

DATE: _____

LOCATION: _____

HOST CLUB: _____

CHAIRMAN: _____ CLUB PRESIDENT: _____

Address: _____ Address: _____

City: _____ City: _____

Tel. _____

E-Mail: _____ E-Mail: _____

ESTIMATED REVENUE: 40 @ \$ 35 \$ 2800
Income based on # _____
Total Estimated Income \$ _____

District Registration (\$1.00 per reg)

\$ 80

Facility Rental

Morning Coffee

Lunch

Speaker (travel, fee, lunch)

FFGC Officers (4 lunches)

Program Printing

Cleanup

Decorations

Table Favors (not necessary)

— Gifts for Head Table

Equipment Rental (microphone, etc.)

List Any Other Expenses (in detail)

Total Estimated Expenses \$

- Lowell no all internal

Publicity

Make plans for publicity well in advance. Local newspapers are harder and harder to get club news published. Have your club or District publicity chairman make some contacts and try to get a notice in the paper. If you are successful, please send copies to the FFGC President, the FFGC Publicity Chairman for the FFGC Scrapbook. These copies will also be valuable if applying to NGC for a Press Book Publicity Award.

Checklist - Day of the District Meeting

Plan ahead for the following needs to make a meeting run smoothly!

- ✓ Reserve two parking spaces as close to the entrance as possible - One marked RESERVED for FFGC Officers, the other marked RESERVED for DISTRICT DIRECTOR
- ✓ Assign several pages to assist the FFGC Officers with the unloading and reloading of their van *HI, Violet*
- ✓ Assign a page to assist the District Director
- ✓ Make sure the speakers' table will be draped with floor length linens
- ✓ Make sure ice water and glasses will be placed on the head table for the meeting
- ✓ Be sure there are place cards for the head table
- ✓ Make sure there is a lectern available with a light and microphone that will be placed in the center of the head table.
- ✓ Do not seat the Director directly behind the lectern
- ✓ Make sure there is a floor lectern and microphone placed off center on the floor. Left of right does not matter
- ✓ Have two chairs placed by the floor microphone for those scheduled to report
- ✓ The day before the meeting and again in the morning, TEST MICROPHONE SYSTEM before Director begins to speak
- ✓ Before meeting begins, demonstrate to the Director the on/off switch and volume control
- ✓ Reserve special seating (in front) for program participants
- ✓ Reserve down front seating for the timekeeper and two pages.
- ✓ Reserve special seating (in front) for those the Director has indicated - former FFGC Presidents, former District Directors, etc.
- ✓ The Flag of the United States of America is placed to the speaker's RIGHT if on a stage. To the LEFT if speaker's table is not raised on stage or a platform
- ✓ Request the Director announces if the table decorations are for sale, their cost, how to reserve one and how to pay; or how it will be determined to give them away.

Host Club Responsibilities - District Meetings

Meeting Place

The Club or Council extends the invitation to host a specific Spring or Fall District meeting well in advance to ensure proper planning. After the date has been announced the Host Club can proceed in securing a place large enough to comfortably seat the number of members expected. Prior attendance records are used as a guide. There should be sufficient room for registration, coffee hour (if one is planned) exhibits, distribution of materials from FFGC Headquarters, sale of books, and Ways and Means items, and any other projects or displays planned by the Host Club or Director.

Host Club Committees

The Host Club appoints the Chairman for the Day and the following committees:

Registration

Credentials

Name Tags

Coffee Hour

Exhibits

Luncheon

Hostesses

Pages

Hospitality

District Sales Table

Decorations

Publicity

Programs

FFGC Sales Table

Club Sales Table

Invocation

The Host Club invites a local minister/clergy person or the Club Chaplain to give the opening invocation. An invitation is extended to the Mayor or a City Official to give a Greeting to the area. The President of the Host Club gives the Welcome.

The District Director should receive from the Host Club - no later than seven weeks before the meeting the following information:

- Names of those participating on the program
- Names of all meeting Chairmen and their Chairmanship or responsibility
- Detailed MAP clearly showing the location of the meeting place including address and phone number of the place as well as a cell phone number of the Chairman or other designated person.
- Anticipated or contracted costs of the luncheon and coffee hour per person.
- A Budget prepared showing anticipated income and expenses.

Registration Cost

The registration cost must cover the expenses of the day which include: registration fee, luncheon, morning coffee (if planned), printing of the program, lunches for the four traveling officers (at the Fall meeting), the speaker, table and head table decorations, and any other expenses incurred. This must be discussed with the Director BEFORE the cost is set.

Registrar

The Registrar for the meeting may be the Club Treasurer or other qualified member. It is helpful if the registrar uses a computer program, such as Excel, to record the member registrations.

**SAMPLE OUTLINE FOR INCOME AND EXPENSE REPORT
FOR
DISTRICT - SPRING/FALL MEETINGS**

ACTUAL FINANCE REPORT

DATE: _____

ACTIVITY: _____ PROJECTED ATTENDANCE _____

LOCATION: _____

HOST CLUB: _____

CHAIRMAN: _____ CLUB PRESIDENT: _____

Address: _____ Address: _____

City: _____ City: _____

Tel. _____ Tel. _____

E-Mail: _____ E-Mail: _____

ACTUAL REVENUE:

Income based on # _____ @ \$ _____ \$ _____

Other Income

* Club Ways & Means \$ _____

* Club Opportunity Drawing _____

Total Income \$ _____

ACTUAL EXPENSES:

District Registration (\$1.00 per reg) \$ _____

Facility Rental _____

Morning Coffee _____

Lunch _____

Speaker (travel, fee, lunch) _____

FFGC Officers (4 lunches) _____

Program Printing _____

Cleanup _____

Decorations _____

Table Favors (not necessary) _____

Gifts for Head Table _____

Equipment Rental (microphone, etc.) _____

List Any Other Expenses (in detail) _____

Total Expenses \$ _____

*Income from Club Ways & Means and Club Opportunity Drawing need not be listed
UNLESS income realized was needed for shortfall.

