

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

	Convention Host Club	Workshop/Council Host Club
Year		
2026	Cambridge	Huntington
2027	Charleston	Akron
2028	Cardinal Club & District Members	Greater Kanawha
2029	Springfield	Dayton
2030	Huntington	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 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 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
Total	\$ 3850.00	Total	\$ 3850.00

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
Total	\$ 5,700.00	Total	\$ 5,700.00