President's Reception	VII-15
Planning Convention Details	VII-15
Pre-convention Conference.....	VII-16
Presentations & Speakers.....	VII-17
President's Reception	VII-17
Promotional Tables	VII-17
Properties	VII-18
Resolutions Committee.....	VII-18
Room Sharing	VII-18
Show Room.....	VII-18

African Violet Society of America, Inc.

Convention Manual

Contents

Site Selection	VII-19
Convention Bureau	VII-19
Hotel Contract.....	VII-19
Hotel Selection.....	VII-19
Site Visit	VII-19
Steering Committee	VII-20
Souvenir Book	VII-20
Tours - Tour Director.....	VII-21
Vice Convention Director	VII-22
General Responsibilities	VII-22
Meal Function Seating	VII-22
Meal Function Seating Responsibilities	VII-22

African Violet Society of America, Inc.

Convention Manual

Contents

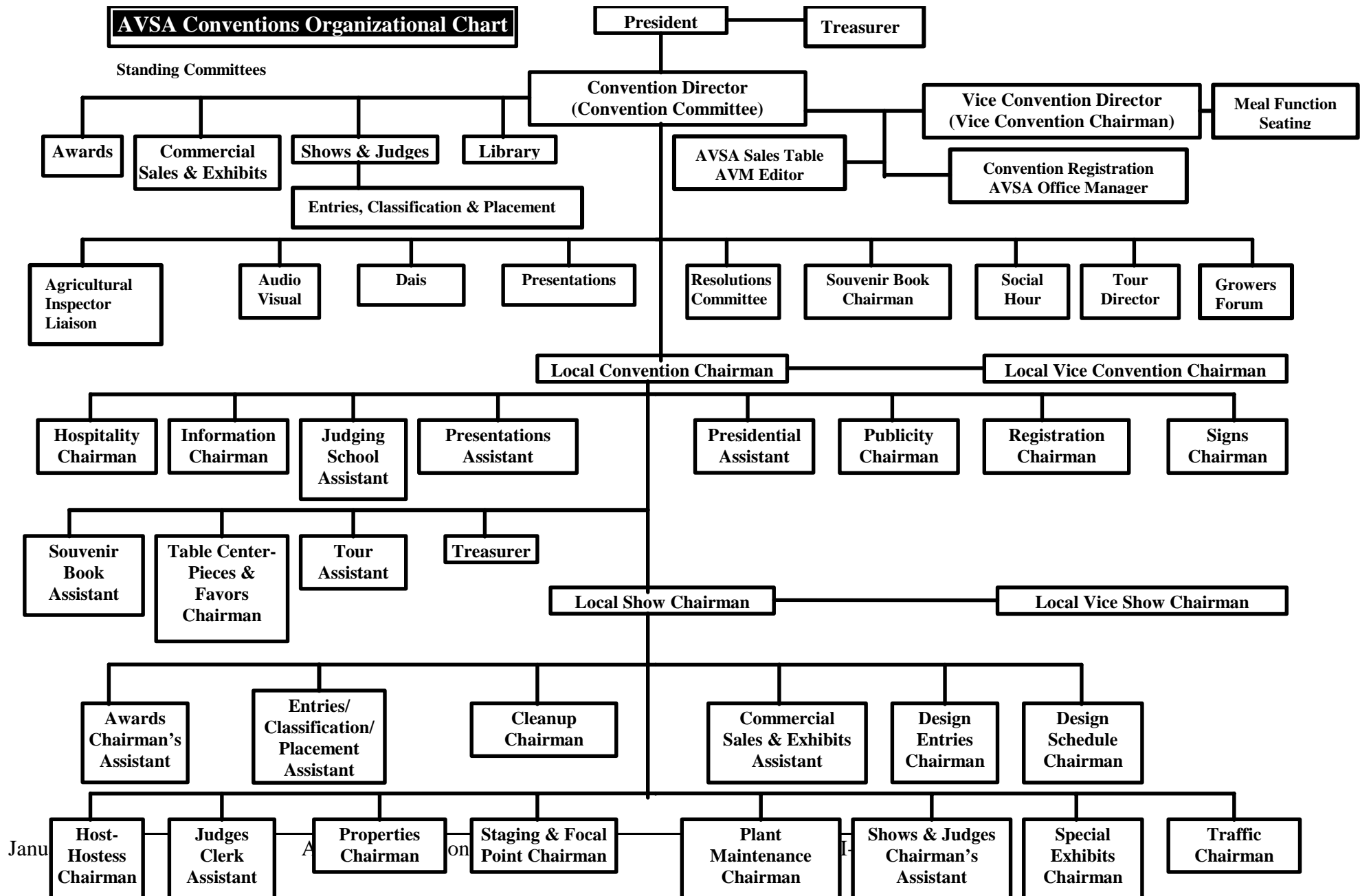
APPENDIX

African Violet Magazine Deadlines	2
AVSA Convention Budget	4
AVSA Signs (<i>See Inventory of AVSA Convention Signs</i>)	20
Commercial Sales & Exhibits Information Form	6
Convention Bill.....	9
Design Division Reservation Form	10
Expense Authorization.....	11
Hospitality Committee Supplies	12
Host - Hostesses Coupon for AVM	13
Hosting Group Questionnaire	14
Hotel Questionnaire	15
Income Voucher	18
Instructions for Exhibitors	19
Inventory of AVSA Convention Signs	20
Meal Function Ticket Form	23
Meal Host/Hostess Report	24
Presentation Ticket Form.....	25
Properties (AVSA).....	26
Publicity Letter	28
Registration Chairman's Checklist	29
Request for an Ad/Donation for the AVSA Annual Convention, Meeting and Show	30
Request for Room Reservation	55
Set Up Function Worksheet	20
Sign Inventory (<i>see Inventory of AVSA Convention Signs</i>).....	31
Space needs for AVSA conventions	36
Table Decorations and Favors Report	37
Tour Evaluation Forms	
Attraction Possibilities.....	39
Final Tour Recommendations	42
Restaurant Possibilities	46
Transportation Company Possibilities	49
Tour sales/attendance.....	52
Yearly AVSA Convention Summaries	54

African Violet Society of America, Inc.

Convention Manual

AVSA Conventions Organizational Chart



African Violet Society of America, Inc.

Convention Manual

SECTION - I Committees

Local Convention

Advisory Committee

The Advisory Committee consists of those who issue an invitation to host an AVSA Convention¹. The Advisory Committee communicates with the Convention Director until the Board of Directors approves the Convention Chairman, Convention Vice Chairman, Show Chairman and Show Vice Chairman (the Steering Committee). This Advisory Committee consists of three (3) to five (5) people who are the representatives of a group who extended a written invitation to host a convention.

Upon receipt of an invitation to host a convention, the Convention Director acknowledges the invitation and explains that it will take approximately six months to investigate the feasibility of holding a convention in their city. At this time this committee should download and print at least one copy of the Convention Manual for their review. If there are facilities available with enough function space for our purposes, the Convention Director arranges a time, which is convenient for all, to visit the city and investigate the hotel sites and the tour possibilities.

The Convention Director and two members of this committee visit and study the hotel properties under consideration. Working together, the Convention Director and the Advisory Committee choose a satisfactory property after visiting these properties.

If all requirements are met, the Convention Director brings the motion to host a convention before the AVSA Board of Directors at their next meeting.

Upon acceptance of the invitation by the Board of Directors, this committee secures the bank forms necessary to open a checking account in a local FDIC bank. Checks must be imprinted with "Not valid after 60 days" above the signature.

Three members of the committee are authorized to sign checks.

Steering Committee

The Steering Committee consists of the Convention Chairman, the Convention Vice Chairman, the Show Chairman and the Show Vice Chairman. This committee is formed when the AVSA Board of Directors approves these top four positions. Their purpose is to guide and coordinate the convention and show.

Three years prior to convention, the Convention Director instructs the AVSA Treasurer to send a \$1,000.00 check to the Steering Committee, if the committee desires to use it. This money is used for stationary, envelopes, supplies, copying, etc. The \$1,000.00 seed money is to be repaid to AVSA **sixty-days (60)** after the last day of the convention.

¹Refer to the "Hosting Group Questionnaire" in the Appendix.

African Violet Society of America, Inc.

Convention Manual

Local Convention Chairman Local Convention Vice-Chairman

Appointment

Three years prior to the convention, after receiving suggestions from a local hosting group and the Convention Director, the AVSA Executive Committee appoints the Convention Chairman, the Convention Vice Chairman, the Show Chairman and the Show Vice Chairman. Upon appointment, these chairmen now become the Steering Committee.

The Advisory Committee previously opened a convention bank account. When the Convention Treasurer is appointed, he or she updates the signature cards to carry the signatures of the Convention Chairman, the Convention Vice Chairman and the Treasurer.

Convention Manual

The Convention Chairman downloads and prints four (4) copies of the Convention Manual, one each for the Convention Chairman, the Convention Vice Chairman, the Show Chairman and the Show Vice Chairman. One copy of the Convention Manual is separated and pertinent sections distributed to the various committee chairmen and their assistants.

Convention Hotel

The AVSA Convention Director makes all contracts with the Convention Hotel. The AVSA Convention Director arranges for the pre-convention conference and for all rooms, audiovisual equipment, tables, etc. used for convention functions. Only the AVSA Convention Director or the director's designee may change arrangements. The AVSA Convention Director or the director's designee must sign all charges to the AVSA master account.

Committees and Assistants Appointment

After the Executive Committee appoints the Convention Chairman, the Convention Vice Chairman, the Show Chairman and the Show Vice Chairman, these chairmen should study the duties and responsibilities of each committee and committee assistant position. They work together to determine which person is best qualified for each committee Chairmanship. Committee Chairmanships and assistant appointments are made as soon as possible. For some Committees and Assistants, it is necessary that the person live in the convention city. Consider which positions people who do not live in the convention city can handle. Local people should be appointed as Assistants to coordinate with AVSA personnel.

It is extremely important to apportion these appointments among various Affiliate organizations in the convention area or state. This serves many good purposes:

African Violet Society of America, Inc.

Convention Manual

1. Increases Affiliate member interest within the convention area,
2. Secures willing workers to distribute the workload,
3. Creates goodwill,
4. Gives responsibility to a greater number of people.

Contact each person whom you wish to appoint and go over the duties and responsibilities for the particular assignment in detail.

As soon as the Chairmen and Assistants are appointed, furnish them with a copy of their duties as outlined in the Convention Manual. Also include copies of duties of other AVSA personnel involved in their committee (i.e., Tour Director).

The Convention Chairman and Vice Chairman, Show Chairman and Vice Chairman, Committee Chairmen and Assistants are responsible for the success of the entire convention. They must see that everything runs smoothly, meshing together as an efficient unit. The attitude of the convention personnel will set the emotional tone of the convention.

If the steering committee finds that the appointed chairmen are not compatible, cannot work with each other, or are not doing their job, it is within the authority of this committee to change Chairman.

The Convention Chairman must send a list containing the names, addresses and telephone numbers of all Committee Chairmen to 1) the AVSA Convention Director, 2) the AVSA Shows and Judges Chairman and 3) the AVSA office as soon as all are appointed. The Convention Director, the Shows and Judges and the AVSA office must be informed of any changes as soon as possible.

Local convention committees and assistants to be appointed are:

CONVENTION

- * Chairman
- * Vice Chairman (May also serve on other committees.)
 - Second Vice Chairman (Administrative assistant/secretary)
 - Hospitality Chairman
 - Information Chairman
 - Judging School Teacher's Assistant
 - Presentation's Assistant
 - President's Assistant
 - Publicity Chairman
- * Registration Chairman
 - Signs Chairman
- * Souvenir Book Assistant
 - Table Centerpieces and Favors Chairman
- * Tour Assistant
- * Treasurer

African Violet Society of America, Inc.

Convention Manual

Show

- * Chairman
- * Vice Chairman (May serve on other committees)
 - Awards Chairman's Assistant
- * Classification Chairman
 - Clean Up Chairman
 - Commercial Sales and Exhibits Assistant
 - Design Entries Reservations Chairman
 - Design Schedule Chairman
- * Entries Chairman
 - Hosts-Hostesses Chairman
 - Judges-Clerks' Assistant
 - Placement Chairman
 - Plant Maintenance Chairman
 - Properties Chairman
- * Staging and Focal Point Chairman
 - Shows and Judges Chairman's Assistant
 - Special Exhibits Chairman (Education, AVSA information)
 - Traffic Chairman
 - Any Other Chairman Needed In Your Locality

* Denotes Key Positions

Pre-Convention Conference

The AVSA Convention Director schedules a pre-convention conference, approximately eighteen (18) months prior to the convention, show date. This conference will be held on a Saturday most convenient to the hotel and hosting group. The AVSA Vice Convention Director and the AVSA Tour Director will attend the conference, if possible.

All convention and show committees are to attend the pre-convention conference. Each committee will be discussed, and convention, show and AVSA Convention Manual questions addressed. A tour of the hotel property helps familiarize each chairman with the property. **All committee chairmen should have received, and studied, the *AVSA Convention Manual* prior to the pre-convention conference.**

Tours are discussed in a separate meeting with the Local Tour Assistant and Convention Chairman. The AVSA Convention and Tour Directors will visit some of the possible tour attractions, time permitting.

African Violet Society of America, Inc.

Convention Manual

Follow up on committee progress

The Convention Chairman and Vice Chairman checks with each Committee Chairman periodically to determine that each committee is functioning and that the work is progressing satisfactorily and correctly. Frequent reports of convention developments and progress are given to participating African violet affiliate organizations. Everyone connected with the convention must be fully informed as to the progress of the convention. Your state newsletter, magazine or a separate newsletter can do this.

The Convention Chairman may keep a file on the work of each committee with notations made of contacts, work in progress, problems, etc. Meetings with related committees are more satisfactory in small, rather than large groups.

Responsibilities of the Convention Chairman and Vice Chairman

1. The Chairman and Vice Chairman may divide the list of committees, supervising the committees according to their respective interests and talents.
2. Keep convention correspondence, such as the hotel agreement and other correspondence, safe and available at any time it is needed.
3. Keep the Convention Director fully informed and advised of the progress of the work. When problems affecting AVSA arises, contact the Convention Director immediately.
4. The Convention Chairman approves expenses from both Show and Convention Committees. All bills must be submitted on appropriate vouchers with receipts attached within sixty-days (60) of being incurred or they will not be considered for payment by AVSA The Convention Chairman approves and forwards all AVSA bills to the Convention Director for final approval and payment within two (2) weeks of receipt.
5. The Convention Chairman approves all bills for the hosting group's bank account, oversees the banking of money and prompt payment of bills. After convention, checks that all bills are promptly paid and returns the \$1,000.00 seed money to the AVSA treasurer.
6. Capitalize on convention to expose others to AVSA and show them what specimen African violets are. They invite officials of other plant societies, garden clubs, botanical or horticultural organizations from the area.
7. **All bills must be forwarded to the Convention Director for approval and payment within sixty-days (60) of the close of the Convention. Any bills submitted after that time will not be considered for payment.**
8. One year prior to the convention, contact the Federal and State Agricultural Inspection Station

African Violet Society of America, Inc.

Convention Manual

about inspecting plants for shipping to states and foreign countries, which require the person transporting plants to have a certificate. Determine the cost, if any, and inform the AVSA Convention Director. The local Convention Chairman and AVSA Convention Director will decide which day to schedule the inspector - Friday or Saturday. Follow up on this request every six (6) months. Notify the Convention Director and the Commercial Sales & Exhibits Chairman of the status of the agricultural inspector eight (8) weeks prior to the convention. Reconfirm one week prior and, again, the first day of the convention that an inspector will be at the convention on the scheduled day. *(Refer to VII-2 for additional information.)*

9. Computer generated stationary may be needed. Use the AVSA seal with convention city and date. Each Chairman can add his own return address label as needed. The Tour Assistant's AVSA business cards must include an AVSA logo, the name of the Tour Assistant and title, and convention year and city (e.g., "AVSA Convention - 20__ "). (The logo is now available on disk so that stationary and business cards can be prepared on a computer as needed.)
10. About two weeks before the convention, a meeting of all convention committees, including show committees is held. Include chairmen and members of all committees and presidents of participating clubs.
11. An enlarged floor plan of the hotel is displayed. A summary of convention activities starting with the first activity, how each committee functions, the time each committee begins its activities, and the scope of its work each day, should be outlined in proper sequence. Repeat the same thing for each day through Saturday. Each committee will know the activities of other committees.
12. The Convention Chairman will prepare and present this detailed plan. Have copies of this outline for each person attending, if possible.
13. Twelve (12) months prior to the convention, invite the Mayor and the Mayor's spouse to be our guests at the opening dinner function. Request that the Mayor address the convention offering an official welcome and issue a proclamation for "African Violet Week," the week of convention. Notify the AVSA Convention Director to arrange for complimentary meal tickets and dais seating if the Mayor accepts. Keep the AVSA Convention Director informed of other VIP's attending meal functions so that dais seating or reserved seating can be considered.
14. As Convention Chairman of the hosting group, write a welcoming letter to appear in the souvenir book. This letter may be written many months prior to the convention, but must be completed and submitted to the Souvenir Book Assistant two (2) months prior to the convention.

African Violet Society of America, Inc.

Convention Manual

Convention Chairman's Calendar of Events

Prior to Convention:

⇒ Three (3) years

1. Appointment of Steering Committee
2. First (1st) organizational meeting
3. Appointment of local Treasurer
4. Receive AVSA "seed" money, if needed
5. Begin fund raising
6. Appoint all committees

⇒ Approximately eighteen (18) months - pre-convention conference

⇒ One (1) year

1. Invite mayor to opening dinner

⇒ Preceding year's convention week - promotional table

⇒ September 1st - Provide the following information to the AVSA Convention Director for inclusion in the African Violet Magazine.

1. Parking (other than hotel parking (i.e., additional)
2. Airport
3. Shuttle services
4. Taxi services
5. Recreational vehicle parks
6. Maps
7. Other available transportation
8. Other (i.e., contests)

⇒ January of convention year - meeting of all convention committees to plan convention details.²

² Convention Committee meetings are held four (4) months prior to the pre-convention conference, then bimonthly until January prior to convention, when monthly meeting are held.

African Violet Society of America, Inc.

Convention Manual

After Convention

Thirty-days (30) after the close of convention all committee reports are due

Sixty-days (60) after the close of convention is the deadline for all bill to be submitted for reimbursement by AVSA

African Violet Society of America, Inc.

Convention Manual

Entertainment

The local Convention Chairman, or their appointee, is responsible for securing entertainment for the following functions:

1. Thursday opening dinner
2. Saturday installation banquet

A pianist is needed for both functions to play dinner music during the meal and on Saturday evening for the 'Roll Call of States and Countries'. The AVSA Convention Director sends in properties the music to the local Convention Chairman for the roll call after a contract is signed with the pianist. In addition, the host committee may wish to employ entertainment for local color at their own expense.

The AVSA Convention Director approves the local host entertainment choice(s) and signs all contracts. The Convention Director obtains a check from the AVSA Treasurer, prior to the function, and pays the entertainers.

The budgeted amount is meant to subsidize the cost of entertainment. The host may chose a theme contest for the Thursday night opening dinner, in lieu of entertainment, and use the entire amount on Saturday night's entertainment. The pianist must be paid from this budgeted amount.

African Violet Society of America, Inc.

Convention Manual

Meal Function Programs

The local Convention Chairman or Vice Convention Chairman is responsible for designing the cover and printing the meal function programs³ for the following:

1. Thursday opening dinner
2. Friday auction luncheon
3. Saturday installation banquet

The Convention Director prepares the inside of the programs for each meal function. The covers may be run ahead of time then the inside can be printed at the convention.

³ Refer to past convention meal programs for format and ideas. The Convention Director has a collection of them, if needed

African Violet Society of America, Inc.

Convention Manual

Final Reports

Write individual reports including what was positive or negative about the convention as seen through the eyes of the Local Convention Chairman and Vice Chairman immediately after the close of the convention.

Please include in your report:

1. All aspects of the convention that you felt were well handled,
2. Those that could have used more attention,
3. Whether the Convention Manual covered everything you needed to know,
4. Where improvements can be made to the Convention Manual,
5. Number of supplies used.

The Local Convention Chairman receives final reports from all Local Convention Committee Chairmen and all Local Show Committee Chairmen answering the above questions. These reports must be forwarded to the Convention Director within two (2) months of the close of the convention. Your job is not complete until all reports have been turned in to the AVSA Convention Director.

African Violet Society of America, Inc.

Convention Manual

Local Hospitality Chairman

The Chairman of this committee need not live in the convention city. Everyone on this committee should meet strangers with ease, genuinely like people and be, by nature, a good host or hostess.

The function of this committee is to organize and operate the hospitality room. This Chairman should make sure there are hosts and hostesses to greet conventioners and remain in the hospitality room during the hours it is open.

All bills incurred by the Hospitality Committee are submitted to the Convention Chairman on appropriate voucher, receipt(s) attached. All bills should be submitted immediately upon receipt. No bill will be considered for payment if submitted to the Convention Chairman more than sixty-days (60) after purchase.

The committee arranges for cookies or finger foods to be donated. Sometimes the coffee, tea, cream and sugar are also donated. Soft drinks should also be available. Often, large businesses or industries will donate these items as well as cups with logos. Donors will be given recognition in the Souvenir Book.

Try to borrow large coffee urns from churches or organizations to be used in the Hospitality room (unless the hotel does not permit use of coffee makers in the room). If coffee urns cannot be borrowed, check with a rental company about the cost of renting them for the three (3) days they will be needed.

Request two large trash containers and early room cleaning by housekeeping from the hotel prior to opening.

Plan hosts in shifts for the hours the Hospitality Room is open. The hospitality room is normally open from 9:00 a.m. until 11:00 a.m. and 1:00 p.m. to 4:30 p.m. on the three (3) primary days of the convention. The room may be kept open more days during the convention, based on the hours your committee is willing to work and your local finances.

Greet each person as they come into the hospitality room and welcome them to the convention.

Members of this committee may wish to wear a special jacket, vest, hat or something that will make them stand out in a crowd.

The friendliness of the local committee workers helps to set the tone for a warm and friendly convention. Wear a big smile and make an honest effort and try to make every delegate feel at home.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Write a report including what was positive or negative about the convention as seen through the eyes of the Hospitality Chairman immediately after the close of the convention.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those aspects of the convention that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

A reporting form is contained in the appendix under the name “Hospitality Committee”.

African Violet Society of America, Inc.

Convention Manual

Presentations Assistant

The Presentations Assistant is appointed by the local Convention Chairman to assist the AVSA Presentation Chairman during convention week. This Assistant need not live in the convention city.

Duties

1. Meet with the AVSA Presentations Chairman early in the convention week, at a designated time, to receive specific assignments.
2. One hour before scheduled presentations:
 - 1) Place appropriate signs outside the presentation rooms.
 - 2) Introduce yourself to the person introducing the speaker and make sure the introducing person is on hand so that the presentation can begin on time.
 - 3) Introduce yourself to the speaker and explain that you are on hand to assist in every possible way. Ask if there is any way you can be helpful. Do not allow guests in the room until fifteen (15) minutes before presentation time. This will allow the speaker to get set up without interruption. If the speaker has not arrived within thirty minutes (30) of presentation time, it will be your responsibility to try to locate the speaker and give the required assistance.
 - 4) Review instruction sheets received from the AVSA Presentations Chairman and then check the presentation room to be come familiar with
 - a.) **Seating arrangement** - Are chairs and tables set up as indicated on the instruction sheet? Are there sufficient chairs?
 - b.) **Lighting** - Is there sufficient light? Do you know how to turn the lights on and off or to dim them? If you are needed to run audio visual equipment, have you arranged for someone to assist you to handle lights?
 - c.) **Audio Visuals** - The instruction sheet for each presentation describes any required audiovisuals. Is the audiovisual equipment in place? Do you know how it is operated? Does it work? If any piece of requested audio visual equipment is missing, call the AVSA Convention Director immediately. Call the hotel's Audio Visual Director and explain the problem if you are unable to reach the Convention Director.
 - d.) **Handouts** - If the speaker has handouts, find out if he wants them distributed before his talk, during his talk or after his talk?
 - e.) **Room temperature** - Is the room temperature all right? Is it too hot or too

African Violet Society of America, Inc.

Convention Manual

cold? If adjustments need to be made, they should be done before people arrive for the presentation.

f.) **Other** - Is there anything about the room that needs attention? Is the room clean? Is it orderly? Will people have to walk over loose electrical cords or equipment that could cause someone to trip or fall? If so, have it taken care of before the people arrive.

3. Following convention, write thank you note to each presenter with a form that may be used to document their donations of time for tax purposes.

M/M _____ presented a Workshop at
Name

_____ on _____, and received
City/Convention date

No payment for this service.

Signed – AVSA President
Convention Chairman

May be used to document donation to AVSA for tax Purposes

African Violet Society of America, Inc.

Convention Manual

Local Information Chairman

The person chosen as the local information Chairman should live in the city, enjoy meeting the public and have public relations skills.

The information committee provides information regarding the location of local programs, restaurants, shopping areas, transportation, emergency medical and dental facilities etc.

All bills incurred by this committee shall be submitted to the Convention Chairman on appropriate voucher with receipt(s) attached. All bills must be submitted immediately upon receipt and no bill shall be considered for payment if submitted to the Convention Chairman more than sixty-days (60) after purchase.

This committee will have a table near registration during the convention week. The information table should be open daily. Hours are posted in the convention schedule.

The information table must have:

1. A bulletin board on which a complete schedule and meeting room changes are posted by the information committee
2. A floor plan with meeting rooms marked. The Convention Director informs this committee of any changes in meeting room assignments
3. Knowledge of the time and place of all meetings
4. A message board for the convenience of convention delegates
5. A notebook to keep information on lost and found items
6. A supply of interesting and helpful maps and pamphlets and information on parking and shopping areas
7. Menus from local restaurants (optional)
8. A supply of bus schedules and routes, approximate taxi fares to restaurants and shopping malls and other points of interest
9. This committee does not handle tickets; however, those wishing to sell tickets may post notices on the bulletin board at the information table.

African Violet Society of America, Inc.

Convention Manual

Final Report

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Information Chairman.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Judging School Teacher's Assistant

The Judging School Teacher's Assistant need not live in the convention city.

The Shows and Judges Chairman appoint the Judging School Teacher twelve (12) months prior to the convention date. It is preferable that the assistant be a judge and teacher.

All bills incurred by this committee shall be submitted the local Convention Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill shall be considered for payment if submitted more than sixty-days (60) after purchase.

The primary function of this assistant is to be of assistance to the Judging School Teacher. The assistant writes the Judging School teacher to introduce yourself and ask what you can do to aid the teacher. The introductory letter includes questions about when they should be available to the teacher and what supplies the teacher will require.

Obtain five plants for the judging school. Three plants will be used for the discussion during the lecture and two for students to point score for the examination. Try to obtain plants that are examples of ribbon winners in each category (one blue, one red, one white and two other plants worthy of showing to be judged.

Check with the teacher two (2) weeks before the convention opens, reporting that you have obtained the five plants needed for the school. Ask if there is anything else which the teacher wishes you to handle.

When the teacher arrives at the hotel, arrange to meet and introduce yourself. Ask if anything else is needed, when you will be needed, give the teacher your room number and where you can be reached.

Plants are needed early on the date of the lecture. Have the plants in the classroom at least thirty minutes (30) before the class is scheduled.

A water station *only* will be provided.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Write a report, immediately after the close of the convention, including what was positive or negative about the convention as seen through the eyes of the Judging School Teachers Assistant.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those that could have used more attention.
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports must be handed to the Local Convention Chairman within Thirty-days (30) after the close of the convention. Your job is not complete until this report is turned in to the Local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local President's Aide

The President's Aide need not live in the convention city.

This aide should be versatile and available at all times.

As soon as appointed, this aide should contact the President and offer their assistance.

The President's Aide duties are

1. to contact anyone the President might wish to see
2. to be available at all times for any assistance needed
3. to be responsible for the President's reception for the Board of Directors.

AVSA pays the expense of the reception up to the budgeted amount. The aide keeps all bills and vouchers and presents them to the local Convention Chairman before the end of the convention for reimbursement.

The President's Aide's responsibilities for this reception are:

1. Assists the President with the planning of the reception
2. Coordinates the reception
3. Collects food and supplies
4. Arranges for additional Aides to help prepare, serve and tidy up afterwards.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the President's Aide.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are given to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Publicity Chairman

The Publicity Chairman should live in the convention city.

The Publicity Chairman uses discretion in making up the committee. The Chairman may wish to delegate the responsibility for radio, television and newspaper contacts to committee members or choose to handle coverage for one or more media personally. It may be helpful to present a violet to the media contacts when visiting media businesses.

All bills incurred by this committee shall be submitted to the Local Convention Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the Local Convention Chairman more than sixty-days (60) after purchase.

The Publicity Chairman:

1. Works with all news media in the convention city to secure proper and complete coverage of the convention activities.
2. Invites media people to preview and photograph the show, prior to the show's opening, with the Local Show Chairman's approval. Plan to greet media personnel upon their arrival and accompany them through the show room answering any questions.
3. Places publicity in as many publications as possible. Check AVM deadline dates (Appendix, Page two (2)). They are usually three (3) to four (4) months prior to publication. Press releases include:
 - a. The day and time that the show is **open to the public**. The normal public hours are 9 a.m. to 5 p.m. on Friday and 9 a.m. to 4 p.m. on Saturday the **last day** of the convention.
 - b. The public is welcome to the convention show, for a \$5.00 fee at the specified hours.
4. Prepares publicity for each issue of the African Violet Magazine (AVM) commencing with the first AVM following the previous convention. Promotional material is published in each AVM following the convention. AVM Deadlines are in the appendix on page two (2). Promotional material should include:
 - a. A write-up of the convention city, its history and what it offers to convention delegates.
 - b. Several brief articles that can be used as filler in the AVM.

