

**LIONS CLUBS INTERNATIONAL  
MULTIPLE DISTRICT 26**



**MULTIPLE DISTRICT 26  
STATE CONVENTION GUIDELINES  
&  
"HOW TO PROCEDURES"**

*As of: April 26, 2014*

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## **F O R W A R D**

The following applies to the multiple district and Host Convention Committees selected to host the multiple district convention. This serves as a guide in the preparations necessary to ensure a successful MD26 convention.

Certain sections of this guide are a must for the Host Convention Committee, and have been approved by the Council of Governors and/or the Multiple District State/International Convention Committee.

All Host Convention Committees must abide by the multiple district constitution and by-laws, where duly indicated.

All matters pertaining to the convention must be approved by the Council of Governors and the Multiple District State/International Convention Committee.

We recommend the Host Convention Committee Chairperson and/or Co-Chairpersons begin meetings with incoming governors for the year of their convention to plan for convention activities. This may be as early as 2 years prior to the convention; however for a successful MD26 convention, you must begin planning early.

It is further recommended the MD26 State/International Convention Committee review these guidelines yearly, at the first meeting after the completion of the MD26 convention and make changes as appropriate and necessary.

## HOST CONVENTION COMMITTEE

1. **MEETINGS:** It is the responsibility of the Host Convention Committee to provide adequate meeting facilities for the Multiple District Convention and provide meeting space for the Host Convention Committee meetings and January Council of Governor's meeting.
2. **MINUTES:** The minutes of all Host Convention Committee meetings shall be sent to the following: State/International Convention Committee and Multiple District Office Administrator.
3. **MEMBERS:** It is suggested that the Host Convention Committee have no less than seven members, one of whom shall be the Host Convention Committee Chairperson. The Host Convention Committee Chairperson presides over all meetings of the Host Convention Committee and must prepare progress reports as required. The Host Convention Committee Chairperson of each year's MD Host Convention Committee is a non-voting member of the Multiple District State/International Convention Committee, upon his/her selection, for the years up to and including the year of hosting the Convention and the year immediately following said Convention.
4. **HOST CONVENTION COMMITTEE CHAIRPERSON DUTIES:**
  - a) Appoint one or more Co-Chairperson(s), as needed.
  - b) Appoint a Secretary and Treasurer.
  - c) Prepare a budget outlining the 'estimated' revenues and expenses.
  - d) Open necessary bank accounts. Authorize three (3) members of the Host Convention Committee to act as co-signers, one of whom shall be the treasurer. The three (3) members may be bonded. Note: The district may have an established checking account used for hosting previous state convention with current and bonded district officers.
  - e) Appoint as many sub-committees as deemed necessary for the success of the Convention. Appoint a chairperson to head each sub-committee.
  - f) Hold as many meetings as deemed necessary for the success of the Convention.
  - g) Notify the Multiple District State/International Convention Committee Chairperson of any Host Convention Committee meetings.
  - h) Prepare a list of room and cell phone numbers for the current MD26 International Director, MD26 Past International Directors, the International Guest, MD26 Council Chairperson, the Host Convention Committee Chairperson and MD26 District Governors; with the list being furnished to each of these Lions.
5. **CO-CHAIRPERSON:** The Co-Chairperson is the Host Convention Committee Chairperson's right hand person. In the absence of the Host Convention Committee Chairperson, the Co-Chairperson shall substitute for him/her, including meetings of the Multiple District State/International Convention Committee and Council of Governor's meetings.
6. **SECRETARY:** The Secretary prepares the minutes after each Host Convention Committee meeting and forwards copies as indicated above. He/she keeps a record of the progress reports submitted by each subcommittee of the Host Convention Committee. He/she prepares all correspondence pertaining to the Convention.
7. **TREASURER:** The Treasurer is responsible for setting up the financial books following normal and customary accounting practices and should include: (Note: The district cabinet treasurer may be utilized for this position - - it may also be appropriate for him/her to serve as registrar.)

