

APPENDIX C

LIONS DISTRICT 201Q1



DISTRICT CONVENTION HANDBOOK

CONTENTS

Subject	Page
Introduction	3
How to become a Host Club	3
Eligibility to host a District Convention	4
Where the Convention be held	4
Selection of Convention Venue/s	4
Convention Date	5
Club Convention Committee	5
Duties of Committee Members -	6
Committee Chair	6
Secretary	6
Treasurer	6
Registration Chair	10
Promotion – Marketing Chair	10
Sponsorship Chair	13
Catering Chair	13
Static Displays Chair	14
Accommodation Chair	14
Technology Chair	14
Convention Raffles Chair	15
Hospitality Bags Chair	15
Sergeant at Arms	15
Ceremonies Director	16
Entertainment Chair	17
Workshops/Forum Chair	18
Checklist	19

Introduction

This handbook has been prepared to give District Convention host club/s a 'heads-up' on what is involved in hosting a convention on behalf of the District.

The handbook should enable the host club/s to eliminate guesswork as to what the role involves.

By providing this handbook to each club in the District we hope it will encourage more clubs to seek approval for hosting the convention.

In reading the contents you'll note the host club/s works closely with the District Governor and the Sergeant at Arms appointed by the District Governor.

There are matters which are mandatory, while there are others which are strongly recommended guidelines. The closer you can implement the guidelines will likely determine the numbers registering to attend, and in turn, their enjoyment and fulfilment at being there.

Hosting a convention normally brings members of the host club/s together, working in harmony, as they experience well deserved satisfaction through the attainment of a high-quality convention.

How to become a Host Club

The normal pathway is to provide a Notice of Motion to be put to delegates at a District Convention, two years in advance of the Convention you wish to host.

Your Notice of Motion needs to be received by the District Cabinet Secretary a minimum of 60 days prior the Convention.

It is recommended your Notice of Motion provide an explanation of what you have in mind.

At the District Convention you will be required to provide a presentation to the delegates.

There may be more than one Club/s seeking approval. Should this be so, after all presentations have been made, a secret ballot will be conducted to determine the host Club/s. Each Club/s seeking to host will be entitled to provide a scrutineer as the cast votes are counted.

Should there be just one Club seeking to host, District may decide a secret ballot is not necessary and therefore may call for delegates to vote yes or no using their voting card.

Eligibility to host a District Convention

Can be conducted on behalf of District by:

- An individual Club
- Two or more clubs jointly – These clubs can but do not have to be from the same Local Government Area
- A Zone or Region

Where the Convention can be Held

Normally held within the Local Government Area where the host club/s are located, however this is not a necessity as you can hold the Convention in another Local Government Area.

Selection of Convention Venue/s

Once the club/s select the venue, a District Governor appointed Convention Standing Committee will make an on-site inspection to ensure District Policy is observed in relation to the provision of:

- The Auditorium is of sufficient size to accommodate the numbers expected to attend.
- The area for the social functions is of sufficient size to cater for the anticipated attendance, particularly the Banquet (or whatever the largest function is described as)
- The stage is of sufficient size to accommodate the business sessions and entertainment for social functions.
- The audio/visual equipment will cater for all needs in that area.
- The proposed area and location for display booths is adequate and fulfils the requirements outlined in the District Convention Handbook
- The proposed catering arrangements are sufficient for all functions, morning and afternoon teas etc.
- Ease of accessibility
 - (a) Parking – Sufficiency and proximity to Convention venue of parking.
 - (b) Accommodation available to Conventioneers.
- Any other items as required by the District Governor.

Endeavour to have venue/s selected and then inspected by the Convention Standing Committee prior submitting your Notice of Motion to the Cabinet Secretary.