African Violet Society of America, Inc.

Convention Manual

- c. Weather information and expected temperatures for the time of year that the convention is held.
 - d. Line art is to be used at the discretion of the AVM Editor.
- 5. The Convention Chairman is sent copies of all publicity prior to their being sent to the AVSA Convention Director for approval.
- 6. Sixteen (16) months prior to the convention, complete all AVM articles, insofar as it is possible, and send them to the Convention Director. Articles based on new information (such as special events or new facilities just opened) may be sent to the Convention Director at a later time if needed. These will be published as time permits. **Publicity information is not sent directly to the AVM editor.**
- 7. Sixteen (16) months prior to the convention, send copies of all proposed publicity and publicity releases to the Convention Director for approval. All information must go to the Convention Director. AVM deadlines are included in the Appendix.

A suggested publicity letter is contained in the appendix under the name "Publicity Letter". The letter is printed on local AVSA stationery.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Publicity Chairman.

Please include in your report

- 1. all aspects of the convention that you felt were well handled
- 2. those items that could have used more attention
- 3. whether the convention manual covered everything you needed to know
- 4. where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Registration Assistant

The Local Registration Assistant should live in the Convention City.

The AVSA Office Manager is responsible for convention registration and assembling the registration packets.

All bills incurred by this committee shall be submitted to the Local Convention Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the Local Convention Chairman more than sixty-days (60) after purchase.

The Local Registration Assistant's pre-convention and convention responsibilities are:

Pre-convention duties:

1. Select registration committee members. These members must meet strangers with ease and genuinely like people. They should be courteous and pleasant - always smiling even when things go wrong. Prepare a work schedule for committee members based on the schedule.

African Violet Society of America, Inc.

Convention Manual

Convention week duties:

1. Meet with the AVSA Administrative Coordinator two (2) hours prior to opening the registration booth on the first (1st) day for set up instructions.
2. Assist the AVSA Administrative Coordinator with the registration process during her absence. (No one at the registration booth is authorized to sell tickets or take new or renewal memberships except the AVSA Administrative Coordinator.)
3. See that the booth is manned during registration hours. Two (2) people are required to be on duty at **all** times. (Registration is normally very heavy the two (2) days preceding, and the day of judging.) Supply a schedule of workers to the Convention Chairman, AVSA Office Manager, AVSA Convention Director and AVSA Vice Convention Director.
4. Conventioneers may register at the registration desk for meals and tours if there available. Convention week money collected from these registrants is attached to an income voucher and given to the AVSA Administrative Coordinator.
5. The Tour Director will notify the registration desk of tickets available for tours.
6. Tour and meal tickets are non-refundable. Conventioneers may advertise and sell unwanted tickets through the bulletin board at the Information Table. The AVSA Convention Director must approve any exceptions.
7. The Vice Convention Director or Convention Director notifies the registration desk of the number of tickets available for meal functions.
8. Tickets available due to cancellation prior to convention will be available for sale at the registration desk. Tickets for sale because of inability to attend a function will be for sale by the individuals. They may be posted on the bulletin board near the information table. There will be no refunds for tickets sold after the closing date as printed in the African Violet Magazine (AVM).
9. Have the registrant check their registration packet to be sure all tickets and badge ribbons are correct. When they have confirmed that all is in order, they must sign receipt for their packet signifying that tour, meal and presentation tickets are correct.

Table numbers or seat numbers cannot be changed by anyone except the AVSA Convention Director or Vice Convention Director.

Appendix Reference Materials:

Registration Checklist

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Registration Assistant.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

Note: Commercial members who are convention participants in the sales room or commercial show are entitled to four (4) COMMERCIAL identification ribbons per commercial member's registration, to be used by their sales assistants. The fee for which is the same as for all other AVSA members. Regular fees are to be paid for all convention functions.

African Violet Society of America, Inc.

Convention Manual

Local Signs Chairman

The Signs Chairman must live within commuting distance of the convention city.

Since hotel policy varies, the Convention Director will advise the Local Sign Chairman of hotel policies in the use and placement of signs.

An inventory of all signs is made several months prior to convention so that replacements and required new signs can be prepared. Contact the AVSA Convention Director to inquire whether other signs, not listed in the inventory, are required.

This Chairman is artistic or computer literate and able to print professional looking signs whenever and wherever they are needed during the convention. Most signs will be preprinted. However, if a situation arises that needs a sign that is not available; the Signs Chairman must be able to make the sign. Supplies for on site signing are obtained and brought to the convention.

All bills incurred by this committee shall be submitted to the Local Convention Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the Local Convention Chairman more than sixty-days (60) after purchase.

The Signs Chairman is responsible for placing signs thirty minutes (30) prior to the opening of each function. The signs may be placed the night before for early morning events.

The Signs Chairperson places the commercial signs over the commercial display tables in the showroom, at the direction of the Commercial Sales & Exhibits [Sales] Assistant. These signs are covered, and remain covered, until after judging is completed. After judging, the covers are removed from the signs. The Staging Chairman handles all other show room duties.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Signs Chairman.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual
5. An up-to-date sign inventory

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Souvenir Book Chairman

The Souvenir Book Assistant may live outside the immediate convention area.

A member of the AVSA Convention Committee is appointed by the AVSA Convention Director as a Consultant to guide, direct and approve all Souvenir Book contents.

All bills incurred by this committee shall be submitted to the Local Convention Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the Local Convention Chairman more than sixty-days (60) after purchase.

The Souvenir Book Chairman is supplied with AVSA business cards purchased by the Local Convention Chairman. Please use them when soliciting ads for the souvenir book.

Advertisements and donations will help to defray the cost of printing the souvenir book. Ads may be solicited as early as one (1) year in advance of the convention. Ads are solicited from:

1. AVSA Commercial members
2. AVSA members
3. Friends
4. Businesses
5. Sponsors (i.e., persons or businesses donating materials or money to the convention). All sponsors are acknowledged in the souvenir book. Donations include cash, table favors, registration giveaways, printing, etc.

The souvenir book is not limited to violets and violet supplies. The souvenir book may include advertisements for beauty shops, stores, restaurants other businesses that might be of interest to conventioners. Contact any local business or individual who wishes to donate, advertise or otherwise support the convention. Some businesses may wish to extend discount coupons to our delegates.

Remind everyone you solicit that we are a 501-C3 non-profit organization and that **all donations are tax deductible.**

Use the “Request for an Ad/Donation...” form (in the appendix, Page 30) to solicit advertisements and donations for the souvenir book. The form should be filled out and signed in duplicate. One copy goes to the donor and one copy is kept for your records. Please make a copy of ads to give to the Local Convention Chairman.

Revenues collected from ads and donations are sent to the Local Convention Treasurer with the accompanying “Income Voucher” (in the appendix, Page 18).

With the guidance and direction of the AVSA Souvenir Book Consultant, compile the following

African Violet Society of America, Inc.

Convention Manual

information to be printed in the souvenir book:

1. Cover design - It is hoped that a local member who is an artist will contribute to the design of the cover. The cover is to be related to the color used in the show room and the design must incorporate the convention theme. The color of the cover, inside pages, and ink is governed by color stock, ink availability, show colors and the printer chosen.
2. Prepare a title page. (This should be done first.)
3. Prepare a quick reference (May be printed on the inside of the front or back cover.)
4. AVSA President's greeting (Remind the AVSA President two months before the data is required).
5. Line art sketches of local points of interest.
6. Welcome message from:
 - a. Local Convention Chairman
 - b. Local Show Chairman
 - c. A local official (i.e., Mayor, if appropriate)
7. Proclamation from Mayor's office. (We would like to have the week of convention designated as African violet week in the convention city.)
8. Obtain the show schedule from the local Convention Chairman or Show Chairman after it has been approved by the AVSA Shows and Judges Chairman.
9. Compile a list of Convention and Show committee chairmen.
10. Obtain a list of convention registrants listed by country/state, after the registration deadline, from the AVSA Office Manager.
11. Prepare a list of the names of affiliate clubs who have assisted with the convention
12. Obtain a current hotel layout from the AVSA Convention Director or the hotel.
13. List contributing sponsors (organizations, individuals and businesses) and Donors in the following categories:
Patrons (\$1.00 to 24.99)
Silver donors (\$25.00 to \$99.00)
Gold donors (\$100.00 to \$499.00)
Platinum donors (more than \$499.00)
14. Prepare a calendar of events.

African Violet Society of America, Inc.

Convention Manual

15. Advertisements and donations.
16. Obtain a list of Honorary Life Members, Bronze Medal Winners, Hall of Fame, Past Presidents, AVSA Officers and Directors, AVSA Convention Committee Members and AVSA Convention Awards from the AVSA Souvenir Book Consultant.
17. Obtain the convention week schedule from the AVSA Convention Director. (Do this as late as possible because the schedule may change as the convention draws nearer.)

Printing

1. Obtain two or more bids from local printers.
2. Discuss the printing options with the AVSA Souvenir Book Consultant.
3. Print the Souvenir Book after it has been approved by the AVSA Souvenir Book Consultant and AVSA Convention Director. Print fifty to one hundred copies in excess of the anticipated registrations. Print the Souvenir Book at the latest possible date after the registration deadline.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Souvenir Book Chairman.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Table Decorations and Favors Chairman

The Table Decorations and Favors Chairman need not live in the convention city.

Different affiliate organizations may be asked to handle each meal function. The Chairman of this committee may wish to appoint three vice chairmen since it is easier if different committees or groups furnish the table decorations for each of the three meals (Friday opening dinner, Saturday luncheon and Installation dinner). Each Vice Chairman must work closely with the Chairman to prevent duplicity of decorations and favors.

All bills incurred by this committee shall be submitted to the Local Convention Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the Local Convention Chairman more than sixty-days (60) after purchase.

There are three meal functions where decorations and table favors are supplied. The opening dinner attendance may be two hundred fifty (250) to three hundred fifty (350) people. The Friday luncheon attendance may be one hundred fifty (150) to two hundred fifty (250) people. The Installation dinner attendance may be two hundred fifty (250) to three hundred fifty (350) people. (Refer to the Yearly AVSA Convention Attendance Summaries in the Appendix, Page 54.)

Decorations and favors may be provided for smaller meal functions at the discretion of the local host.

The number of table decorations and favors will vary with each convention. The number will also vary depending on whether eight (8) or ten (10) settings are placed at each table. Check with the AVSA Convention Director to find out the number of place settings at each table. There is no way to accurately predict what will be necessary for your convention until approximately two (2) weeks before the convention. Therefore, allow all estimates to be on the high side when determining how many table decorations and favors will be needed.

Be aware that plant decorations and favors are difficult to transport in the required quantities. If it is decided to grow plants for the decorations or favors, it is wise to consider having them grown in or near the convention city.

When possible, a storage room will be provided for storing table decorations and favors. The key will be held by the AVSA Convention Director or designated person. The AVSA Convention Director or designated person must be given one (1) hour's notice as to when the key will be needed. The Local Table Decorations and Favors Chairman is responsible for arranging room access in time to remove these items for placement.

The individual vice chairmen are responsible for placement of all table decorations and favors prior to the meal function. Each vice Chairman **must** be ready to set up the table decorations and favors one (1) hour before the meal function is scheduled. Time to set up the tables is very limited. (Some hotels will not allow us in the room until they have finished with set up.) It is suggested that at least ten (10)

African Violet Society of America, Inc.

Convention Manual

people assist in the set up for each meal function; and that a placement diagram and specific assignments be used.

Decorations usually carry out a different theme for each meal. Often they emphasize something associated with the convention city or general area. People attending convention always look forward to these decorations.

Many times the decorations are so clever that people want to purchase them. If there are extra table decorations or favors and they are something that can be sold (usually at cost), an announcement may be made to that effect by the person presiding at each meal. The Local Table Decorations and Favors Chairman furnishes the presiding officer information on their availability, where they may be purchased and the price of the item(s). Sales must follow the closing of each meal function. Decorations are gathered and stored after each meal function until their disposition is arranged.

If money has been spent over the AVSA budgeted amount, the money derived from the sale of the favors shall go to the hosting group. If only AVSA funds have been spent the money received from the sale must be turned over to the AVSA Treasurer accompanied by an Income Voucher (see Appendix).

This committee provides place cards for the head table for the three (3) meal functions. Place cards may contain the theme and color of the convention. All cards may have the same logo or theme. They do not need to be different for each meal function. Seventy-five (75) place cards is sufficient for the three (3) meal functions. Be aware that dais seating is different for each meal function (i.e., different people are seated at the head table).

The AVSA Convention Director will send a list of those seated at the head table for each of the meal function two (2) weeks prior to convention. The names must be inscribed on the cards and the cards placed in a separate envelope or box which is clearly marked as to which function they are to be used. The AVSA Dais Committee will place the cards at the head table.

A “Request for Ad/Donations...” and “Table Decorations and Favors reports (#1,#2 and #3)” are contained in the appendix.

Final Reports

African Violet Society of America, Inc.

Convention Manual

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Table Decorations and Favors Chairman.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Tour Assistant

General Information:

The Tour Assistant should live in or near the convention city, and should have previously taken an African Violet Society of America (AVSA) convention tour.

The Tour Assistant suggests suitable and attractive tours in the convention area to the AVSA Tour Director. One full-day tour will be conducted each day, Monday through Thursday of convention week. Additionally, one half-day tour on Thursday, and an evening tour on Tuesday and Friday.

The Tour Assistant may select a committee of not more than four members, one of whom shall be the Vice Tour Assistant. The Vice Assistant accompanies the Tour Assistant on all visits to attractions, restaurants and/or transportation companies under consideration.⁴

- **All bills incurred by this committee shall be submitted to the AVSA Convention Director on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill shall be considered for payment if submitted more than sixty-days (60) after purchase.**

Approximately twenty-four (24) months before your convention date, contact the local Convention Bureau for suggestions and information concerning possible tours. The Convention Bureau is a good source of tour pamphlets.

Tours with several attractions relevant to the area or history seem to be most popular. Fun park type of attractions is usually not well attended by our conventioners.

Tour hours, except evening tours, should be between 8 am and 5:30 p.m. Tours should be completed in six to seven hours. Evening tours should permit participants to return to the hotel in time to rest for the next day's activities.

All tour attraction, restaurant and transportation company proposals and agreements must be written in the name of "The African Violet Society of America, Inc.". **Contractual agreements must be negotiated, approved and signed by the AVSA Tour Director with the approval of the AVSA Convention Director. The Tour Assistant may negotiate attraction prices at the discretion of the AVSA Tour Director and AVSA Convention Director.**

A meeting to discuss future tours is held at a time convenient to the AVSA Convention Director and the AVSA Tour Director. The AVSA Convention Director, the AVSA Tour Director, the

⁴ Alternately, the committee could discuss the forms to be completed and devise a standard to be followed in filling in the forms. Then several people can complete the visitations to check sites. The forms can then be assembled at another meeting after which the Tour Assistant and one other person could put together the actual tour timetable.

African Violet Society of America, Inc.

Convention Manual

Local Convention Chairman and the Local Tour Assistant of the next convention attend this meeting.

- **All contractual agreements and final reservation counts for attractions, restaurants and transportation require approval of the AVSA Tour Director. Transportation contracts are the direct responsibility of the AVSA Tour Director with the approval of the AVSA Convention Director.**

Researching Tour Possibilities:

1. Study the AVSA Tour Director's Section in the AVSA Convention Manual and the Tour Forms, in the appendix. Copy the forms for your use.
2. Contact the group sales person at the attraction that you plan to visit.
 - a. Explain the reason for the planned visit.
 - b. Set date for the visit.
 - c. Request promotional packet that should include group and senior rates.
3. When conducting AVSA Convention inquiries, present your AVSA business card to the group sales person at all attractions, restaurants and transportation companies with whom you are working. Business cards may be purchased or prepared on a computer.
4. Remember to allow time to unload and reload the bus between tour stops when timing tours. (Loading the bus to start a tour usually requires more time than reloading between tour stops.) As a rule of thumb, allow ten (10) minutes to unload a bus and fifteen (15) minutes to reload for departure.
5. Care should be taken to provide some tour(s) for members or guests who are physically impaired or less mobile. Ask if the attraction or restaurant complies with the American Disabilities Act.
6. Some attractions and restaurants have promotional videos. If more than one attraction or restaurant has videos, arrange to borrow them and copy all videos onto one blank tape. This should be sent to the Tour Director with all other materials.
7. Find out when the attraction, restaurant or transportation company requires a final count of reservations is given (usually one week in advance of the visit). **Obtain the AVSA Tour Director's approval before giving a final reservation count to any attraction, restaurant or transportation company.**
8. Determine whether an attraction or restaurant has a dress code (i.e., casual or coat and tie required) and how much walking will be required.

African Violet Society of America, Inc.

Convention Manual

9. Study the materials collected.
10. The Tour Assistant, the AVSA Convention Director and the AVSA Tour Director shall decide which tours are most suitable and best fit the program time schedule.
11. The Tour Assistant Committee and the Tour Director shall recommend, to the Convention Director, tentative days and times for the tours.
12. Nineteen (19) months prior to the convention, complete and send two (2) copies of all evaluation forms to the AVSA Tour Director with pamphlets, brochures, proposals, menus and other pertinent information attached. Be sure to retain a copy for your records.
13. The final decision about whether meals shall be included with the tours, days and times for the tours shall be decided upon in conjunction with the AVSA Tour Director.
14. After obtaining the AVSA Tour Director's approval, make final arrangements with the attraction, restaurant and Transportation Company. Arrange to have all contracts sent to the AVSA Tour Director for final approval and signature.
15. Carefully check tour-starting times as published in the African Violet Magazine and the Souvenir Booklet to be sure there are no errors. If there are errors in the Souvenir Book or African Violet Magazine contact the Signs Chairman to obtain signs to be posted at registration and other appropriate areas.
16. Forward the following to the AVSA Tour Director by June first in the year preceding your convention:
 - a. A very brief (one or two lines) synopsis of each tour for possible publication in the African Violet Magazine (AVM).
 - b. Alluring, inviting descriptions of each tour for publication in the January AVM. Be sure to include line art and/or pictures pertaining to each tour. Possible sources for this information are the attraction brochures and press releases that may have line art drawings.

Tour Reservations:

17. The deadline for tour reservations is two (2) weeks prior to the convention. **No refunds will be made by AVSA for tour reservations.** For those Conventioneers requesting a refund, suggest that they put a notice on the bulletin board at the Convention Information Table stating that such tickets are available for sale. (This sale is handled between conventioneers and does not involve AVSA.)

African Violet Society of America, Inc.

Convention Manual

18. Conventioneers who have not booked reservations for tours but are interested in obtaining tickets, should be directed to the Registration Desk where excess tickets are for sale, if available.
19. All tour reservations must be made on the convention registration form in the January AVM. The forms are mailed to, and acknowledgment sent by the AVSA Office. The AVSA Office will place tour tickets in the registration packets. A printed notice will be placed in each tour envelope with the tickets, stating "**Tours will leave promptly at specified times. If you are not on the bus at the specified time, the bus will leave without you. There will be no refunds or exceptions.**"

Tour Guide Responsibilities:

The Tour Director appoints local guides as needed to assist in conducting tours. Their responsibilities follow:

20. The AVSA Tour Director provides a list of conventioneers participating in each tour. Use this list to "check off" who is on a tour, and as a quick reference in case of an emergency. The tour guide must ensure all passengers have re-boarded the bus for departure to the next tour stop.
21. Be at the hotel entrance from which tour(s) depart to see that the entire operation runs smoothly. Have a member of the Tour Assistant Committee (a Local Tour Guide) on each bus that is fully informed about the tour. A microphone on each bus is helpful for the committee member's use in explaining points of interest along the route. (Buses are usually equipped with microphone capabilities.) **Local Tour Guides are required to register, with AVSA, and pay the full cost of each tour on which they plan to assist. (The local organization may choose to pay these expenses for the Local Tour Guide.)**
22. Upon departure of each tour, have a member of the committee telephone the contact person(s) at the attraction and/or restaurant to inform them that the tour has departed and how many conventioneers are on the bus.
23. During the beginning of each tour, clearly announce exactly when you plan to return to the hotel. **EMPHASIZE** that times are not flexible, 5:00 PM does not mean 5:05 PM. Synchronize watches before you allow conventioneers to leave the bus.
24. One guide and the bus driver will usually be admitted without fee by the attraction. (Attractions nearly always accommodate bus drivers.) Senior discounts should be taken advantage of where applicable.

The AVSA Tour Director and/or Tour Director's Assistant may also serve as a Tour

African Violet Society of America, Inc.

Convention Manual

Guide. The AVSA Tour Director's signature is the only one acceptable when approving bus or other billed services, unless specific authorization is delegated by the Tour Director to another person.

FINAL REPORTS:

Write a report including what was positive or negative about the convention tours as seen through the eyes of the Local Tour Assistant. Prepare this report immediately after the close of the convention.

Please include in your report

1. Aspects of the tours that were well handled,
2. Those areas that require more attention,
3. Whether the convention manual covered everything you needed to know, and
4. Where the convention manual needs improvement.

Written reports must be handed to the Local Convention Chairman within Thirty-days (30) of the close of the convention. The Local Convention Chairman will submit copies of the reports to the AVSA Convention Director and AVSA Tour Director. **The job is not complete until the paperwork is done!**

African Violet Society of America, Inc.

Convention Manual

Local Treasurer

The Local Treasurer does not need to live in the Convention City.

The Local Treasurer keeps an accurate record of all money received and disbursed; therefore, this position requires knowledge of bookkeeping and familiarity with handling money.

The Local treasurer shall be prepared to acknowledge all contributions to the convention fund over \$250.00 with a receipt that identifies the convention fund as being a part of AVSA, a 501C-3 organization, and that the donation as such is tax decutable.

The Local Treasurer is responsible for updating the local convention account bank signature cards. The signatures of the Advisory Committee will be replaced with those of the Local Convention Chairman, the Local Vice Convention Chairman, and the Local Treasurer.

The local Treasurer is responsible for obtaining local tax information and appropriate forms for commercial sales people. The local Treasurer prepares an envelope for each commercial sales table containing the information obtained from the local tax office.

AVSA is a 501-C-3 corporation under the Internal Revenue code. This identifies AVSA as a non-profit organization. As a 501-C-3 organization, AVSA qualifies for sales tax exemption in the state of Texas. Your local organization (i.e., state council) may be able to qualify for sales tax exemption in your state. Becoming tax exempt will save AVSA one (1) to two (2) thousand dollars in sales tax on tours and hotel charges. The local Convention Treasurer investigates the possibility of obtaining a tax exemption upon appointment.

Expenses paid by AVSA must fall within the AVSA approved budget (see the appendix). All expenses exceeding budgeted amounts are the responsibility of the hosting group. The AVSA Treasurer bills the local hosting group for all bills paid exceeding budgeted amounts. The local hosting group may elect to spend their money on non-essential items.

Procedure for submitting bills:

Expenses incurred by the local show and convention committees should be paid from the local convention account and then sent to the AVSA Convention Director in groups or quantity.

All bills to be paid by the AVSA Treasurer are forwarded to the AVSA Convention Director for approval and payment within (60) days after the close of the convention. Any bills submitted after sixty-days (60) will not be considered for payment.

Bills incurred by convention committees require approval of the Local Convention Chairman. Bills incurred by the show committees require the approval of the Local Show Chairman. Show bills are submitted to the Local Convention Chairman by the Local Show Chairman, for final approval and forwarding to the Local Treasurer for payment.

African Violet Society of America, Inc.

Convention Manual

Expense Authorization Vouchers (see the appendix) are prepared in quadruplicate, one copy for the Local Convention Chairman, one copy for the Local Treasurer and two copies for the AVSA Convention Director. One of the copies sent to the AVSA Convention Director must have receipt(s) attached. **Disbursements are not made without a supporting voucher with attached receipt(s). Purchases made via the internet may be documented with the email confirmation of purchase or with a copy of the credit card statement. All receipts, of any kind, should be copied before they are mailed in the event of a postal delivery problem.**

The Local Convention Chairman approves all bills. The Local Convention Chairman forwards bills to the Local Treasurer for approval and payment. The Local Treasurer forwards the bills to the AVSA Convention Director. The AVSA Convention Director has the responsibility of approving or disapproving any local bill submitted for payment. A disapproved payment will be returned to the Local Treasurer. The AVSA Treasurer based upon the approval of the AVSA Convention Director makes payments.

Sixty days after the close of the convention, the treasurer returns the \$1,000.00 seed money to the AVSA Treasurer, if the “seed” money has been utilized.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the treasurer.

Please include in your report

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual
5. A summary of all money spent locally so that the statistics may be passed to future hosting groups.

Written reports are handed to the local Convention Chairman within Thirty-days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

SECTION - II

Local Show Committees

Local Show Chairman **Local Vice Show Chairman**

The Show Chairman lives in or near the convention city and is familiar with all aspects of organizing a convention show. Therefore, the Show Chairman must be someone who has previously served in this capacity at the local level.

The Show Chairman has complete supervision of all committee chairmen to ensure that each Chairman performs their respective duties in a cooperative and harmonious way. The Show Chairman must be a good organizer. The Show Chairman with the knowledge of the local Convention Chairman makes all decisions concerning the management of the show.

The Show Chairman works in cooperation with the AVSA Shows & Judges Chairman. Questions concerning the show are referred to the AVSA Shows & Judges Chairman.

The local Show and Vice Convention Show Chairmen must study the duties and responsibilities of each committee and assistant position. They should work together to determine which person is best qualified for each position. Committee chairs and assistant appointments must be made as soon as possible. For some committees and assistants, it is necessary for the person to live in the convention city. Some chair positions may be combined but many helpers make the work lighter and create greater interest in the convention.

African Violet Society of America, Inc.

Convention Manual

Procedures for planning a convention show

In cooperation with the local Convention Chairman, appoint the following chairmen and assistants:

- Awards Chairman's Assistant
- Classification Chairman
- Cleanup Chairman
- Commercial Sales & Exhibits Assistant
- Design Reservations Chairman
- Design Schedule Chairman
- Entries Chairman
- Host & Hostess Chairman
- Judges Clerks' Assistant
- Placement Chairman
- Plant Maintenance Chairman
- Properties Chairman
- Shows & Judges Chairman's Assistant
- Staging and Focal Point Chairman
- Special Exhibits Chairman (Education, AVSA information)
- Traffic Chairman
- Any other needed chairmen in your locality

The Show Chairman downloads and prints two AVSA convention manuals. One manual is to be given to the Vice Show Chairman. The Show Chairman will also receive pertinent parts of the manual, which has been separated. The separated manual is used to distribute instructions to each committee Chairman and assistant.

African Violet Society of America, Inc.

Convention Manual

If the Steering Committee finds that appointed chairmen or assistants are not compatible, cannot work with others or are not doing their job, it is within the authority of the committee to change chairmen or assistants.

Approximately eighteen (18) months prior to the convention, the AVSA Convention Director will visit the convention city to meet with hotel personnel to finalize arrangements. At this time, the AVSA Convention Director will chair a pre-convention conference to assist the local host with planning, and to answer any questions concerning your convention. Arrange to have ALL committee Chairmen and Assistants, and any other interested parties, at the hotel during the AVSA Convention Director's visit.

In the AVSA Convention Director's meeting all phases of the duties, responsibilities and assignments will be covered. All chairmen should have received and studied the manual instructions for their particular area BEFORE this meeting.

Local Show Chairman's Responsibilities

Some of the Show Chairman's responsibilities include:

1. Send the names, addresses and phone numbers of the committee chairmen and Assistants to the AVSA Convention Director as soon as possible. Keep the list updated as changes are made.
2. Assist Show Committee chairmen
3. Send the design schedule to the AVSA Shows & Judges Chairman. The design schedule is due February 15 in the year preceding the convention.
4. Approve all bills for show committee expenditures. The approved bills are forwarded to the local Convention Chairman on a voucher with receipt(s) attached.
5. Keep an accurate and complete record of each committee's expense. Expenditures must be included in the Show Chairman's final report and submitted the local Convention Chairman no later than six (6) weeks after the convention.
6. In cooperation with the local Staging Chairman, develop a floor plan for the show room. This plan must be drawn to scale with detail space for:
 - A. designs, horticulture, educational exhibit(s) and focal point table placement
 - B. classification, entries and a holding area room set up.
7. Check with the Convention Director (per hotel agreement) to determine the equipment and supplies furnished by the hotel (i.e., tables, draping etc.).

African Violet Society of America, Inc.