- a) Monies advanced by the District Host Club or Clubs or by the Multiple District;
  - b) Any monies received from the sale of hospitality books (if any), advertising, tickets for various events, draw tickets, pins, luncheons and all other sources will be deposited in the Host Convention Committee checking account. Each item must be properly identified as to its source; the Host Convention Committee may establish accounts as necessary to accept credit cards, fees, etc.
  - c) An accurate account of the deposits for room reservations and arrange for the hotels and motels to be paid as may be required;
  - d) Preparation of financial budgets and subsequent progress reports, as required;
  - e) A record of all purchases duly authorized by the Host Convention Committee;
  - f) Payment of accounts duly approved for payment by the Host Convention Committee;
  - g) g) Preparation of a financial report, duly confirmed, for the State/International Convention Committee at least ten days prior to the committee's September meeting.
8. **SUB-COMMITTEES:** Each sub-committee should have a sufficient number of members to achieve its objective. Each sub-committee must submit written reports to the Host Convention Committee as required. The following sub-committees are usually appointed by the Host Convention Committee Chairperson: ***Finance, Entertainment, Accommodation and Reservations, Meeting Rooms and Halls, Publicity; Decorating, Transportation and Tours; Official Ceremonies – Opening and Memorial Service; Registration, Draws, Partner-in-service programs, Signage, Catering/Bars, Receptions, Event tickets, and Dances.***
9. **CONVENTION BUDGET & EVENT COSTS APPROVAL:** The Host Convention Committee is to prepare a forecast of its estimated revenue and expenses and submit to the MD26 State/International Convention Committee at least 12 months prior to their convention. This includes proposed registration fees and all event tickets to be charged during the convention. The MD26 State/International Convention Committee shall submit said budget to the Council of Governors for their information.
10. **FINAL FINANCIAL REPORT:** Once all expenses have been paid, a final financial report must be submitted to the MD26 State/International Convention Committee at its annual September meeting and the Council of Governors at their next meeting following September.
11. **HOUSING & ACCOMMODATION:** Contract with each Hotel or Motel and other housing facilities filling the following requirements;
- a) Select one (1) Hotel/Motel as the Convention Headquarters. (Usually indicated with the Convention bid);
  - b) Prepare the room reservation form; Reservations must be processed on a "FIRST COME, FIRST SERVED" basis. Note this is should be a function of the contracted hotel; and may be accomplished on-line or by telephone call to the contracted hotel.
12. **ROOM OBLIGATIONS OF THE HOST CONVENTION COMMITTEE:** The Host Convention Committee is responsible for providing the following usually in the headquarters hotel/motel if more than two hotels/motels are contracted: (**Note:** During the bidding process of host convention hotel contracts every effort should be made to negotiate "comp'd" suites/rooms where possible.)
- a) 1 suite for the Official International Guest of Honor at no cost to the Multiple District.
  - b) 1 suite for the current MD26 International Director, if in attendance, at no cost to the Multiple District providing sufficient funds are available in the Director's Multiple District Travel Account to cover the cost.

- c) 1 double room for the current Council Chairperson, if in attendance, at no cost the Multiple District. Note: This may be an approved budget line item in the MD26 Administration Budget if approved by the Council of Governors.
- d) 1 double room for the MD26 office administrator, if in attendance, at Multiple District expense.
- e) 1 double room for the MD26 Host Convention Committee Chairperson at no cost to Multiple District. Note: This should be an expense of the Host Convention Committee, if approved as a budget line item by the Host Convention Committee.
- f) 1 double room for each of the District Governors at their own expense, all on the same floor in the Headquarters Hotel.
- g) 1 double room for each of the District Governors-elect, all at their own expense, all on the same floor in the Headquarters Hotel.
- h) Ensure a sufficient number of rooms are available at the Headquarters Hotel for the Past International Directors, Multiple District Chairpersons and Multiple District Coordinators; all at their own expense.
- i) The current MD26 International Director, MD26 Past International Directors and the International Guest should, if at all possible, be assigned rooms on the same floor; with the current MD26 International Director next to the International Guest.