Convention Date

While for many years the convention has been held on the third, and sometimes fourth weekend of October the preferred weekend is now the **first weekend of November** because:

- Over time the October weekends clashed with unmoveable project activities of some clubs
- Motor sport on the Gold Coast towards the end of October has
 - (a) Limited the venues where the Convention could be held
 - (b) Pushed up accommodation costs
- Avoids a date clash with some N1 Conventions
- Notice of Motions need to be received by the Cabinet Secretary a minimum of 60 days prior the commencement of the Convention – Clubs who have Board Meetings in the last weekend of the month only have their July meeting to consider Notices of Motion. Many Boards will concentrate on setting up club matters at the July meeting. A November Convention enables these clubs to have their Board Meeting in late August at which they can determine any Notices of Motion they wish to put forward to the convention, and having done so, meet the Constitutional requirement of such Notice of Motion/s reaching the Cabinet Secretary 60 days prior the convention
- Slightly increases the time to market the Convention

Club/s Convention Committee

There are no set rules, however the following positions should be covered:

- Convention Chair as selected by the Club, who will also be a member of the District Cabinet
- Secretary
- Treasurer
- Registrations
- Promotion – Marketing
- Sponsorship
- Catering
- Displays
- Accommodation
- Technology
- Convention Raffles
- Hospitality Bags

- Sergeant at Arms (appointed by the District Governor)
- Ceremony Director (appointed by the District Governor)
- Entertainment Chair (appointed by the District Governor)
- Forum Workshop Chair (appointed by the District Governor)

Duties of Committee Members

Please note: Committee Members may fill more than one position

Chairperson

- **It is highly recommended you have close consultation with the Lion who will be District Governor at the time of the convention you are hosting**
- Oversees committee members and their duties
- Is a member of the District Cabinet and provides reports to this body

Secretary

- Minute taker of committee meetings
- When applicable, prepares correspondence on behalf of the committee

Treasurer

- Before detailing the duties of the Treasurer the following items are contained in the District Policy Minutes and have a relevance for the Convention Host Club/s:
- The Convention Organizing Committee will submit a preliminary budget and draft budget of all matters pertaining, to the Cabinet Meeting immediately after the Convention and the first Cabinet Meeting held in the calendar year of that Convention respectively.

Notation: The words ‘**immediately after the convention**’ refers to the District Convention held in the year prior the Convention you are hosting.

- The Convention Organizing Committee shall be able to request a small advance from the District at the February Cabinet meeting in the calendar year of the Convention. They should receive the balance of the funds at the July Cabinet meeting in that same year.

Three dots points below cover attendance at the Convention. You will be paid via the District Administration Account and will be advised the names by the District Governor or the Cabinet Secretary

- Hospitality Books and accommodation shall be supplied to the District Governor, Cabinet Secretary, Cabinet Treasurer, Assistant Secretary, Constitution and By-laws Chairperson, First and Second Vice District Governor and their partners, as an expense against the District Administration Account. Global Action Team Coordinators and their partners will be supplied hospitality books only
- The District Governors of any three of Districts 201 Q2, Q3, N1 and Q4 and their partners may be official guests at Convention for hospitality books and accommodation only. Costs are payable from the District Administration Account.
- Hospitality books shall be provided to Past International Director(s) and their partners (members of District 201 Q1) as an expense against the District Administration Account.
- Cancellations:
 - a. All cancellations of Convention accommodation and hospitality shall carry a 10%, cancellation fee.
 - b. Refunds to persons who cancel after registration closing date will only be made in proportion to Convention profitability.
 - c. There will be no refunds for the District Convention for cancellations within seven days of the first day of Convention, except at the discretion of the District Governor
 - d. No refund will be given to persons who do not cancel.
 - e. All cancellations must be made in writing to the Convention Committee.
 - f. Payment, including deposits for Convention accommodation and hospitality are transferable if requested in writing to the Convention Committee.
 - g. If there are, in the opinion of the Convention Committee, extenuating circumstances for a cancellation, notwithstanding anything above, the Committee may, with the concurrence of the District Governor, make an ex-gratia payment to the Lion concerned.
- Hospitality Books for Operation Friendship shall be limited to four (4) for any one Convention and that **the cost of the Hospitality Books for the Convention for invited overseas visitors be included in the Convention budget.**

Detailed Treasurer Duties are:

- Confer with the District Cabinet Treasurer re setting up the District Convention Account
- Prepare budgets for District Cabinet approval.
- In determining the budget, it is recommended you have close consultation with the Lion who will be the District Governor in the year the convention is being held, to ascertain their aspirations for a high-quality event.
- It is further recommended you consult with the Host Club/s of the previous two District Conventions as they will be able to provide you with actual income and expenditure outcomes.