Convention Manual

8. Prepare information to be sent with registration acknowledgment to registrants who indicate they may exhibit plants.
9. Arrange for guest tickets to the show for public officials, press, radio and television reporters, other plant society officers or garden club officials (on a state or national level), staff members of botanical gardens, etc. These arrangements must be made in advance of the convention. Capitalize on this opportunity to educate others and let them know that AVSA is an international organization.
10. Supervise all activities in the show room except commercial display tables, which will be supervised by the AVSA Commercial Sales & Exhibits Chairman and his or her committee.
11. The AVSA Commercial Sales & Exhibits Chairman, or designated member of this committee, is in the show room during set up and needs to be admitted to the show room anytime. The AVSA Commercial Sales & Exhibit Chairman, or the designated member of this committee, remains in the show room during judging.
12. No one is admitted to the show room without a convention registration badge unless specifically advised by the AVSA President or the AVSA Convention Director with the exception of commercial photographers employed by the editor.
13. Check with the Cleanup Chairman to be sure the show room is ready one half hour prior to judging.
14. Check the show rooms during judging and while photographers are working. If a water fountain is not in the show room, contact the AVSA Convention Director who will notify hotel personnel to supply a water station during judging and the hours when the Library Chairman, the Editor and their helpers are working. The Library Chairman and the Editor are responsible for the conduct of the people they have admitted to the show room during the time it is otherwise closed.
15. Check with the Cleanup Chairman to be sure the show room is ready to open after the Opening Dinner at approximately 9:30 p.m.
16. The show room must be locked when none of the show committee is in attendance. Instruct the guards whom they may admit to the show room and sales room while they are on duty. They should admit no others without first verifying authorization for admittance with the Show Chairman. The AVSA Convention Director arranges, if needed, for security in and around the show room during the times the show room is closed.
17. The Show Chairman completes, in triplicate, the properties inventory at the end of the convention. Copies of this inventory are sent to the next convention Properties Chairman

African Violet Society of America, Inc.

Convention Manual

and the AVSA Convention Director. The Properties Chairman reports any discrepancies to the Show Chairman.

Lighting

Commercial members are permitted to provide lighting for their display table entries.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Show Chairman and Vice Show Chairman.

Please include the following in your report:

- 1. All aspects of the convention that you felt were well handled**
- 2. Those items that could have used more attention**
- 3. Whether the convention manual covered everything you needed to know**
- 4. Where improvements can be made to the Convention Manual**

Written reports are handed to the local Convention Chairman within thirty days (30) of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Awards Assistant

The Convention Chairman appoints a local member to be an Awards Assistant who will help the AVSA Awards Chairman during convention. The Awards Assistant needs to live in or near the convention city.

All bills incurred by this Committee are submitted to the Local Show Chairman on an appropriate voucher, receipt(s) attached. All bills should be submitted immediately upon receipt, and no bill will be considered for payment if it is submitted to the Show Chairman more than sixty (60) days after expenditure.

This Assistant will send their name, address and telephone number to the AVSA Awards Chairman by February first, one year prior to the convention.

The Awards Assistant will solicit local awards under the direction of the AVSA Awards Chairman, and advise donors to make the award check out to “AVSA Convention Account”. Mail the awards to the AVSA Awards Chairman by September first to be included in the January AVM awards list. (Refer to the “**Awards Distribution**” list and the “**Request for an Ad/Donation for the AVSA Annual Convention, Meeting and Show**” form in the Appendix.)¹

The Awards Assistant’s duties during the convention are:

1. Assist with awards record work during and after judging.
2. Assist with notifying award recipients that they should be present at the specified awards presentation.
3. Assist with distribution of awards not presented at the banquet.

¹ Awards are published in the January African Violet Magazine (AVM) if they are received prior to the deadline. Awards after September first are accepted, if there is an opening, and will be included in the Souvenir Book awards list if received before January first.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Write a report including what was positive or negative about the convention as seen through the eyes of the Awards Assistant immediately after the close of the convention.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those aspects of the convention that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Convention Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the local Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Classification Chairman

Because the work of the Classification Committee is primarily confined to the convention, the Classification Chairman and committee members may be a group of people who live a distance away from the convention city. This committee is a good way to involve active AVSA members who live in areas that might never host a national convention.

The Classification Chairman and committee members are on duty during the hours entries are received. They work closely as a team with the Entries Committee. Select members for this committee who have a thorough knowledge of variety names and are strong in miniatures, semi-miniatures and species. Members of the Classification Committee must be AVSA judges in good standing.

All committee members should spend time studying the rules and schedule and discussing them in advance. The entire committee should plan to be at the convention during all hours that entries are open and until all plants have been checked and classified. Committee members are valuable manpower for moving plants through the entry procedure. The Chairman and Vice Chairman should be present in the show room during judging.

Refer to the section on the Local Entries Chairman to see how the Classification Committee fits into the entries process. During busy times there should be two (2) workers on duty — one to check plants to see that they conform to the schedule (pot color, no suckers, no pests or diseases, etc.) and one to determine the correct class into which the plant will be entered. At slow times one (1) worker can do the duties of both. Extra workers should be available to fill in for breaks as needed. The committee therefore, should consist of four (4) or five (5) members. All should be familiar with many varieties of African violets and at least one (1) person should have a good background in other gesneriads.

Often the best exhibitors will wait until the very end of the entries period to groom their plants. It may be advisable to post a closing time that is one full hour ahead of the actual closing hour. Classification must expect this to happen and be ready to be as helpful and fair as possible with the exhibitors.

After entries are completed, members of the Classification Committee go through the showroom, class by class, to look for classification errors. With the help of computer printouts from the AVSA Show Entries program, they also check to see that all entries are placed in their proper classes. The AVSA Consultants who work with the Shows & Judges Chairman will enter the room at this time to survey the show and help with the correction process. All corrections made to the exhibits are reported to the computer operator, who will enter them into the computer. If necessary, a new entry tag and plant nametag will be printed, and the old ones will be replaced.

The Classification Chairman needs to be kind, but firm, and capable of making a decision. The Classification Chairman must also be able to accept criticism, since judges often request reclassification. Any classification changes must be reported to the computer operator, who will enter them into the computer, and a new entry tag and plant name tag will be printed, to replace the old ones. Also, new clerk's sheets will probably need to be printed.

African Violet Society of America, Inc.

Convention Manual

An excellent library of reference materials must be maintained. *Master Variety List of Species Cultivars* (AMVL), recent issues of the *African Violet Magazine* (AVM), the First Class computer program, and computer printouts are very useful. Collections of commercial and hybridizer lists are also useful. The station must have an MVL set and copies of as much reference material as possible. The station must have copies of the schedule which should be double-spaced to make it easier to read.

The Handbook covers the duties of Classification well, but the Classification team must expect this to be a much larger job than the average local show.

Resources and Supplies:

- Resource materials
- Two (2) double-spaced copies of the schedule
- Pencils with erasers
- Extra entry forms
- Cardholder to hold the name-tags above the plants
- Post-It-Notes
- Measuring devices for miniature and semiminiature plants
- Colored dots, stars, or flags for identifying special awards
- Paper towels
- Blank Paper
- Laptop computer with First Class software

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Classification Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Show Chairman within thirty days (30) of the close of the convention. Your job is not complete until this report is given to the local Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Cleanup Chairman

The Cleanup Chairman need not live in the convention city.

The cleanup committee has as many members as the Chairman feels will be necessary to keep the room in order.

The Cleanup Chairman delegates responsibility among the committee for daily inspection of the show room. The show room is checked periodically during the day. After staging is completed, the staging and properties committees cleanup and store the necessary equipment.

Make a final inspection after entries are completed and one half hour before judging starts. The show room will usually need vacuuming before judging starts. The AVSA Convention Director requests housekeeping do this.

Be sure there are enough committee members to clean the show room after the photographers have finished.

Have available paper towels and a dust buster for small cleanups. Notify the AVSA Convention Director if a larger cleanup is necessary so that housekeeping may be requested.

All show committees must be available to help dismantle the show. The properties committee removes all show properties by the time specified in the hotel agreement.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Cleanup Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Show Chairman within thirty days (30) of the close of the convention. Your job is not complete until this report is given to the local Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Commercial Sales & Exhibits Assistant

The local Commercial Sales and Exhibits Assistant is selected by the local Show Chairman with the approval of the AVSA Commercial Show and Exhibit Chairman.

It is preferable that the sales room assistant is a male who can assist during sales room set up. The Assistant must be familiar with the hotel and city so that he can 1) help with lifting and moving equipment and tables and placing signs, 2) contact anyone needed by the Commercial Sales and Exhibits Chairman, and 3) secure needed information and supplies or run errands.

Meet with the Commercial Sales and Exhibits Chairman at the beginning of the convention to plan sales room set up and get special instructions.

The local Convention Chairman makes the arrangements to secure the Agricultural Inspector for the convention. The Commercial Sales & Exhibits assists the local Convention Chairman with this assignment, if required.

A copy of the report form showing all sales table transactions and tax money is completed and submitted with tax money to the local Convention Treasurer at the close of the sales room. The local Convention Treasurer is responsible for the payment of sales taxes to the proper authority.

The local Commercial Sales & Exhibits Assistant is responsible for:

1. Checking all aspects of tax collection reporting. The Commercial Sales & Exhibits Chairman will provide an up to date list of every commercial member in the sales room to the local assistant.
2. Distributing and collecting the completed and filled envelopes from each commercial sales table at the close of sales and returning the envelopes to the local convention Treasurer.
3. Sending sales table money to the local Treasurer with a complete, accurate list of collected sales taxes.

African Violet Society of America, Inc.

Convention Manual

Local Design Entries Reservation Chairman

The Design Entries Reservation Chairman need not live in the convention city. This Chairman may also serve as the local Design Schedule Chairman.

The Design Entries Reservation Chairman must be familiar with the schedule requirements, know the show schedule rules, and understand the difference between Interpretive Flower Arrangements and Interpretive Plant Arrangements. The Design Entries Reservation Chairman must remain in the show room or immediately outside the door of the show room throughout the judging hours and be available to answer questions or clarify rules.

The local Show Chairman sends the name and address of this Chairman to the AVSA Shows & Judges Chairman by August 1 in the year preceding the show.

The coupon for reservations is published in the January African Violet Magazine (AVM). The deadline for submitting the reservation's coupon to the editor is October 1 in the year preceding the convention. The local Shows & Judges Chairman submits the coupon for design reservations to the AVSA Convention Director on the Design Division Registration Form (see Appendix).

Commercial members are eligible to enter design division classes.

Each design exhibitor is limited to a total of six (6) entries excluding container gardens, which are unlimited. Reservations are required for all design entries.

All design reservations must be postmarked on or after the starting day published in the January magazine so that all exhibitors have an equal opportunity to enter. The Design Entries reservation Chairman has the option of accepting reservations made after the closing deadline.

The Design Entries Reservation Chairman works closely with the local Staging Chairman to pass on information concerning how many niches will be required. A list is also given to the Entries Chairman so the Entries Chairman can enter all design entries in the computer and print entry tags prior to the convention..

Design Entries

The Design Entries Reservation Chairman must be present during entries to give the exhibitor the space assignment(s) and entry cards(s).

A postcard acknowledgment can be created using the template AVSACMPC.WPT in WordPerfect or AVSACMPC.DOT in Microsoft WORD.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Design Entries Reservations Chairman. Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Show Chairman within thirty days (30) of the close of the convention. Your job is not complete until this report is given to the local Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Design Schedule Chairman

The local Design Schedule Chairman need not live in the convention city. The Design Schedule Chairman prepares a schedule for the design division of the show in cooperation with the local Convention Chairman and Show Chairman. This Chairman may also serve as the local Design Entries Reservation Chairman.

The local Show Chairman mails three (3) double spaced copies of the proposed schedule for the design division to the AVSA Shows & Judges Chairman by February 15 in the year preceding the convention. The AVSA Shows & Judges Chairman is authorized to make changes and additions, as they deem advisable. The February 15 deadline provides time for consultation with the AVSA Shows & Judges Chairman at the preceding convention. When changes are complete, three (3) corrected copies of the design schedule are sent to the AVSA Shows & Judges Chairman who is to receive the schedule by June 1 in the year preceding the convention.

The local Design Schedule Chairman is responsible for writing the rules for the design schedule. *Follow the rules listed in the "Handbook for African Violet Growers, Exhibitors and Judges."* Each design exhibitor is limited to a total of six (6) entries, excluding container gardens which are unlimited. Reservations are required for all design entries staged in niches.

Passing Duty

The local Design Schedule Chairman is responsible for passing design entries since they will be familiar with the schedule and rules. A firm hand is needed to avoid problems caused when an exhibitor has broken a rule and prefers to take their chances with the judges rather than to correct or remove the entry.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Design Schedule Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Show Chairman within thirty days (30) of the close of the convention. Your job is not complete until this report is given to the local Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Entries Chairman

The local Entries Chairman need not live in the convention city. The local Entries Chairman and members of the Entries Committee must be available in the designated room during the hours entries are to be received.

All bills incurred by this committee will be submitted to the local Show Chairman on the appropriate voucher with receipt(s) attached. All bills should be submitted immediately and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

The Entries Committee works closely with the Classification Committee. During busy times there should be three (3) workers on duty — an entries coordinator, a computer operator, and a worker to process the entry tags. At slow times two (2) workers can handle the duties. Extra workers should be available to fill in for breaks as needed. The committee therefore, should consist of four (4) to six (6) members.

The AVSA Show Entries computer program is used to process entries. The computer operator(s) should become *very* familiar with this program and the First Class computer program, which will be used to look up plant names. It is suggested that all workers who will be operating the computer use these programs at an affiliate show beforehand. Thorough knowledge of the programs will help to make the entries and classification process go smoothly and quickly.

Plan early entry hours for local committee members **ONLY!** Do not announce the early entry time in the magazine or program. Announce the time at local committee meetings. This helps relieve congestion and allows committee workers to complete their entries and prepare to perform their jobs. It also gives the entry, classification and placement committees a chance to work out problems with local entrants. Plan to have enough committee members working during the dinner hour to give meal breaks.

Confer with the local Show Chairman and AVSA Convention Director who provides table space for classification, entries, and placement. Have tables where exhibitors can unload entries. If possible, provide a table where exhibitors can fill out their entry forms. This table may be placed in the corridor away from the classification and entry table to avoid congestion in the area.

It is wise to schedule a practice session about two hours before entries officially begin. At this time the entire group can talk through the system, check that all necessary supplies are available and practice entering a small group of plants (*perhaps one of the worker's entries*). The practice session allows time for making any changes needed to modify this system.

African Violet Society of America, Inc.

Convention Manual

Show Entry System

The entry process for conventions includes the following committees:

- a. Entries Coordination
- b. Classification
- c. Entries (including the computer team)
- d. Placement
- e. AVSA Plant Registrar (or a similar person)

Entry Area

The entry area includes the space allowed for exhibitors to groom plants and complete entry forms, as well as the space allowed for classification and entries members to work. Space in the entry area is needed for:

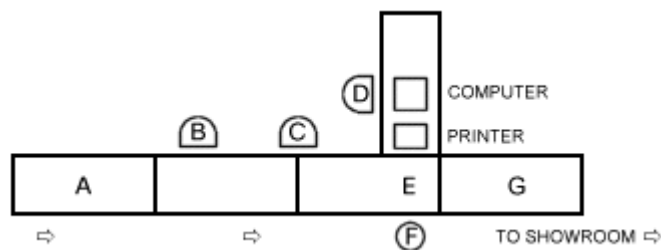
- Entries Coordinator
- Work area
- Classification and Entries area
- A Computer and printer

The entry area is designed to provide adequate space for both exhibitors and committee workers. The goal should be to provide a smooth flow into the show room with a minimum of plant handling.

The work area can be eliminated when space is limited. Every effort must be made to make the exhibitors comfortable in the space outside the entries area while waiting for their turn to enter the room.

Horticulture Entries

The diagram below is a suggested table arrangement for the classification & entries station. Refer to this diagram as the entries process is described. Workers B and C are Classification Committee members.



African Violet Society of America, Inc.

Convention Manual

The following is a suggested pattern to follow in order to accommodate the increased number of entries in a convention show:

1. When an exhibitor is ready to begin the entry process:
 - a. The exhibitor brings the plants to the entries room.
 - b. The entries coordinator greets the exhibitor and points out the work area where plants may be safely set down for last-minute grooming.
 - c. The entries coordinator assigns the exhibitor a number and distributes the necessary instructions and entry forms. (This is *not* the exhibitor number. It is a number to determine the order in which the exhibitors arrived.)
2. When the paperwork is complete and the plants have been groomed, the plants are ready for classification:
 - a. The Entries Coordinator directs the exhibitor to the classification & entries station at his/her proper turn.
 - b. The exhibitor moves the plants to area A. There must be ample table space for the exhibitor to place all plant entries on the table at once for classification.
 - c. The exhibitor's entry sheet is handed to worker C (Classification).
 - d. Worker B inspects each plant, checking it for supports, insects, etc. May walk to plant work area when possible.
 - e. For each plant, worker C reads the name to the computer operator (D), who looks up the name in First Class.
 - f. The computer operator reads the description to worker C. (Alternatively, the monitor can be placed so that worker C can read it easily, or a second monitor can be used.)
 - g. If the name is not in First Class, other reference materials or the AVSA Plant Registrar are consulted.
 - h. Worker C determines the correct class in which to enter the plant and reports it to the computer operator.
 - i. The computer operator enters the plant in the computer, which prints the entry tag and plant name tag.
 - j. Worker F separates the plant name tag from the entry tag, folds the entry tag so as to cover the exhibitor's name, and puts the name tag in the card holder.
 - k. The exhibitor places the card holder in the pot.
 - l. If the plant is part of a collection, an AVSA Collection Score Sheet is printed.
 - m. The plant and its entry tag are moved to area G, where the Placement Committee takes over. The exhibitor is not permitted to handle the plant after it has been picked up for placement; however, the exhibitor should remain at the entries table until all his/her plants have been classified, entered, and removed by Placement. The Show Chair or Placement Chair may make exception to this rule when special situations make it advisable.
3. After all of the exhibitor's plants have been classified and entered, the computer operator prints two copies of the exhibitor sheet, one of which is given to the exhibitor. The

African Violet Society of America, Inc.

Convention Manual

exhibitor's copy will be needed for verification during check-out procedures after the close of the show.

4. After the close of entries, all of the entries forms and exhibitor sheets must be stored in the convention office. All corrections in classification will be made on the computer only. The paper records are recalled only if the computer fails.

Design Entries

The Design Reservation Chairman will send a list of exhibits and exhibitors to the Entries Chairman before the show. The Entries Chairman will enter the exhibits into the computer and print entry tags, which will be given to the Design Reservation Chairman before the show. The Design Reservations Chairman will distribute the entry tags to the exhibitors and assign spaces for the exhibits.

Commercial Entries

Commercial specimen plants are classified and entered at the same station as the Horticulture Entries, with the same procedures used.

Exhibits on commercial display tables, or in showcases, are entered into the computer, and entry tags and plant name tags are printed for each plant. The Commercial Sales & Exhibits Chairman will compile a list of plants on each display table and give the lists to the Entries Committee. Note those plants, which are designated, as "new introductions". You should have a sheet of labels with "NEW INTRODUCTION" printed on each label. A ½" x 1¾" label (Avery 5167 or equivalent) is suggested. For each display table, do the following:

1. Register the exhibitor in the computer.
2. Make an entry in the Commercial Display Table, or Showcase, class, with "Display Table" or Showcase as the exhibit name. The entry tag will be used for judging the display table as a whole. (The plant name tag portion of the entry tag can be discarded.)
3. For each exhibit on the list, make an entry in the Commercial Display Table class. Those plants designated as "new introductions" should have a "NEW INTRODUCTION" label affixed diagonally on the plant name tag, preferably in the lower right corner.
4. Print two copies of the exhibitor sheet.
5. Give to the Commercial Sales & Exhibits Chairman all of the entry tags and one copy of the exhibitor sheet.

Note that the Commercial Specimen Plant classes are considered to be horticulture classes, while the Commercial Display Table or Showcase classes are special exhibit class.

African Violet Society of America, Inc.

Convention Manual

Local Entry Committees

Local Entries Coordinator

The Entries Coordinator's committee is headed by the Entries Coordinator and includes at least two (2) other members. The local Entries Coordinator is responsible for helping the exhibitor begin the process of entering plants in a **positive** way. A friendly smile is essential, and patience helps.

The Entries Coordinator:

- a. Finds space for the exhibitor's plants when first entering the room.
- b. Checks to see that the exhibitor is officially registered at the convention and is an AVSA member. This will be evident by their convention name tag.
- c. Assigns a number to the exhibitor. (This is *not* the exhibitor number. It is a number to determine the order in which the exhibitors arrived.)
- d. Hands out instructions and explains them, if necessary.
- e. Hands out entry forms.
- f. Takes the exhibitor to the classification and entries table when ready.
- g. Keeps the front of the room organized and friendly.

The coordination team must be prepared to give the Coordinator occasional breaks. The table at the door must have someone present at all times. The members are also needed to control the traffic flow into the room and to the classification tables. The members need to understand the exhibitor's instructions and be ready to explain them. They must also be friendly and patient. It is helpful if these members are able to carry boxes for the exhibitors as they move in and out of the area.

The Coordinator must have entry forms and exhibitor instructions prepared before the convention begins. The Coordinator may wish to be available to exhibitors early in the convention to hand out entry forms and tags. The entire committee must be prepared to be present during all hours that entries are open, and again during the hours of check-out.

Supplies Needed:

1. Pencils with erasers
2. Entry forms
3. Exhibitor instructions
4. Trash receptacles
5. Paper clips
6. Scratch paper
7. Copies of Schedule

AVSA Plant Registrar

The function of the AVSA Plant Registrar in the entries area is to help the Classification Committee to use the precise name for a plant as listed in the *Master List of Species and Cultivars* and to correct

African Violet Society of America, Inc.

Convention Manual

spelling errors.

It is believed that the AVSA member who registers and works with these names is most qualified to help avoid problems caused by incorrect names. This person serves in an advisory capacity and does not have the authority to overrule decisions of the Classification Committee.

Since the AVSA Plant Registrar may have duties connected with other AVSA business, the local Show Chairman must make arrangements, in advance, for the AVSA Plant Registrar to be there and find a suitable substitute, if necessary.

Final Reports

Immediately after the close of the convention, write a report evaluating the convention from the perspective of the Entries Chairman.

Include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the Convention Manual covered all information needed to perform the Entries function.
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Show Chairman within thirty (30) days of the close of the convention. This job is not complete until the report is given to the local Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Host-Hostess Chairman

The local Host-Hostess Chairman need not live in the convention city. Members of the Host-Hostess Committee work to protect the entries, greet the guests and answer questions concerning the show entries.

The Chairman assigns members of the committee to stations in the show room during all hours the room is officially open to convention delegates and the public. During public hours, arrange for a membership information table, have culture folders and membership blanks available. If at all possible, arrange to have the table manned to answer questions that the public may have about the African Violet Society of America, Inc. (AVSA), growing violets and the show. Entrance fee is charged. Hosts must look for a name tag or stamp as people enter the show.

The host-hostesses report at least fifteen (15) minutes before the doors open. Hosts and hostesses are given a work schedule with their assignment. There must be two-four (2-4) committee members plus two (2) at the doors during the hours the show room is open. Any host-hostess who cannot serve at the time promised must secure her own replacement.

The Host-Hostess Chairman obtains the host-hostesses. Write to each President of affiliate organizations within your area, asking each to furnish one (1) or two (2) volunteers. Place a notice in local club newsletters asking for volunteers who would like to serve as show room host-hostess. There will be a coupon placed in the African Violet Magazine (AVM) by the AVSA Convention Director asking for hosts and hostesses. (*Refer to the Host-Hostess Form in the Appendix.*)

Obtain a floor plan of the show room from the local Show Chairman. Make out a schedule of specific assignments before the convention begins, giving each volunteer an assignment and place.

Write to all volunteer host/hostess three weeks prior to the convention giving enclosing the schedule and reminding them about their commitment to serve. Keep a master and several copies of the schedule with you at all times.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Host Hostesses Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Convention Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Convention Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Judges Clerks' Assistant

The local Judges Clerks' Assistant need not live in the convention city. The local Show Chairman sends the name, complete address and phone number to the AVSA Shows & Judges Chairman by August 1 in the year preceding the convention.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills should be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

Duties of Judges Clerks Assistant

Secure additional clerks locally if requested by the Shows & Judges Chairman.

Supplies

Bring the following supplies to the convention hotel:

1. Judge clerks' baskets
2. Pencils and erasers
3. Fine point ball pens
4. Memo pads
5. Tape measure
6. Staplers or paper clips
7. Scotch tape
8. Clipboards

All supplies are the property of the African Violet Society of America (AVSA) and should be in the possession of the Properties Chairman. The baskets are for holding supplies and should be laced with ribbon, in the appropriate color to match the show theme, to be sure that supplies do not fall through the holes. Distribute supplies to each panel of clerks before judging starts.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Judges Clerks' Assistant Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the local Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the local Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Placement Chairman

The local Placement Chairman need not live in the convention city. The committee requires a minimum of ten (10) assistants who are physically fit and have positive attitudes.

The Placement Chairman is responsible for overseeing the committee, giving encouragement and breaks as needed and contacting the Classification Chairman to make corrections when committee members find possible classification errors.

The committee members may be composed of members who live outside the convention city since the work is limited to the days the convention is in progress.

The placement committee works closely with the entry committees as a team. Members of the placement committee must be able to carry plants very carefully and do a lot of walking back forth between the entry room and show room. Some members will need to work in the show room late into the evening to organize the exhibits on the show tables.

When plants have been through the entry procedure, they ready for placement.

Placement committee members take plants (one at a time for safety) into the show room and place them in the proper classes. It is suggested that if your show room is a distance from the entry room, temporary tables should be placed just inside the show room entrance. Committee members may then bring the exhibit, entry card, and label to these tables and members inside the show room can actually place them in the proper classes.

The placement committee members must be sure to place the entry so that all attractive points are displayed.

If members of the placement committee spot an error in classification (i.e., *two (2) entries with the same name in two (2) different classes*) call it to the attention of the local Classification Chairman with post-it note and tag name card of questionable plant so that it is easy to locate.

It is the duty of the Placement Chairman and assistants to rearrange the plants for better spacing and general beauty of the show. This is done after the Classification Chairman checks the exhibits and before judging begins.

Placement serves as a pathway for the exhibits to move safely from the exhibitor to the show room tables. Committee members move from the classification and entries area and into the show room **without setting the plant down**. This is critical in order to keep plants fresh and undamaged.

African Violet Society of America, Inc.

Convention Manual

The steps involved are:

1. The exhibitor places the name tag on the cardholder and puts it into the plant after it has been through the entries process.
2. Placement picks up the entry tag and carries the plant and entry tag into the show room.
3. Placement sets the plant down, with the entry tag very close by it, in the correct class. The committee member observes if the plant seems to belong in the class and calls it to the Placement Chairman's attention if there is a problem or question. Post-It notes can be used to flag the plant until the Classification Chairman has evaluated the situation.
4. Placement attempts to place the plant far enough away from other entries to avoid damage and place it to its best advantage for judging.
5. Placement must be present throughout the hours of entries, during the evening following entries to rearrange classes as needed and at check out. The Placement Chairman must be present during judging in the show room to help with moving plants that are reclassified at the request of judges.
6. **Members of the placement committee assist in removing entries from the show table at the close of the show.**

Supplies:

1. Large signs labeling the classes.
2. Post-It notes

All bills incurred by this committee are submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Placement Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Plant Maintenance Chairman

The local Plant Maintenance Chairman checks plants every morning before the show room doors open for admission of the general convention delegates to see if they need water. If needed, all plants are watered with warm water. One (1) or two (2) members of this committee are adequate to do a thorough job of watering all plants in the show room. Arrange a system to identify plants that should not be watered. (Small sticky dots on entry cards work well.)

Equipment for each member as follows:

1. A large basting syringe
2. Large watering can
3. Absorbent toweling
4. Two (2) aluminum pie plates to place under a plant in case it is leaking.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Plant Maintenance Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Properties Chairman

The local Properties Chairman needs to live in or near the convention city.

Duties: Handling of African Violet Society Properties -

1. Receive properties from the Chairman of the previous convention.
2. Verify and inventory properties using the inventory in the Appendix..
3. Make arrangements and be responsible for properties' storage.
4. Inspect properties and maintain them in a ready condition.
5. Deliver properties to the convention hotel at a time designated by the local Convention and Show Chairmen.
6. Set up properties at the convention hotel at the time scheduled and as directed by the local Staging Chairman.
7. Prior to the next years' convention, arrange to dismantle, inventory and pack the properties for shipping to the local Properties Chairman of the next convention.
8. Have inventory sheets at the convention so properties can be inventoried and packed at the same time.
9. Fill out the inventory form as provided in the Convention Manual. Six (6) copies are needed for the following:
 - a. Next Properties Chairman
 - b. A final report
 - c. AVSA office
 - d. AVSA Convention Director
 - e. Convention Chairman
 - f. Next local Convention Chairman
10. The Properties Chairman for the next convention arranges to bring large pre-addressed labels for shipping. These are necessary whether shipping by plane or by ground parcel shipping.
11. It is desirable that arrangements are made for properties to be transported as baggage to the next convention city. Try to arrange for this baggage to go with conventioners who are returning to that area. This may be by personal vehicle, air or van.
12. If properties must be shipped, ship them prepaid by least expensive ground shipping means to the next local convention Properties Chairman. The shipping costs are paid by the local Convention Treasurer and submitted to AVSA for reimbursement on an expense authorization (*See Appendix*) with receipt attached. The cost of shipping will be charged to next year's convention account.

Properties to be shipped:

1. Risers for commercial display tables
2. Signs

African Violet Society of America, Inc.

