

GUIDELINES FOR LODGES HOSTING DISTRICT CONVENTION

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PART I: Lodges Proposing for a District Convention

- A.** Lodges bidding on the District Convention should review District One’s “Guidelines for Lodges Hosting District Convention”. Copies are available from the District Secretary.
- B.** Lodges should assemble all information and a budget regarding the proposed convention, including:
 - 1. Hotel/Motel facilities to accommodate the convention.
 - 2. Room rates, including all meeting rooms.
 - 3. Meal costs broken out per service including food and drinks for Breaks scheduled to have refreshments.
 - 4. Total delegate and guest registration fees.
- C.** Host lodges when scheduling a date for the District Convention should check the website to consider dates of the convention that do not conflict with major Nordic events that could affect member participation as delegates to the convention. June has been the month that District 1 has typically held their conventions.

PART II: List of Convention Committees and Duties

- A.** When the District Convention approves the proposal including appropriate bids, the Host Lodge Convention Committee shall make periodic progress reports to the District Executive Committee and develop a schedule agreed upon by the two groups but no less than quarterly.
- B.** Standard List of Convention Committees :
 - 1. Housing (to include hotel room nights)
 - 2. Meals, President Reception, and Grand Banquet.
 - 3. Registration
 - 4. Decorations
 - 5. Guest Hospitality and Goodwill Ambassadors
 - 6. Convention Hall, Entertainment and Opening Ceremonies
 - 7. Folk Art Exhibit and Competition
 - 8. Fundraising through Product and Souvenir Sales, optional
 - 9. Publicity: Advertising Sales, Souvenir Books, and Printing
 - 10. Delegate Packets
 - 11. Vendor Sales
- C.** The Responsibilities of the above Committees
Note: The above convention committees can be combined into smaller committee as long

as the list of committee duties can be accomplished by the smaller committees. This will be at the discretion of the Host Lodge Convention Committee.

1. The Housing Committee shall:

- a. Ensure that the proposed facility provides the following room and spaces.
 - 1) The banquet and dining facilities capable of seating up to 300 persons.
- b. Convention floor information.
 - 1) Seating for up to 225 delegates at classroom style tables allowing 30 inches per chair.
 - 2) A raised rostrum at the front with space to seat 8-10 persons at 18-30 inch wide tables with a podium centered on the tables.
 - 3) 18-30 inch wide tables to the left of the rostrum for ten (10) Zone Directors.
 - 4) 18-30 inch wide tables to the right of the rostrum to seat 8-10 persons (District Officers, International Officers, and Designated Guests).
 - 5) The delegate seating area shall be divided into three (3) with:
 - a) Two (2) interior aisles 48 inches wide (minimum) front to back.
 - b) Aisles on the right and left side of the delegate seating to be 36 inches wide from front to back.
 - c) The tables should be at least 18 inches deep.
 - 6) A Reporting Committee table(s) 24-30 inches wide placed in front of the rostrum and be able to seat up six (6) people.
 - 7) Audio-Visual shall be provided as follows with:
 - a) A microphone at the rostrum podium. A microphone at the Reports Committee table, mounted on a table stand. Two (2) microphones: one in each of the interior aisles located at 1/3 distance from the front row of delegate seating. Backup microphones should be made available in case of failures.
 - b) Two (2) screens located on each side of the rostrum and be able to be seen by the delegates on the floor.
 - c) Two (2) projectors for hook up to a computer.
 - 8) Chairs for approximately 50-70 guests.
 - 9) Zone Caucus rooms
 - a) There shall be ten (10) caucus rooms large enough to seat the delegates from each zone.
 - b) Each caucus room shall be equipped as follows:
 - (1) Enough chairs for each Zone delegate.
 - (2) White board or easel with large pad and marking pens.
 - (3) A six (6) foot table with two chairs.
 - (4) A table for serving coffee and cookies. Can be in hallway for multiple caucus use.
 - (5) Water glasses and carafes of ice water for the delegates.