Reservation [△] Made for them → A Host Dinner Sunday
Arrive Sunday Night

District Meetings

At least two (2) District Meetings shall be held annually, one (1) in the Spring and one (1) in the Fall, the places and dates to be determined by the FFGC President and the District Director.
(Article XVII - Districts)

INVITATIONS from Garden Clubs and/or Councils to host District meetings are solicited by the Director at least three years in advance. It is the responsibility of the Director to contact garden clubs and councils to inspire 100% participation. Some Districts have established a rotation schedule that helps clubs do advance planning. Districts comprised of many small clubs have had successful District meetings when several small clubs join together sharing hostess responsibilities.

The FFGC PRESIDENT coordinates and schedules the FALL DISTRICT MEETING DATES.
The DISTRICT DIRECTOR coordinates and schedules the SPRING MEETING DATES.

The District Director schedules a planning meeting with the Host Garden Club President and Chairman of the Day as soon as possible. Copies of Hostess Club Responsibilities should be duplicated and distributed at this meeting.

District Director's Responsibilities

Registration Fee

Before agreeing on a registration fee, discuss all anticipated expenses with the host club. The Registration fee should adequately cover: expenses for morning coffee; luncheon costs (which includes the expense of the traveling FFGC officers and speakers meal) decorations; rental or donation for facility; clean-up expenses; printing the program; and any other expenses that may be incurred.

The Director should give a sample BUDGET OUTLINE to the host club to help them determine the projected income and anticipated expenses. When it is completed, a copy is given to the Director. The Director should give the host club a sample INCOME & EXPENSE STATEMENT to be completed when the financial obligations are resolved. Director should receive a copy.

Appointments

The Director appoints the following:

- Person to lead the Pledge of Allegiance to the Flag of the United States of America
- Person to give the response to the Welcome by the Club President
- Committee to approve the Minutes (Name three - Chairman plus two)
- Chairmen/Club Presidents scheduled to report. (Confirm by telephone, e-mail or note)
- Timekeeper
- Tellers (Name five - Chairman plus four)

Exhibit Space

The Director coordinates the following with the Host Club:

- All District and FFGC Chairmen make table and space requests directly with the District Director well in advance of the meeting. The Director contacts the Host Club. This avoids confusion, duplication or misinformation. *Continued on next page*

District meetings continued

• Registration tables and chairs will be needed by the entrance door.
Table(s) for distribution of Books of Information, Presidents' Kits and any other materials should be placed near the registration area. (Arrange for members to assist with these distributions and give them specific instructions.)

- Request a six foot to eight foot table for FFGC Sales items. Assign one or two members to staff the table and be responsible for the sales. (Do not place FFGC sales next to District Sales)
- Arrange for help with unloading and reloading the Officer's van. Mark a special parking space for the van near the entrance for Officers and District Director
- Discuss in advance all arrangements and request with the host club.

Head Table Seating/Speakers

The Director confirms the following with the host club:

- Seating for the Fall meeting at the Head Table should include: 1. FFGC Traveling Officers (Four), 2. Other FFGC Officers living in the District, 3. Former FFGC Presidents living in the District 4. Director 5. District Officers 6. President of the Host Club 7. Chairman of the Day 8. Speaker and others as space permits.
- Several other tables may be reserved (with sign) in front of the Head Table for former FFGC Presidents, former District Directors, Speakers, person giving the Invocation, civic representative presenting a greeting. Advise those involved that reserved seating is arranged. The FFGC Protocol Chairman is always available for consultation.

Program

The Director plans and coordinates the meeting agenda. The host club designs and prints the program for the day. The Director approves or selects the speaker for the day.

Call to the District Meeting

The Call is prepared by the Director and is mailed no later than six (6) weeks prior to the meeting to the following:

- All Club, Circle and Council Presidents in the District.
- All District Officers and Chairmen
- All FFGC Officers and FFGC Chairmen living in the District
- All FFGC Former Presidents and Former District Directors living in the District
- Courtesy copies to the FFGC President and each Vice President

The Call should include the following information:

1. District number, whether Fall or Spring and Date of event
2. Name of Host Club/Council
3. Place – provide name and address – include a map in call letter
4. Cost – list amount due and what it includes (example: registration, coffee, luncheon)
5. Registration – give deadline, name and address of Registrar, club name to which the check should be written. List time for registration check-in and when coffee will be served and the time of the call to order.
6. Program – list theme and speaker
7. Reports – Chairmen who are scheduled to report will have 3 minutes and Chairmen will have 2 minutes to report. Ask that they give two copies of report to Secretary
8. Announcements – Send announcements to Director no later than a specific date.
9. Reminders (include when relevant) Presidents to bring 3 copies of Club Yearbook to the Fall District meeting. Special business to take place – i.e., election, resolutions etc. Reminder to contribute to District operational funds.
10. Include Registration form with Call.