Convention Manual

3. Niches
4. Clipboards
5. Scissors
6. Other usable items

The properties' committee borrows or donates the following supplies when possible:

1. First Aid Kit **to be placed at the registration desk**
2. Pencils and pens
3. A hammer and tacks
4. String
5. Measuring tape
6. Scissors
7. A sharp knife
8. Scotch tape
9. A stapler and staples
10. Paper towels (at least three (3) rolls)
11. Assorted wrenches
12. Screwdrivers
13. Packing tape
14. Any other necessary items

Any items may be purchased if they cannot be donated or borrowed. **All purchased property become the property of AVSA and is forwarded to the next convention site.**

It is necessary for the Properties Chairman to keep a record of expenditures and receipts for each supply purchase for properties expense reimbursement. These are sent to the local Show Chairman on an expense authorization (*See Appendix*) with appropriate receipts attached for approval.

All properties must be marked "Property of AVSA."

After the show room has been set up, the properties' committee takes on the responsibility of seeing that the room is neat and clean. All tools are stored in a convenient place readily accessible for use if repairs are needed.

Time is valuable in setting up a show. The Staging and Properties Chairman must meet with their committees for a dress rehearsal and answering questions to prepare for the big day.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

Final Reports

African Violet Society of America, Inc.

Convention Manual

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Properties Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

The Properties Chairman reports any discrepancies to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Shows & Judges Assistant

The local Show Chairman assigns a local Shows & Judges Assistant to the AVSA Shows & Judges Chairman as a gesture of hospitality and cooperation between the national and local committees.

The local Shows & Judges Assistant must be available to the AVSA Shows & Judges Chairman at all times, particularly during instruction, judging and post judging. A local person who is familiar with the hotel layout and knows the local committee members would be of most assistance in locating persons the Shows & Judges Chairman needs to see, or in running errands.

The local Shows & Judges Assistant informs the AVSA Shows & Judges Chairman in advance of the judges' briefing if gifts are to be presented to the judges after they are finished. Gifts for the judges are at the discretion of the hosting group and are not required.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Shows & Judges Assistant Chairman. Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Special Exhibits Chairman (Education & AVSA Information)

The local Special Exhibits Chairman does not need to live in the convention city.

The Special Exhibits Chairman and Staging Chairman plan allotted show room space in accordance with the “**AVSA Handbook for African Violet Growers, Exhibitors and Judges.**”

Educational and informational content must be high so that nonmembers and new members can gain a better appreciation of African violets and AVSA.

The staging of the exhibits must be such that visitors will be able to stop as long as they wish to study the exhibits. The exhibits must be designed so visitors are attracted to the display. The displays must look fresh with clear and neat labels.

Classes may contain one (1) or two (2) exhibits. The judging will be competitive if there are two (2) exhibits in a class. A completed entry card must be placed on the table if the exhibit is to be judged.

The local Special Exhibits Chairman works with the Show Chairman to determine the type of exhibit which will be interesting for AVSA members and public. It may contain the following:

1. A complete set of steps of propagation from a leaf stage, seed pod or plantlet² to a blooming size plant.
2. Methods of lighting.
3. Collections of show schedules
4. African violet books
5. AVSA magazines
6. AVSA culture folders must be a part of this exhibit
7. Interesting exhibits may also be staged with African violet supplies such as pots, soils, fertilizers, insecticides and rooting materials.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

² Plantlets are often referred to as suckers.

African Violet Society of America, Inc.

Convention Manual

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Special Exhibits Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Staging Chairman

The local Staging Chairman need not live in the convention city. The Staging Chairman must be someone with considerable artistic ability. This Chairman, with the Convention Chairman and Show Chairman determines what the theme of the show will be and how it will be staged.

Theme

The theme is usually expressed in staging in the showroom including the Court of Honor and the Awards Table. Use the theme in other areas as well as publicity and printed materials.

Consider an attractive, eye-catching display complete with lovely African violet plants in a prominent spot in the hotel lobby to attract the public's attention, if possible. A small display theme may be used near the convention registration table.

The actual construction and placement of the theme are the responsibility of the Staging Committee.

Staging

Check with the Show Chairman to determine if tables, covers, risers and standards are furnished by the hotel. This information is in the Convention Chairman's copy of the hotel agreement. The Staging and Properties Committees work with the AVSA Convention Director to secure these supplies if they are not furnished by the hotel.

In cooperation with the local Show Chairperson, make a floor plan. Set up the show room arranging wide aisles (minimum of six feet) for smooth traffic flow. Determine table and draping needs. The floor plan, table and draping needs must be sent to the AVSA Convention Director for ordering at least four (4) months prior to the convention.

Check with the AVSA Convention Director to obtain the time that this committee can begin setting up the show room.

Commercial Display Tables

Commercial display table and Showcase entries in the show room are staged separately as individual units, arranged around the room against the wall. The AVSA Commercial Sales & Exhibits Chairman, in consultation with the AVSA Convention Director, determines how many commercial display tables can be put around the wall of the show room.

Work closely with the AVSA Commercial Sales & Exhibits Chairman who can advise how many display tables are reserved. The Commercial Sales & Exhibits Chairman assigns the commercial spaces. Be sure to have plenty of long and short plant name tag holders. Remember that conventioners coming from long distances will bring many miniature and semi-miniature plants, and some commercial display tables will have many miniature plants.

African Violet Society of America, Inc.

Convention Manual

Preferred tables are thirty inches (30") wide and six feet (6') long; however, if these are unavailable, tables thirty inches (30") wide and eight feet (8') long may be used.

The local group provides risers for the tables. Risers consist of two (2) shelves approximately nine inches (9") wide for each table. Risers must be the same length as the table. Allow a space of nine inches (9") at the front of the table. Place the first shelf in the center of the table elevated ten inches (10") above the table level. Place a second shelf at the back of the table elevated twenty inches (20") above the table level.

This uses twenty-seven inches (27") of table space, allowing three inches (3") for mechanicals or supports as needed.

The Staging Committee, with the same covering that is used for horticulture classes, uniformly covers commercial display tables. Have the tables ready for commercial members to start setting up their display table entries on the day prior to the opening of sales. Commercial exhibitors may furnish table coverings and lighting for their display table entries. These lights may not be used during judging. Showcase – provide 1/2 6' table for each showcase

Center of the room staging

Horticulture, amateur and commercial specimen classes are staged in the center of the room. Design classes should be staged against any available wall space so the draping over the top of the niches will not be seen. Provide a wide aisle; look for how traffic flows; avoid tight space.

Provide space for the **focal point**, Special exhibits (education and AVSA information), and awards display.

Check with the local Show Chairman for the times tables must be completed to accept early entries for local workers. Use narrow ribbon, or appropriate dividers, in keeping with the staging decor, to divide show classes. Make class cards and put them in place. Arrange for additional lighting, if needed.

Contact the AVSA Shows & Judges Chairman to determine when the show must be ready for judging.

Plan for space for work tables to be used by Classification & Entries, Consultants, and Awards during judging. These same tables will be used by the library and magazine photographers following judging. After photography, the tables may be moved to set up silent auction items which will remain in place until 2:00 pm on Saturday when the auction closes.

African Violet Society of America, Inc.

Convention Manual

Work area set up

The entries area may be used for the work area during judging – then converted to Silent Auction.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Staging Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

Local Traffic Chairman

The local Traffic Chairman is in charge of organizing and supervising the loading area of the hotel during arrival and 'break down' times. The Traffic Chairman and assistants help all conventioners arriving at the loading area with boxes. The committee also explains the hotel layout for ease in unloading and movement of their exhibits and materials.

The Traffic Chairman appoints three (3) or more assistants in order to provide relief for the primary days of arrival which is Tuesday afternoon, Wednesday and Thursday morning. The Traffic Chairman contacts the AVSA Convention Director six (6) weeks prior to the convention to request the use of at least two (2) dollies, if available. Each traffic assistant may need a flashlight if loading areas are not well lit.

The Traffic Chairman or an assistant must be available for three (3) days starting the day that registration opens. The Traffic Chairman is on duty at the loading area at the time stated in the schedule for checking entries in and out of the show room.

All bills incurred by this committee will be submitted to the local Show Chairman on appropriate voucher with receipt(s) attached. All bills are to be submitted immediately upon receipt and no bill will be considered for payment if submitted to the local Convention Chairman more than sixty (60) days after purchase.

Final Reports

Immediately after the close of the convention, write a report including what was positive or negative about the convention as seen through the eyes of the Traffic Chairman.

Please include in your report:

1. All aspects of the convention that you felt were well handled
2. Those items that could have used more attention
3. Whether the convention manual covered everything you needed to know
4. Where improvements can be made to the Convention Manual

Written reports are handed to the Show Chairman within thirty (30) days of the close of the convention. Your job is not complete until this report is given to the Show Chairman.

African Violet Society of America, Inc.

Convention Manual

SECTION - III

AVSA Committees

Awards Chairman

Duties and Responsibilities:

The Awards Chairman's duties and responsibilities are to:

- Secure special awards to be presented annually at the AVSA Convention Show and determine honorary awards in accordance with the Policy and Procedures guidelines.
- Prepare an announcement for the March or May *African Violet Magazine* (AVM) requesting award donations for the following year's convention. This announcement instructs donors to send all awards to the Awards Chairman (Include name and address). The announcement indicates that checks are to be made payable to "AVSA Convention," and that awards are to reach the Awards Chairman by September 1, in the year preceding the convention, to be listed in the January AVM or January 1, in the convention year, to be included in the Souvenir Book.
- Prepare a form, which can be used for submitting awards. This form is made available at the preceding convention to the Awards Assistant for use in soliciting local awards.
- Refuse to accept any awards, which will complicate judging. Awards may be designed for a specific variety; however, awards for the best plant of a specific hybridizer are not acceptable.
- Prepare a detailed list of amateur, commercial, design and society awards for publication in the January AVM. This information is submitted to the AVM Editor by October 1 of the preceding year. Copies are sent to the AVSA President, the Shows & Judges Chairman, the Commercial Sales & Exhibits Chairman, the Library Chairman, the Local Convention Chairman, the Souvenir Book Chairman and the AVSA Convention Director. An updated list of awards received after the initial deadline is sent to the AVM Editor for publication in the March AVM, the AVSA President, the AVSA Convention Director, the Shows and Judges Chairman, the Commercial Sales & Exhibits library, the local Convention Chairman, and the Souvenir Book Chairman by March 15th.
- The Awards Chairman receives a copy of the show schedule from the Shows & Judges Chairman. Assigns undesignated awards to specific classes or sections after the deadline and send a complete list of awards and donors to the Souvenir Book Chairman in January after the final deadline for receiving awards has passed.
- Send a list of cash awards and donors to the AVSA Treasurer and the local Convention Treasurer two months prior to the convention. The AVSA Treasurer sends a check to the local Convention Treasurer for the total amount of all cash awards. The local Convention Treasurer prepares separate checks for each award prior to the convention, leaving the name of re recipient blank to

African Violet Society of America, Inc.

Convention Manual

be filled in after judging is complete.

- Prepare the following for use during convention:
 1. Envelopes for presenting awards to recipients
 2. Forms to be placed next to exhibits identifying received awards
 3. A sign for the bulletin board listing names of award recipients
- Purchase all special and society awards including ribbons, rosettes, and plaques for the amateur, commercial and design divisions in the convention show. The Awards Chairman also orders badge identification ribbons for the registration packets along with the ribbons and rosettes.
- Prepare citations and certificates for the honorary society awards, including the AVSA pins for Honorary Life Member and Past President, Bronze Medals, Hall of Fame plaques and Hudson Memorial Award plaques.
- Provide a list of the top winners in the amateur, commercial, design and publications divisions to the AVM Editor for publication in the July AVM immediately after the convention.
- Present the awards for the top show winners in the amateur and design divisions at the opening banquet. (*Refer to the following list of top awards, which are usually presented at this time.*) The Awards Committee and Awards Assistant distribute the other show awards in or near the show room at specified times determined by the AVSA Awards Chairman and Convention Director.
- Prepare the awards envelopes for the commercial awards from the information provided by the Commercial Sales & Exhibits Committee following judging. The Commercial Sales & Exhibits Chairman at the opening banquet presents commercial awards.
- Present the special honorary society awards, publication awards and Tinari Membership award at the Installation Banquet at the close of the convention.

African Violet Society of America, Inc.

Convention Manual

Top Awards:

Thursday Banquet Awards

Amateur

Best, Second Best and Third Best in Show
Best and Second Best AVSA Collections - both standard and mini
Best, Second Best and Third Best Holtkamp Collection
Best Standard
Best Miniature
Best Semiminiature
Best Trailer
Best Species
Best Other Gesneriad
Sweepstakes and Sweepstakes Runner-up in Horticulture

Design

Best and Second Best in Design
Sweepstakes and Sweepstakes Runner-up in Design

Commercial

Best, Second Best, Third Best and Fourth Best Display Tables
Best African violet from Display Tables
Best, Second Best and Third Best New Cultivars
Best in Commercial Specimen Plants
Best and Second Best AVSA Collections - both standard and mini
Best, Second Best and Third Best Holtkamp Collections

Saturday Installation Banquet Awards

Tinari Greenhouses Membership Award
Publications Awards
Honorary Society Awards

African Violet Society of America, Inc.

Convention Manual

Commercial Sales & Exhibits Chairman

The Chairman of the Commercial Sales & Exhibits committee is in charge of the sales room and the display tables and specimen plant sections of the show room.

1. The Commercial Sales & Exhibits Chairman selects the show room assistant. This person must be an AVSA judge in good standing.
2. The local Convention Chairman, with the approval of the Commercial Sales & Exhibits Chairman, selects the sales room assistant.
3. It is preferable that the assistant in the sales room is a male who can assist during the sales room set up. The sales room assistant must be familiar with the hotel and city so that he can
 1. Help with lifting and moving equipment and tables and placing signs,
 2. Contact anyone needed by the Commercial Sales & Exhibits Chairman, and
 3. Secure needed information and supplies or run errands.
4. The Chairman meets and greets the local sales room assistant upon arriving at the convention hotel. The Chairman must remember that the assistant has not had such an assignment previously and needs instruction for whatever help is needed.
5. The Chairman and assistants work closely with the AVSA Convention Director.
6. A storage area for commercial use will be reserved adjacent to the sales area if possible. If a key to the sales room and storage area is available, the Convention Director gives the chairman the key.
7. Sales tables in the commercial sales room are available only for AVSA commercial members and only for the sale of plants, supplies, African violet crafts, hooks and or products pertaining to African violets and other gesneriads. After the close of the show, commercial members who have entered plants in the convention show, and do not have a sales table, are permitted to sell these plants by moving them to the sales room to be sold. In that case, they need not rent commercial sales space. Sales are not permitted in the show room at any time.
8. Give the sales room assistant an updated list of every selling commercial member. The sales room assistant is responsible for collecting sales tax and giving it to the local convention Treasurer.

Commercial Show Schedule

The Commercial Sales & Exhibits Chairman

1. Writes the schedule and rules for specimen classes and display tables in the commercial division

African Violet Society of America, Inc.

Convention Manual

- as stated in the “*Handbook for Growers, Exhibitors and Judges.*”
2. Sends copies of the commercial schedule to the AVSA Shows and Judges Chairman by July 15.
 3. Notifies the Shows & Judges Chairman of any changes in the commercial division rules by July 15 so that the Shows & Judges section will be correct and coordinated in the January AVM.

Show Entries

Commercial exhibitors must secure release rights and ownership of new cultivars if hybridized by someone other than the exhibitor in writing. The Commercial Sales and Exhibits [show room] Assistant and Chairman, in charge of the showroom, will request these release rights before the judging begins. The Commercial Sales & Exhibits Chairman files the release and ownership records with other show information.

The Commercial Sales & Exhibits Chairman or the [show room] Assistant is in the show room during set up, may be admitted to the show room at any time and remains in the show room during judging.

The Commercial Sales & Exhibits Chairman keeps a record of all new introductions. **Cultivars may be entered as new introductions only once in an AVSA convention show.**

Invitation to Show/Sell

The Commercial Sales & Exhibits Chairman drafts a letter to be sent to all commercial AVSA members. This letter must be completed and mailed at least four (4) months prior to the convention. The AVSA office may be directed to duplicate and send the letter to commercial AVSA members. The AVSA Commercial Sales and Exhibits Chairman contacts the AVSA Convention Director for information necessary to complete the letter. The letter includes the following items and information:

1. Commercial members show entry invitation (Commercial specimen plants or a commercial display table). Commercial members may not enter in both commercial sections, but they may enter any class in the Design Section.
2. The time the sales room will be open
3. The cost and availability of space
4. Information regarding storage space, rental of lights, extension cords or equipment, which may be needed by the commercial exhibitor.
5. Parking information, including a road map of the area, and the loading dock layout
6. A reservation form for a display, showcases and sales table and for spotlight, extension cord, electrical outlet, and other necessary equipment that may be available at the

African Violet Society of America, Inc.

Convention Manual

convention site. Obtain the cost of spotlight, extension cord, electrical outlets, (if any), from the AVSA Convention Director and include the costs on the reservation form.

7. A plant entries sheet and request that they send a list of possible display and specimen plants to the local Entries Chairman.
8. Information on fees for commercial sales tables and rentals and how they will be collected. Monies received are remitted to the AVSA Treasurer monthly on the Income Voucher (see Appendix).
9. Notice that a fee of forty dollars (\$40.00), payable to the AVSA convention fund, is required if the commercial display exhibitor cancels less than three (3) weeks prior to the convention for expenses incurred.

Laying out sales area floor space

The Commercial Sales & Exhibits Chairman:

1. Obtains the hotel space layout of the commercial sales area from the Convention Director. The floor plan is arranged to accommodate the space sold to the commercial members according to available space. The floor plan includes a standard aisle width of six feet (6') and a schematic of table placement.
2. Keeps the Convention Director informed as to the proposed sales room layout, sales tables, and reservations. The local Fire Chief must submit the plan to the Convention Director for approval before table space is sold.
3. Assigns tables reserved by commercial members for display (in the show room) and sales (in the sales room). The Commercial Sales & Exhibits Chairman cooperates with the local Show and Staging Chairman in planning space to be used.
4. Advises the local Show Chairman, who will inform the Staging Chairman, of the number of commercial display table entries that will be needed in the show room.

Preferred tables are thirty inches (30") wide and six feet (6') long; however, if these are unavailable, tables thirty inches (30") wide and eight feet (8') long may be used.

The local group provides risers for the tables. Risers consist of two (2) shelves approximately nine inches (9") wide for each table. Risers must be the same length as the table. Allow a space of nine inches (9") at the front of the table. Place the first shelf in the center of the table elevated ten inches (10") above the table level. Place a second shelf at the back of the table elevated twenty inches (20") above the table level. This uses twenty-seven inches (27") of table space, allowing three inches (3") for mechanicals or supports as needed.

The Staging Committee with the same covering that is used for horticulture classes uniformly

African Violet Society of America, Inc.

Convention Manual

covers commercial display tables. Have the tables ready for commercial members to start setting up their display table entries on the day prior to the opening of sales. Commercial exhibitors may furnish table covering and lighting for their display table entries. These lights may not be used during judging.

5. Assigns the display tables and showcases to the commercial members. Every effort must be made to be fair to all exhibitors. A commercial member may furnish lighting for the display. **Colored lights, which may distort or enhance the color of the specimen are not allowed.** Lights may only be used after judging is complete.

Signs for display tables

Signs for display tables are furnished by AVSA.

The Commercial Sales & Exhibits Chairman sends a list of commercial members who have reserved a display table, including name, city and state, to the local Show, Signs and Properties Chairman no later than four (4) weeks prior to the convention.

Locally, the Signs Chairman confers with the Properties Chairman to determine whether there is a sign for each commercial display table. If signs do not exist, it is the responsibility of the Signs Chairman to procure signs like the existing ones for commercial tables.

The Staging and Properties Chairman and committees place the sign for each commercial display table. They must make sure the names are not visible until after judging is complete.

Agricultural inspection

Eight (8) weeks prior to the convention, the local Convention Chairman informs both the AVSA Commercial Sales & Exhibits Chairman and the Convention Director that a United States Department of Agriculture (USDA) inspector has been obtained. The week before the convention opens, the local Convention Chairman confirms that a USDA inspector will be at the convention on the day scheduled. The Convention Director and the local Show Chairman decide which day (Friday or Saturday) the inspector is to be scheduled. The USDA inspector must be able to issue export permits.

Show Entries

1. The local Entries Committee records all entries in the commercial specimen classes.
2. The Commercial Sales & Exhibits Chairman, or designated committee member, obtains a final listing of the plants on each exhibitor's display table and copies the list in triplicate. A copy is given to 1) the exhibitor, 2) the Commercial Sales & Exhibits Chairman and 3) the entries committee. Exhibitor entry sheets are to indicate whether plants are new cultivars, minis or standards. Miniature and semi-miniature plants are furnished small plant stakes.

African Violet Society of America, Inc.

Convention Manual

3. The Commercial Sales & Exhibits Chairman furnishes four (4) point score sheets to be placed on each display table. A copy is given to 1) the exhibitor, 2) the Show & Judges Chairman, 3) the Awards Chairman and 4) the Commercial Sales & Exhibits Chairmen file.

Commercial exhibitors must secure release rights and ownership of new cultivars if hybridized by someone other than the exhibitor, in writing. The show room Assistant requests these release rights before the judging begins. The Commercial Sales & Exhibits Chairman files the release and ownership records with other show information.

The Commercial Sales & Exhibits Chairman insures that sheets are filled out properly after judging.

The Commercial Sales & Exhibits Chairman is in the show room during room set up, may be admitted to the show room anytime and remains in the show room during judging.

Judging Commercial Entries

The Commercial Sales & Exhibits Chairman or the [show room] Assistant:

1. Attends the judges' briefing given by the AVSA Shows & Judges Chairman. The AVSA Shows & Judges Chairman secures judges and clerks, instructs and assigns judges for both the amateur and commercial divisions.
2. Returns to the showroom with the panels of judges and clerks assigned to the commercial division and assigns each panel to the area they are to judge.
3. Instructs judges and clerks for the commercial division (both display tables and specimen classes). Commercial division judges will determine winners for all special commercial awards.
4. Gives judges the final instruction on how to judge commercial display tables and the specimen plant classes. Best new commercial introduction is selected from either the display tables or the commercial specimen plant classes. The instruction must include a caution against revealing the winners.
5. Remains in the show room during judging to answer any questions that arise. Be sure to thank the judges and clerks. The judge's decision is final.
6. Prepares the point score sheets and checks to see that they are properly filled out and placed on the display tables.

The Amateur Entries Committee records all commercial entries in the specimen classes.

African Violet Society of America, Inc.

Convention Manual

Awards

1. The AVSA Awards Chairman sends information on commercial awards to the Commercial Sales & Exhibits Chairman prior to the convention. If other awards affecting commercial sections are desired, it is discussed between the Commercial Sales & Exhibits and Awards Chairman.
2. Commercial show winners' information is given to the Awards Chairman as soon as possible after the completion of judging.
3. The Awards Chairman returns the list and gives award items to the Commercial Sales & Exhibits Chairman. The Commercial Sales & Exhibits Chairman presents these awards at the Awards Banquet

Reports

The Commercial Sales & Exhibits Chairman makes five (5) copies of the "Financial Report - Commercial Sales - AVSA Convention" and distributes them to 1) the Convention Director, 2) the AVSA Treasurer, 3) the AVSA President, 4) the Commercial Sales & Exhibits Chairman, and 5) the Commercial Sales & Exhibits Chairman's file.

The Commercial Sales & Exhibits Chairman makes five (5) copies of the "Awards-Commercial Division-AVSA Convention Show" and distributes them to 1) the Convention Director, 2) the AVSA President, 3) the *African Violet Magazine (AVM)* Editor, 4) the AVSA Awards Chairman, and 5) the Commercial Sales and Exhibits Chairman's file.

African Violet Society of America, Inc.

Convention Manual

Library Committee

The annual AVSA convention show is the only source from which the Library Committee can obtain an adequate representation of prize winning African violet plants and design entries found in one location. This concentration of blue ribbon plants and designs affords the committee the opportunity to offer for circulation, programs showing an array of blue ribbon cultivars, new introductions and designs. This is all made possible through the cooperation of the local Show Chairman, the AVSA Shows & Judges Chairman, and the Library Chairman. The library depends on an early start as soon as the majority of the judging has been completed. The AVSA Shows & Judges Chairman has been gracious in allowing the photography personnel to come into the show room just prior to the conclusion of the judging process to set up the physical layout, get the cameras into position and to instruct the workers.

It is vitally important to have enough time in which to adequately photograph as many winning entries as possible in both the horticulture and design divisions.

The actual location at Convention where the photography takes place depends upon the size of the show room. If the show room is not large enough to permit adequate space for photography, a large room close by is reserved for that purpose.

At each convention the Library Committee requires the following properties:

1. Four (4) large size tables (usually thirty inches (30") wide by six feet (6') or eight feet (8') long - for the niches, draperies and plants)
2. Four (4) chairs for the photographers and secretaries.
3. Two (2) one-hundred feet (100') extension cords for light sources.

According to Policies and Procedures, two (2) niches, approximately twenty-four inches (24") wide by thirty inches (30") high, and eight (8) plant stands (four for standards and four for miniatures), necessary for use of the Library Committee at conventions, is provided by the host club. The plant stands are the type commercials utilize when they arrange their plants on display tables.

Only the library workers and the AVM staff are permitted in the show room while the Library Committee is engaged in the photography session (when judging is finished and photography session starts).

The Library Committee photography session involves the Chairman, Vice Chairman, photographers, secretaries, carriers of plants and any other personnel deemed necessary by the chairman.

African Violet Society of America, Inc.

Convention Manual

Shows & Judges Chairman

The AVSA Shows & Judges Chairman expects the local staff to assume individual responsibilities but will assist, instruct and help with problems.

Duties

Before the convention the Shows & Judges Chairman:

1. Writes the amateur horticulture schedule, receives the Design Division schedule from the Local Show Chairman and the Commercial Schedule form the AVSA Commercial Sales & Exhibits Chairman, and merges the three together.
2. Prepares coupons for judges, clerks, judging school applicants and design applicants.
3. Compiles the various schedules and coupons and sends them to the *African Violet Magazine (AVM)*.
4. Sends copies of the schedule to the Convention Director, AVSA Awards, Commercial Sales & Exhibits and local Show Chairmen by October 1 prior to the convention year.
5. Records receipt of the coupons from the judges and clerks by date received and verify judges' status and AVSA membership.
6. Compiles the roster of judges and clerks, assigns consultants, sends a copy of the roster to consultants and notifies accepted judges and clerks.
7. Sends the roster of commercial judges and clerks to the AVSA Commercial Sales & Exhibits Chairman.
8. Notify the Judges Clerks Assistant if more clerks are needed.

At the convention the Shows & Judges Chairman:

9. Conducts the instruction session for judges and clerks.¹ The commercial judges and clerks are called first and released to the Commercial Sales & Exhibits Committee Chairman for further instruction. The judges and clerks are then called for the Amateur Horticulture and Design Sections, given their assignments and introduced to their consultants.

¹ The Shows & Judges Chairman also conducts the Shows & Judges Committee meeting, the Teachers Breakfast and the Judges Breakfast.

African Violet Society of America, Inc.

Convention Manual

10. Oversees and directs the judging of the show, making final decisions if and when needed.

After the convention the Shows & Judges Chairman:

11. **Records Kept:** Maintains AVSA collection sheets, Special Awards sheets (for one year) and the roster of judges and clerks.

Show Schedule²

1. The AVSA Shows & Judges Chairman prepares the amateur horticultural division show schedule including rules for publication in the African Violet Magazine (AVM).
2. The AVSA Commercial Sales & Exhibits Chairman writes the commercial division schedule. The schedule must comply with the rules for the commercial division, including display tables, as published in the **AVSA Handbook for Growers, Exhibitors and Judges**. The schedule must be sent to the AVSA Shows & Judges Chairman and incorporated in the final schedule to be published in the AVM.
3. The local Schedule Chairman submits the schedule for the design division classes to the AVSA Shows & Judges Chairman. The AVSA Shows & Judges Chairman must receive the schedule no later than March 15 in the year preceding the convention.
4. The design division schedule is verified by the AVSA Shows & Judges Chairman to see that it conforms to AVSA rules. The schedule may be changed or reworded as necessary. The final, approved design schedule must be returned to the Shows & Judges Chairman by September 15 in the year preceding the convention. The design schedule is typed in double spaced format.

Awards

The Shows & Judges Chairman provides an advance copy of the complete show schedule to the Awards Chairman by October 1 the year preceding the convention. This schedule is required in order to properly allocate awards by classes.

When named variety awards are accepted, the Awards Chairman has the donor specify whether it is for the commercial or amateur section.

² A floppy diskette containing show schedules may be sent if completed on a computer.

African Violet Society of America, Inc.

Convention Manual

Entry & Classification

The Classification & Entries Chairman supplies complete alphabetical lists of plants entered in the show. If an award card is returned stating 'none in that class', check the list to be sure there is none in the show in another class.

The Classification & Entries Chairman must be available during judging so that they may be consulted if problems arise.

Judging of Show

Two (2) months prior to the convention, the AVSA Convention Director will notify the Shows & Judges Chairman of the location to be used for judging instruction and the judging school.

Upon receipt of coupons, the Shows & Judges Chairman checks the judges' status to determine if they are in good standing. The Shows & Judges Chairman sends cards or letters to those accepted for judging and clerking to inform them that they have been accepted for judging or clerking, and what day, time and place to report for judging instructions. All judges must report to the instruction meeting.