**13. INTERNATIONAL OFFICIAL GUEST & COUNCIL CHAIR:**

- a) It is the responsibility of the Council Chairperson to invite the International Official Guest speaker for the Multiple District Convention, in co-operation with the MD26 Liaison Committee. It has been the tradition to invite the International Second Vice President to attend the Multiple District 26 Convention.
- b) Upon arrival at the convention site, the International guest speaker will be met and greeted by the following delegation: The Council Chairperson (or his/her designee); members of the MD26 Liaison Committee in attendance; and, the Host Convention Committee Chairperson and/or District Governor of the district hosting the Multiple District convention.
- c) Transportation of the International Official Guest is the responsibility of the Host Convention Committee Chairperson. Note: The Host Convention Committee is responsible to arrange for the meeting and transportation of the international guest to and from the convention site. Recommend this function be coordinated with the MD26 Liaison Committee. The Adult Companions of the aforementioned are part of the welcoming group.
- d) Welcome baskets, gifts such as plaques, donations or other suitable objects given to the international guest is the responsibility of the Host Convention Committee. Note: The Host Convention Committee Chairperson should consult with the MD26 Liaison Committee on appropriate gifts. Information forwarded to the council chairperson or MD26 Liaison Committee from LCI on speakers desires can also be a good resource.

**14. OTHER SPEAKERS – SEMINAR/LUNCHEON KEYNOTE:** It is the responsibility of the Host Convention Committee Chairperson to ensure all other speakers are solicited. Invitations should be sent to proposed guest speakers and seminar speakers at the earliest – 1 year at the earliest; to six months at the latest – prior to the convention. Coordination with the council chairperson, the Global Leadership Team Coordinator (MD) or the MD26 Liaison Committee (MD); all can provide proposed names for speakers. Consideration should be given to the number of available seminar rooms, costs of rooms, etc.

**15. PUBLICITY:** Pre-Convention releases should be sent to all clubs in the Multiple District. It is suggested that this be done in SEPTEMBER, NOVEMBER, JANUARY & MARCH prior to the convention. Use the MD26 Public Relations MD Newsletter and Multiple District website. The MD26 newsletter committee provides sufficient space in pre-determined

issues for this purpose at no cost to the Host Convention Committee. Host Convention Committee is responsible for the creation/hosting of a convention website. The website should be created and made ready for launch immediately following the previous convention closure. Website should contain as a minimum a home page with a welcome to the convention and links to a convention schedule, on-line registration information, International Guest information, and any other pertinent information the Host Convention Committee believes should be shared by Missouri Lions visiting the state convention website.

#### **16. REGISTRATION:**

- a) Arrange for sufficient personnel to be available at the registration area, when open, particularly during the peak time for registration which is normally the first two days of the convention.
- b) Provide sufficient facilities and equipment such as tables, cash boxes or registers, pens, pencils etc.
- c) Provide Convention badges, convention information and programs.
- d) The registration area should be open at the predetermined hours as set forth in the checklist. It is recommended that two tables (skirted) be established to facilitate the registration process, 1 table for all PRE-REGISTERED delegates and 1 table for NEW REGISTRATIONS.
- e) The committee has the right to set a late registration fee; or a credit card processing fee, if used. Confirmation notices of registration may be provided to registrants via email or USPS as deemed most appropriate.

#### **17. CONVENTION PROGRAM:**

- a) Each registered delegate will receive a copy of the official Convention program.
- b) The compilation of the Convention program is the responsibility of the Host Convention Committee. Note: The MD26 office administrator can provide information related to International Directors, Past International Directors, District Governors, District Governor elects, cabinet secretaries/treasurers, etc. Email of photo ready documents should be accommodated by the MD26 office administrator/state office personnel to the Host Convention Committee.
- c) Advertising is permitted as an additional source of revenue for the Host Convention Committee.
- d) The Business Session agenda for the Council of Governors meeting will be prepared by Multiple District office administrator under the supervision of the Council Chairperson; all agendas for the convention plenary sessions will be prepared by the Host Convention Committee under the supervision of the Council of Governors; with information submitted to the MD26 Liaison Committee for comments prior to approval.

#### **18. HALLS – MEETING PLACES – OTHER ROOMS:** Select location well in advance with particular consideration for stage facilities or a platform, space for a head table, and other facilities as required for the function to take place.

- a) Inquire if decorations are allowed.
- b) b) Contract, if necessary, date and hour to be clearly indicated and agreed on by the owner/manager and the sub-committee chairperson. These are normally created using banquet event orders (BEOs) and should be completed within 90 days of each event. Note: Copies of BEOs for the January Council of Governors meeting should be coordinated by the MD26 Office Administrator- - many costs of this event are paid using MD26 funds.
- c) Initial allocation of meeting rooms will be the Host Convention Committee's responsibility subject to final approval of the Council of Governors.