- c. Folk Art Room.
 - 1) A 800 – 1,000 square foot room.
 - 2) The room must be capable of being locked with no other means of access to the room.
- d. The convention office should be close to the convention hall. The office should be equipped with computer internet access, tables, and chairs along with any other equipment determined as necessary by the District Secretary.
- e. A designated registration area for delegate registration.
- f. A District Hospitality Suite/Room at discretion of sitting president.
- g. A room for the President’s breakfast on Saturday morning.
 - 1) Round tables with seating for eight (8) at each table, and room for 70 persons. Or, an area set aside in the main dining area for a president or representative from each lodge to eat together.
- h. District Executive Rooms.
 - 1) Suite for the District President.
 - 2) Three (3) junior suites as assigned by the District President.
- i. Delegate Housing.
 - 1) The host hotel should have enough rooms to house all or a majority of the delegates and guests.
 - 2) The host hotel should arrange for additional rooms for delegates or guest housing at nearby hotels and arrange for equal or lesser room rates, if needed.

2. Meals, President Reception, and Grand Banquet Committee shall

- a. Plan all meals.
- b. Arrange for all meals that are to be included in the delegates and visitor packets for the following:
 - 1) Thursday President’s Reception/Banquet
 - 2) Friday breakfast (optional), lunch, and banquet.
 - 3) Saturday morning President hosted breakfast for Lodge presidents.
 - 4) Saturday breakfast (optional) and lunch.
- c. All Grand Banquet seating should be by reservation made during convention hours on Friday.
- d. Banquet room layout should have numbered tables with slips to match when making reservation.
- e. Provide hosts/hostesses at the entrance(s).

3. Registration Committee shall be responsible for the following. Registration may be done in conjunction with the venue, and/or done online:

- a. Registration and listing of all delegates and visitors.
- b. Collection of all registration and meal fees.
- c. Distribution of delegate and guest packets.

- d. Provision for delegate cancellation-refund fees.
 - e. Name badges shall have lanyards.
 - 1) Names shall be at least ½ inch in upper case.
 - 2) The tags shall include lodge name, lodge number, and city in smaller font size.
 - 3) Different colored name tags shall identify District Officers, International Officers, and guests.
 - f. Voting paddles shall identify District Officers, International Officers, and Delegates.
 - 1) The paddle should be identified as follows:
 - a) (DO) for District Officers.
 - b) (IO) for International Officers.
 - c) A three digit lodge number for delegates' Lodge; eg: (001).
 - d) Make all delegate paddles. The numbers and letters should be at least 2.5 inches to 4 inches in height depending on the size of the paddles.
 - e) May wish to provide a gift from the Host Lodge for delegates.
4. Decorations Committee shall:
- a. Decorate rooms and areas used for meals, meetings and convention site as needed.
 - b. Design and provide the convention banner at the host lodge's expense.
 - c. Receive and direct the hanging of the lodge's banners in the convention hall. This must be coordinated with the hotel personnel.
 - d. All banners shall be taken down at the end of the convention and placed in a previously announced location for pickup by the lodges.
5. Guest Hospitality and Goodwill Ambassadors includes Coffee and Cookies Committee shall (as the convention facility allows):
- a. Provide coffee and Nordic treats as allowed by the venue for the following:
 - 1) Delegate caucus rooms.
 - 2) Guest hospitality/suite, optional.
 - 3) Delegates and guests during convention morning and afternoon breaks.
 - b. Greet delegates as come to convention facility and/or hotel. :
 - a. Be visible and there to welcome all delegates and guests to the convention.
 - b. Be on duty, in sufficient numbers, easily identifiable, and placed in strategic locations during the convention to:
 - 1) Answer questions.
 - 2) Provide assistance in any way they can.
 - c. Goodwill Ambassadors shall:
 - 1) Be visible and there to welcome all delegates and guests to the convention.