The panel for judging gesneriad classes includes at least one gesneriad judge or one judge who is knowledgeable about judging gesneriads if possible.

Instruct judges and clerks for the amateur division and assign panels for judging. The Commercial Sales & Exhibits Chairman instructs commercial division judges and clerks who judge the specimen plants exhibited in commercial specimen classes and the commercial display tables.

The Shows & Judging Chairman makes decisions concerning controversial questions arising in the show, gives instructions to all Chairmen including the local Show Chairman. However, the AVSA Shows & Judging Chairman expects the local people to assume their individual responsibilities but will assist, instruct or help with problems.

Judges and clerks submitting coupons after the deadline date will act as reserves and will be assigned for absentee judges and clerks.

The Shows & Judges Chairman may contact the AVSA Convention Director about particular programs that they wish to have at convention.

Upon appointment of the Design Reservations Chairman, the local Show Chairman forwards the name, address and phone number to the appointee. The Shows & Judges Chairman incorporates the latter information with the Design Reservations Coupon and sends them to the African Violet Magazine (AVM) Editor by October 1 in the year preceding the convention.

African Violet Society of America, Inc.

Convention Manual

The Shows & Judging Chairman appoints a judges schoolteacher. The teacher's name, address and phone number, amounts of the judging school fee, registration deadline date and a notice to purchase the current handbook, including cost, is prepared for the AVM.

Judges & Clerks

Clerks are assigned in pairs to each panel of judges.

Two (2) clerks are assigned to the final awards panel.

*If more clerks volunteer than will be assigned, ask them to attend the instruction session on a standby basis in case someone does not report for instruction. **If clerks do not show up for the instruction session, they are replaced.***

Ample judges and clerks are assigned to assist the AVSA commercial sales and exhibits committee members in charge of commercial judging. These clerks and judges report to the briefing session and are dismissed to go to the show room for judging.

The entry cards may be opened after judging is complete. A team of clerks or local show personnel may do this.

Lists of judges and clerks panels assigned to the amateur division are mailed to each of the consultants prior to the convention so that they will be aware of panels assigned for assistance.

After the deadline, stated in the coupon, an acknowledgment is sent to inform volunteers they are expected to serve. Give the time and place to meet for instructions.

All Clerks must report to the instruction meeting.

Commercial Sales & Exhibits Chairman

A list of judges and clerks assigned to the commercial division is mailed to the Commercial Sales & Exhibits Chairman prior to the convention.

Consultants

Consultants are either members of the Shows & Judges Committee or appointed from AVSA judges and teachers.

Each consultant will give special instructions to the panels of judges and clerks assigned to them prior to entering the show room.

African Violet Society of America, Inc.

Convention Manual

General Instructions for Consultants:

1. Each consultant is given all the entry sheets and special award cards for the classes for which they are responsible. They act as consultants to the clerks or Classification Chairman for the classes they have been assigned if errors or problems occur.
2. Each clerk assigned to recording awards receives the entry sheets and awards cards just before entering the show room.
3. As each class is judged, including the special awards class, the clerk will return the sheets and cards to the proper consultant and receive more entry sheets and cards. This will keep the entry sheets and cards moving to prevent a bottleneck.
4. Check each entry sheet and special award with exhibits to determine if they are correct (blue, red and white ribbons) and names of special award winners are the same as those on the entry sheet. Check judges signatures on entry sheets and award cards.
5. Each consultant must be in the room when the clerks and judges are given instructions.
6. Report all corrections on entry sheets or cards to the Vice Shows & Judges Chairman.
7. The consultants may confer with each other and/or the Shows & Judges Chairman, if it is necessary, to have a second opinion.

Shows & Judges Chairman, Vice Chairman and Consultants

1. Refer classification problems to the proper consultant.
2. Accept special award cards and entry sheets as the consultants finish them.

The Shows & Judges Chairman and consultants walk through the show to check for possible errors that can be corrected prior to judging. This is done the night before judging.

African Violet Society of America, Inc.

Convention Manual

SECTION - IV

AVSA Convention Committees

Audio/Visual

One member of the AVSA Convention Committee will be in charge of all AVSA audio/visual equipment. Individual should be well-versed in troubleshooting various computer and computer projector problems.

Responsibilities

1. Obtain and be responsible for all audio/visual equipment obtained from the Convention Director.
2. The equipment must be kept in the responsible members' possession until the convention is over.
3. Practice operating all equipment so that all are familiar with how it works.
4. Know how to change the projector bulb, if necessary.
5. A committee member must be available to operate the projector if any speaker desires to use it.
6. Set up the equipment for use in the designated room thirty-minutes (30) in advance of the program.
7. The Convention Director will inform the committee member responsible for Audio/Visual when use of the projector is required. The Convention Director is responsible for ordering a projector table and screen.
8. Study and know the control of all audiovisuals and light switches in all rooms which will be used during the convention. The Convention Director provides a list of the hotel contacts for each area of audiovisual equipment.
9. Be responsible for returning the equipment to the Convention Director at the end of the convention.

African Violet Society of America, Inc.

Convention Manual

Dais

One member of the AVSA Convention Committee is selected by the Convention Director to be responsible for dais seating.

Responsibilities

1. Obtain the completed dais seating arrangement for each meal function from the Convention Director one month prior to convention.
2. A copy of the Dais seating is retained for use in assembling the dais line prior to the meal function.
3. Upon arrival at the convention, obtain the place cards made for Dais seating from the local Table Decorations Chairman. The appropriate seating cards are placed on the Dais table, in accordance with the seating arrangement, forty-five (45) minutes prior to each meal function.
4. Assemble the Dais line fifteen (15) minutes prior to the stated hour of each meal function.
5. Remain with the dais line to assure they enter the banquet room in proper order when the AVSA Convention Director gives the signal. Encourage the Board members on the dais to relax, smile and enjoy their walk to the Dais.

African Violet Society of America, Inc.

Convention Manual

Meal Functions

All members of the AVSA Convention Committee serve as host/hostess for the large meal functions:

1. Thursday evening awards banquet.
2. Friday auction luncheon.
3. Saturday installation banquet.

The AVSA Vice Convention Director is responsible for table seating and assigning host/hostess to certain tables for each function.

Host/Hostess duties

1. Arrive thirty-minutes (30) before the meal function is to begin.
2. Check the meal function room set up according to the seating chart obtained from the Convention Director. Ensure that each table has the correct number of place settings and is correctly identified by number.
3. Check to assure table decorations, favors, programs and menus have been placed, if planned, for that meal function.
4. Stand near the assigned tables and assist guests in finding their table. If there is a problem with seating, check the ticket stub, which should be placed in front of the guest's plate. If you are unable to solve the problem, immediately notify the Convention Director.
5. After everyone is seated:
 - A. Introduce yourself to each table and let them know where you are seated so that they can find you if there is a problem. If a problem arises with food or service, notify the Convention Director immediately.
 - B. Ask if anyone has a ticket not presented at the door and give those tickets to the ticket takers.
 - C. Take a head counts of your tables, fill out the Meal Host/Hostess report form (*Appendix, Page 24*) and give the count to the Convention Director. (This is important so we do not get overcharged on the bill.)

Responsibilities of the Convention Director

1. Plan menus and negotiate prices with the hotel convention services or catering department. (The local convention committee may be included in menu planning.)
2. Inform hotel convention services or catering of special meal requests with table assignment.
3. Confirm the number of meals to be prepared and served with convention services.
4. Check dais for proper set up. There should be a table podium with a microphone in the center.
5. Check room for proper number of tables with numbers for easy identification.
6. Check for proper number of place settings at each table.
7. Check to see that special meal requests are served and order necessary substitutes.
8. When most of the guests are seated, signal those seated at the dais to enter.
9. After the dais is seated, signals presiding officer to begin the agenda.

African Violet Society of America, Inc.

Convention Manual

10. After the invocation is complete, the banquet manager will have meals served and dinner music begins if provided.
11. Sign for meals at the end of the meal. (Have the meal price available for reference.)
12. After the dais guests have completed their dessert, signal the presiding officer to commence with the agenda. Follow agenda closely with presiding officer and support if needed.

Tickets

- A. Two members of the Convention Committee, assigned by the Convention Director, collect tickets for each function at the door as each guest enters the dining room. Tickets are torn at the stub perforation and the stub is given to the guest who is asked to place it in front of their plate.
- B. All collected tickets are counted. The meal function ticket form is filled out and signed.

The tickets and meal function ticket form are placed in a bag (large plastic zip lock) and are given to the Convention Director before the end of the function.

Other Meal Functions include:

- A. Affiliates Breakfast - Thursday
- B. Board Luncheon - Wednesday
- C. Teachers Breakfast - Thursday
- D. Commercial Dinner - Friday
- E. Judges Breakfast - Saturday

One member of the Convention Committee will be assigned by the Convention Director to be responsible for and host each function.

Other Meal Function Host/Hostess Duties

1. Arrive thirty-minutes (30) prior to the beginning of the function.
2. Check the room to make sure it is set up according to the "Function Set Up" sheet obtained from the Convention Director. This sheet will include any required audio/visual equipment, the menu and special meal requests with agreed upon choice. Immediately notify the Convention Director if the room is not set up correctly.
3. Collect tickets at the door or the table and place them in a ziplock bag. Fill out the Host/Hostess Form (*Appendix, Page 24*) and give it to the Convention Director at the end of the function.
4. Sign the invoice for meals served after counting the tickets and performing a head count if the Convention Director is not available. We will always be charged for the number of meals we guarantee whether or not they are consumed. We do not pay for extra meals that are not consumed. (The hotel usually prepares extra meals equal to five percent (5%) of the guarantee to accommodate last minute additions.)

African Violet Society of America, Inc.

Convention Manual

Other meal function Convention Director Duties

1. Plan menu and negotiate meal prices with the hotel convention services or catering department.
2. Inform the hotel convention services, or catering, of special meal requests.
3. Assign a member of the Convention Committee to host each function.
4. Provide the "Function Set Up" sheet including required audio/visual equipment, the menu with agreed price and special meal requests.
5. Sign the meal check for meals served after receiving the ticket and head counts from the Host/Hostess.

Formula for guarantee for food functions:

Eighty-five percent (85%) of meal count plus the number at the head table plus 5 percent (5%) of the count equals the guarantee.

African Violet Society of America, Inc.

Convention Manual

Presentations/Speakers

The Presentations/Speakers Committee consists of a Chairman, appointed by the AVSA Convention Director from the AVSA Convention Committee, and the local Presentation Assistant. All members are equally informed of the responsibilities of the committee.

Responsibilities

Usually ten presentations are given at each convention in five sessions. Sessions will be on Thursday morning, Friday morning and afternoon, and Saturday morning and afternoon. Some speakers may be requested to repeat their presentations.

1. Create and maintain a file of interesting and knowledgeable speakers. Consult with local hosting groups for suggestions of appropriate speakers within the hosting area.
2. Committee members confer and plan a well-rounded program of presentations, such as
 - a. Design (*local hosting group to provide plant materials*)
 - b. Gesneriads
 - c. Horticulture
 - d. Insects and Diseases
 - e. New things in the violet world
 - f. Other subjects relative to African Violets
 - g. Growers forum (*Ask the Convention Director for name of the moderator. The moderator will select the panel.*)
3. Invite speakers by written invitation one year in advance of the convention.
4. Utilize local speakers when possible and appropriate.
5. Solo speakers receive one-day (equivalent) registration when doing a program at an AVSA convention. Panel discussions by AVSA members do not receive gratuities or expenses.
6. Upon acceptance of an AVSA invitation to speak, ascertain:
 - a. Which days of the convention would be the best for their presentation
 - b. Whether the speaker would be willing to do a duplicate presentation
 - c. The required presentation equipment
 - d. Ask speakers if handouts will be available. If so, offer to make copies and distribute them.
7. Send the Convention Director a list of all scheduled speakers by September first (1st) preceding the convention.

African Violet Society of America, Inc.

Convention Manual

8. Follow up with a letter to the speaker stating the presentations date, time and place obtained from the Convention Director requesting submission of the speakers resume' in time for inclusion in the African Violet Magazine (AM) and to use in introductions.
9. Provide a brief information write-up to promote convention presentations. Send the promotional write-up to the AVSA Convention Director by September 1 preceding the convention.
10. Your responsibilities to the speaker during a convention week are:
 - a. Show the speaker the presentation room
 - b. Make arrangements for the speakers' introduction (Speaker may suggest someone who can do this)
 - c. Remain with the speaker during the presentation(s), or arrange for someone who will.
 - d. Express AVSA thanks for the speakers' time and effort
11. Check each room forty-five (45) minutes before the specified time for the function to begin. The setup for each room will be distributed at the Convention Committee meeting, at the start of convention. If the setup is incorrect, notify the AVSA Convention Director at least thirty-minutes (30) before the function begins. A member of the AVSA Convention Committee sets up the AVSA audiovisual equipment.
12. Do not open doors or allow seating until fifteen (15) minutes prior to the function. This will allow the speaker to prepare without interruption.
13. Mail thank-you notes to all speakers.

African Violet Society of America, Inc.

Convention Manual

Room Sharing

Room sharing is the responsibility of one member of the Convention Committee. The responsible person will assist applicants in securing an acceptable roommate to equally share the cost of a hotel room.

Responsibilities:

1. Obtain the hotel reservation cut-off date from the Convention Director. Send the room sharing form to the *African violet* Magazine Editor and the AVSA Convention Director by October 1 in the year preceding the convention. The deadline on form should be ten days - two weeks earlier than the cut-off date.
2. Upon receipt of the room sharing form from the applicant, match each with a roommate and introduce them by mail to let them make a decision about room sharing. Make introductions early so there is ample time for room sharers to secure hotel reservations before the cut-off date.

African Violet Society of America, Inc.

Convention Manual

Souvenir Book

The Souvenir Book Committee consists of a Chairman from the AVSA Convention Committee, appointed by the Convention Director, the local Souvenir Book Assistant and one or more local members.

Responsibilities

1. Guide and direct the local Souvenir Book Assistant and local committee members in preparing the souvenir book.
2. The local Souvenir Book Chairman forwards a copy of the coupon to solicit advertisements and donations from AVSA and Commercial members to the AVSA Convention Director by September 15 in the year preceding the convention for inclusion in the January *African Violet* magazine.
3. Supervise the selection of a typesetter and printer or copy center based on at least two bids obtained by the local Souvenir Book Committee.
4. Provide the local Souvenir Book Assistant with the list of AVSA information necessary to complete the book:
 - a. Honorary Life Members
 - b. Bronze Medal Winners
 - c. AVSA Officers and Directors
 - d. Past Presidents
 - e. AVSA Convention Committee Members
 - f. Hall of Fame
 - g. Convention week schedule
 - h. Hotel layout
 - I. Commercial Display Tables
 - j. Commercial Sales Tables
5. Receive and approve all material compiled by the local Souvenir Book Assistant. Forward a copy to the AVSA Convention Director with a recommendation to proceed with printing the book.

African Violet Society of America, Inc.

Convention Manual

Souvenir Book Contents:

1. Title page
2. A letter from the local Mayor
3. Greeting from AVSA President (*obtain from the AVSA President*)
4. AVSA Officers and elected Directors (*obtain from the AVSA Convention Director*)
5. AVSA Convention Committee (*obtain from the AVSA Convention Director*)
6. AVSA Past Presidents (*obtain from the AVSA Convention Director*)
7. Honorary Life Members (*obtain from the AVSA Convention Director*)
8. Bronze Medal Winners (*obtain from the AVSA Convention Director*)
9. AVSA Hall of Fame (*obtain from the AVSA Convention Director*)
10. Commercial Display Tables (*obtain from the AVSA Convention Director*)
11. Commercial Sales Tables (*obtain from the AVSA Convention Director*)
12. Show Awards (*obtain from the AVSA Convention Director*)
13. Information about Agricultural Inspector (*obtain from local Convention Chairman*)
14. Special recognition's
15. Quick Reference (*last page*)
16. Map of immediate area around the hotel
17. Welcome from the local Convention Chairman and local Show Chairman
18. Local convention and show committee Chairmen
19. Organization supporting the convention
20. Show schedules (*may take up to eleven (11) pages - obtain from Shows & Judges Chairman or AVM*)
21. Convention week schedule (*may take up to nine (9) pages - obtain from Convention Director*)
22. AVSA Convention registrants listed by country/state (*may take up to twelve (12) pages*)
23. A hotel layout (obtain for Convention Director)
24. A calendar of events
25. Silver donors (\$25.00 to \$99.00)
26. Gold donors (\$100.00 to \$499.00)
27. Platinum donors (more than \$499.99)
28. Patrons (\$1.00 to \$24.99)
29. Advertisements

African Violet Society of America, Inc.

Convention Manual

Social Hour Slide Presentation

The Social Hour Slide Presentation Committee includes at least one member of the Convention Committee appointed by the Convention Director. This committee designates one or more members of AVSA to take color pictures on slide film at each convention for use at the following convention social hour presentation.

Responsibilities

1. Taking and collecting slides at each convention for use in the following years' convention presentation.
2. The Convention Director places the "*Request for Slides*" advertisement in the January issue of the *African violet* magazine by October 1 in the year preceding the convention. Notify the Convention Director of any changes of address or message to be included in the advertisement.
3. A member of the committee is responsible for obtaining the AVSA projector from the AVSA Audio Visual Chairman and returning it.
4. Establish where the projector will be and whether the appropriate electrical cords and projector stands have been requested from the hotel with the Audio Visual Chairman and the Convention Director. It is advisable to set up at least one-half (½) hour early to ensure that all materials have been secured and to check on the arrangements of the light switches in the room designated for the function.
5. The committee presents one or two social hour slide programs of the previous convention.

African Violet Society of America, Inc.

Convention Manual

AVSA Tour Director

General Information:

The Tour Director administers the African Violet Society of America (AVSA) convention tour functions, and reports directly to the AVSA Convention Director.

The Tour Director may select assistants, as required, to oversee tour activities.

Duties:

The Tour Director interfaces with the local Tour Assistant:

1. To provide standards, guidelines and advice on tour policy,
2. To assist with planning and implementing AVSA convention tours,
3. To obtain contract approval.

In conjunction with the Tour Assistant, the Tour Director recommends suitable tours that best fit the program time schedule to the Convention Director.

The Tour Director will prepare and forward tour information for publication in the African Violet Magazine (AVM) to the Convention Director.

After the registration deadline, the Tour Director:

1. Checks with the AVSA administrative coordinator for the number of reservations per tour,
2. Notifies attractions, restaurants and Transportation Company of the number of tour reservations,
3. Determines whether additional bus seats are still available, and
4. When additional tour tickets may be sold, the AVSA Administrative Coordinator is notified.

The AVSA Administrative Coordinator must be sure no tickets are sold at the last minute unless they are positive bus seats are available, and the purchaser has time to board the bus before it departs on the tour.

At the AVSA convention, the Tour Director:

1. Prepares tour expense vouchers and obtains monies to pay tour expenses from the AVSA Treasurer with the Convention Director's approval.
2. Contacts the Registration Desk periodically for a list of those who have bought additional tickets for tours and informs them of additional seating available on tours,
3. Obtains alternate transportation for shortfall or overage in tour seating capacities, if necessary,
4. Supervises tour departures to see that the entire operation runs smoothly,
5. Accompanies tours. **(The Tour Directors' assistants register with AVSA and pay the full cost of each tour they accompany.)**

African Violet Society of America, Inc.

Convention Manual

FINAL REPORTS:

Reviews and summarizes the Tour Assistant's report for:

1. Aspects of the tours that were well handled,
2. Those areas that require more attention,
3. Where the convention manual needs improvement.

The Tour Director recommends policy, procedure and guidelines change, or updated information for the next convention.

The Tour Director prepares a financial report showing tour income and expenses, which result in a net gain or loss to AVSA.

The Tour Director prepares reports on any other tour related information requiring attention.

The Tour Director submits reports to the Convention Director for disposition.

African Violet Society of America, Inc.

Convention Manual

Local Tour Committee

The local Tour Committee consists of a Chairman and two (2) members selected by the local Chairman. All members are equally informed about the responsibilities of the committee.

Responsibilities and interfaces Overview:

1. The local Tour Assistant and the local Convention Chairman work with the AVSA Tour Director in the planning and execution of all tours.
2. The Local Tour Assistant prepares evaluation forms (*see Appendix*) for local tours eighteen (18) months prior to the convention date.
3. The AVSA Tour Director studies the material sent by the Tour Assistant and suggests additional tour possibilities to be researched as needed.
4. Confirms preparations for food service with the local Tour Assistant twelve (12) months prior to the convention. **The Tour Director must sign all contracts for food service.**
5. Confirms bus arrangements with the local Tour Assistant twelve (12) months prior to the convention. **The Tour Director must sign all bus contracts.**
6. Nine (9) months prior to the convention, the local Tour Assistant sends a brief synopsis with line art of each tour to the AVSA Tour Director for publication in the African Violet Magazine (AM). This information is included with registration information. The Tour Director approves or disapproves the copy and forwards it to the Convention Director and AVM Editor.
7. The Tour Director provides a list of those on each tour prior to departure. This list is used to check those on a tour and to provide an emergency reference.
8. The Tour Director and committee members must be at the designated location for tour departures to see that the entire operation runs smoothly.
9. The Tour Director receives counted tour tickets from the local Tour Assistant. The counted tickets are placed in a plastic zip lock bag with a completed Tour Form.
10. The Tour Director sends complete tour information to the AVSA Convention Director for inclusion in the African Violet Magazine (AM). Tour information must be received no later than October 1 in the year preceding the convention. Tour information includes the price and time of each tour and the reservation deadline.
11. The Tour Director makes a final report to the Convention Director at the end of the convention.
12. A meeting to discuss tours is held at a time convenient to the AVSA Convention Director and

African Violet Society of America, Inc.

Convention Manual

the AVSA Tour Director. The local Tour Assistant, the local Convention Chairman of the next convention and the local Tour Assistant of the next convention attends this meeting. Tours for the following year are discussed at this meeting.

African Violet Society of America, Inc.

Convention Manual

SECTION - V

AVSA Officers & Staff

African Violet Magazine (AVM) Editor

Refer to the appendix for AVM calendar deadlines.

Duties:

1. Edit and include in various issues of the AVM all convention information throughout the year.
2. Edit a convention insert and publish in the January issue of the AVM.
3. Hire photographer for AVM photographs of the convention show plants.

The Executive Committee decides, on a year-to-year basis, if the AVM Editor is to attend the annual convention. The AVM Editor's convention expenses are paid from the convention account with authorization of the AVSA Convention Director.

Duties at the Convention:

1. Assist the Office Manager with an AVSA information and sales table
2. Work with the photographer in photographing winning plants from show
3. Take photographs of convention attendees throughout the convention
4. Interviews show winners

African Violet Society of America, Inc.

Convention Manual

AVSA Office Manager

General responsibilities

1. Stock plastic table coverings as needed by the local hosting group. The Convention Director who notifies the office of the color choice and number needed takes samples to convention conferences.
2. The Office Manager sends entry tags to the Entries Chairperson when they are requested.
3. Maintain an inventory of one thousand (1,000) plastic badge holders for use each convention.
4. Maintain an inventory of one thousand (1,000) to five thousand (5,000) printed badge inserts.
5. Make a copy of the entry sheet developed by the local Entries Chairman and send one to each registrant who is entering plants.
6. Maintain an inventory of three and one-half times five inch (3 ½" x 5") and nine times fourteen-inch (9" x 14") plastic zip lock bags for registration packets.
7. Maintain an updated copy of the convention manual, print and distribute it at the request of the AVSA Convention Director.
8. Check all inventory items in February for adequate stock.

Convention properties and supplies

1. Signs for AVSA sales and information tables
2. Entry tags
3. Exhibitor entry sheets (the original is supplied by the local hosting group)
4. Forms

Registration

1. Update African violet Society of America (AVSA) registration computer program as needed for each convention.
2. Enter all registrations as received from convention registrants and promptly return confirmations.
3. Respond to all inquires at the time each registration is processed.
4. Print two (2) computer address labels for each convention registrant. One is to be used to return the confirmation to the convention registrant and one is sent to the local Registration Assistant.

African Violet Society of America, Inc.

Convention Manual

5. Make a weekly backup of the convention registration to floppy disk. The latest diskette is to be kept in the AVSA safe deposit box for security, future reference and safe keeping. The Office Manager removes the weekly diskette from the office.
6. Registration computer printouts of people requesting to be seated at the same table during meal functions are stapled together before being sent to the Vice Convention Director.
7. Refunds for overpayment are issued by the AVSA Treasurer upon receipt of a refund voucher, a copy of the registration and a copy of the request for refund from the AVSA office. All cancellations refund requests made before the date specified on the registration form must be forwarded to the AVSA Treasurer with supporting voucher for payment. Exception: Visa and MasterCard payments must be issued by the AVSA Office in the form of credit to their Visa or MasterCard account.
8. Send registration money to the AVSA Treasurer biweekly for deposit. Attach copies of the registration confirmation. All checks are to be stamped "For Deposit Only - AVSA Convention Account" using a rubber stamp. A transmittal sheet is completed with each transmittal of checks. This lists the total checks, Visa and MasterCard. Cash transmittal must balance with the totals on the convention summary totals report.
9. The AVSA Convention Director and local Registration Assistant are sent a copy of each registration form weekly. The AVSA President is sent copies of foreign registrations. Weekly registration summary reports are sent to:
 - a. AVSA President, only if requested
 - b. AVSA Convention Director
 - c. AVSA Vice Convention Director
 - d. Local Convention ChairpersonThe Tour Director receives weekly copies of tour reservations. The meal function seating listing is sent to Vice Convention Director to plan the seating arrangements.
10. Procure badge inserts printed in purple ink on white stock with the AVSA logo and African Violet Society of America, Inc. Computer print registrants' name, city and state, number of conventions attended and the convention date and city on the preprinted badges.
11. Three (3) weeks prior to the convention, mail the following to the local Registration Assistant:
 - A. Computer labels
 - B. Printed badge inserts and holders' equal to the number registered for the convention.
 - C. Fifty (50) extra badge holders
 - D. Fifty (50) extra blank badge inserts
12. Biweekly/weekly sends a copy of the registration computer printout to the local Registration Assistant. Any registrations received less than three (3) weeks prior to the convention must be

African Violet Society of America, Inc.

Convention Manual

forwarded to the local Registration Assistant weekly. Three copies of the last week's registrations are expressed overnight on the Thursday afternoon prior to the opening of the convention. One copy is for the Convention Director and two copies are for the local Registration Assistant.

13. In January, send the reservation form supplied by the AVSA Commercial Sales & Exhibits chairman to each commercial member.

Convention

The Executive Board decides, on a year-to-year basis, if the AVSA Office Manager is to attend the annual convention. The AVSA Office Manager's convention expenses are paid from the convention account with authorization of the AVSA Convention Director.

Duties at Convention

The Office Manager's duties at the convention are

1. Sales Table and AVSA Information Table: (This duty may be assigned to the AVSA Editor, if attending the convention.)
 - 1) Set up and arrange all items that are to be sold.
 - 2) Set up all signs.
 - 3) Arrange for a safe deposit box upon checking in. Secure all moneys in the safe deposit box when the sales and information tables are closed.
 - 4) Schedule volunteer workers to run the sales and information tables when the Office Manager and AVM Editor are unavailable to work. (During required meetings, etc.) Instruct volunteers on procedures, prices and preparation of charge slips.
 - 5) Conduct sales of various items, write receipts and prepare charge vouchers.
 - 6) Enroll any new member who wishes to join the AVSA.
 - 7) At the conclusion of sales, on Saturday, pack and prepare items to be shipped back to the AVSA office in Beaumont.
2. Convention Registration
 - 1) Meet with the local Registration and Convention Chairmen before registration begins. Instruct local workers on computer registration, if needed.
 - 2) Enter any new registrations, any tour or meals purchased, and print badges as needed for registrants.
 - 3) It is recommended that new registrations be completed by local volunteers, money or credit card voucher and form be inserted in an envelope and given to the AVSA Office Manager for computer entry.
 - 4) Collect money and credit card vouchers and place them in the safety deposit box at the end of each shift.
 - 5) Update all meal and tour information and make them available to the AVSA Convention

African Violet Society of America, Inc. Convention Manual

Director and Tour Director as needed.

African Violet Society of America, Inc.

Convention Manual

Board of Directors

The AVSA Board of Directors meet annually at the convention on Wednesday, 9 a.m. to adjournment; Thursday, 9 a.m. to adjournment, if necessary; and Sunday, 9 a.m. to completion, if necessary. The AVSA Convention Director notifies the hotel by noon if the Thursday meeting is canceled.

The AVSA Convention Director arranges for the boardroom with an open octagon which seats forty-five (45) people, two at each table. A podium and microphone are set up on the two opposite sides of the octagon. The Convention Director arranges for an American Flag to be placed in the boardroom. If the hotel is unable to furnish a flag, AVSA owns a flag without a pole that is kept with the convention properties.

Coffee, tea, juice, water and soft drinks are made available in the boardroom at the Wednesday meeting. A water station is available at the Thursday and Sunday meetings unless the Convention Director is instructed otherwise by the AVSA President.

African Violet Society of America, Inc.

Convention Manual

Parliamentarian

The AVSA Parliamentarian may be hired by the AVSA President. The Parliamentarian attends the annual convention beginning on Monday through the Sunday Board of Director's meeting.

The AVSA Convention Director makes hotel and airline reservations after checking with the Parliamentarian for preferred travel times.