- d) Based on availability and budget, a minimum of 3 to 5 general purpose seminar rooms for training and other purposes should be set aside. The Host Convention Committee Chairperson will determine the fair distribution of these rooms.
- e) The following halls, meeting rooms or other rooms are usually required – should be determined by the number of attendee’s goal set by the Host Convention Committee:
  - Council of Governors meeting (Headquarters Hotel)
  - International Night Banquet (Optional)
  - Space for Credentials Committee (usually in main convention ballroom/center)
  - Display area for next Multiple District convention.
  - Voting room(s) (usually in main convention ballroom/center)
  - Display area for Bulletins (usually in main convention ballroom/center)
  - Opening Ceremonies – Saturday Morning - Main convention ballroom/center
  - Memorial service - Main convention ballroom/center
  - Council of Governors/DGE and Adult Companion dinner – Optional
  - Past District Governors’ Reception (Optional) The Host Convention Committee will coordinate a facility for the Past District Governors’ reception. This event is not a Multiple District function and all other activities related to this reception shall be the responsibility of the PDG Association.
  - Pin Traders: A room capable of being secured at night will be provided to this group.
  - Any additional rooms which may also be required, subject to availability.

19. **VENDOR TABLES/INFORMATIONAL TABLES:** Consideration should be given for offering tables to those vendors and organizations desiring to present information to the convention attendees. Nominal fees (normally \$75-\$100 is charged) should be charged those vendors desiring to sell products to delegates and visitors attending the convention. Non-profits such as Saving Sight (MLERF), Mid-South Sight & Hearing, World Services for the Blind, Hearing, and others providing services to the blind and visually impaired should be furnished informational tables at no cost.

20. **PROMOTION OF NEXT MULTIPLE DISTRICT CONVENTION:** The Host Convention Committee for the next convention site may wish to have space to promote their convention. They will be responsible for all expenses incurred for entertainment and security. Any charges for room space and tables/chairs etc. will be at the discretion of the current Host Convention Committee. Appropriate time may be given at any of the general/plenary sessions (recommend the Luncheon) to promote next year’s convention.

21. **AUDIO/VISUAL SUPPORT AND OTHER SPECIAL NEEDS:** During the selection of seminar presenters, the Host Convention Committee should take into consideration the requirement for a/v support. Presenters must advise Host Convention Committee of any audio/visual system or special presentation requirements (if any). Additional charges may apply.

22. **PROPERTIES – DECORATIONS:** Permission is to be obtained from Hotels, Motels and all other venues regarding placement of decorations. All property should be respected at all times – damages could ensue and result in a claim or suit. Ensure all decorations are collected after the close of the Convention. Prior arrangements are to be made with the

next Convention Host Convention Committee to transport any decorations and all other property, which may include flags, poles, stands purchased or possessed by the MD26 State/International Convention Committee.

23. **TRANSPORTATION/TOURS:** If tours are to take place, make necessary arrangements with licensed transportation firms specifying hours, sightseeing routes, length of tours, comfort and quality of equipment and shuttle schedules (if required). Costs are to be kept at a fair price and costs for entrance to touring locations are the responsibility of those convention attendees attending the tours.
24. **ENTERTAINMENT:** Entertainment is to be planned well in advance for general sessions. Whenever possible it is recommended that local talent be used. Host Convention Committee must approve all contracts. It is recommended that signed contracts include date and hour of performance on all copies and agreed upon by the performers and the Host Convention Committee chairperson.
25. **MEALS – CATERING:** Contracts with Hotels, Motels or other caterers are to be made as early as possible. Have various menus submitted with prices, “taxes and gratuities included”. All arrangements must be approved by the Host Convention Committee. The various functions at which meals/catering are coordinated are:
  - Past District Governor Reception (If requested by the Past District Association arrangements should be made, i.e., cash only bar, food, etc. Otherwise you would provide space only.)
  - Breakfasts (optional)
  - Convention Luncheon
  - International Night Banquet (Optional)
  - District Governors’ & District Governors-elect Dinner (Optional)
26. **INSURANCE:** The blanket policy provided by Lions Clubs International provides \$2,000,000 Liability Coverage for this event. It is recommended that the Host Convention Committee consider insuring itself against theft, hold-up, fire, etc.; subject to the value of the property involved.
27. **HOST CONVENTION COMMITTEE HEADQUARTERS – EMERGENCY TELEPHONE NUMBERS:** The location and the telephone number of such headquarters and emergency facilities should be publicized to all convention attendees utilizing proper signage.
28. **GOLF OUTING OR TOURNAMENT:** If desired, the Host Convention Committee has the option to host a Pre-convention Golf tournament, open to all members of the Lions family. Anyone wishing to participate does so at their own expense. If the International official guest wishes to take part, the Host Convention Committee will cover their cost as an expense to the convention. As an alternative; a golf outing may be scheduled for those convention attendees who may desire to attend.
29. **OFFICIAL CEREMONIES – POLICY:** The Host Convention Committee must provide a facility of sufficient size to accommodate a minimum of 300-400 persons. The stage, where possible, should be no less than 60’ x 30’ with sufficient place for the flags, banners etc. A section of the stage must be set aside for Lion Dignitaries and others (adult companion and family of Council Chairperson and Governors) during the entire convention.
30. **“Honorary” SERGEANT AT ARMS:** The Host Convention Committee on behalf of Multiple District may appoint sufficient volunteers to control entry at all Official Functions. These persons should be readily identifiable as such. These volunteers ensure rules of entry; i.e., all attendees have a registration badge and tickets to “ticketed” events.
31. **CEREMONIES SATURDAY EVENING BANQUET – SUGGESTED PROCEDURES:** Details may be adjusted at the call of the Council of Governors.