Notation: Please note you will need to be aware that no two conventions will be the same. Generally, city conventions will likely have higher costs for some elements than those in country areas.

An example: Normally venue hire costs will be greater in the city and meal costs are also likely to be higher there too, but not always. An example of that is: There are times at country hosted conventions the catering has to be brought on site by an 'out of town' caterer.

- You should endeavour to project a break even or profitable convention, however if the final outcome is a loss, as indeed has been the case previously, the Host Club/s do not have to cover the loss

(A) Income

Item	Notation Where Applicable
Convention Levy	Refer to Constitution & By-Laws
Sponsorships	As much as possible
Convention Raffle	Suggest \$3,000 minimum
Convention Pins	
Registrations	Based on Hospitality Packages (Need meal costs to determine)
Partner Excursion	Try to keep to a maximum of \$25 per person – less if you can
Total	

(B) Expenditure

Item	Notation Where Applicable
Venue Hire	
Catering – Friday Night	Per person charged – may be different to actual cost
Sat Breakfast (if held)	Per person charged – may be different to actual cost
Sat Morning Tea	Per person charged – may be different to actual cost
Sat Lunch	Per person charged – may be different to actual cost
Sat Afternoon Tea (if held)	Per person charged – may be different to actual cost
District Cabinet Function	Paid by District – so not included in costs
Saturday Banquet	Per person charged – may be different to actual cost
Sun Breakfast (if held)	Per person charged – may be different to actual cost
Sun Morning Tea	Per person charged – may be different to actual cost
Sun Lunch	Per person charged – may be different to actual cost
Accommodation for Guests	
Presentations/Arrival Gifts	Consult with District Governor – but probably allow \$200
Ceremonies	Suggest \$2,000 – includes Remembrance Ceremony printing
Convention Hospitality Bags	If donated nil – if not obtain quote cost
Entertainment – Friday Night	
Entertainment – Saturday Night	
Other Entertainment (if Applicable)	
Postage	Allow \$2,000 (mostly mailing Invitation/Registration Forms
Sporting Awards	Allow \$100
First Aid Officers	Obtain quote from St John Ambulance
Excursion Costs	
Raffle Prizes	Value to be a minimum of \$600 - deduct any donated portion
Raffle Ticket Printing	
Printing Invitation/Registration Forms	
Other Printing	
Operation Friendship Packages	
Convention Pins	
Static Display	Display panel Hire
Bank Fees	
Audit	
Contingency	
Total	

Further Treasurer Duties

- Where appropriate, forward invoices
- Bank incoming funds
- Arranges payments
- Arrange for audit of the Convention Account for presentation to District Cabinet

Registration Chair

- Oversees the development of the Invitation/Registration Form for approval by the committee, the District Governor and the Sergeant at Arms.
- Please see detailed information under **Promotion – Marketing Chair** as some aspects relate to the creation of the Invitation/Registration Form
- Is the receiving point for registrations for the convention by mail and email

Promotion – Marketing Chair

- Endeavour to maximise attendance at Convention
 - You'll note some aspects require the involvement of the Registration Chair
- a) Every Lion in the District to receive a personal invitation and registration form signed by the District Governor. This methodology was applied for the 2000 and 2004 District Conventions and was very successful. The same methodology was utilised for the inaugural ANZI Pacific Forum on the Gold Coast in 2011 with an excellent registration result of around 700. Even though our Constitutional Area, Area 7, has many fewer Lions than all other Constitutional Areas, the attendance was much higher than the Inaugural Forum for those other Constitutional Areas
- b) The invitation/registration form to be A3 in size which when folded allows four A4 printing surfaces
- c) The invitation/registration form to be ready for printing by 1 July. This means the following will need to be known by then:
- Keynote Speakers
 - Forum times, topics and presenters
 - Entertainment
 - Convention Raffle details
 - All function costs, and where appropriate function themes
 - Golf and Lawn Bowls details
 - Details of an excursion for partners
 - Relevant accommodation options
 - Matters pertaining to new member involvement – such as a new member forum or participation in the flag ceremony