- 2) Be on duty at all times, in sufficient numbers, easily identifiable, and placed in strategic locations during the convention to:
 - 3) Answer questions.
 - 4) Provide assistance in any way they can and be well informed on every facet of the convention in order to perform their duties.
6. Convention Hall, Entertainment, and Opening Ceremonies Committee shall:
- a. Arrange for and supervise the convention hall set-up requirements.
 - 1) Rostrum with tables, chairs, podium, and microphone.
 - 2) Zone Director's seating.
 - 3) District Board and Dignitary table and chairs.
 - 4) Reports Committee table and chairs with microphone and table stand.
 - 5) The placing of the convention banner with the assistance from hotel personnel.
 - 6) Secure flags for the three (3) countries and placement on podium.
 - b. Secure entertainment, cultural and fraternal sessions and cultural tours for the convention, receptions, and banquets.
 - c. The host lodge shall be responsible for all costs for these activities provided during the convention. This includes pianist/organist during the business meeting and any entertainment during or after dinners on Thursday, Friday, and if necessary Saturday night.
7. Folk Art Exhibit and Competition Exhibition Committee shall:
- a. Coordinate all exhibition details with the District Social/Cultural Director.
 - b. Be responsible for the exhibition room and judging of all entries.
 - c. Consult with the District Social/Cultural Director if the pre-registration of entries indicates a need for additional judges.
 - d. Ensure the security for the safety of all exhibits and adequate staff with the ability to lock all entrances.
 - e. The District Social/Cultural Director shall make sure judges have been provided for by the host lodge and paying \$75.00 to each of the judges, with up to 5 judges needed.
 - 1) The District Social/Cultural Director will provide all ribbons and certificates for all participants to include Best of Show Ribbon and Rosette Awards.
 - 2) The host lodge will record all the winners and number of participants and give it to the District Social/Cultural Director.
 - f. Provide all registration forms.
 - g. Provide the Publicity Committee with a flyer design for publicity to the lodges in the District.

- h. Exhibitors may tag any item(s) they display for sale; however, the number of items for sale is limited to three (3) per exhibitor.
8. Fundraising Committee through Product and Souvenir Sales, optional, may:
- a. Purchase and sell merchandise for host Lodge profit to those attending the convention.
 - b. The use of certain Sons of Norway logo and/or emblems in association with any merchandise requires the approval of the Sons of Norway headquarters.
9. Publicity: Advertising Sales, Souvenir Books, and Printing Committee shall:
- a. Solicit advertisements from the district lodges, lodge members, merchants, and professional businesses for inclusion in the convention book.
 - b. Cost of the souvenir book should not be included in the registration fee.
 - c. Select advertisers whose merchandise does not conflict with Sons of Norway products in any way.
 - d. The souvenir book should include a schedule of events.
 - e. The District does not pay for its ad space.
 - f. Distribute all information and publicity concerning the convention utilizing all media formats for the committee to get their message out.
 - g. Insure all the printing needs of the different committees are met.
10. Delegate Packets Committee shall:
- a. Secure all items/materials from the Home Office and District Board, if available.
 - b. Assemble items/materials in packets for delegates and guests.
 - c. Delegate packets shall include:
 - 1) Delegate name tag, voting paddle from the host lodge.
 - 2) Ballot pad, SON pen, SON pad (from FBC dept.), if available, current copy of SofN Charter and Constitution, and Parliamentary Procedures information.
 - d. Guest packets shall include: (optional)
 - 1) Guest name tag and whatever the convention committee chooses to include, eg: meal choices, outing tickets, etc.
11. Vendor Sales Committee shall:
- a. Contract with vendors to bring their merchandise to the convention site to sell to the attendees.
 - b. Provide a variety of merchandise, limited to Nordic origin and design.
 - c. Insure that no merchandise or product will be allowed that will conflict with Sons of Norway products.