- a) The International Guests, MD-26 International Director (in the case where there is no sitting MD26 International Director, the most recent Past International Director will participate), Council Chairperson, District Governors, and all other dignitaries should be assembled in an area to the rear of the banquet room or hallway just outside the entry to the hall. If desired, a piper may be used to lead the procession (if available, the piper (bagpiper) could be used for the conduct of the procession. Other appropriate music may be substituted. Normally referred to as the "Grand March"; this party should be lined up in the following order:  
Note: If a presiding official/MC is used, then this designated Lion would take his/her place at the podium to begin the proceedings. Normally the Host Convention Committee is responsible for the selection of Lions from the hosting district to serve in this capacity. All participants should be in formal wear.
- b) Two sergeants-at-arms should lead in the procession (or follow piper if used). Upon arrival at the seating area, they will provide seating assistance to those being announced.
- c) The first group to be announced and seated individually will be the 2<sup>nd</sup> VDGEs and 1<sup>st</sup> VDGEs and their spouses/companions/significant others.
- d) The second group to be announced and seated individually will be the District Governor Elects and their spouses/companions/significant others.
- e) The third group to be announced and seated individually will be the District Governors with spouses/companions and significant others Note: The Vice Council Chairperson, a serving district governor, the title shall be noted when announced.
- f) e). The fourth group to be announced and seated individually will be the Council Chairperson, International Director (in the case where there is no sitting MD26 International Director, the most recent Past International Director will participate) and the International Guest Speaker; with spouses/companions or significant others.
- g) The MD26 Past International Directors with spouses/companions or significant other group is normally seated at reserved tables located adjacent to the dignitary seating in the front of the room.
- h) All 2<sup>nd</sup> VDGEs with spouses/companions and significant other should be seated at reserved tables located adjacent to the dignitary seating in front of the room. The group may be announced prior to the "grand march".
- i) The designated Lion MC or Presiding Official then asks for the invocation from the attending chaplain or other designated Lion.
- j) The designated Lion MC or Presiding Official then conducts the pledge and/or national anthem. Note: if both are used, the national anthem is played first and then the pledge of allegiance to the flag is conducted. The flags may be brought to the front by a color guard or pre-positioned.
- k) *Optional:* The designated Lion MC or Presiding Official may then introduce the Host Convention Chairperson or the District Governor of the district hosting the convention, who welcomes the delegates to the convention and introduces the civic and political dignitaries, (He/she may or may not call upon one or all of these dignitaries to welcome the delegation)
- l) The designated Lion MC or Presiding Official may then conduct the Marching in of District & Multiple District Banners. Suggested remarks include District name, District Governor name, District Governor elect name and number of clubs and members in the District.
- m) The designated Lion MC or Presiding Official declares the Multiple District Convention Banquet open. In addition any other official announcements are given at this time.