- d) It is recommended the invitation/registration form be posted to the home of each member by mail, as this will have much greater impact. Posted mail has heavily fallen away, therefore when it is now used, it stands out, whereas emails have become the norm and no longer have strong impact.
- e) The invitation/registration form to be mailed no later than mid-July
- f) Mid July: Also place the invitation/registration form on the District website. The form when posted will advise there is an option to go to the website and register online.
- g) Early August: Email the invitation/registration form to all clubs and individual Lions whose email addresses are available
- h) The Host Club/s should apply to the District Cabinet for a special provision of \$2,000 towards the cost of printing and mailing the invitation/registration forms. Additionally seek further funds via sponsorship
- Using available club & member email addresses send updates August – October
In the July – October period try to arrange persons to address each club re the forthcoming convention. While members from the District Governor team normally promote the Convention, it does not have the impact required as it becomes one of many messages in their address. It is recommended where clubs have projection facilities the speaker use a PowerPoint presentation which the District will provide
The speaker to seek permission of the Club President to sell Convention raffle tickets as well as the District Convention Pin
The Host Club/s within their Convention Budget to allow for the dedicated speaker to be reimbursed the cost of their meal.
- While the 'heavy lifting' promotion of Convention will be done by the dedicated speaker, as back up, when visiting clubs, members of the District Governor team and other cabinet officers should include promotion of the convention in their presentation.
- District Governor Team to ring (not email), all Clubs personally, where no registrations have been received by 30 September.
- Have a special Presidents' and Partner lunch or breakfast.
- A Community Service Award for Clubs to put forward details of an outstanding project. A District Officer to compile a PowerPoint presentation of these awards to be presented at the convention, with those in attendance, (not just delegates) given the opportunity, by way of a show of hands, to vote for the project they believe is best. The overall winner to receive funding for their Community Service Account, while all others receive a banner patch. Clubs must have at least one member registered for the convention.

- The **Traveling Lion Award** has been developed to encourage Clubs to have as many members as possible attend District Convention.

The award will be given to the Club that has the highest percentage of Club members traveling to and attending the annual District Convention. Traveling refers to Clubs that exist outside the municipal boundaries of the host Club or Clubs. The host Club/Clubs are excluded from being eligible to receive this award.

The District Governor, Cabinet Secretary and the Convention Registration Chairperson shall determine the winner by verifying the number of Club members registered from each Club and then determining the percentage of Club members attending, based on the previous months Monthly Membership Report. The Club with the highest percentage of Club members in attendance shall be declared the winner of the **Traveling Lion Award**.

Presentation of this award will be by the District Governor during the final presentations prior to the closing of the Convention.

The Club that wins this award is responsible for returning the **Traveling Lion Award** to the Cabinet Secretary prior to the commencement of the next Convention.

- Ask clubs when inducting new members to recommend those members attend the next District Convention and in doing so advise location and dates.
- In the period November – June the District Governor Elect and the period July – October as the District Governor writes to new members inviting them to attend the District Convention where there will be the following New Member involvement:
 - a) Participation in the Flag Ceremony
 - b) A special New Member Forum
 - c) A ‘Get to Know You’ competition where:
 - Part A: Each new member will be given a form listing each Cabinet Officer – the new members need to have each Cabinet Officer sign beside their name.
 - Part B: The Form also will contain a listing of all displays – New members simply ask a person at each display to sign the form.
 - The person with the greatest number of contacts to win a prize.
 - d) An exit forum only for new members providing feedback about their first District Convention giving feedback both the good and the not so good. To be held immediately after the Closing Ceremony.

