

STATE CONVENTION COMMITTEE

I. Planning

- A. Time and place should be established at least two (2) years in advance.
 - 1. Bids and/or negotiations from hotels and motels should provide:
 - a. Reduced costs for individual rooms, all general function rooms, meals, liquid refreshments and so forth.
 - b. Complimentary suites and individual rooms within reason.
- B. Develop a budget and adhere to it.
- C. Appoint convention committees early. Appointment procedures are detailed in (see the President section).
- D. Duties and responsibilities of the Host Postmaster must be spelled out in detail by the President at an early date.
- E. Checklist of essential items:
 - 1. Publicize in the *Around the Cracker Barrel* at least two months prior to convention
 - a. A copy of the preliminary agenda, including appointed committees, golf registration, convention registration, hotel information
 - 2. Print and mail out registration information for all members and guests, including retirees
 - a. Order 1000 printed envelopes 2-3 months prior to convention
 - b. Request labels from Editor
 - c. Finalize member/retiree registration, golf registration and hotel registration
 - d. Print, stuff and mail at least one (1) month prior to registration deadline at hotel
 - 3. Send letter to vendors, along with registration information (Executive Vice President will handle this function for State Convention; Spring and Fall Committee will handle for their conferences).
 - 4. Sergeant-at-Arms to be at all functions.
 - 5. Seminars (set up by PM Development Chairman) are a must and designed for professional improvement – Conventions/Conferences cannot be only “social affairs”
 - 6. Reception Committee
 - a. Greet all Guests and First Timers. Extend a warm welcome and help them get acquainted
 - b. Register all Guests/Speakers at the hotel or motel in advance. Hand the room key to them upon arrival, along with a folder of information to include an agenda.
 - c. A welcome gift/basket should be placed in each Guest/Speaker room prior to their arrival.
 - d. Follow through to assure Guests/Speakers are well cared for and have what they need to make their stay enjoyable
 - e. IMPORTANT – Extend a “Thank You” and any needed service, such as transportation, to Guests/Speakers at the time they depart. Don’t forget to send a written “Thank You”.
 - 7. Transportation
 - a. Have sufficient number of automobiles, with drivers, available for individuals needing transportation
 - 8. Tickets should be used for all functions requiring a cash outlay such as cocktail hours, breakfasts, luncheons and for the banquet

9. Identify officers, guests, first timers, speakers and any other special groups with special badges or ribbons
10. Publicly recognize all first timers at the first business session of the State Convention, Spring or Fall Conference.
 - a. First Timers should be honored with a breakfast at the State Convention, along with a gift
 - b. Have a special event to assist them to get acquainted and to make them feel that they are an important part of the organization
11. Hospitality Room
 - a. Obtain items to be served in the hospitality room such as soft drinks, juice, coffee, cookies, dips, sandwiches, etc
 - b. Coordinate hours of operation with the President and assign committee members so that someone is on duty and responsible any time the room is open
 - c. Be sure that the room is straightened up and secured when it is closed
 - d. Normally, the Hospitality Chairman is allowed to stay free of charge in the bedroom of this room
12. Meeting rooms
 - a. Have adequate number of rooms for all functions and of sufficient size
 - b. Maintain proper lighting, heating and air conditioning
 - c. Have a public address system in all large rooms – making sure it is properly maintained and checked immediately before each session begins
 - d. Provide a break each morning of the business session
 - e. Provide only water at the Board Meeting – which is the afternoon prior to the 1st business session
13. Official sessions
 - a. Color Guard to present and retire colors
 - b. Extend an invitation to Mayor and other local officers to appear on the program at opening session
 - c. Local Clergyman can be requested for opening and closing ceremonies
 - d. Host Postmaster to welcome opening session
 - e. Door prizes to stimulate “On Time” attendance and possibly return from lunch for training classes
14. Meals – Special attention to assure quality food is served at a reasonable price
15. Dress Up Functions – Convention-goers enjoy something different from their home routine. Include an activity allowing the opportunity to dress up or have a theme.
16. Special Activities
 - a. Tours should be scheduled at a time the greatest number can attend
 - b. Fashions shows, Magic shows, auctions, entertainment
 - c. Special activities for spouses and children
17. Retirees – Set up a room for their meeting and luncheon. Work with them for assistance in the hospitality room and other functions, making them welcome and involved

II. Registration

- A. Pre-registration can be encouraged by offering a discounted rate
- B. Easy-to-read identification badges (prepared by Secretary/Treasurer)
- C. Set registration fees to meet budget for early, late and on-site:
 1. Postmasters, associate members and spouses/guests
 2. NAPUS official representatives & USPS official representatives
 3. Retirees and spouses/guests

- III. Opening ceremonies
 - A. A good beginning of a convention/conference sets the tone for the remainder of the meetings. Select speakers with care, use people who can create an atmosphere of good will, informality and cheerfulness

- IV. Business Sessions: Governed by Roberts Rules of Order with a Parliamentarian.
 - A. Order of Business:
 - 1. Call to Order
 - 2. Presentation of Colors and/or Pledge of Allegiance
 - 3. Invocation
 - 4. Announcement of temporary committees
 - 5. Speakers
 - 6. Reports of committees
 - 7. Reports of Officers
 - 8. Election of Officers
 - 9. Unfinished business
 - 10. New business
 - 11. Benediction
 - 12. Adjournment
 - 13. Installation of Officers at Banquet

- V. Protocol
 - A. It is suggested that convention invitation be directed to the Southeast Area Manager, Atlanta District Manager, South Georgia District Manager and Chattanooga District Manager, Atlanta Postal Inspector in Charge. The NAPUS National President should be invited and they will assign NAPUS officials to attend. Invite the Area 8 National Vice President.
 - B. Chapter Officers should be installed by the highest-ranking NAPUS official in attendance.
 - C. It is appropriate for the highest-ranking NAPUS official present to deliver the banquet address.
 - D. All NAPUS officials should be given an opportunity to address the convention/conference when the greatest number of members will be present.
 - E. Transportation – see Section I, E, 7 above. Arrange departure plans for Guests/Speakers with the same care and concern as displayed for their arrival.

- VI. Banquet
 - A. The program should consist only of the introductions, the speaker and a limited number of awards
 - B. A Postmaster should be the master of ceremonies
 - C. The speaker should deliver the address immediately following the introductions
 - D. Any appropriate recognition awards should be presented after the speaker has completed their address
 - E. Installation of the Officers should be the final order of business