32. **MEMORIAL SERVICE – (Normally completed on Sunday Morning Prior to a Non-denominational church service.):** The stage setting is identical to that of the opening ceremonies with the exception of the addition of the Memorial Candle and district candles placed on a skirted table in front of center stage.

- a) The official party is as follows:

- Council Chairperson, International Guest and International Director.
- Keynote Speaker (if used)
- District Governors in same order as opening ceremonies.
- Memorial Service Master of Ceremonies
- The proceedings at the Memorial Service are flexible and conducted at the call of a Lion MC (master of ceremonies) in conjunction with the approval of the Council of Governors

b) The following is a suggested basic program and order of business:

*Musical Prelude*  
*Welcome*  
*Hymn*  
*Opening Prayer*  
*National Anthem/Pledge of Allegiance*  
*Musical Selection*  
*Honoring our Departed*  
*Memorial Message*  
*Prayer*  
*Musical Selection*  
*Rededication*  
*Hymn*  
*Closing Remarks and Announcements*  
*Musical Postlude*

**ADDENDUM 1: COMMITTEE MEMBER TABLE:**

<b>MD26 State/International Committee Members</b>
<b>26-M1 – Lion/PDG Tom Steinbach</b>
<b>26-M2 – Lion/PCC Al Blumenberg</b>
<b>26-M3 – Lion/PCC Don Noland</b>
<b>26-M4 – Lion/PDG David Primm</b>
<b>26-M5 – Lion/PDG Tom Rayfield</b>
<b>26-M6 – Lion/PDG Bill Botzow</b>
<b>26-M7 – Lion/CCE Jeff Hilke</b>

**ADDENDUM 2: SAMPLE OF A GENERAL FORMAT FOR MULTIPLE DISTRICT CONVENTIONS:** The format for each convention to be approved by the Council of Governors.