Sponsorship Chair

- Is responsible for seeking sponsorships to defray costs – among others, always seek sponsorship from your Local Government Area/s
- Additionally one of your local elected representatives may be prepared to print the Invitation/registration form in return for recognition on the document
- Likewise a business can be offered recognition on the document in return for sponsorship
- You may consider an overall convention sponsor or having different levels of sponsorship such as Gold, Silver and Bronze levels
- Could perhaps offer sponsorship status to all or individual meal events, ceremonies other than the Remembrance Ceremony, forums and the like
- It may be appropriate to provide a free static display for a sponsor/s and where appropriate advise the Display Chair
- It may also be appropriate to provide on screen promotion for a sponsor/s and where appropriate communicate with the Sergeant at Arms

Catering Chair

- Overarching requirement of good food with appropriate service at all functions
- Finalise catering events. Mandatory are Friday evening, Saturday & Sunday Morning Tea/Coffee, Saturday Lunch, Saturday District Officers pre Banquet function, the Saturday Banquet. A Sunday Farewell lunch normally is provided and on occasion Saturday and or Sunday Breakfast and Saturday afternoon tea/coffee. Consult with the District Governor re their requirements
- Friday meal if possible, to be sit down style, either served at table or buffet, prior to the opening
- There should be a theme for the Saturday night function, which could include fancy dress with a competition and prizes for best club – Any chosen theme should be finalised in conjunction with the District Governor – On occasions the theme chosen may be one that can be reflected in the menu
- Responsible for putting in place the caterer/s (of course this could be a caterer at the venue/s)
- Establishing the menus, after consultation with the District Governor, and the time of meals
- After consulting the Registration Chair, advise for each meal, the number to be catered for

Static Display Chair

- Through District Officers, establish those who wish to have a static display including those who require power so you can put a layout in place
- Determine which displays require panelling on which to affix posters, photographs etc, chair and or table requirement – best if display holders bring their own, but help out where required
- Where possible the Static Displays should be set up in the auditorium where the convention is taking place as it enables those staffing to feel inclusive as they will be able to see and hear the proceedings of convention and participate where appropriate. Experience demonstrates the displays are more heavily attended when located in the auditorium.
- All displays to display their theme.
- Audio/visual displays should be encouraged.
- Confer with the Sponsor Chair re any display requirements for sponsors
- Late notification of display area requirements will only be permitted at the discretion of the Sergeant at Arms.
- Check with the District Governor if a display is required for the sale of Lions Australia merchandise – can be obtained through the Multiple District Office in Newcastle.

Accommodation Chair

- Pulls together several accommodation options across a price range – can be outlined in the invitation/registration document, however bookings will be the responsibility of individuals
- Consult the District Governor re accommodation for the DG and other guests of the District – the District Governor may involve the Cabinet Secretary to make bookings
- Consult with the District Governor if there is a need to provide child care facilities

Technology Chair

- To discuss requirements with the Sergeant at Arms and the Ceremonies Director
- Put in place the equipment and staffing requirements
- Test all equipment prior the commencement of the Convention

Convention Raffle Chair

- Arranges Raffle prize/s no later than 1 July
- Arranges raffle ticket printing no later than 1 July
- Distributes tickets to speakers promoting the convention at Club Meetings AND maintains a record of ticket numbers distributed to each one
- Has a static display booth at the Convention
- Arranges the draw of prizes on the Sunday morning of convention

Hospitality Bags Chair

- Seek from businesses and local government Hospitality Welcome Bags and items to be placed in them for each Convention attendee
- Seek from District Officers any items they wish to have included in the bags
- Pack the bags – Have a working bee a few days prior Convention

