

**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 – Optional Social event (Host club expense) with or without Entertainment if requested.
- Saturday AM: Silent Auction, Registration and Market Table setup. Celebration of Life; Introductions; Optional Speaker (AM or PM) Business, Saturday Lunch Installation & Awards, Training then 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
- Saturday Banquet
- Sunday breakfast – Celebration of Life, 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 still only the need for 1 hotel night for those that want them.*

*Suggest contacting City Visitor Center – many times welcome signs etc are at no cost. They may provide RFP (Request for Proposal) with Hotels, etc at no cost.*

**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.

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

	<b>Convention</b> Host Club	<b>Workshop/Council</b> Host Club
Year		
2026	Cambridge	Huntington
2027	Charleston	Akron
2028	Cardinal Club & District Members	Greater Kanawha
2029	Springfield	Jackson County
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) ADA compliant x 2 needed 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) **ADA** compliant x 2 needed
- Contracts to be approved by DAC and signed by current Governor no later than December 1<sup>st</sup>.
- 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 Lunch only (not all inclusive)

KY-OH-WV Spring Convention Budget

Income		Expenses	
Registrations			
55 x \$70.00	\$ 3850.00	Room Rental	\$ 500.00
		Equipment	\$ 525.00
		Serv chg on R & E	\$ 425.00
		Banquet Lunch (\$30)	\$ 1650.00
		Supplies & printing	\$ 750.00
<b>Total</b>	<b>\$ 3850.00</b>	<b>Total</b>	<b>\$ 3850.00</b>

Simple Budget Example Lunch and Dinner (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 (\$16)	\$ 960.00
		Dinner & Dessert (\$31)	\$ 1,845.00
		Supplies & printing	\$ 896.25
<b>Total</b>	<b>\$ 5,700.00</b>	<b>Total</b>	<b>\$ 5,700.00</b>