Time	Thursday –	Floor	Location
2:00-5:00 PM	Registration	Lobby Level -3 <sup>rd</sup> Floor	Across from Grand Ballroom
4:00-6:00 PM	Council of Governor’s Work Session	Lobby Level -3 <sup>rd</sup> Floor	Director’s Room
6:00 – 7:00 PM	District Governor Elects – Council Chairperson Election Meeting	Lobby Level – 3 <sup>rd</sup> Floor	Director’s Room
Time	Friday –	Floor	Location
8:00 AM – 5:00 PM	Registration	Lobby Level – 3 <sup>rd</sup> Floor	Across from Grand Ballroom
7:45 AM – 3:00 PM	District Governor Elect Seminar	2 <sup>nd</sup> Floor	Monarch Room
7:45 AM – 3:00 PM	1 <sup>st</sup> VDG Elect Seminar	2 <sup>nd</sup> Floor	Imperial Room
7:45 AM – 3:00 PM	2 <sup>nd</sup> VDG Elect Seminar	2 <sup>nd</sup> Floor	Regency Room
7:45 AM – 3:00 PM	Cabinet Secretary & Cabinet Treasurer Seminar	2 <sup>nd</sup> Floor	Embassy Room
8:00 AM – 6:00 PM	Pin Traders	Lobby Level, 3 <sup>rd</sup> Floor	Director’s Room
9:00 AM – 12:00 PM	District Governor Elect Spouses Seminar	2 <sup>nd</sup> Floor	Royal Ballroom “A”
9:00 AM – 12:00 PM	1 <sup>st</sup> & 2 <sup>nd</sup> VDG Elect Spouses Seminar	2 <sup>nd</sup> Floor	Royal Ballroom “B”
12:00 PM – 1:30 PM	Lunch		
2:00 PM – 3:00 PM	Convention Rules Committee	2 <sup>nd</sup> Floor	Royal Ballroom “A”
2:00 PM – 3:00 PM	Convention Resolutions Committee	2 <sup>nd</sup> Floor	Royal Ballroom “B”
2:00 PM – 3:00 PM	Convention Sergeant at Arms Committee	2 <sup>nd</sup> Floor	Royal Ballroom “C”
3:30 PM – 7:00 PM	District Reps – Set Up Hospitality Event Room	2 <sup>nd</sup> Floor	Royal Ballroom “A,B,C & D”
4:00 PM – 6:00 PM	First Plenary Session	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
7:15 PM – 11:00 PM	Multiple District Hospitality Event	2 <sup>nd</sup> Floor	Royal Ballroom “A,B,C & D”
Time	Saturday –	Floor	Location
7:00 AM – 8:15 AM	Melvin Jones Breakfast - Note: Ticketed Event	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
7:00 AM – 11:00 AM	Registration	Lobby Level – 3 <sup>rd</sup> Floor	Across from Grand Ballroom
8:00 AM – 8:00 PM	Exhibitors	Lobby Level – 3 <sup>rd</sup> Floor	Across from Grand Ballroom
8:00 AM – 3:00 PM	Exhibitors	2 <sup>nd</sup> Floor	Across from Grand Ballroom
8:00 AM – 4:00 PM	Convention Sales/State Office/Host Committee Office/Lost & Found	Lobby Level – 3 <sup>rd</sup> Floor	Board Room
8:00 AM – 4:00 PM	Pin Traders	Lobby Level – 3 <sup>rd</sup> Floor	Director’s Room
8:30 AM – 10:00 AM	Second Plenary Session	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
10:00 AM – 11:50 AM	Leadership and Informational Seminars		
10:00 AM – 10:50 AM	Lions Canine Companions for Independence Initiative	2 <sup>nd</sup> Floor	Royal Ballroom “A”
10:00 AM – 10:50 AM	Vision Research Foundation	2 <sup>nd</sup> Floor	Royal Ballroom “B”
10:00 AM – 10:50 AM	Camp for Blind Children	2 <sup>d</sup> Floor	Royal Ballroom “C”
10:00 AM – 10:50 AM	Audio Reader Program	2 <sup>nd</sup> Floor	Royal Ballroom “D”
10:00 AM – 10:50 AM	International Guest Seminar	2 <sup>nd</sup> Floor	Monarch Room
10:00 AM – 10:50 AM	CEP – What is it? How will it help me?	2 <sup>nd</sup> Floor	Regency Room
10:00 AM – 10:50 AM	Mid-South Sight & Hearing	2 <sup>nd</sup> Floor	Embassy Room
<b>TEN MINUTE BREAK</b>			
11:00 AM – 11:50 AM	Lions Canine Companions for Independence Initiative	2 <sup>nd</sup> Floor	Royal Ballroom “A”
11:00 AM – 11:50 AM	Vision Research Foundation	2 <sup>nd</sup> Floor	Royal Ballroom “B”
11:00 AM – 11:50 AM	Camp for Blind Children	2 <sup>d</sup> Floor	Royal Ballroom “C”
11:00 AM – 11:50 AM	Audio Reader Program	2 <sup>nd</sup> Floor	Royal Ballroom “D”
11:00 AM – 11:50 AM	International Guest Seminar	2 <sup>nd</sup> Floor	Monarch Room
11:00 AM – 11:50 AM	Seminar	2 <sup>nd</sup> Floor	Imperial Room
11:00 AM – 11:50 AM	Seminar	2 <sup>nd</sup> Floor	Regency Room
11:00 AM – 11:50 AM	Seminar	2 <sup>nd</sup> Floor	Embassy Room
12:00 PM – 1:30PM	Convention Luncheon – Second Plenary Session Note: Ticketed Event	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
1:30 PM – 3:30 PM	Election Room Assembly (Credentials Committee)	2 <sup>nd</sup> Floor	Monarch Room
1:30 PM – 3:30 PM	Election Room Assembly (Election Committee)	2 <sup>nd</sup> Floor	Regency Room
1:30 PM – 2:00PM	District Caucuses 26-M1 & 26-M2	2 <sup>nd</sup> Floor	Royal Ballroom “A”
1:30 PM – 2:00 PM	District Caucuses 26-M3 & 26-M4	2 <sup>nd</sup> Floor	Royal Ballroom “B”
1:30 PM – 2:00 PM	District Caucuses – 26-M5	2 <sup>nd</sup> Floor	Royal Ballroom “C”
1:30 PM – 2:00 PM	District Caucuses – 26-M6 & 26-M7	2 <sup>nd</sup> Floor	Royal Ballroom “D”
4:30 PM – 6:00 PM	MOLIONS Past District Governors Reception - Note: Sponsored by 26MD PDG Association	2 <sup>nd</sup> Floor	Monarch Room
4:45 PM – 5:15 PM	VDG Photo Session	Lobby Level – 3 <sup>rd</sup> Floor	Adjacent to Grand Ballroom