Sergeant at Arms – appointed by the District Governor

- Is the main emcee of the Convention – where appropriate the District Governor and or the Sergeant at Arms can delegate this responsibility
- In consultation with the District Governor, finalises the agenda of the Convention
- Maintains quality control of all presentations to Convention - All presentations or promotions formats and video/audio presentations must be forwarded to the Convention Sergeant at Arms at least 10 days prior to the commencement of the Convention – this enables checking the compatibility with equipment available at the Convention and as well to check the quality of the content
- If a District Chairperson/s do not have the expertise to create PowerPoint presentations the District shall do it for them to guarantee the quality and ensure the time of presentation conforms to the time allotted.
- District Chairpersons should ensure that they have the ability to clearly and distinctly articulate their presentation to the Conventioneers. If there is any difficulty then the Sergeant at Arms in consultation with the District Governor to ensure a suitable presenter to assist the chairperson.
- Ensures District Project presentations are a maximum of 15 minutes other than Youth Projects which may extend to 20 minutes
- Ensures the introduction and vote of thanks to presenters will be limited to a maximum of two minutes and preferably less
- Sergeant at Arms is to oversee the allocation of times and availability of presenters.

- Ensures presenters know their allocated time slots and are ready to proceed when called
- Ensures there will be a high-quality introduction of the District Governor at the beginning of the Convention, including a good video introduction (with stirring music) with photographs of the District Governor and partner, along with a brief history of the District Governor and their Lions achievements.
- Ensures as the District Governor introduces the successful elected candidates for District Governor Elect and Vice District Governor Elects, a photo of each, with partner, will be on the screen, accompanied by appropriate music.
- Ensures an image and the name of each presenter is on screen when presenters are called to make their presentation
- Ensures photos and names of all award recipients will be on the screen together with details of awards and reasons for receiving them.
- Ensure during breaks (morning and afternoon tea/coffee, lunch there is always an activity on screen – serious or fun. These times also presents an opportunity to promote sponsors including by appropriate videos. Consult with the Entertainment Chair re any entertainment required in the breaks

Ceremonies Director – Appointed by the District Governor

- The Ceremonies Director may add committee members as deemed appropriate
- Ceremonies to be: Flag, Remembrance and Closing
- These will involve as many participants from clubs as possible in the ceremonies.
- Flag Ceremony with some flair and involvement of a large number of lions, shall be conducted preferably on Friday night. Can be either pre or post the Official Opening.
- The Remembrance Ceremony shall recognise the names of deceased Lions, Lionesses and Leos or their partners. Partners of Lions, Lionesses and Leos who are previously deceased shall also be recognised.

Clubs are to notify the Cabinet Secretary as soon as possible of such deaths and forward a suitable photo of the deceased to the Cabinet Secretary who in turn onforwards to the Ceremonies Director for inclusion in the Remembrance Ceremony at the next District Convention. The District Governor has discretion to include in the Ceremony other persons of significance in the District or the Association generally.

- The Closing Ceremony is to include a visual and audio presentation of Convention highlights.
- The Closing Ceremony is to be an actual ceremony and not just furling and handing over of flags.
- The conclusion of the Closing Ceremony to be focused on the next District Convention
- Use of quality audio/visual presentations is to be included in all ceremonies.
- Approval of the creative of each ceremony to be finalised in conjunction with the District Governor

Entertainment Chair - Appointed by the District Governor

- Following consultation with the District Governor and the Sergeant at Arms arrange entertainment
- Entertainment should normally cover Friday evening and the Saturday Banquet
- Friday night entertainment should be of good quality if being booked externally
- Friday night entertainment if sourced in house could be a Red Faces style event being delivered by clubs. Best club performance as adjudged by the audience to receive a prize.
- When using professional entertainers they are to encourage where appropriate, to include participation by the audience.
- Additionally entertainment can be provided at the closing lunch, at any arranged breakfast, at morning and afternoon tea breaks. Re the morning and afternoon tea breaks the entertainment could be of a roving nature. Discuss with Sergeant at Arms re any requirements at the break points
- There may on occasion be good quality community groups who are able to provide entertainment
- Consider calling for nominations to enter a 'Lion of the Year' Quest. Run on similar lines as 'Youth of the Year' – that is the answering of two impromptu questions and providing a prepared speech. In the lead up to convention Clubs could hold their internal judging. The club winners would contest a Region Final with those winners the finalists at Convention. This concept would generate publicity for the convention at club level. This concept could, if desired, be a fun event rather than of a serious nature – instead of Lion of the Year it could be renamed something like 'Funster Lion of the Year'. The impromptu questions to be humour related and likewise the prepared speech.
- Organise a debate between two clubs