- d. Make sure all vendor sales stay located in designated areas so as not to conflict with convention procedures.

d. Communications from the Host Lodge:

1. To District One Lodges.
 - a. In January of the convention year send letters and/or e-mails to lodge presidents, secretaries, District Board, International (IBOD) President, and International Board (IBOD) members including the following:
 - 1) Dates and location of the District Convention.
 - 2) Registration costs.
 - 3) Hotel costs.
 - 4) Folk Art exhibit information.
 - 5) Any other information as necessary.
2. To the Convention Delegates.
 - a. After March 1st of the convention year send letters and/or e-mails to all D-1 Delegates, D-1 Board, IBOD President, and IBOD members:
 - 1) Delegate registration forms.
 - 2) Individual meal costs.
 - 3) Hotel costs and reservation forms (include online information).
 - 4) Hotel brochure.
3. To the District Publicity Director.
 - a. Prior to January 1st of the convention year prepare an information article about the convention for inclusion in the April “Viking Magazine”, if allowed.
 - b. Prior to March 20th of the convention year prepare an information article about the convention for inclusion in the “Nyhetsbrev” District Newsletter.
4. To the District Secretary:
 - a. Provide within 90 days after the close of the District Convention three (3) copies of the convention report to include:
 - 1) Listing of all income, expenses, and profits.
 - 2) All sub-committee reports detailing their activities.

PART III: District One Lodge Responsibilities for the District Convention

- A.** District Executive Committee shall:
 1. Plan and conduct the Saturday memorial service for members who have passed away since the last convention.
 2. Purchase carnations for the memorial service.
- B.** District President shall:
 1. Secure the Keynote Speaker for up to \$1,000.00.
 2. Secure the Parliamentarian, if needed.

3. Serve as chairperson and with the assistance of the District Executive Committee select the delegates to serve on the Convention Reports Committees.
 - a. The Committees are as follows:
 - 1) Resolutions/Laws.
 - 2) Nominating.
 - 3) Finance.

C. Convention Committees Duties shall be as follows:

1. Reports, in lieu of a committee, shall be reviewed by members of the Executive Committee and presented by them to the Convention.
2. Resolutions/Laws Committee:
 - a. Study all proposed District 1 resolutions and laws submitted for the convention.
 - b. Make recommendations concerning those resolutions and laws.
3. Nominating Committee:
 - a. Review the applications for the different officer positions to see if they qualify for that position.
4. Finance Committee:
 - a. Study and report on the District Financial Statements and make recommendations concerning the Financial Statements.

D. District Secretary shall:

1. Prior to December 1st of the year before the convention advise all lodges that:
 - a. Delegates and alternates must be elected in February of the convention year.
 - b. Prior to March 1st the names of the delegates and alternates and any requested information must be sent to the District Secretary.
2. Prior to April 1st of the convention year provide the host lodge with names and addresses of all elected delegates and alternates.
3. Prior to May 15th of the convention year send delegates the following:
 - a. Biennial Report Book.
 - b. Program information and pre-convention events.
4. Arrange for a court reporter or qualified secretary, at District expense, to record and take notes on all convention business sessions.
5. Provide copies of all proposed Bylaw changes and Resolutions to the Convention committees.
6. Provide all necessary form for the caucus chairperson to election results.
7. Prepare, publish, and distribute to Delegates, District Officers, and International Officers a “Biennial Convention Report” which shall include, but not limited to:
 - a) District One Officers and Directors.
 - b) Previous convention locations.
 - c) Velkommen from the District President.
 - d) Parliamentary procedure.

- e) Convention committee assignments.
- f) Convention committee appointments.
- g) Order of Business.
- h) List of Delegates by Lodge.
- i) Membership by Zone.
- j) Membership by Zone
- k) Vice President's report.
- l) Secretary's report.
- m) Treasurer's report.
- n) International Director's report.
- o) Sports/Recreational Director's report.
- p) Social/Cultural Director's report.
- q) Publicity Director's report.
- r) Zone Director's report.
- s) Other Director's reports as apply.
- t) District Fraternal Funds.
- u) Resolution and Bylaw changes.
- v) District Bylaws.