All of the Parliamentarian's expenses are paid from the AVSA General Fund including airfare; travel to and from the airport, hotel room and meals. The Parliamentarian may charge all meals eaten in the hotel to their room. Receipts for transportation and meals eaten outside the hotel are given to the Convention Director or directly to the AVSA Treasurer for reimbursement.

African Violet Society of America, Inc.

Convention Manual

President

Three (3) years prior to the convention, the AVSA Executive Committee appoints a local Convention Chairperson, local Vice Convention Chairperson, local Show Chairperson and local Vice Show Chairperson. The President contacts the people who have been selected to secure their acceptance prior to announcing their appointments. The announcement of the convention chairmen is made at the Board of Directors and the annual AVSA business meeting. Under the leadership of the Convention Director, these appointees are responsible for the success of the convention.

The President is to be informed by the Convention Director of the plans and progress being made. After the convention information is printed in the African Violet Magazine (AVM), the President is advised every week by the AVSA office of the number of registrations received.

The President is provided a complimentary suite at the convention hotel during the convention.

Convention registration and meal functions for the President are paid from the AVSA convention account.

The President's expenses for transportation to the annual business meeting, room charges, meals (en route or at the hotel) during convention are sent to the Convention Director for approval. The Convention Director submits the approved bills to the AVSA Treasurer for payment. Expense records must be supported by an appropriate voucher with receipt(s) attached. Receipts are not required for small expenses less than \$20.00.

After conferring with the Convention Director to set the time and place of meetings, the President prepares the call for the annual and board of directors meetings for the January AVM. (*The AVM deadline is October 15 for the convention insert.*)

The President is seated at the head table at all meal functions and presides at the final banquet and the annual business meeting.

The President arranges the installation ceremony. It is customary for the incoming President to choose an installing officer.

The local Convention Chairman appoints an aide to the President during convention. The Presidents Aide's duties are outlined in that section of the manual.

The president writes and sends the following to the AVM Editor by October 1 in the year preceding the convention:

- a. Call for Annual Meeting
- b. Call for Board of Directors Meeting

African Violet Society of America, Inc.

Convention Manual

Suggested Meeting Call Format:

African Violet Society of America, Inc.
Annual Meeting

Date _____ Hotel _____ City _____

Call for date Annual Meeting

The annual meeting of the African Violet Society of America, Inc., will be held Day, date, at time, at the hotel name, city and state, for the purpose of electing officers and transacting business that may properly come before the meeting.

Call for date Board of Directors Meeting

The Board of Directors meeting will be held day, date, at time, at the place, city and state, for the purpose of transacting business that may properly come before the meeting.

President's Reception for Board of Directors

The President informs the Convention Director whom they wish to invite to the reception in addition to the Board of Directors (i.e., spouses, international members). The Convention Director issues invitations to the invitee.

The Presidential Aide is responsible for the President's reception. The reception is paid from convention funds. *Refer to the President's Aide responsibilities - Local convention committees, section I, and page 16.*

African Violet Society of America, Inc.

Convention Manual

First Vice President

The First Vice President supervises the activities of Membership & Promotion, and Publications during the convention.

The First Vice President officiates the Thursday Awards Banquet during convention.

African Violet Society of America, Inc.

Convention Manual

Second Vice President

The Second Vice President supervises the activities of the Awards, Commercial Sales & Exhibits, and Show & Judges' committees during the convention

The Second Vice President officiates at the Friday auction luncheon during convention.

African Violet Society of America, Inc.

Convention Manual

Third Vice President

The Third Vice President supervises the activities of the Affiliate, Commercial Activities, Library, Plant Registration, Master Variety List and Miniature and Semi-miniature Cultivars committees during convention.

The Third Vice President opens the annual membership meeting during the convention.

African Violet Society of America, Inc.

Convention Manual

AVSA Treasurer

The signatures of the AVSA Treasurer, AVSA President and AVSA First Vice President are the approved signatures for the AVSA convention account. Should the Treasurer be away from home for a one (1) week period, the Treasurer leaves a supply of checks with the President in order that bills may continue to be paid. The Convention Director is notified where to send the vouchers for payment when the treasurer is away from home.

The Treasurer must be available to write checks for tours the evening before each tour. The first tour is on Monday. The Treasurer stays in the second bedroom of the Convention Director's suite.

The convention account is audited annually by the AVSA auditors. An initial audit and the close of the financial record of the conventions are done by the Finance Chairperson. Copies of the **Job/Project Report** that includes an on going account of convention income and expenditures are maintained.

The AVSA Treasurer keeps a continuous record of the convention account and is able to run a copy for the AVSA Executive Board, AVSA Convention Director or Finance Chairman.

Additional Treasurers' Responsibilities

1. Deposit all checks promptly without interruption or delay.
2. Promptly pay all bills approved by the Convention Director.
3. File all income and expense vouchers according to convention and committee.
4. Send copies of all income vouchers to the Convention Director.

African Violet Society of America, Inc.

Convention Manual

SECTION - VI

Special Committees

Convention Manual Committee

The Convention Manual Committee is responsible for a manual that explains the procedures to be followed in successfully hosting a national convention. The African Violet Society of America's (AVSA) Convention Manual is periodically revised at the direction of the Board of Directors. The AVSA Publication Committee prior to publication, to assist in avoiding conflicts with other AVSA publications, reviews revisions.

The AVSA Convention Manual Committee consists of members who have experience in hosting a national convention. The AVSA Convention Director is a permanent member of this committee and serves as Chairman. The Convention Director appoints the remainder of the committee for one year.

The Convention Manual Committee:

1. Solicit suggestions for improvements in the existing manual from past convention committees and/or experts in various phases of conducting a national convention
2. Compile clear, concise and orderly instructions dealing with convention procedures
3. Submit the proposed manual revisions to the Convention Director and Publications Committee Chairman for review prior to submitting the revisions to the Board of Directors.
4. Prepares a budget for manual revision costs and submits it to the AVSA Finance Chairman. The following years' budget is prepared and submitted by December the first. The Manual Committee receives a budget allowance as authorized by the Board of Directors. Bills with substantiating receipts for all expenses incurred are required and must be mailed to the AVSA Treasurer for payment.
5. Submits a written report of all work done since the last meeting to the AVSA Convention Director at the close of the fiscal year (December 31).

The AVSA Office Manager maintains an updated copy of the manual; prints and distributes it at the request of the AVSA Convention Director. The Convention Director maintains a list of manual holders and furnishes this list to the Office Manager whenever revisions are to be mailed.

African Violet Society of America, Inc.

Convention Manual

SECTION - VII

AVSA Convention Director - Vice Convention Director

The President appoints the African Violet Society of America (AVSA) Convention Director for a two (2) year term.

The AVSA Convention Director is responsible for the planning and direction of all AVSA Conventions and special meetings.

The AVSA Treasurer pays all AVSA Convention Director's expenses pertaining to such arrangements from the convention account.

General Responsibilities

The AVSA Convention Director:

1. Serves as Chairman of the:
 - a) Convention Committee; organizes and assigns convention committee responsibilities prior to and during convention.
 - b) Convention Manual Committee.
2. Interprets convention policies set forth in the *Convention Manual*.
3. Oversees all aspects of the convention from host inquiry to final report.
4. Appoints and keeps the Vice Convention Director informed of all aspects of the convention.
5. Chairs a meeting at each convention with affiliate representatives who wish to inquire about hosting a convention.
6. Investigates the host capabilities, the availability of convention properties and interesting tour possibilities in the area upon invitation of an affiliate, or group of affiliates.
7. Makes property site visits with the local convention bureau to inspect hotel properties, to select the best possible site for a convention.
8. Makes recommendations to the Board of Directors regarding future convention hosts, convention sites and appointment of the Steering Committee.
9. Negotiates a contract with the selected hotel property.
10. Holds a pre-convention conference with the hosting local committees, eighteen (18) months to two (2) years prior to the convention date, to plan the details and revise the hotel property contract, if needed.
11. Approves and signs all charges to the AVSA Master Account at the convention hotel (i.e., meal functions, Audio/Visual equipment, breaks and sleeping rooms).
12. Approves all charges to the AVSA Convention Account and forwards them to the AVSA Treasurer for payment.
13. Arranges sleeping accommodations and travel for the AVSA President, speakers, AVSA employees (i.e., the *African Violet Magazine (AVM)* Editor, the AVSA Office Manager, and the Parliamentarian) and the local Convention and Show Chairmen.

African Violet Society of America, Inc.

Convention Manual

14. Serves as a resource and liaison between the hosting group, the convention hotel and AVSA.
15. Plans the convention week schedule and compiles all information necessary for the publication of the convention insert in the January *AVM* and forwards the insert to the *AVM* Editor by the October fifteenth (15th) deadline.
16. Receives convention reports from the local committees and forwards them to the
 - a) AVSA President
 - b) AVSA Treasurer
 - c) Vice Convention Director
 - d) Future [local] Convention Chairman
17. Compiles a Convention Director's Summary which includes a convention report and sends a copy to the:
 - a) AVSA President
 - b) AVSA First (1st) Vice President
 - c) AVSA Second (2nd) Vice President
 - d) AVSA Committee Chairmen with the convention responsibilities (i.e., Awards, Commercial Sales and Exhibits and Shows and Judges).
18. Submits a written report of all work since the last meeting to the AVSA Office Manager at the end of the calendar year, December thirty-one (31st).
19. Maintains a file of important information from past conventions.
20. Transfers past convention records to the AVSA office for reference and archival storage.

Agricultural Inspector

The Agriculture Inspector is made available to the convention attendees who require State or Federal agricultural certificates in order to transport plants into their state or country.

The local Convention Chairman is responsible for contacting the Federal and State inspectors to discuss scheduling and charges.

The inspector is scheduled on a Friday or Saturday (the latter is preferred since it gives convention attendees more time to buy and prepare plants for inspection).¹

The AVSA Convention Director and the [local] Convention Chairman discuss and determine the time and day the inspector will be scheduled, and the cost to those using the inspection service.

AVSA gives the Inspector one check and collects inspection fees from each individual using the inspection service. The Convention Chairman or Vice Convention Chairman is responsible for the collection of money. The Convention Director obtains a check form the AVSA Treasurer to cover inspection "pass-through" costs and pays the inspector.

¹ Some states charge overtime for inspectors on Saturday.

African Violet Society of America, Inc.

Convention Manual

Airlines

The AVSA Convention Director negotiates with one or more airlines to secure discount fares for convention attendees and complimentary air fare for the Convention Director, to the convention city, for pre-conferences.

The Convention Director sends advertisements with the airline logo (if available) to the AVM Editor by October 15th to be included in the January *AVM* convention insert. If the airline is the same as in previous years, the advertisement may be updated.

Annual Meeting

The Convention Director schedules the annual meeting and open forum for Saturday afternoon, unless otherwise instructed by the AVSA President.

The Convention Director updates the call for the annual meeting and open forum in the convention insert, and sends it to the *AVM* Editor by October 15th for inclusion in the January *AVM* convention insert.

The Convention Director arranges a meeting room, with theater seating, for three hundred (300) to four hundred (400) attendees. The room set up includes:

1. Three (3) eight foot (8') tables.
2. Eight (8) chairs.
3. Tabletop podium with center microphone.
4. Two (2) table top microphones.
5. American flag
6. AVSA wireless microphone system.

African Violet Society of America, Inc.

Convention Manual

Audio Visual

The Convention Director:

1. Obtains a list of audio/visual equipment needed by the scheduled presenters two (2) months prior to the convention.
2. Reserves the needed equipment with the hotel audio/visual department. A schedule and plan for placement of the equipment is included with the reservation. The cost of the equipment is charged to the AVSA account.

The following audio/visual equipment is stored, maintained and transported to the convention by the Convention Director:

1. Kodak slide projector with remote control and cord in a carrying case
2. Computer projector

Calendar of Events prior to convention

- ⇒ Three (3) to Four ((4) years...Host and Site Selection
- ⇒ Three (3) years...Steering Committee Appointment
- ⇒ Two (2) years...Arrange Pre-convention Conference
- ⇒ Eighteen (18) months...Pre-convention Conference
- ⇒ August/September...Prepare Convention insert information
- ⇒ October 15th...Deadline for January/February AVM
- ⇒ January/February/March...Plan Details of the Convention with Local Committees
- ⇒ March/April/May...Prepare for Convention
- ⇒ April/May/June...Convention Week
- ⇒ April/May/June after Convention...
 1. Settle Final Account with Hotel in a timely manner.
 2. Prepare past convention report and send to proper individuals.

African Violet Society of America, Inc.

Convention Manual

AVSA Committee Meetings

The AVSA Convention Director obtains a large meeting room on Tuesday afternoon of convention week for multiple, concurrent committee meetings. The necessary number of round tables and chairs are spread about the room. The room set up includes a pitcher of water and glasses on each table.

Any AVSA committee Chairman may request that the Convention Director provide a meeting room at a different time and date, or a more private meeting room, if required.

AVM Convention Insert

Begin to collect the information for the *AVM* convention insert in August and September:

1. Negotiate menus with the hotel convention services or caterer.
2. Negotiate hotel reservations cut-off date.
3. Negotiate airline agreement.
4. Obtain tour information and tour write-ups from the AVSA Tour Director.
5. Obtain presentations and write-ups from the Presentations Chairman.
6. Obtain the following items from the local Convention Chairman:
 - a) Maps
 - b) Parking information
 - c) Recreational Vehicle parking
 - d) Ground transportation
 - e) Host/Hostess coupon
 - f) Design reservations form
 - g) Airport shuttle information
7. Update the following forms from last year's insert.
 - a) Social hour slides request
 - b) New introduction slide request
 - c) Call for annual meeting, Board of Directors meeting and open forum
 - d) Room sharing coupon
 - e) Convention registration form, include entrees with cost of meal function, tours and a list of presentations
 - f) Hotel reservation forms, include room rates, cut-off date and hotel name, address, phone number, fax number with a small logo.
8. Prepare the convention week schedule
 - a) Send the insert information to the *AVM* Editor before October 15th.²

² After the insert is prepared, the editor sends it to the Convention Director for final approval before it is published.

African Violet Society of America, Inc.

Convention Manual

Commercial Sales

The AVSA Convention Director arranges an area, 4,000 to 5,000 square feet, for commercial sales. The area is available by 5 p.m. on Tuesday if the hotel provides table covers and skirts. If AVSA provides table covers and skirts, the tables are set up by 2 p.m. on Tuesday to allow time for local committees to cover and skirt the tables.

The participating commercial members set up the sales area on Wednesday. No one is admitted to the sales area except those commercial members participating in commercial sales, their employees, the local Convention Chairman, the local Show Chairman, the Convention Director and Vice Convention Director. The sales room opens at 9 a.m. to 9 p.m. on Thursday, 9 a.m. to 5 p.m. on Friday and 9 a.m. to 5 p.m. on Saturday.

The sales area will be in a room which can be locked for security during closed hours, if possible. The Convention Director gives the sales room key to the AVSA Commercial Sales and Exhibits Chairman who is responsible for the sales area until the close of convention on Sunday.

If a closed area is unavailable, a pre function area may be used and security provided by the hotel. If the hotel will not agree to provide security, the AVSA will pay the cost of security which will be provided from 11 p.m. to 7 a.m. on Wednesday, Thursday, Friday and Saturday (if needed).

The Convention Director fills out the commercial sales and exhibits convention information form (see *Appendix*). After attending the pre-convention conference (eighteen (18) months prior to convention), the Convention Director sends the form to the AVSA Commercial Sales and Exhibits Chairman.

The Commercial Sales and Exhibits Chairman sends the Convention Director a layout of the sales area with the number of tables required six (6) weeks prior to convention. The Convention Director sends the sales room layout to the hotel representative one (1) month prior to convention. The Commercial Sales and Exhibits Chairman sends the Convention Director a list of all commercial members selling at the convention. The Convention Director sends this list to the AVSA Souvenir Book Chairman and Local Souvenir Book Assistant for inclusion in the *Souvenir Book*.

Commercial Storage

The AVSA Convention Director arranges a room, as near the commercial sales room as possible, for storage of commercial properties. The storage room is 700 to 1,000 square feet and lockable. The key is given to the AVSA Commercial Sales and Exhibits Chairman who is responsible for the room until the close of convention on Sunday.

African Violet Society of America, Inc.

Convention Manual

Convention Week Schedule

The AVSA Convention Director updates the convention week schedule from the previous year's convention insert and sends it to the AVM Editor by October 15th.

The Convention Director with the agreement of the local committees and the hotel may change times for functions and meetings year-to-year.

The hotel representative and the Convention Director agree to room assignments for functions and meetings.

Changes to the schedule or room assignments may be made only by the Convention Director.

Dais

The AVSA Convention Director sends the completed [dais] seating arrangement for each meal function to the convention committee member responsible for dais seating six (6) weeks prior to convention week.

The preferred protocol for dais seating is:

Thursday Evening Awards Banquet

1. AVSA First (1st) Vice President (presiding officer)
2. AVSA President
3. AVSA Directors
4. AVSA Committee Chairmen
5. Distinguished Guest (i.e., Mayor, Officer)

Friday Auction Luncheon

1. AVSA Second (2nd) Vice President (presiding officer)
2. AVSA President
3. Slide Program Chairman
4. AVSA Committee Chairmen not seated on Friday Dinner Dais
5. AVSA Employees (i.e., Office Manager and AVM Editor)

Saturday Evening Installation Banquet

1. AVSA President (presiding officer)
2. AVSA Officers
3. Past AVSA Presidents
4. Local Convention Chairman
5. Local Show Chairman
6. Distinguished Guests (i.e., Mayor)

The AVSA Officers, Directors and Committee Chairmen are seated on at least one of the three major meal function dais.

African Violet Society of America, Inc.

Convention Manual

Directors/Committee Chairmen who have conflicting convention duties are to be seated on an alternate dais (Friday dinner or Saturday luncheon) when space allows.

Entertainment

The AVSA Convention Director approves the local host's choice of entertainment and signs all contracts.

The music for the roll call of states and countries is sent to the pianist after the contract is signed.

The Convention Director sends the AVSA Treasurer an expense authorization and a copy of the contract, if a deposit is required, so the Treasurer can mail the check.

Prior to the function, the Convention director obtains a check for the balance owed and gives it to the entertainers during the function.

The Convention Director retrieves the music from the pianist after the function, if possible.

Future Conventions Meeting

The AVSA Convention Director schedules a meeting, usually on Thursday, for the purpose of answering inquiries from affiliates about future conventions.

The Convention Director provides "Future Convention Packets".

Hospitality Room

The AVSA Convention Director arranges a room for hospitality on Thursday through Saturday of convention week. The hospitality room is usually open from 9 a.m. to 11 a.m. and 2 p.m. to 5 p.m. (4 p.m. on Saturday).

The local Hospitality Committee serves drinks, finger food and cookies donated by the local affiliate clubs. AVSA subsidizes the cost of the hospitality room. (*See Budget in the Appendix.*)

If the convention hotel policy allows the Hospitality Committee to bring food into the hotel to be served in the room, the room will be located near the convention activities. If the hotel policy prohibits the serving of 'outside' food in its meeting room area, the room will be located in a hotel guest room or the parlor of a suite; and AVSA will pay the cost.

African Violet Society of America, Inc.

Convention Manual

Host Selection

Inquiries

The AVSA Convention Director may solicit a possible host for future AVSA conventions if no inquiries are received.

When an affiliate, or group of affiliates, makes an inquiry, the Convention Director sends a future conventions packet to a representative of the affiliate or group. The packet includes:

1. Host questionnaire.
2. Hotel questionnaire.
3. The Convention Manual pages pertaining to the Advisory Committee, the Steering Committee and the local Convention Chairman.
4. Space requirements.
5. Past conventions summary.
6. A current convention budget.

The packet is intended to help the inquiring affiliate or group to determine AVSA convention requirements and assess their capability to provide them.

All of the items in the packet can be found in the Convention Manual ***Appendix***.

Invitation

Upon receipt of an invitation to host a convention, the Convention Director asks the local representatives, now referred to the Advisory Committee, to fill out and return the Host Questionnaire. The questionnaire is included in the Future Conventions packet received earlier. It helps determine the host's abilities, the existence of appropriate hotels and interesting tour possibilities.

The Convention Director recommends to the Executive Board of Directors that the invitation be accepted and that a site visit be made at which time the Convention Director determines that the host is capable of conducting an AVSA convention and that appropriate hotels and tours exist in the convention area.

One (1) copy of the AVSA Convention Manual is sent to the Advisory committee for their review if their invitation to host a convention is accepted by the Executive Board of Directors.

African Violet Society of America, Inc.

Convention Manual

Judging School

The AVSA Convention Director arranges a room for the judging school (school room style set up). The judging school is usually held on Wednesday at 7:30 a.m. to 3:30 p.m. of convention week.

The judging school room set up includes:

1. School room tables and chairs for approximately twenty (20) to fifty (50) people.
2. Two (2) eight foot (8') by thirty inch (30") tables, or four (4) six foot (6') by eighteen inch (18") tables set up separately at the front of the room.
3. Podium
4. Microphone if the room is large.
5. One (1) eight foot (8') table outside the door (for checking students) with three (3) chairs.
6. Trash can

Meal Functions

The AVSA Convention Director plans and coordinates all aspects of the convention meal functions with the assistance of the AVSA Vice Convention Director and AVSA Convention Committee.

Large Meal Functions

The Vice Convention Director is responsible table seating at the following functions:

1. Thursday evening opening banquet
2. Friday auction luncheon
3. Saturday installation banquet

The Vice Convention Director assigns members of the AVSA Convention Committee to serve as host/hostesses.

Responsibilities of the Convention Director

1. Plan menus and negotiate prices with the hotel convention services or catering department. (The local convention committee may be included in menu planning.)
2. Inform hotel convention services or catering of special meal requests with table assignment.
3. Send the Vice Chairman a copy of table floor plans prior to convention and update the Vice CD on dais seating arrangements.
4. Instruct AVSA office manager to send the Vice CD a weekly copy of attendees who have purchased tickets for meal functions.
5. Confirm the number of meals to be prepared and served with convention service
6. Assist the Vice CD with last minute seating arrangements, if needed.

African Violet Society of America, Inc.

Convention Manual

7. Check dais for proper set up. There should be a table podium with a microphone in the center.
8. Check room for proper number of tables with numbers to easily identify them.
9. Check for proper number of place settings at each table.
10. Check to see that special meal requests are served and order necessary substitutes.
11. When most of the guests are seated, signal those seated at the dais to enter.
12. After the dais is seated, signal presiding officer to begin the agenda.
13. After the invocation is complete, the banquet manager will have meals served and dinner music begins.
14. Obtain the number of tickets and headcount from the Vice CD and sign for meals at the end of the meal. (Have the meal price available for reference.)
15. After the dais guests have completed their dessert, signal the presiding officer to commence with the agenda. Follow agenda closely with presiding officer and support if needed.

Formula for guarantee for food functions:

Eighty-five percent (85%) of meal count plus the number at the head table plus 5 percent (5%) of the count equals the guarantee.

All of the meal functions include:

1. Booklet cover with line art
2. Menu obtained from the AVSA Convention Director
3. Name or theme of the meal, time and place
4. Presiding officer obtained from the AVSA Convention Director
5. Welcome by the presiding officer
6. Invocation and name of person giving the blessing
7. Pledge of allegiance by the presiding officer
8. Introduction of persons on the dais by the presiding officer
9. Awarding of the centerpieces with the name of the person awarding them
10. Adjournment

The Thursday awards banquet also includes:

1. Introduction of AVSA President ... Presiding officer
2. Dinner music ... Name
3. Entertainment ... Name
4. Presentation of awards ... Name, Committee or Chairman of Awards

The Friday auction luncheon also includes:

1. Presentation of AVSA President ... Presiding Officer
2. Auction ... Name

The Saturday installation banquet also includes:

1. Introduction of Honorary Life Members

African Violet Society of America, Inc.

Convention Manual

2. Introduction of Bronze Medal winners
3. Introduction of Hall of Fame
4. Introduction of Life Members
5. Roll call of States and foreign countries ... AVSA President
6. Entertainment
7. How many conventions have you attended?
8. Introduction of convention Chairmen
9. Expression of appreciation ... AVSA President
10. Presentation of awards ... Awards Committee Chairman, Publications Chairman
11. Installation of officers ... Name
12. Introduction of next year's local Convention Chairman ... Name

Agendas

The Convention Director writes the meal function agendas and sends them to the presiding officer, one (1) month prior to the convention, for approval

The Thursday awards banquet agenda includes:

1. Dais line-up
2. Welcome, AVSA First (1s) Vice President presides
3. Invocation
4. Recognize pianist
5. Introduction of Dais
6. Presentations of AVSA President
7. Entertainment
8. Amateur awards
9. Commercial awards
10. Awarding of centerpieces

The Friday [noon] auction luncheon agenda includes:

1. Dais set-up
2. Welcome, Second (2nd) Vice President presiding
3. Invocation
4. Introduction of Dais
5. Program - Auction
6. Awarding of centerpieces

The Saturday installation banquet agenda includes:

1. Dais line-up
2. Welcome, AVSA President presiding
3. Invocation
4. Recognize pianist
5. Introduce Dais

African Violet Society of America, Inc.

Convention Manual

6. Recognize Honorary Live Members
7. Introduction of Bronze Medal winners
8. Introduction of AVSA Life Members
9. Roll call of states and countries
10. Entertainment
11. Number of conventions attended:
 - a. Two to five years
 - b. Six to ten years
 - c. Eleven to twenty years
 - d. Twenty-one to thirty years
 - e. Thirty-one to thirty-five years
 - f. Thirty-six to fifty years
13. Society Awards
14. Introduction of [local] Convention Chairman
15. Invitation for next convention
16. Installation of officers (alternate years) and Directors
17. Incoming Presidents remarks, if officers installed (alternate years)
18. Presentation of Past President's Pin, if applicable
19. Awarding of centerpieces

Small Meal Functions

Convention Directors Duties:

- A. Teachers Breakfast & Affiliates Breakfast - Friday
- B. Commercial Dinner - Friday
- C. Judges Breakfast - Saturday
- D. Board Luncheon - Wednesday

A. Teachers Breakfast/Supper

The teacher's breakfast or supper is usually held on Thursday with twenty (20) to thirty (30) people in attendance.

The function is open to all AVSA Judging School Teachers and those individuals considering becoming a teacher if registered with the convention.

The menu for this meal is usually a full breakfast or light supper.

The Convention Director consults with the Shows and Judges Chairman to determine the time (breakfast or supper) the Chairman wishes to schedule the function.

A podium is set up and a microphone, if the room is large. Audio visual equipment is set up at the request of the Shows and Judges Chairman.

African Violet Society of America, Inc.

Convention Manual

B. Commercial Dinner

The commercial dinner is usually held on Friday evening with fifty (50) to sixty (60) people in attendance.

The dinner is open to all commercial members, their spouses and employees, if registered with the convention.

The Convention Director consults with the commercial activities chairman to determine the planned program and audio visual requirements for the breakfast.

The room has a podium and, if the room is large, a microphone.

C. Judges Breakfast

The Judges Breakfast is usually held on Saturday with an attendance of one hundred fifty (150) to two hundred (200) people.

This function is open to all AVSA Judges and members registered with the convention.

The Convention Director consults with the Shows & Judges Chairman to determine the program planned and audio visual requirements.

The room set up includes a podium and microphone.

D. Board of Directors Luncheon

The Board of Directors luncheon is held on Wednesday or Sunday along with the Board of Directors meeting. It has an attendance of twenty (20) to forty-five (45) people.

The menu is a light lunch.

The function is open to Board of Directors members and their spouses.

E. Affiliate Breakfast

Forty to sixty people with chairs lined around walls for meeting.

New Introduction Slide Program

The AVSA Convention Director updates the advertisements for hybridize slides from the previous years' convention and sends them to the AVM Editor by October 15th.

The advertisement includes an address where slides are to be sent and a deadline for submitting the slides

An individual appointed by the Convention Director presents the slide program at the Wednesday social hour.

African Violet Society of America, Inc.

Convention Manual

Opening Reception President's Reception

The AVSA Convention Director obtains an area near the ballroom for a reception one (1) hour prior to the awards banquet on Thursday evening and the installation banquet on Saturday evening.

Attendance is approximately two thirds (2/3) of the number of guests scheduled for the dinner.

One (1) or two (2) cash bars are provided. The Convention Director negotiates the cost of drinks to be paid for by the guests using this service. AVSA pays the cost of the bartender and cashier.

One (1) bar is to be rolled into the ballroom during the dinner.

AVSA pays for a non-alcoholic fruit punch for both receptions

Planning Convention Details

The AVSA Convention Director communicates with the local Convention and Show Chairmen frequently during the four (4) to five (5) months prior to convention week. This should be done by letter , when time allows, so that a written record exists. Copies of letters are sent to all parties involved in the function being planned.

The Convention Director supports and encourages the local Convention and Show Chairmen to stay on schedule. The local Convention Chairman serves as a liaison between the Host Group and the hotel.

African Violet Society of America, Inc.

Convention Manual

Pre-convention Conference

Two (2) years before the scheduled convention, the Convention Director arranges a pre-convention conference for approximately eighteen (18) months prior to the AVSA convention at the host hotel.

It is planned on a Saturday most convenient to the hotel, the local committees, the Convention Director and AVSA Tour Director.