Workshops and Forums Chair – Appointed by the District Governor

- Allow sufficient time for each one – recommend a minimum 40 minutes.
- Consider most appropriate times such as Saturday lunchtime and perhaps at a breakfast
- Topics should be selected that are felt to attract good attendance. All are to be interactive in format.
- Venues are to be appropriate.
- Audio/visual productions and content to be approved by the District Governor and the Sergeant at Arms.
- Presentations are to be available on District web site after Convention. Every convention should include a Partner Forum
- Every convention to have a forum for new members
- Some of the workshops and forums which could be considered are:-
 - i. Club President's workshops including conduct of inductions, formalities, protocol and meetings
 - ii. District Cabinet - roles, functions and positions
 - iii. Project development and planning
 - iv. Personal and professional development including conflict resolution skills and leadership
 - v. Public Speaking
 - vi. Tail Twisting

A CHECKLIST IS ON THE NEXT PAGE

Check List

The below Check List may be of assistance – Not every District Convention is the same. Each District Governor will have specific matters they require for the Convention and therefore there will be other items to include. There are other matters to be executed, however most of these will be performed by Cabinet Officers.

Item	By Date
Convention Date – District Governor and Convention Committee	Sept 2 years prior
Venue Selection – District Convention Standing Committee & Convention Comm	Sept 2 years prior
Commence obtaining Sponsorships – Convention Committee	February the year prior
Convention Theme – District Governor	31 March
Convention Pin – District Governor	31 March
Keynote Speaker (Lion) – Arranged by District Governor	31 March
Keynote Speaker (Emotive, but not a Lion) – Arranged by District Governor	31 March
Sergeant at Arms Appointment – District Governor	31 March
Ceremonies Director Appointment – District Governor	31 March
Entertainment Chair Appointment – District Governor	31 March
Forum Topics and Presenters – Final approval by District Governor	15 June
Meal menus & cost including Full Hospitality Book – DG + Convention Comm	15 June
Convention Raffle details – Convention Committee	15 June
Accommodation Options – Convention Committee	15 June
Golf Social Details – Convention Committee	15 June
Lawn Bowls – Convention Committee	15 June
Partner Excursion – Convention Committee	15 June
New Member Participation Details – Final approval by District Governor	15 June
Entertainment Details Finalised – Entertainment Chair	15 June
Ceremony Creative Details Finalised – Ceremonies Director	15 June
Technology Requirements Finalised – Sergeant at Arms & Convention Comm	15 June
Hospitality Bags Sourced by – Convention Committee	15 June
Commence seeking items for Hospitality Bags – Convention Comm	15 June
Convention Program Finalised – District Governor	30 June
Invitation/Registration Form Finalised – Convention Committee	30 June
Invitation/Registration Form Printed – organised by Convention Committee	8 July
Raffle Ticket Printing – Organised by Convention Committee	8 July
Promoting convention at club meetings commences – Convention Comm	15 July
Post Invitation/Registration Form to members – Convention Committee	15 July
Invitation/Registration Form placed on District Website – Convention Comm	15 July
Invitation/Registration emailed to clubs and members – Convention Comm	1 August
D G Team commence ringing clubs from whom there are nil registrations	30 September
Static Display Requests finalised – Convention Committee	15 October
Registration Close – Convention Committee	15 October
Items for placement in Hospitality Bags Finalised – Convention Committee	22 October
Packing Hospitality Bags – Convention Committee	29 October
Raffle Drawn – Convention Committee	Sunday of Convention