



# NARFE

National Active and Retired Federal Employees Association

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**Idaho Federation of Chapters**

**A GUIDE  
TO  
HOSTING/PLANNING A NARFE STATE  
FEDERATION CONVENTION**

**IDAHO FEDERATION OF CHAPTERS**  
(Revised October, 2009)

- 1) **CHAPTER CONCENSUS** - It is wise to bring the question before the membership to determine how enthusiastic they are about serving as hosts for the convention. Unanimous approval is probably not necessary, but having a majority indicate they are willing to work on it is important. It is also important enough to emphasis that either the Chapter president or his or her committee chairman must be willing to take full responsibility from the beginning through the completion of the Conference.
  
- 2) **SELECTING YOUR CONVENTION COMMITTEE** - Experience will tell that there is an optimum number to seat on committees. Often they can become too large. The smaller and simpler you can keep your committees the more proficient they will be, assuming the assignments are doable with the number on the committee. Sometimes a committee of one is sufficient, as an example the "treasurer". Try to ensure that those on and outside the committee know that there is a single contact point for specific matters, e.g., arranging for speakers. **Plan committee meetings well in advance of the Convention.** The following are some assignments that the "Chairman" might wish to delegate responsibilities (**use people with experience if at all possible**):
  - a) Registration (Including sending pre-registration notices and forms, See Attachment A for and example)
  - b) Treasurer **1 person only** (Receive all moneys and pay all bills)
  - c) Entertainment/Speakers (Contact and reserve them)
  - d) Door Prize Gifts (Taking charge of Gifts and Drawings) - One gift will come from each Chapter - Extra gifts can be raised through local merchants, etc. Limit total to twenty, use tickets for drawings.
  - e) Preparation and printing of Notices and Programs
  - f) Advertising and vendor solicitation, scheduling time for the vendor in the agenda (if there is a presentation), get camera ready ads from them.
  - g) Venue candidate and relations.
  - h) Catering arrangements and relations.
  - i) Katie's Night Out - one contact person only
  - j) Lodging arrangements and relations.

- k) Name tags, to include Name, Office held, Delegate or Guest, Chapter #, and which Convention for example: ID Federation 44<sup>th</sup> Convention- NARFE
- l) Facility requirements (see pages 5&6)
- m) Negotiating Committee: in advance of Convention (1 yr) total; of 3 people

- 3) **RESOURCES** - There are several good resources on which the hosting chairman can inquire to seek information and advice. The Idaho Federation President is always available for questions and information along with his officers and Vice Presidents. Other sources are the Region IX Field Vice President and the Chapters who served as host in recent previous years. The minutes of the previous conventions and a review of their programs will serve as some guidelines.

**DEVELOP A TIME TABLE** - First, coordinate the dates of the Convention with the Federation President and Regional Vice President. With this in place, reservations can be made for the lodging and meeting facilities. See **HOTEL AND LODGING** and **ROOM AND EQUIPMENT NEEDS FOR THE CONVENTION** on page 6 for further information.

- 4) **RESERVATIONS** Depending on the location, reservations may need to be made 8-12 months in advance, and often there is a deposit required several months prior to the meeting. Similarly, a block of rooms at the facility or near-by will need to be set aside. Most conference centers and/or motels will require a contract identifying your needs and reservations. This also serves you well by having in hand what services to expect and at what costs.
- 5) **UNDERSTAND YOUR CONTRACT - NEGOTIATE YOUR TERMS/COSTS** With sizable groups and recognized organizations such as NARFE some costs for meeting rooms and accessories (audio visual etc.) can be negotiated or waived. Items to consider to included in the contract:
- a) Due dates for deposits.
  - b) Due dates for meeting room and visual aid needs (see pages 5&6).
  - c) Luncheon and Banquet rooms, and the dates needed. **Be sure Taxes and gratuities are included in your contract.** Spell out how meals are

counted and the basis for payment (individual meal tickets are best with the overall meal payment based on the # of tickets collected by the vendor.

- d) Menu's and head count due dates.
  - e) Coffee/Refreshment Breaks, and Hospitality Room.
  - f) Chapter Presidents Breakfast (Hosted by the Federation).
  - g) Federation Executive Board Meeting
- 6) ADVANCE NOTICE OF CONVENTION TO CHAPTERS - Three to four months prior to the Convention it is advisable to make a mailing to all the Chapters of a Pre-Conference Notice including the date, place, and a brief on the program content/agenda. Encourage the Chapter Presidents to include the information in their Chapter Newsletters if they have one. This may also be coordinated with the editor/publisher of the Gemette, which is a great way to get the word out and create some interest for those who wish to plan to attend.
- 7) DETERMINE THE REGISTRATION FEE - This will have to be done by estimating the attendance and balancing that with the cost of printing programs, refreshments, postage's, name badges, ribbons, meeting room costs if any, complimentary rooms and meals for National guests and speakers, etc. (Suggest \$15.00??)
- 8) ENTERTAINMENT - It has been tradition that the host chapter make some arrangements for either a pre or post convention sightseeing tour of a place of local interest. These are of a No-Host arrangement and are best listed as a separate item on the registration form and fees collected at that time along with the registration fees.
- 9) PRE-REGISTRATION - A registration form will have to be developed and several copies mailed to each Chapter President for distribution. This should be mailed 60-90 days prior to the convention. (See Attachment A for an example; also include a site map of the Convention location on the back of the form. Guest Speakers and National officer(s) and the Regional VP should be mailed a "no charge" application (except for non-convention activities).

