

Convention:

- 1) Committee works to find Hotels (approved and signed by DAC) but continue going to different cities.
- 2) Committee will consist of Host Club Chairperson, Gov, Gov Elect and 2 other appointees.
- 3) Consider agenda. Goal is to limit stay of only 1 night.

- Friday PM – Opening Celebration of life, (No AV), Market Table, Silent Auction, Entertainment if requested.
- Saturday AM Speaker and Business, Saturday Lunch Installation & Awards, Wrap up Auction

OR

- Saturday registration begins at 10:30, opening at 11:30 with Lunch/ speaker (awards at banquet)
- Saturday 1-4pm Business, Training, (no need for photos of new DAC) we get them at Banquet
- Sunday 930 State of District, PI invite/message, Silent Auction

Although folks like not having anything Sunday - if we start Saturday those who work don't need to take off and there is only a need for 1 hotel night for those within a few hours.

Example of Bonvoy (IHG need to send RFP)

2027

Charleston Marriott Town Center

200 Lee Street East Charleston, West Virginia, USA, 25301

2028

Cardinal Club & District Members

Location open to any area.

2029

Springfield

Courtyard Springfield Downtown

100 South Fountain Avenue Springfield, Ohio, USA, 45502

Future Fall Workshops & **Conventions** (revised 2025-2026) & Subject to change

	Convention Host Club	Workshop/Council Host Club
Year		
2026	Cambridge	Huntington
2027	Charleston & Greater Kanawha	Akron
2028	Cardinal Club & District Members	Jackson County
2029	Springfield	Charleston & Greater Kanawha
2030	Huntington	Dayton
2031	Akron	Cambridge

Workshop - Host Club will work with DAC

- ☐ Designate Chairperson: Contact for DAC _____
- ☐ Date of Workshop: Approved by DAC (Keep in mind Football schedule for WV, OSU)
- ☐ Location of Workshop: _____
 - 25-35 attendees
 - Market / Auction Tables
- ☐ Book Block of Rooms (10) at Nearby Hotel _____
 - Individual Pay with no cost if rooms are not booked
- ☐ Set Budget (Continental breakfast, Lunch (boxes/prepared meal with drinks and dessert)
 - Budget includes Room cost (if any), Food, Drinks
- ☐ Budget approved by DAC before contracts are signed
- ☐ DAC Treasurer will handle registration and give full count to Host Club 1 week prior to event.
 - Registration will be done via Zeffy
- ☐ Identify Service Project for club contributions
- ☐ Assist Fundraising Chair with 50/50, Etc

District Convention – Chair will work with DAC and Convention Committee

- ☐ Designate Chairperson (CoChair from each club if shared hosting with another club)
 - : Contact(s) for DAC _____
- ☐ Date of Convention approved by DAC (Minimum 60 days before PI Convention, not on Easter/orthodox and Derby weekends)
- ☐ Event Space (preferred in hotel, or within short driving distance)
- ☐ 50-55 Attendees with round tables for meeting
- ☐ Hotel Blocked Rooms x 1 night (depending on Fri/Sat or Sat/Sun)
- ☐ Contracts to be approved by DAC and signed by current Governor no later than December 1st.
- ☐ Registration will be done via Zeffy/Form on website. Host club given read only access.

Convention Members/Teams to report to Chairperson

- ☐ Hotel/Event Space Catering Coordinator (Catering part of Budget)
 - Continental Breakfast if not provided by hotel, break water, coffee, tea and Lunch or Dinner (depending on Fri/Sat or Sat/Sun)
- ☐ Registration Team – Convention Packets (part of Budget)
 - Works with Treasurer to Check-In
 - Give Registration/Delegate Report to Convention Body
- ☐ Room Arrangements
 - Set Dais names
 - Define Delegate Tables
 - Decorations (part of Budget) – Generally coordinate with incoming Gov Elect club.
 - Flag(s) and Signs
- Assist Fundraising Chair with 50/50, Etc
- Misc
 - Identify Service Project for club donations.

- Social *Optional* - at the cost of the host club unless part of catering package if budget allows
- Speakers and/or Entertainment (*if Budget allows*)

Simple Budget Example (not all inclusive)

KY-OH-WV Spring Convention Budget

Income			Expenses		
Registrations					
60 x \$95.00	\$	5,700.00	Room Rental	\$	1,100.00
			Equipment	\$	525.00
			Serv chg on R & E	\$	373.75
			Lunch	\$	960.00
			Dinner & Dessert	\$	1,845.00
			Supplies & printing	\$	896.25
Total	\$	5,700.00	Total	\$	5,700.00