The hotel is requested to provide:

1. A meeting room from nine (9) a.m. to five (5) p.m. on Saturday complimentary to AVSA.
2. A tour of the hotel property for all who attend the conference.
3. Complimentary sleeping accommodations for the Convention Director and the Tour Director (if able to attend) for Thursday, Friday and Saturday nights. (*This should be provided for in the hotel contract.*)

The Convention Director arranges for coffee, tea, juice and soft drinks for the conference. The cost is paid by AVSA and charged against the scheduled convention account.

The Convention Director arrives on Thursday and meets with the Tour Director and [local] Tour Assistant to discuss and visit as many tour possibilities as time allows on Friday.

The Convention Director presides at the pre-convention conference. The agenda includes:

1. Welcome
2. Introductions
3. Signing of the attendance roster
4. Hotel floor plans
5. Discussion of Section one (1) of the Convention Manual
6. Lunch Break (paid for by each attending individual)
7. Tour of the hotel property
8. Discussion of Section two (2) of the Convention Manual

African Violet Society of America, Inc.

Convention Manual

Presentations & Speakers

The AVSA Convention Director appoints one member of the AVSA Convention Committee to serve as Chairman of the Presentations & Speakers committee.

Convention Director Responsibilities:

1. Obtain suggestions for presentations during the pre-convention conference from the local host and pass the information along to the Chairman of Presentations & Speakers.
2. Obtain Presentations information from the Chairman in September for inclusion in the January *AVM* convention insert by the October 15th deadline.
3. Obtain a list of presenters, audio visual equipment and room set up needs (two (2) months prior to convention) to be included with the function set up requirements.
4. Reserve the audio visual equipment with the hotel AV department one month prior to the convention.
5. Give the Chairman and the AVSA committee member responsible for AVSA audio visual equipment the function set up sheets for the presentation rooms.
6. Arrange travel and accommodations for speakers who are not AVSA members.³

President's Reception

The President's reception for the AVSA Board of Directors is held in the President's suite on the evening (Monday through Thursday) agreed upon by the President and AVSA Convention Director. The Vice Convention Director is responsible for sending invitations to the Board of Directors and guest from foreign countries except Canada.

The local President's Aide is responsible for coordinating the reception.

Promotional Tables

The AVSA Convention Director arranges promotional tables (Wednesday through Saturday of convention week) near the convention registrations area for the following committees:

1. Next year's convention
2. Membership and promotion
3. Ways and means
4. Other AVSA committees requesting a table for promotion or benefit of AVSA.
5. AVSA information and sales

³ AVSA members do not receive gratuities or expenses.

African Violet Society of America, Inc.

Convention Manual

Properties

The following properties are stored and transported to the convention by the AVSA Convention Director:

1. Records from past conventions.
2. Files for future conventions.
3. Miscellaneous office supplies paid for by AVSA.
4. Kodak projector with card and remote in a carrying case.

Resolutions Committee

The Chairman of the Resolutions Committee prepares courtesy resolutions thanking the convention hosts to be read into the minutes of the annual meeting.

The Chairman submits a written report of all work since the last meeting to the Convention Director at the close of the fiscal year (December 31st).

Room Sharing

The AVSA Convention Director updates the room sharing coupon in the previous years' convention insert and sends it to the AVM Editor by October 15th, the deadline date for inclusion in the January *AVM* convention insert.

Show Room

The AVSA Convention Director arranges a room (7,500 to 10,000 square feet) for the amateur and commercial show room.

The local Show Chairman and Staging Chairman draft the floor plan and send it to the Convention Director three months prior to the show for approval. The Convention Director sends the floor plan to the hotel representative six (6) weeks prior to the convention.

The show room is set up by the hotel, no later than five (5) p.m. on Tuesday if the hotel is furnishing table covers and skirts. If the AVSA is responsible for covering and skirting the tables, the room is set up by the hotel no later than two (2) p.m. to allow the local committee time to cover and skirt the tables.

The Convention Director gives the show room key to the Show Chairman who is responsible for the show room until the final checkout of plants, designs and AVSA properties on Sunday morning.

African Violet Society of America, Inc.

Convention Manual

Site Selection

Convention Bureau

The Convention Director contacts the convention bureau in the city or cities under consideration and informs them that the AVSA is considering holding a convention in their area. The Convention Director includes the AVSA Space Requirements Form, the Hotel Questionnaire Form (*Refer to the Appendix*) and a request that the Convention Bureau send out a lead to the appropriate hotel properties in the convention area.

Hotel Selection

After receiving the appropriate proposals from area hotels, the Convention Director contacts the Convention Bureau in the hosting city or cities and requests that arrangements be made for a site visit. The Convention Bureau may offer a complimentary airline ticket for the Convention Director to visit the city and area hotels. The Convention Bureau arranges complimentary lodging at the hotel or hotels being considered for the convention.

The local Host Advisory Committee (three (3) to four (4) people) are included in the site inspections.

Site Visit

The Convention Director tours three (3) to five (5) hotel properties with the appropriate proposals and fills out the Hotel Evaluation Form (*Appendix*). This form assists in making the inquiries while visiting the hotel.

The Convention Director consults with the Advisory Committee pertaining to their preference with alternate hotel choices.

Hotel Contract

The Convention Director begins negotiations with the hotel chosen after returning home from the site visit. The Convention Director has the flexibility to book conventions between March and June and to choose the days of the week. **The primary goal is the lowest possible room rates with the required complimentary exhibits space and sleeping accommodations.**

The Convention Director signs a contract when an agreement is reached with the hotel. Copies of the contract are sent to the:

1. AVSA President
2. AVSA Office Manager
3. Local Convention Chairman

African Violet Society of America, Inc.

Convention Manual

4. Local Vice Convention Chairman

Steering Committee

Three (3) years prior to the convention, the Convention Director recommends to the Executive Board that four (4) people chosen by the Advisory Committee and Convention Director be appointed to the following local positions:

1. Convention Chairman
2. Vice Convention Chairman
3. Show Chairman
4. Vice Show Chairman

At this time, the Convention Director informs the Convention Chairman that \$1,000.00 is available from the AVSA as a loan. The Convention Director authorizes the AVSA Treasurer to send the money to the local Treasurer if the hosts desire to use the 'seed' money.

Souvenir Book

The AVSA Convention Director appoints a member of the AVSA convention committee to guide and direct the local Souvenir Book Assistant in the preparation of the souvenir book.

The Convention Director provides the following:

1. Honorary Life Members
2. Bronze Medal Winners
3. AVSA Officers and Directors
4. Past Presidents
5. AVSA Convention Committee
6. Hall of Fame
7. Hotel Layout
8. Commercial Display Tables
9. Commercial Sales Tables
10. Convention week schedule

The convention week schedule is updated at the last possible day before printing.

The Souvenir Book Chairman receives and approves all material compiled by the local assistant. A copy is forwarded to the Convention Director with a recommendation to proceed with printing the book along with a copy of two (2) or more bids for printing.

African Violet Society of America, Inc.

Convention Manual

Tours - Tour Director

The AVSA Convention Director appoints a member of the AVSA committee to be responsible for the administration of AVSA convention tours. The AVSA Tour Director reports directly to the AVSA Convention Director.

The Tour Director plans tours with the assistance of the local Tour Assistant. The Tour Director recommends suitable tours to the Convention Director for approval. The Tour Director prepares expense vouchers and obtains the Convention Director's approval for money to pay tour expenses from the AVSA Treasurer.

The Tour Director signs all contracts for buses and tour attractions, with the Convention Director's approval. The Tour Director sends a copy of all contracts to the Convention Director.

African Violet Society of America, Inc.

Convention Manual

Vice Convention Director

The AVSA Director Convention Committee Vice Chairman serves as the Vice Convention Director. The Vice Convention Director is appointed for a term of two (2) years to concur with the Convention Director's term.

The Convention Director keeps the Vice Convention Director informed of all AVSA Convention business.

The Vice Convention Director is responsible for the convention in the event the Convention Director is unable to fulfill his/her duties.

General Responsibilities

The Vice Convention Director is responsible for:

1. Assisting the Convention Director in overseeing all aspects of the convention.
The Vice Convention Director has the authority to sign hotel charges in the event the Convention Director is not available.
2. Table seating for large meal functions including passing the table numbers to the local Convention Chairman so they can place numbers on the tables..
3. Assigning host/hostess for large meal functions
4. Invitations for President's reception for the Board of Directors.

Meal Function Seating

Meal function seating is the responsibility of the Vice Convention Director (Vice CD). The entire convention committee serves as host/hostesses. The Vice CD assigns each host/hostess to certain tables.

Responsibilities of the Vice Convention Director

1. Oversee the following meal functions:
 - A. Thursday p.m. awards banquet
 - B. Friday noon auction luncheon
 - C. Saturday p.m. installation banquet
2. Obtain a table set up floor plan and dais seating list from the Convention Director.
3. Obtain a list of each meal function guest from AVSA office.
4. Assign each guest to a table:
 - A. Guests who register early should have prime seats
 - B. Guests who register together should be seated at the same table unless otherwise requested.
 - C. Tables should be reserved near the dais for the AVSA Convention Director, the Vice Convention CD and guests who require special recognition (i.e., Bronze Medal winners and Hall of Fame members). The Convention Director sits directly in front of the podium facing the presiding officer.

African Violet Society of America, Inc.

Convention Manual

D. Table assignments should be completed and forwarded to the local Convention Chairman at least ten (10) days prior to convention, and an update sent three days prior to convention. Any tickets sold at convention have table numbers on them, so no assigning is necessary. Once a count has been given to the hotel, the Vice CD informs Registration that only (xx) number of tickets may be sold. (This number must stay within the 5 percent limit.)

5. Assign each member of the Convention Committee to host tables, giving each a table-seating chart.
6. Obtain tickets from the ticket takers after they have been counted and give to CD before the end of the function along with the filled-out ticket form. (*Appendix, Page 23: "Meal Ticket Form".*)

African Violet Society of America, Inc.
Convention Manual

Appendix

African Violet Magazine Deadlines	2
AVSA Convention Budget	4
AVSA Signs (<i>See Inventory of AVSA Convention Signs</i>)	20
Commercial Sales & Exhibits Information Form	6
Convention Bill	9
Design Division Reservation Form	10
Expense Authorization	11
Hospitality Committee Supplies.....	12
Hosts - Hostesses Coupon for AVM	13
Hosting Group Questionnaire	14
Hotel Questionnaire.....	15
Income Voucher	18
Instructions for Exhibitors	19
Inventory of AVSA Convention Signs.....	20
Meal Function Ticket Form	23
Meal Host/Hostess Report	24
Presentation Ticket Form	25
Properties (AVSA)	26
Publicity Letter	28
Registration Checklist	29
Request for an Ad/Donation for the AVSA Annual Convention, Meeting and Show.....	30
Request for Room Reservation.....	53
Set Up Function Worksheet	55
Signs Inventory (<i>See Inventory of AVSA Convention Signs</i>)	20
Space Requirements for AVSA conventions.....	31
Table Decorations and Favors Report	36
Page intentionally left blank	37
Page intentionally left blank	38
Tour Evaluation Forms	
Attraction Possibilities	39
Final Tour Recommendations	42
Restaurant Possibilities	46
Transportation Company Possibilities.....	49
Tour Attendance/Sales.....	52
Yearly AVSA Convention Summaries.....	54

African Violet Magazine (AVM) Deadlines

January 1 - for March and April AVM

Update Convention Directors' convention information.

February 1 - for May and June AVM [January 1 for March and April AVM if convention dates are in March or April]

Convention Director:

1. How to pack for attending at the convention.
2. Any important last minute information concerning the national convention.

Awards Chairpersons' information on any additional convention awards.

April 1 - for July and August AVM

Awards Chairpersons' article listing those who received:

1. Honorary one-year memberships
2. Continuing service awards
3. A bronze medal for horticultural achievement
4. Halls of fame
5. Honorary life membership
6. Hudson awards
7. President's citation certificates
8. Distinguished service certificates
9. Awards Chairpersons' information on additional convention awards

Close of National Convention - for September and October AVM

Awards Chairperson's article listing:

1. Top convention winners
2. Commercial shows' winners
3. Commercial display tables
4. Affiliate publications' winners

July 1 - for September and October AVM

Awards Chairpersons' article soliciting awards concerning the next convention show.

Convention Director:

1. Future convention sites
2. Article promoting future conventions

September 1 - for November and December AVM

Convention Director

1. Short promotional blurbs for the next national convention
2. Brief combined tour information for the next national convention

African Violet Society of America, Inc.
Convention Manual

October 15 - for January and February AVM and Convention Insert

Awards Chairperson

1. List of named variety awards
2. List of special amateur and commercial awards
3. List of society shows awards

Convention Director

1. Airport transportation
2. Convention airline information
3. Call for AVSA annual meeting updates
4. Call for AVSA Board of Directors meeting updates
5. Call for Open Forum updates
6. Convention registration form update
7. Convention schedule
8. Design reservation form
9. Future convention dates
10. Host and Hostess coupons
11. Hotel reservation form
12. Maps
13. Miscellaneous items
14. Parking information
15. Presentation write-ups
16. Room sharing notice
17. Recreational vehicle parking information
18. Tour write-ups
19. Agricultural Inspector information

Show & Judges Chairperson

1. Amateur and commercial show schedules and rules
2. Design division reservation coupon
3. Judges' coupon
4. Clerk's coupon
5. Judging school coupon

African Violet Society of America, Inc.
Convention Manual

AVSA Convention Budget ^{1,3}
Projected Attendance 400 to 600

Convention Chairman/Vice Chairman/Treasurer

Checks	25
Copy Services ^{2, 11}	400
Phone	50
Pins	\$1.00 each
Postage.....	150
Promotion	500
Hospitality Committee ²	400
Information Committee	20
Judging School Assistant	10
Presentation Assistant ¹⁰	50
President's Assistant ⁵	250
Publicity Committee.....	250
Registration Committee	25
Signs Chairman	200
Souvenir Book Assistant ¹²	800
Table Decorations & Favors Committee ^{2, 8}	600
Tours Assistant.....	200
Entertainment ⁷	200
Show Expenses ⁴ (incurred by all Show Committees).....	1,200
Miscellaneous ⁶ (by convention or shows)	600

Notes to AVSA Convention Budget:

1. The convention budget is intended to subsidize the local host budget. Most committees will be able to stay within the budgeted amount while others may need to be supported by local funds. Amounts exceeding the budget will not be reimbursed and are the responsibility of the local host.
2. Every attempt must be made to obtain donations from local businesses and affiliate members, as well as capitalizing on local members' talents.
3. AVSA will pay up to the budgeted amount on each item. Amounts in excess of the budget are the responsibility of the host group. Amounts may not be transferred from one committee/category to another.
4. AVSA will pay for the shipping of properties if necessary. The host group is encouraged to transport properties from the previous hosting city, if possible. The Convention Director must pre-approve the method and estimated cost of shipping. The cost will be billed to the next year's convention.
5. The President's Reception is to be kept simple [i.e., punch, wine and finger foods].
6. The miscellaneous category is intended for unexpected expenses that may occur and must be approved by the AVSA Convention Director prior to expenditure.
7. Entertainment is optional for Thursday and Saturday night dinners. A pianist is required for the role call of states and can usually provide dinner music on Sat. night. The Local Convention Treasurer will prepare a check to pay entertainers at the time of the engagement.
8. The Table Decorations and Favors Committee budget include table centerpieces and favors for the Friday luncheon and Thursday and Saturday dinners.
9. The following items are optional and are not reimbursed by AVSA:
 - Arm badges
 - Gifts or honorariums for speakers
 - Judges gifts
 - Entertainment (except pianist)
10. This can include reimbursable expenses of the presenters.
- 11 This includes the rental cost of a copier, if necessary.
12. This amount only covers any expenses in excess of income received from the sale of ads.

Commercial Sales and Exhibits Convention Information

1. Detailed floor plan of sales room:

Wall measurements _____

Location and size of doors _____

Location of electrical outlets _____

Any physical obstacles marked _____
2. Safety regulations which to be adhered to:

Aisle width _____

Exits _____
3. Hotel layout with:

Unloading ramp marked _____

Entry area marked _____

Elevator marked, if needed _____
4. Commercial storage room for surplus plants and supplies:

5. Can signs be displayed on walls? _____

6. Requirements on spotlights and extension cords:

Can they be rented? _____

What is the rental fee? _____

Can Commercials use their cords? _____
7. Is the sales area well lighted? _____
8. Will the Department of Agriculture require a plant inspection?

If so, what date and time? _____

African Violet Society of America, Inc.
Convention Manual

9. Will a sales tax permit be required for each commercial selling?

(or) will the sponsoring group obtain a group permit? _____

What is the sales tax rate? _____

When must it be reported? _____

The sales tax must be given to the local convention chairman! NOT to the AVSA Treasurer.

10. What is the width of the 6' tables to be used? _____

What is the width of the 8' tables to be used? _____

11. What are the RV parking facilities? _____

On-site? _____

Off-site parking facility? _____

Other parking location and cost _____

12. Send a city map with directions to the hotel marked. _____

13. What is the fee to be charged for a Commercial display table's sign that is canceled after the sign is made? _____

What is the deadline for cancellation of display table signs without a charge? _____

10. Please list any important information, which might be important to attending Commercial members.

15. Secure the U.S. Department of Agriculture plant inspector to issue inspection certificates for plants going to other countries and controlled states.

Name _____

Address _____

Phone () _____

African Violet Society of America, Inc.
Convention Manual

16. How are materials and supplies shipped to the hotel?

What is the earliest date the hotel will accept supply shipments?

17. Who is the Commercial Aide?

Name

Address

Phone ()

African Violet Society of America, Inc.
Convention Manual

AVSA Convention Bill

AVSA _____ Convention
City Year

Date Submitted: _____

To: _____

From: _____

Committee Exceeding Budget: _____

Amount Budgeted: _____

Amount Paid by AVSA Treasurer: _____

Balance due AVSA: _____

African Violet Society of America, Inc.
Convention Manual

Design Division Reservation

Please Print

Name _____

Address _____

City _____ State ____ Zip Code _____

Phone () _____

I would like to enter the following design classes:

(Limit six, excluding container gardens)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Alternate Choices:

1. _____

2. _____

3. _____

I would like to enter container gardens in the following classes:

1. _____

2. _____

3. _____

**Entries will be accepted only if postmarked February 15, 20____
or later. Phone reservations are not accepted. Reservations
will be on a first come basis. Please give name, address and
phone number so exhibitors may be notified if there are
cancellations or additional openings. Send reservations
before February____, 20____ to:**

African Violet Society of America, Inc.
Convention Manual

Expense Authorization

Reference No. _____

AVSA _____ CONVENTION
[City - Year]

Date Submitted: _____ Convention/Show _____ Voucher Total:¹ _____

Vendor or Other Recipient Name: _____

Address: _____

Expenses Incurred by:	1.	2.	3.
	[Name]	[Name]	[Name]
Committee/Category:	1.	2.	3.
Amount Budgeted:	1.	2.	3.
Expenses Previously Debited to Committee/Category:	1.	2.	3.
This Debit:	1.	2.	3.
Total committee/Category Debits:	1.	2.	3.
Amount under/(over) Budget:	1.	2.	3.

Expenses Approved by: _____

Date Received by local Convention Chairperson: _____

Date Received by local Convention Treasurer: _____

Check Amount: _____ Check No: _____

Date Received by AVSA Convention Director: _____

Amount Approved _____

Signature/Approval Convention Director: _____

Date Received by AVSA Treasurer: _____

Date Paid by AVSA Treasurer: _____

Check Amount: _____ Check Number: _____

Sent To _____

¹ Itemized receipts must be attached.

African Violet Society of America, Inc.
Convention Manual

Hospitality Committee

<u>Supplies used</u>	<u>Quantity</u>	<u>Obtained from</u>	<u>Cost/Donated</u>
Cups	_____	_____	_____
Napkins	_____	_____	_____
Spoons and Stirrs	_____	_____	_____
Paper towels	_____	_____	_____
Coffee urns	_____	_____	_____
Hot water urns	_____	_____	_____
Coffee	_____	_____	_____
Tea	_____	_____	_____
Sugar	_____	_____	_____
Sugar substitute	_____	_____	_____
Milk or creamer	_____	_____	_____
Lemon (for tea)	_____	_____	_____
Cookies	_____	_____	_____

African Violet Society of America, Inc.
Convention Manual

Host - Hostesses

If you would like to help at the convention in _____ by serving as a host or hostess in the show room, please send the following information by February 1, 20__ to:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

African Violet Society of America, Inc.
Convention Manual

Hosting Group Questionnaire

1. Please suggest hotel possibilities that you would like AVSA to consider for the convention site.

2. What are the tour possibilities in your area? You will need at least eight to ten (8-10) different tour possibilities.

3. Can your raise the financial backing you will need? Most organizations feel they need to raise three to four thousand dollars (\$3,000-\$4,000) to cover any additional extra special costs of touches you may wish to have for table favors, meal functions, registration packets or the show.

4. What computer equipment and operators are available?

5. What mode of travel would conventioners use to reach your convention location?

6. What types of local public transportation are available?

Bus or trolley _____

Subway or rapid transit _____

Taxi _____

Other? _____

7. What medical facilities are available in your area?

Dentist? _____

Hospital? _____

Ophthalmologist? _____

Paramedic? _____

Special cardiac care unit? _____

Trauma unit? _____

Other? _____

The AVSA Convention Director is responsible for all negotiations and contracting with the hotel.

African Violet Society of America, Inc.
Convention Manual

Please complete the following questionnaire and return to _____ ,
Convention Director, at the address above.
Thank you for your assistance.

Hotel Questionnaire

1. Will you honor our requested complimentary sleeping arrangements?
 - A. One two bedroom Presidential suite for the AVSA President.
 - B. One suite with two bedrooms for the AVSA Convention Director and Treasurer.
 - C. One parlor or Hospitality room.
 - D. Five sleeping rooms to be used as follows:
 - 1) Vice Convention Director
 - 2) Convention Chairman.
 - 3) Convention Show Chairman
 - 4) Speaker
 - 5) AVSA Staff.
 - E. 1/50 complimentary rooms
2. What is the check in time? _____
3. What is the check out time? _____
4. Is there an auto parking charge for hotel guests? _____ If no, skip to #6
If so, what is the parking charge? _____
Is a group discount available on parking charges? _____
5. Will you allow free parking for up to six key members? _____
6. What hours is room service available? _____
7. Please list type of restaurants, average prices and hours of operation. (Copies of present menus would be appreciated.)

8. Are there any regulations that would prohibit the show and sales room from being open to the public?

If so, please give specifics _____

9. Can the show and sales rooms be locked? _____
If so, will you permit the Convention Director to have a key? _____
If not, does the hotel have sufficient security for these rooms? _____

African Violet Society of America, Inc.
Convention Manual

10. How many complimentary tables can the hotel provide for exhibits and sales? _____

(6' x 30") _____ (8' x 30") _____

(6' x 18") _____ (8' x 18") _____

We usually require about one hundred 8' x 30" (or equivalent total length) tables for exhibits and fifty for sales.

11. Will the hotel complimentary drape these tables? _____

12. How many complimentary stanchions can the hotel provide? _____

13. How many complimentary easels can the hotel provide? _____

15. Are their special Fire Department regulations of which we should be aware? _____

Please specify: _____

Good fire exits must be available for all rooms used.

15. May AVSA members operate equipment and lights? _____

If not, must we hire Union help? _____

16. Is there a complimentary piano available in the banquet room that we can use? _____

If so, is it kept tuned? _____

If not complimentary, what is the charge for using the piano? _____

17. May AVSA members furnish music without the need of Union consent? _____

18. Does the hotel have audiovisual equipment? _____

If so, please enclose a rental price list.

If not, please recommend a company for such services and have them forward a rental price list to the Convention Director.

Please give specific information if any charges apply to the following equipment:

19. What is the charge for spotlights? _____

20. What is the charge for use of electrical outlets? _____

21. What is the charge for electrical drops? _____

22. What is the charge for spider boxes? _____

23. How many elevators are available for Guests? _____ Services? _____

24. What is the total tax for sleeping rooms? _____

25. What is the tax on meals? _____

African Violet Society of America, Inc.
Convention Manual

26. What is the gratuity on meals? _____

Is this figured on the tax in addition to the meal price or are they calculated separately?

27. Please give the name, address and phone number of the bureau with which we will work regarding sales tax collection in the commercial sales area. _____

28. Will you furnish a pager for both the Convention Director and the Convention Chairman?

29. Will the hotel accept thirty days out direct bill, figure the credit for the one/fifty sleeping room credits on the cumulative sleeping rooms used, and credit the master account as cash?

30. Will the hotel supply sleeping accommodations for four nights and five days for the Pre-convention Conference for the Convention Director, Vice Convention Director, Tour Director and AVSA President?

(This will be eighteen to twenty-four months prior to the convention. A total of three rooms.)

31. Will a special rate apply for sleeping rooms utilized by the attendees of the pre-convention meeting?

32. Will the hotel supply a complimentary pre-convention meeting room for Saturday (30-60 people conference style)? _____

33. Does the hotel furnish courtesy transportation to and from the airport? _____
If not, what is the cost? _____

34. The African Violet Society of America, Inc. (AVSA) is a 501-C-3 tax-exempt corporation. Will you accept this as a means of deleting Sales Tax to meal and coffee breaks, etc., which are charged to the Master Account and paid for by an AVSA check? _____

35. Is the hotel property in full compliance with the Americans with Disabilities Act?

36. Is a wheel chair available at all times? _____

Name of hotel property

Date

Completed by

Position

This will serve as an addendum to the contract.

Thank you for your patient assistance in completing this questionnaire.

African Violet Society of America, Inc.
Convention Manual

INCOME VOUCHER

AVSA _____ CONVENTION

Date Sent to Convention Director: _____

From: _____
[Name] [Committee]

Address _____

Phone number _____

For: _____

By (signature): _____

Amount: _____

Voucher Total _____

Date received by AVSA Treasurer _____

Date deposited by AVSA Treasurer _____

Note: Judging school funds are not put through the convention account. The applicant sends the registration fee to the teacher of the judging school who turns it into the AVSA Treasurer.

Instructions for Exhibitors

Welcome to the 20__ AVSA Convention and Show. You and your plants have finally made it here. We wish you good luck in the show and a great time at the convention!

Entries will be accepted Wednesday, _____ from 9:00 am to 11:30 a.m.

Wednesday _____ from 1:00 p.m. to 6:00 p.m.

These instructions and the entries system were designed to get your plants entered quickly. Please review the instructions. If you have a large number of entries, you may wish to fill out your horticulture entry cards and all entry forms ahead of time.

To enter plants:

1. Obtain your exhibitor's instructions, exhibitor number, horticulture entry cards and entry forms from the Entries Coordinator at the Entry Information Table.
2. Print your entry cards in pencil in case changes are necessary.
3. Complete the top section and claim check for all horticulture entry cards.
 - Enter your exhibitor's number on each card in the appropriate space.
 - List your classification source on the back of the card (either the Master Variety List of species and cultivars (MVL) or other valid source). If no source can be found, write "NO List".
4. Design entry cards are completed and placed in the assigned niche or table space by the Classification or Design Reservation Chairman.
5. Complete the entry forms in alphabetical order. Use one plant entry form for all horticulture entries and use the design entry form for design entries.
6. Place your plants in the area designated by the Entries Coordinator.
 - Do any last-minute grooming. (Grooming should be done in advance due to space limitations at classification.)
 - Place a plant stake and the correct entry card in each of your plant entries.
 - A knowledgeable person will check your form for spelling and accuracy of the plant name. (This person matches the name with the listing in the MVL or other valid source.)
7. Proceed to the classification line corresponding to the number of plants you are entering. There are separate lines for commercial entries. The following classification lines are used:
 - a. Pre-entered plants
 - b. One (1) to nine (9) entries
 - c. Ten (10) or more entries
 - d. Commercial entries
 - e. Design Entries
8. Remain with your plants until they are all classified. You may leave when the person doing classification tells you that your entries are complete. The next time you see your plants, we hope they will be showing off blue ribbons!

Inventory of AVSA Convention Signs

“Annual Meeting”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Affiliate Breakfast” *[Currently not in inventory]*

“AVSA Membership and Promotion”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“AVSA Registration”

15"x18.5" white poster board, 3" black letters, black tape border, plastic covered, no logo, removable 1.5"x2.5" black tape left arrow

“AVSA Sales And Information”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo²

“Board of Directors”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Booster Fund”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Building Fund”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Classification and Entries”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Commercial Dinner”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Commercial Display Table”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

² Kept at Texas A&M office by manager.