10) DEVELOPING A PROGRAM & BROCHURE- Putting together the program is a shared effort by the hosting Chapter and the State Federation President. The following list of parts of the convention program and who generally is responsible may be helpful in your planning:

<b>PART</b>	<b>RESPONSIBILITY</b>
a. Program Brochure	Primarily, Federation President
b. Welcoming/Greetings	Host Chapter President
c. Invocation	Host Chapter (Max Time, 5 Min)
d. Presentation of Colors	Host Chapter
e. Memorial Service	Host Chapter(Input from Chapters, M-112 reports and updates)
f. Business Sessions	Federation President & Executive Board
g. Evaluation Sheet	Federation President & Executive Board
h. Committee Meetings	Federation President & Executive Board
i. Convention Speakers	Federation President & Executive Board
j. Banquet & Speaker	Host Chapter (Tickets)
k. Banquet entertainment	Host Chapter
l. Door Prizes/drawings	Host Chapter (Tickets)
m. Program ads (purchased)	Host Chapter
n. Site map	Host Chapter
o. Protocol guide	Host Chapter
p. Pre-registration form	Host Chapter
Q. Non-convention activity	Host Chapter Day Prior to Convention Activity

- Some convention committees have had a set price for  $\frac{1}{4}$  or  $\frac{1}{2}$  page ads in the Convention Programs. The other alternative is to simply ask for a donation in support of your convention or ask that they sponsor a

coffee/refreshment break. This has proven to be a successful approach.

- SHARED PAST EXPERIENCES -

At the 2002 Convention hosted by the Lewis Clark Chapter #515 at the Quality Inn in Clarkston we had some unexpected costs when we settled our bill. 1) We had planned to have the Registration Desk in the Lobby on Monday morning, but the Quality Inn Conference Coordinator suggested it would be best to have it located in the large meeting room since they would not be using it that day until that evening when they would be in setting it up for our meeting the following day. That sounded good, but it showed up on our bill as a \$400 charge since we did not have a minimum amount of food served in it that day. It worked out fine as it was used as a gather place for many, but the point is we should have been told or we should have asked about a room charge. 2) If "Katie's Night Out" continues to be a tradition on Monday night (or the night before the convention) other dinner arrangements with Pre-Convention activities should probably not be scheduled, and it may be unnecessary to have a "Hospitality Room" reserved and open that night, as at the 2002 Convention no one used it. Katie is responsible for the Non-Convention activity. If held, this activity needs to be on the Pre-Registration Form (See Attachment A). Katie can be reached at:

Katie Moore                      Phone: 208/466-1922  
 3825 E. Greenhurst Rd.  
 Nampa, ID 83686 - 8657

#### ADDITIONAL INFORMATION

Make certain that the lodging venue, catering, vendors and speakers receive draft and final versions of the program agenda and its attachments. This is an opportunity to identify potential inaccuracies and problems.

Begin registration by mid-morning the day prior to the convention sessions, many participants arrive a day or more early to experience the ambience of the convention venue and become familiar with the local area.

Identify a convention committee member who has been familiar with several aspects of the arrangement to be the point of contact during the convention

for those last minute operational changes, opportunities and surprises (suggest this be the point of contact with the venue/catering). **A walk-through is suggested 24-48 hours before the convention by host chapter chair and the program chair.**

Distribute as many as possible of your handouts on day one of the convention as some of the delegates may be unable to attend both days. This will ensure that the most important information is distributed as widely as possible.

Be **SURE** to send written thank you letters to vendors, speakers, and those who were particularly helpful in making the Convention a success.

## **HOTEL AND LODGING**

**Meeting, lodging, and meal venues must be ADA compliant (sprinklers in lodging rooms, too).**

The meeting and/or lodging venue must have full-service (3 meals a day) restaurant /eating facility (preferably with a lounge) available close by.

## **ROOM AND EQUIPMENT NEEDS FOR THE CONVENTION**

Dates of the Convention

Number of people attending (75-90)

Room Rates, Single\_\_\_\_\_, Double\_\_\_\_\_

Reservations made individually, some will arrive early

Registration area - In the Lobby or a space near the general meeting room

Date and location of Executive Board meeting (7:00 AM, morning of day 2 on even numbered (non-election) years, after close of Convention on odd numbered (election ) years.

Day 1 - 7:00 or 7:30am Chapter President's Breakfast/meeting, 18-19 people, std. breakfast with milk, juice and coffee. Billing usually split between Federation and Regional VP (room name)

9:00 am *General Meeting Room*, 80-90 people with tables and chairs  
(room name)

- Free standing podium so that traffic can move around it easily
- No platform, please!
- Location of where to hang Chapter banners
- Audio/visual needs, microphone/sound system, screen, etc.
- U.S. Flag
- Water station in rear of room
  
- No host luncheon or very light lunch (suggested)
  
- Workshop breakout room as needed - *Legislative, Membership, Service officer, Alzheimer's*. May need audio visual, microphone, etc. (room names)
  
- No host bar 5:30-6:30 pm
  
- Banquet (approximately 85) Round tables preferred, No platform unless needed for entertainment), Head table with a stand alone podium (room name)

- Day 2
- Executive Board meeting (see above)
  - 9:00am *General Meeting Room* (see above)
  - Adjourn by approximately 11:30
  - Executive Board meeting (see above)

Get permission to have a few signs to direct traffic (if needed) to elevators, restrooms, vendor areas, meeting rooms. Find out if the venue has an Emergency Plan and make it available to the Sergeant at Arms Committee.

**Make sure facility is ready for emergencies and have emergency contact names and numbers available.**