5:00 PM – 6:15 PM	MOLIONS “All Lions Reception” - Note: Sponsored by Host Convention Committee	2 <sup>nd</sup> Floor	Royal Ballroom (A,B,C,D)
5:30 – 6:00 PM	DG Photo Session		
6:30 PM	VDGs & DGs Assemble	Lobby Level – 3 <sup>rd</sup> Floor	Hallway – Outside Grand Ballroom
6:30 PM	Cash Bar Opens	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
6:30 PM - 6:50 PM	Banquet Seating	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
7:00 PM – 10:30 PM	Convention Banquet & 3 <sup>rd</sup> Plenary Session Note: Ticketed Event	Lobby Level – 3 <sup>rd</sup> Floor	Grand Ballroom
Time	Sunday –	Floor	Location
9:00 AM – 10:00 AM	Lions Memorial Service	2 <sup>nd</sup> Floor	Royal Ballroom
10:15 AM – 11:45 AM	Council of Governor’s Meeting	2 <sup>nd</sup> Floor	Royal Ballroom

**ADDENDUM 3: MULTIPLE DISTRICT 26 CONVENTION BID INSTRUCTIONS**

(To be included in Bid Solicitation Packages)

This Multiple District Convention Bid is submitted with the knowledge that the bidding District/Club(s) after review of the Multiple District Constitution and By-laws related to hosting the Multiple District Convention.

This document must be completed in its entirety, duly signed, and received by the Multiple District State/International Convention Committee ON or BEFORE: \_\_\_\_\_.

Further, this document is to be signed by the District Governor for the District submitting this bid and as such ensures the District cabinet officers have met and voted to host the convention (a copy of such cabinet minutes should be attached), AND that the bidding District/ club(s) is/are in good standing with: Municipal, Federal, Lions Clubs International, Multiple District and District authorities.

Submitted By: \_\_\_\_\_  
Name of Club(s) or District

For the Convention year: \_\_\_\_\_

Dates \*\* \_\_\_\_\_

\*\* Last weekend in April (Not on Easter Weekend or any other national holiday)

Proposed Location: \_\_\_\_\_

Other participating clubs: \_\_\_\_\_

Bid presenters: \_\_\_\_\_

WHEN SUBMITTING A FORMAL BID, THE FOLLOING ITEMS MUST BE ADDRESSED IN FULL DETAIL:

**SLEEPING ACCOMODATIONS:**

- Hotel / Motel room night requirements, number of complementary rooms included, pricing, amenities, etc. If some special arrangements are to be included such as the use of college dormitories, include as much detail as possible related to their use.

**MEETING ACCOMODATIONS:**

- Meeting and seminar availability, number and size, pricing, what is included in the rooms related to chairs, tables, lectern, sound system / audio visual pricing, lighting, etc.

**HOSPITALITY AND BANQUEST ACCOMODATIONS:**

- Describe the hospitality and banquet facilities, including meal / catering pricing and options, District Hospitality Room restrictions (food, liquor, etc.).

AVAILABLE ACTIVITIES AND LOCAL POINTS OF INTEREST: List briefly available activities and local points of interest, with costs if applicable.

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED REGISTRATION COSTS AND WHAT IS INCLUDED IN THE REGISTRATION FEE: \_\_\_\_\_

WILL ACCEPTANCE OF CREDIT CARDS BE AUTHORIZED? (\_\_\_\_\_) (If no explain below)  
(Yes/No)

REMARKS: Additional comments if necessary.

PRINT name and club of Host Convention Committee members, if known

Chairperson: \_\_\_\_\_

Vice- Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Telephone Numbers/Contact Information of Chairperson:

Residence \_\_\_\_\_

Business \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Provide a Host Convention Committee mailing list, if available at this time.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Host Convention Committee Chairperson)

SIGNATURE: -----DATE \_\_\_\_\_  
(District Governor)

All profits made from hosting the multiple district convention shall be forwarded to the State & International Convention Committee at least ten days prior to the September meeting. **(Note:** A visit to the selected convention site should be conducted, when appropriate, by the MD26 State/International Convention Committee Chairperson or a designated committee member for an on-site inspection prior to the submission of bid documents to the COG for consideration.)

(FOR Multiple District USE ONLY)

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Remarks: \_\_\_\_\_