African Violet Society of America, Inc.
Convention Manual

“Commercial Display Table Show Identification Signs”

36"x24.25" white gator board, 4"-6" green vinyl letters, various print styles and configurations

“Commercial Sales Room”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Convention Information”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Convention Registration”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo, removable 1.25"x3" black tape down arrow

“Hospitality Room”

15"x20" white Bainbridge board, 3" black letters, black tape border, marred plastic covered, 3.25" AVSA logo, 1.25"x6" black right arrow drawn on plastic cover

“Judges and Clerks Instructions”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Judges Breakfast”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo, removable 1.25"x2.75" black tape right arrow

“Judging School”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Luncheon”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

“Open Forum”

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

African Violet Society of America, Inc.
Convention Manual

"Presentation 1A "

"Presentation 1B"

"Presentation 2A "

"Presentation 2B"

"Presentation 3A " 15"x20" white Bainbridge board, 3" black letters, black tape border, and plastic

"Presentation 3B" covered, 3.25" AVSA logo

"Presentation 4A "

"Presentation 4B"

"Presentation 5A "

"Presentation 5B"

"Presentations Seating

"NO ONE WILL BE ADMITTED FOR SEATING UNTIL 15 MINUTES PRIOR TO PRESENTATION"

(2) 15"x20" white heavy poster board, 2.5" purple letters, no border, no plastic cover, no logo

Queen's Court Self-Standing Signs

4.5"x9.5" light gray heavy poster board, 1.5" black letters

"BEST AFRICAN VIOLET"

"2ND BEST AFRICAN VIOLET"

"3RD BEST AFRICAN VIOLET"

"BEST MINIATURE AFRICAN VIOLET"

"BEST OTHER GESNERIAD"

"BEST SAINTPAULIA"

"BEST SEMIMINATURE AFRICAN VIOLET"

"BEST STANDARD AFRICAN VIOLET"

"BEST TRAILING AFRICAN VIOLET"

"Raffles"

15"x20" white Bainbridge board, 4" black letters, black tape border, plastic covered, 3.25" AVSA logo

"Show Room"

15"x20" white medium weight illustration board, 3" black letters, no border, plastic covered, 3.25" AVSA logo, 8.5"x2.5" black right arrow

"Teacher's Breakfast"

15"x20" white medium weight illustration board, 3" black letters, black border, no plastic cover, 3.25" AVSA logo

"Teacher's Supper"

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

"Tours Meet Here"

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

"Ways And Means"

15"x20" white Bainbridge board, 3" black letters, black tape border, plastic covered, 3.25" AVSA logo

African Violet Society of America, Inc.
Convention Manual

**Meal Function
Ticket Form**

Date: _____ Time: _____

Name of meal function: _____

Number of tickets collected: _____

Name of ticket collector (*please print*): _____

Signature: _____

African Violet Society of America, Inc.
Convention Manual

Meal Host/Hostess Report³

Name: _____

Assigned Tables Head Count (Do not count empty seats.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Problems encountered (include solutions):

³ Fill out the Meal Host/Hostess Report and give it to the Vice Convention Director during Opening Dinner, Saturday Luncheon and Installation Banquet meal functions; otherwise, turn the report in to the Convention Director for other meals.

African Violet Society of America, Inc.
Convention Manual

**Presentation
Ticket Form**

Date: _____

Time: _____

Presentation Number: _____

Presentation Name: _____

Number of tickets collected: _____

Name of ticket collector (*please print*): _____

Signature: _____

African Violet Society of America, Inc.
Convention Manual

AVSA Properties⁴
200
City Year

<u>Box Number</u>	<u>Number of Items</u>	<u>Contents</u>
------------------------------	-----------------------------------	------------------------

[This page intentionally left blank]

⁴ The local Properties Chairman prepares a list of the properties sent to the next convention site each year, and it replaces this inventory list.

African Violet Society of America, Inc.
Convention Manual

<u>Box Number</u>	<u>Number of Items</u>	<u>Contents</u>
------------------------------	-----------------------------------	------------------------

[This page intentionally left blank.]

Publicity Letter

June 3, 1995

[Recipient Business Name]
[Business Editor's Name], Business Editor
[Street]
[City State & Zip]

Dear *[Greeting Name]*:

As the Publicity Chairman for The African Violet Society of America, *[Convention City]*, I am delighted to share with you the news that our 19 Annual Convention and Show will be held in *[City]* on *[Date to be Held]*. This, the *[Number Years Held]* Annual Meeting of the Society, will be held at *[Hotel]*.

Registration for this convention includes the United States, Canada, South America, New Zealand, France, Australia, South Africa, Switzerland, Japan and China as well.

Our local publicity chairperson, *[Publicity Chairperson Name & Phone]* will contact you to offer assistance and answer any questions that you may have.

Please feel free to contact *[Contact Name]* If you wish further information.

Enclosed please find a suggested publicity release, which you will be able to utilize.

We are most grateful for any and all publicity coverage you can extend to us.

Sincerely,

Registration Checklist

Supplies required at the registration desk:

1. Envelopes
2. Hole punch (Three-hole punch for punching last minute registrations.
3. Identification ribbons received from the AVSA office
4. Tape (3/4") for affixing identification ribbons to badges
5. Membership list (computer list received from the AVSA office)
6. Extra name badges and inserts
7. Notepads
8. Paper clips
9. Pencils
10. Pens in assorted colors
11. Plastic bags (two sizes) for additional registration packets
12. Ring binders with dividers (one copy of each conventioneer registration form filed in notebook
13. Scissors
14. Scotch tape
15. Souvenir books
16. Stamp pad
17. Stamps
18. Stapler and staples
19. Stationery
20. Tickets
21. One hundred (100) extra registration forms (copied for the African Violet Magazine (AVM))
22. Other miscellaneous supplies you may need
23. One hundred (100) small brown envelopes

African Violet Society of America, Inc.
Convention Manual

**Request for an Ad/Donation for the
AVSA Annual Convention, Meeting and Show**

(Convention City)

(Date)

Thank you for your support of “**The African Violet Society of America, Inc.**”
The African violet is America’s favorite houseplant.

Amount of contribution _____ Check number: _____

Contributed by _____

Address _____

Phone number _____

If placing an ad, use spaces below for text _____

Signature of donor _____ Date: _____

Signature of Souvenir Book Assistant _____

All Donations to “The African Violet Society of America, Inc.” are tax deductible.

African Violet Society of America, Inc.
Convention Manual

Space Requirements for AVSA Conventions

Convention Dates: Last week of March through first week of June depending on location.

Attendance: 350-600 depending on location, time and room rates.

Room Block:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6	35	70	100	160	200	200	150	10
Total 930								

Complimentary accommodations above the 1/50 (Saturday through Sunday week).

- A. One Presidential suite with two bedrooms for the AVSA President and Parliamentarian
- B. One suite with two bedrooms for the AVSA Convention Director and the AVSA Treasurer
- C. One parlor to be used for Hospitality room Wednesday 8 a.m. through Saturday 4 p.m.
- D. Five sleeping rooms to be used as follows:
 - Vice Convention Director
 - Convention Chairman
 - Convention Show Chairman
 - AVSA Staff
 - Speaker

Sunday through Sunday noon

- A. Storage
 - 1. One room, approximately 700 square feet, for plant boxes belonging to amateur and commercial exhibitors. The Key is to be kept by AVSA Convention Director or a designated person.
 - 2. One room, approximately 900 square feet, for the local hosting committee to use for table decorations and convention supplies. The key is to be kept by AVSA Convention Director or a designated person.
 - 3. One room near registration for the AVSA Office manager, computer and Convention Director.
- B. Convention Registration and Information
 - 1. Four (4) foot skirted tables
 - 2. One house phone at no charge
 - 3. Two large waste baskets

African Violet Society of America, Inc.
Convention Manual

- C. One room to be used for miscellaneous meetings (12PP Conference).

Tuesday

- A. Executive Committee Meeting in the Presidential Suite Parlor. No special set up required and they will order from the room service menu. (9 pp).

Tuesday through Thursday

- A. Exhibit Classification and Show Entry
1. Must be adjacent to show room
 2. Approximately twelve eight foot covered tables: six eighteen inch covered tables: twelve chairs: four large wastebaskets.
(Note: Six of the tables may be uncovered or round)
 3. Nearby electrical outlets or service for computers.

Tuesday through Sunday noon

- A. Amateur and Commercial Show Room.
- . Four thousand five hundred to seven thousand five hundred (4,500-7,500) square feet (depending on location and projected attendance).
1. Good arrangement of room, access and bright lighting are necessary.
 2. Temperature in the show room MUST be kept between sixty-five and seventy-two degree's Fahrenheit.
 3. Spot lights must be available.
 4. Exhibits are all tabletop display (approximately 100-150 eight foot displays or the equivalent in six (6) foot tables).
 - a. Amateur - Displayed in the center of the room on covered and skirted contiguous tables. (Color of skirting is to be mutually agreed upon). The hotel is requested to supply (150) 8'x30" tables.
 - b. Commercial Display Tables - Displayed around the walls on separate, covered and skirted six foot tables. The Society will provide 'risers' for tables (risers are nine inches wide and six feet long and elevated as steps ten inches and twenty inches above the table top).
- B. Commercial Sales Room
1. Minimum of two thousand five hundred (2,500) square feet.
 2. Approximately thirty to fifty (30/50) covered and skirted eight-foot tables separated for tabletop sales.
 3. Temperature in the sales room MUST be kept between sixty-five and seventy-two degree's Fahrenheit.
 4. It is preferred that this be near the Show Room.
 5. Good light is needed.
 6. Nearby electrical outlets.

African Violet Society of America, Inc.
Convention Manual

Wednesday

9:00 a.m. to adjournment

Opening Board of Directors Meeting.

Forty-five pp around an open octagon or rectangle - two people per table.

12:00 noon

Board of Directors luncheon for twenty to thirty (20-30) people.

7:00 a.m. to 4:30 p.m.

Judging School

Schoolroom style for fifteen to thirty (15/30) people - covered and skirted tables.

Three eight foot tables covered and skirted (separated) at front of room for plant judging.

One eight-foot table for registration

Floor lectern

Water station

7:00 p.m.

Presentation I Social Hour and Slides

Theater for two hundred to three hundred (200/300) pp

Ten foot by ten-foot screen

An elevated projection table with electricity to table

Floor podium with working microphone and light

Two (2) Eight (8) foot tables on riser

Wednesday through Saturday

A. AVSA Information, Sales and Promotional tables.

1. Six (6) eight foot by thirty inch covered and skirted tables, twelve (12) chairs and ample waste baskets.

2. This area needs to be near the Convention Registration Area.

3. Nearby electrical outlets or service.

Thursday

8:00 a.m. to 9:00 a.m.

Judges and Clerks Instruction

Theater for one hundred (100) people.

Floor lectern with microphone.

Water station.

9:00 a.m. to 4:30 p.m.

Two simultaneous presentations

Theater for one hundred fifty to two hundred (150-200) people.

Specifics later.

6:00 p.m.

Reception

Approximately two hundred fifty (250) people.

One cash bar.

African Violet Society of America, Inc.
Convention Manual

7:00 p.m.

Dinner

Approximately two hundred fifty (250) people/ rounds of eight to ten.

Raised head table for ten to fifteen (10-15) people.

Tabletop lectern on head table with microphone.

Thursday through Saturday

A. Hospitality Room

1. Approximately five hundred (500) to one thousand (1,000) square feet parlor. This room is to be kept locked and a local committee will accept the responsibility for the key. We are accustomed to brewing our own coffee and supplying our own cookies (these are usually donated by large grocery chains). **NO ITEMS ARE SOLD. ONLY OUR ATTENDEES ARE PERMITTED ENTRANCE.**

B. Dressing Room

1. One room for local committee workers to use for dressing. This room to be kept locked with the local committee accepting responsibility for the key (this is to provide changing facilities for evening functions).

Additional Room Needs on a Day-to-Day Basis

Friday

7:00 a.m. Teachers Breakfast

Fifteen to twenty (15/20) rounds of eight (8)

8:30 a.m. Affiliates Breakfast

Seventy-five (75) rounds of 8-10.

Podium w/microphone

Chairs around the perimeter

9:00 a.m. to 4:30 p.m.

Two simultaneous presentations

Theater for one hundred fifty to two hundred (150-200) people.

Specifics later.

12:00 noon

Luncheon

Approximately one to one hundred fifty to two hundred people (150/200) pp

Raised head table for ten to fifteen (10-15) pp

Tabletop lectern with microphone

Approximately six (6) eighteen (18) inch tables around perimeter for auction items

Rounds of eight to ten pp

6:30 p.m.

Commercial Members Dinner

Approximately thirty to forty people (30/40) pp

Rounds of eight to ten

Floor podium

African Violet Society of America, Inc.
Convention Manual

Saturday

7:00 a.m.

Judges Breakfast

Approximately one hundred to one hundred fifty (100/150) people.

Floor lectern with microphone.

Rounds of eight to ten pp.

9:00 a.m. to 11:00 a.m.

Two simultaneous presentations - Theater for one hundred fifty to two hundred (100-200) people.

Specifics later

2:30 p.m.

Annual Membership Meeting

Approximately two hundred (200) pp

Raised dais for eight (8) pp

Tabletop lectern with two (2) microphones.

5:00 p.m.

President's Reception and Hospitality Hour

One cash bar

Approximately two hundred to two hundred fifty (200-250) pp.

6:00 p.m.

Installation Banquet

Approximately two hundred to two hundred fifty (200-250) pp.

Rounds of eight to ten (8-10) pp

Raised head table for ten to fifteen (10-15) pp

Tabletop lectern with microphone

Raised platform for installation and entertainment with lavalier mike

Tuned Piano with mike

9:00 p.m.

Begin entry check out

Sunday

9:00 a.m. to completion

Board of Directors Meeting (Thirty to forty (30-40) attendees)

(Same as Wednesday)

12:00 Noon

Show and Sales Rooms Clean up complete

All areas must be cleared by 12:00 Noon

African Violet Society of America, Inc.
Convention Manual

Table Decorations and Favors - Report # _____

Final Report

_____ **Dinner**

Describe table favor _____

Made by whom _____

Number made _____

Cost per item _____

Total cost _____

If donated, by whom _____

If not donated, paid by whom _____

If any favors sold, how many _____

Price of items sold _____

Total \$ _____

Money turned over to _____

Total \$ _____

[This page intentionally left blank]

[This page intentionally left blank.]

African Violet Society of America, Inc.
Convention Manual

Evaluation Form for Attraction Possibilities

Day & Date of visit

Name of attraction _____

Address _____

City, State & zip code _____

Phone No. _____

Name of attraction contact _____

Title _____

Please attach all brochures, and other pertinent information to this form. Send, IN DUPLICATE, to the AVSA Tour Director no later than nineteen (19) months prior to the convention.

1. What is the maximum number of people that can be accommodated at one time?

2. How much walking is required for this tour?

3. Are there any benches or seats available for people to rest for a few minutes?

4. Are there stairs to climb? _____ How Many? _____

5. What extras will they extend for our group (i.e., signs of welcome, special meals, etc.)?

6. What is the group rate for the attraction?

7. What is the anticipated increase in cost per year?

8. Will the attraction complement the driver and one (1) guide?

9. Does the attraction have a guide?

African Violet Society of America, Inc.
Convention Manual

Page 2 of 3

10. Is there a cost for the guide if one is available? _____ How much? \$ _____

11. If no guide is available, will someone meet and greet our group, explain the attraction, and the best way to see it?

12. Who will greet the tour?

13. When must the final count be given?

14. May we add conventioners at the last minute?

15. Is a deposit required? _____ If so, how much and when? _____

16. Did you enjoy the attraction?

17. Was the area clean?

18. Were the rest rooms clean?

19. Were paper towels and toilet paper in good supply?

20. Is the dress for this attraction casual or coat & tie?

21. Were the personnel knowledgeable and friendly?

22. Were you comfortable during the tour (i.e., hot, cold, tight spaces etc.)?

23. What kind of insurance does the company have?

24. Name of the insurance company?

25. Does the attraction have personnel trained in CPR?

26. In the event of illness of conventioneer(s) at the attraction, what nearby medical facilities are available?

27. Do you recommend this attraction for a tour? _____

Please list all your recommendations, both pro and con, in the spaces below.

Final Tour Recommendations

You have now visited the attraction/restaurant under consideration for a tour at your convention. Please evaluate each attraction and/or restaurant on the appropriate evaluation form. State, which tours you, would recommend and for which days you would recommend them. Give your reasons for recommending this attraction or restaurant. Please fill in pertinent lines, circle where appropriate and leave blank where not applicable.

When your evaluations and recommendations are complete, please staple papers together to form a file. These forms must be stapled together in the order that the tour will be run with the evaluation form(s) on top. Include other tour forms as applicable.

Group #1

- a. Travel time to attraction from the hotel? _____
- b. Name of the attraction _____
- c. Time required at attraction? _____
- d. Would this attraction be on a conventioneer's must see list? _____
- e. Reasons for recommending this attraction:

African Violet Society of America, Inc.
Convention Manual

Page 2 of 4

Group #2

- a. Travel time to next attraction or restaurant? _____
- b. Name of attraction or restaurant _____
- c. Time required at attraction or restaurant? _____

Does the recommended restaurant serve a variety of foods for those people on special diets?

Would this attraction be on a conventioneer's must see list?

Reasons for recommending attraction or restaurant

African Violet Society of America, Inc.
Convention Manual

Page 3 of 4

Group #3

Travel time from attraction or restaurant to the next attraction, restaurant or hotel

Time required at attraction or restaurant

Does the recommended restaurant serve a variety of foods for those people on special diets?

Would this attraction be on a conventioneer's must see list?

Reasons for recommending attraction or restaurant

African Violet Society of America, Inc.
Convention Manual

Page 4 of 4

Group #4

Travel time from attraction or restaurant to the next attraction, restaurant or hotel

Time required at attraction or restaurant

Does the recommended restaurant serve a variety of foods for those people on special diets?

Would this attraction be on a conventioneer's must see list?

Reasons for recommending attraction or restaurant

Which day would be preferable to take this tour? Why?

African Violet Society of America, Inc.
Convention Manual

Evaluation form for Restaurant Possibilities

Day & Date of visit

Name of Restaurant _____

Address _____

City, State & zip code _____

Name of contact _____

Title _____

Please complete one (1) form for each restaurant under consideration. Attach all brochures, Menus, proposals and other pertinent information to this form and send to the AVSA Tour Director no later than nineteen (19) months prior to the convention, IN DUPLICATE.

If a tour covers a meal hour, preparations must be made for food service.

This may be at the attraction or a restaurant along the route. The food may include a pre-ordered meal, a box lunch supplied by the restaurant or ordered on an individual basis.

Be sure to eat in the restaurant under consideration before you talk to the manager or group sales person. Try to eat during the same time frame that our tour group is expected to be there.

If you enjoyed the restaurant, contact the manager or group sales person and explain the purpose of your call. Upon arrival and during introductions, present one of your African Violet Society of America (AVSA) business cards and request an appointment.

1. Is this facility at the attraction? _____
2. Are there facilities for meals available along the route if we are not eating at the attraction?

3. If conventioners are arranging their own meals for lunch, what is the availability and type of Restaurants? _____
4. What time did you eat at this restaurant? _____
5. Are there stairs to climb? _____ How many? _____
6. Was the food presentation attractive?

7. What was the quality of the food? _____

African Violet Society of America, Inc.
Convention Manual

Page 2 of 3

8. How long did it take you to be served?

9. Can people expect to wait in long lines to be served, or if being served at the table was the service prompt?

10. Were waiters and/or waitresses pleasant, courteous and competent?

11. Was the restaurant clean?

12. Were the rest rooms clean?

13. Were paper towels and toilet paper in good supply?

14. Do you recommend this for a tour? _____ If so, why? _____

15. Is the dress for this restaurant casual or coat and tie? _____

The manager or group sales person at this restaurant should supply the following information.

1. What is the maximum number of people this restaurant can accommodate at one time?

2. Does this restaurant serve a variety of foods for those people on special diets?

3. Can the restaurant offer a separate room for our group?

4. Does the restaurant have sufficient personnel to serve our group in one sitting or will we have to eat buffet style? _____

African Violet Society of America, Inc.
Convention Manual

Page 3 of 3

5. Estimate the time it will take for a large group to be served.

6. When must a final count be given?

7. Is a deposit required? _____ If so, how much and when?

8. Will the restaurant comp the bus driver and one (1) tour guide?

9. What is the price range of meals that are available?

10. Is pre-ordered meal pricing inclusive of tax and gratuity?

11. For pre-ordered functions what is the gratuity?

12. What is the current sales tax in this state?

13. Is the tax figured on top of gratuity or are they figured separately?

14. What extras will the restaurant extend for our group (i.e., signs of welcome, special meals etc.)?

15. What kind of insurance does the company have?

16. Name of insurance company?

African Violet Society of America, Inc.
Convention Manual

Evaluation form for Transportation Company Possibilities

Day & Date of visit

Name of Transportation Company _____

Address _____

City, State & zip code _____

Name of representative _____

Title _____

Please request written proposals. Attach the proposals and all other pertinent information to this form and send, IN DUPLICATE, to the AVSA Tour Director no later than nineteen (19) months prior to the convention.

It will be necessary to supply the following information to the transportation company contact:

- a. Tour destination,
- b. Planned stops,
- c. Number of hours their equipment and driver will be needed,

The AVSA Tour Director will contract for all transportation. The Local Tour Assistant initiates the contact, gets the questionnaire completed and may supply the details to the Transportation Company.

Proposals must include everything on the evaluation form except questions number fourteen (14) through eighteen (18), pertaining to travel time.

1. Will it be less expensive to keep a bus used during the day for an evening tour rather than hiring additional equipment and driver? _____

2. What is the maximum number of people that can be accommodated at one time on one bus?

3. If a tour becomes booked for more than one (1) bus, but not two (2), do they have smaller equipment that could accommodate additional people? _____

4. What are the seating capacities of all their equipment? _____

5. What is/are the applicable taxes now? _____

African Violet Society of America, Inc.
Convention Manual

Page 2 of 3

6. What are the costs now of hiring each type of equipment by the hour/mile?

7. What is the anticipated increase in cost at the time of the convention?

8. Are their microphones on each type of equipment?

9. Will the company guarantee a refund if, for some reason they cannot supply transportation?

10. What kind of insurance does the company have?

11. Name of the insurance company?

12. Will this company guarantee AVSA that the driver will be familiar with the route?

13. What kind of guarantee will they give us?

14. When must a final count be given?

15. Travel time from the hotel to the attraction⁵?

16. Travel time to next attraction or restaurant?

17. Travel time to next attraction or restaurant?

⁵ Include time to load and unload the bus in the travel time.

African Violet Society of America, Inc.
Convention Manual

Page 3 of 3

18. Travel time to next attraction, restaurant, or hotel?

19. If traveling during rush hour, how much additional time will be required? (Generally, tours should require no more than 1-½ hours of travel time from the hotel to the furthest point.)

20. Is the African Violet Society of America (AVSA) responsible for the driver's meals?

21. Is the gratuity for the driver included in the prices that the Transportation Company is quoting?

African Violet Society of America, Inc.
Convention Manual

Tour Attendance/Sales

At the conclusion of each tour, complete the following information by circling the correct tour number and filling in all other pertinent information. Return to the AVSA Tour Director immediately following the tour by placing in the AVSA Tour Director's hotel mail slot.

		Day & Date of Tour	
Tour # 1	# of tickets sold _____	# of conventioners on tour	_____
Tour # 2	# of tickets sold _____	# of conventioners on tour	_____
Tour # 3	# of tickets sold _____	# of conventioners on tour	_____
Tour # 4	# of tickets sold _____	# of conventioners on tour	_____
Tour # 5	# of tickets sold _____	# of conventioners on tour	_____
Tour # 6	# of tickets sold _____	# of conventioners on tour	_____
Tour # 7	# of tickets sold _____	# of conventioners on tour	_____
Tour # 8	# of tickets sold _____	# of conventioners on tour	_____
Tour # 9	# of tickets sold _____	# of conventioners on tour	_____
Tour #10	# of tickets sold _____	# of conventioners on tour	_____
Tour #11	# of tickets sold _____	# of conventioners on tour	_____
Tour #12	# of tickets sold _____	# of conventioners on tour	_____
Tour #13	# of tickets sold _____	# of conventioners on tour	_____
Tour #14	# of tickets sold _____	# of conventioners on tour	_____
Tour #15	# of tickets sold _____	# of conventioners on tour	_____

Comments:6 _____

⁶Use other side of page for additional comments if more space is required.

African Violet Society of America, Inc.
Convention Manual

Request for Room Reservation

Name	Title	Accommodations	Arrival	Departure	Billing	Comments

African Violet Society of America, Inc.
Convention Manual

Yearly AVSA Convention Summary

City	Los Angeles	St. Paul	Orlando	Dallas	Kansas City	Boston	Santa Clara	Columbus	Lancaster	Denver	St Louis	Atlanta
	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
Total Attendance		651	963	750	352	541	527	813	650	499	490	577
Meal Functions												
Teachers Breakfast/Supper		23	27	32		30		27		17	21	24
Commercial Lunch		69	66	65		50		72		50	57	59
Opening Dinner		436	562	435		339		563	325	349	330	381
Judges Breakfast		145	221	192		142		160		140	170	180
Auction Luncheon		324	377	267		200		284	255	207	196	228
Installation Banquet		433	536	495		317		416	335	345	311	375
Board Luncheon				33		30		25		24	17	24

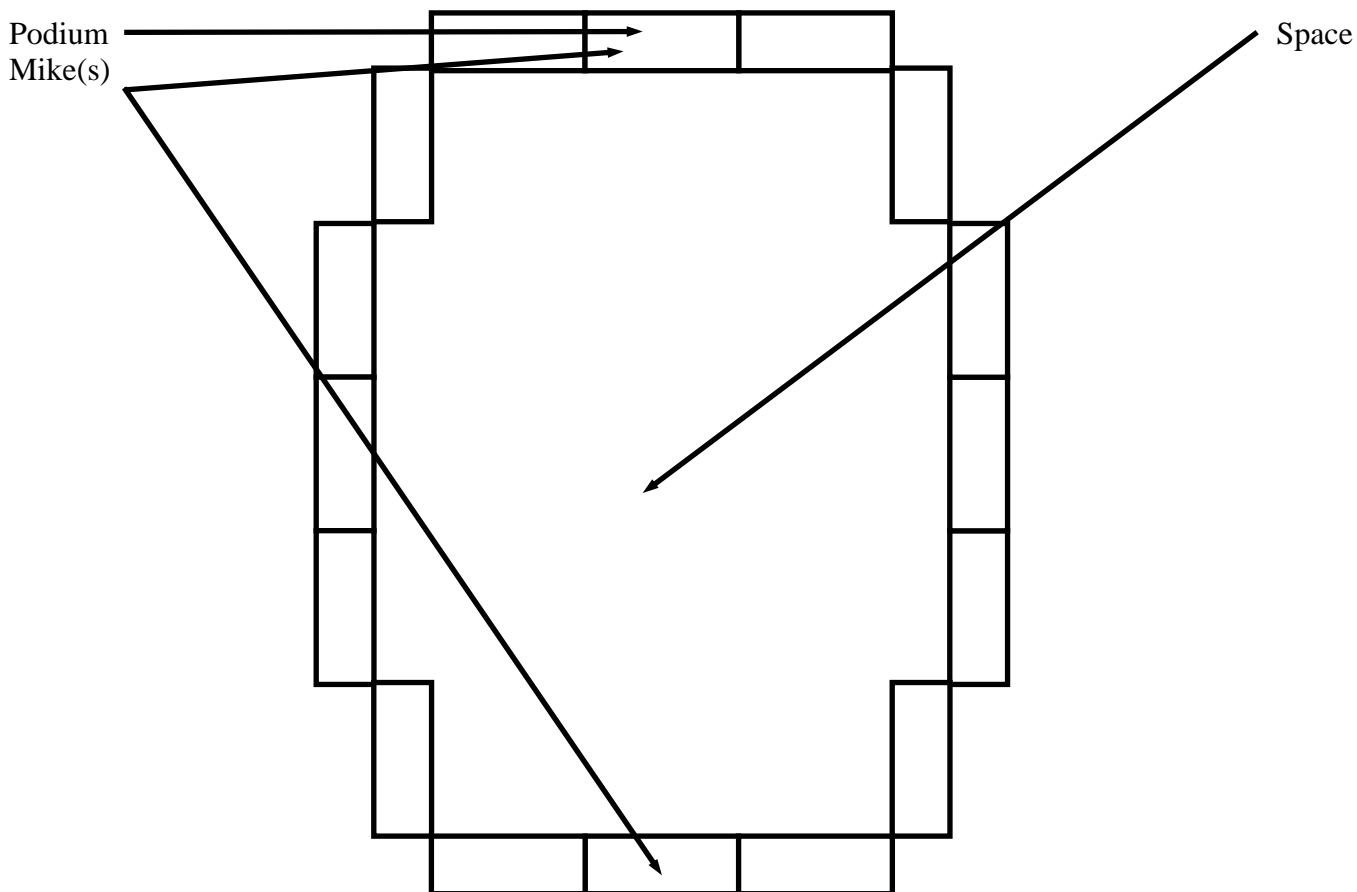
City	St Petersburg	Sacramento	Houston	Omaha	Chicago	Washington	Baton Rouge	Tucson	Cincinnati	Minneapolis	Denver
	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Total Attendance	461	396	431	374	500	350	387	418	413		
Meal Functions											
Teachers Breakfast	19	21	21	22	18	16	18	14	23		
Commercial Dinner	42	41	45	37	43	24	34	16	29		
Awards Banquet	308	293	292	268	309	256	323	300	302		
Judges Breakfast	121	125	122	108	127	94	102	96	113		
Auction Luncheon	173	208	192	153	189	110	227	250	270		
Installation Banquet	287	279	266	229	255	177	277	250	277		
Board Luncheon	26	26	21	20	18	16	29	21	22		
Affiliates Breakfast	-	-	-	-	-	-	-	45	50		

Set Up Function Worksheet

Function: Board of Director's Meeting
No.

Sheet

Head Tables



Fifteen (15) to eighteen (18) six foot times thirty inch (6'x30") tables. Two (2) to three (3) people seated at a table around the outside of the octagon.