E. The District Social/Cultural Director shall:

1. Provide remuneration to the judges.
2. Provide registration forms to the lodge Social/Cultural Director.
3. Provide the District Executive Committee with a budget of all anticipated expenses prior to March 1st of the convention year for inclusion in the agenda and subsequent approval at the District Spring Board meeting.
4. All participants shall receive a certificate of participation.

F. The District Treasurer shall:

1. Provide the members of the Finance Committee copies of the financial statements and budgets for past two (2) years (the last biennium) 30 days prior to the convention allowing the committee to be well informed before they meet.

G. Zone Directors shall:

1. Serve as chairperson for their respective Zone Caucuses.
2. Ensure that only delegates are to be seated in their respective caucus rooms.
3. Count the number of delegates at all caucus sessions to ensure that no more than the allowable number is attending.
4. Report their respective delegate numbers to the convention delegate chairperson.
5. Have ballot materials on hand for elections (see District Secretary).
6. Call their respective caucuses to order at the appointed times.
7. Advise delegates of caucus procedures.

8. One caucus shall be devoted to election of the District Zone Director and alternate.
9. Address questions and concerns to the delegates may have.
10. Explain election procedures so everyone understands them.
11. Non-delegates are allowed in the caucus room but are not allowed to speak

PART IV: Typical Room Requirements/Schedule for the District Convention

(ALL non-smoking Rooms)

1. **Wednesday Night:** Secure four (4) hotel rooms for Executive Committee

A. Thursday:

1. District Board Meeting;
 - a. The District Board meets from 8:30 am - 5:00 pm and from 7:00 pm - 9 pm.
 - b. Cultural Activities and/or tours available in the morning and afternoon for delegates and guests arriving on Thursday.
 - c. Convention Committees will meet in the afternoon.
 - 1) Three (3) meeting rooms are needed with tables and chairs to accommodate 4 committee members on each committee
 - 2) Hotel rooms needed for Thursday night: apx. thirty one (31).
 - a. Registration Room/Area is open all day
 - d. President's Reception/Dinner, time to be determined.

B. Friday:

- a. Cultural Activities and/or tours available in the morning, and in the afternoon for delegates and guests.
- b. Convention activities begin at 12:30 – 1pm or on Saturday morning at the discretion of the President.
 1. Convention hall is setup with seating for 150 (up to 225) delegates and up to 70 guests. The delegate area should be setup theatre style.
- c. Cultural skills competition is open all day.
- d. The District Secretary's office is open all day.
- e. Workshop and meeting sessions.
 - 1) The workshops / tours sessions will be from 9:00 AM until noon and 1:30 PM to 3:30 PM.
 - 2) Five (5) rooms are needed.
 - 3) New delegate workshop space available (time to be determined by President)
 - 4) Ten (10) caucus rooms are needed (to be determined by President).
- f. Registration Room/Area open all day.
- g. Folk Art room open all day. (after judging done)
- h. Hotel rooms for:
 - 1) One (1) suite for the District President.

- 2) Three (3) suites for the Executive Officers.
 - 3) Thirteen (13) standard rooms for District Board.
 - 4) One (1) suite (or standard room) for IBODI President.
 - 5) One (1) standard room for International Director.
 - 6) Up to twelve (12) rooms for Convention Committees
 - 7) Additional 176 rooms for balance of delegates and guests.
 - 8) All rooms are non-smoking.
- i. Host lodge hospitality room available all day
 - j. District hospitality room open at 5:00 PM (optional)
 - k. Banquet, time to be determined.

C. Saturday: Convention begins.

- a. Opening Ceremonies may be moved from Friday afternoon to Saturday morning at the at the discretion of the President.
- b. Delegate seating for 150 delegates and 70 guests all day
- c. Folk Art exhibit open all day. (Until close of convention – have exhibitors pick up items in afternoon)
- d. Host lodge hospitality room available all day (optional)
- e. Ten (10) caucus room may need to be available all day.
- f. District Secretary’s office open until convention close.
- g. Breakfast, and Lunch rooms made available during the day.
- h. Hotel rooms only for delegates and officers choosing to stay an additional night.