

# Hosting

# a

# District 37

# Conference

(In 827 Easy Lessons)



## Cover Page (Introduction, Dedication, Guest Counts, etc.)

So, you want to host a District 37 Conference? This manual contains a series of guidelines from a lot of Toastmasters that may help you. Most of these guidelines are based on the old proverb - - **Good judgement comes from experience, but experience comes from poor judgement.**

Many of these guidelines are from an earlier version of this manual, developed in 1989 by Distinguished Toastmasters Butch Barney, Ben Coble, Shelia Miller and the Committee Chairman - Marcia Barney. It is to these fine Toastmasters of District 37 that this current version is dedicated.

**Thank you,**  
John H. Clark, DTM

**Please Note:** To save confusion, estimated number of attendees is only listed here. All references in the manual point to this list. The purpose of this is to make updating the manual easier. For a more accurate count, talk with the host of last two years conferences and get an exact number, then make your calculations accordingly.

Conference	Minimum	Maximum	Last Year	Prev. Year	My Estimate
Spring	150	250			
Fall	120	210			

For the Friday Night Social, use about 40% of your estimate.

For the Saturday Luncheon, use about 85% of your estimate.

For the Dinner Banquet, use about 90% of your estimate.

**A gentle reminder:** You will see pictures of District 37 Toastmasters at some of the previous conferences. These pictures are not here just to fill space and round out the page. They are here to remind you that the purpose of a conference, as well as everything else in Toastmasters is to benefit the Toastmasters member. In other words - these are your customers; you had better please them.



## Table of Contents for Hosting A District 37 Conference

<b>Page</b>	<b>Contents</b>
1	Introduction
2	Time Line
3	Bidding for a Conference
4	Summary of Who Does What
5	Establishing Committees
7	The Art of Negotiating
7	Establishing a Budget
9	Tickets for Friday Night?
9	Calculating Registration Fees
9	What's Fair?
10	Calculating Meal Ticket Prices
11	Fall Conference Outline
12	Spring Conference Outline
13	Meeting Room Requirements
13	Publicity and Reservation Forms
13	Timing of Mass Mailings
14	Special Guests
14	Beware Politicians
15	Keep the Faith (i.e. Don't Panic About the Late Ones)
15	Beware Guarantees
15	Keep Control - Who Can Authorize Changes ?
16	A Word About Meals and Menu Madness
16	Place Cards for the Head Table
16	March 'Em In, but Don't Shoot 'Em Yet
17	Addresses
17	Early Registration
17	Registration Envelopes and "Goodie Bags"
17	Always Have Back-Ups
18	Recognition For Hard Work (and Success)
18	Making Special Guests Feel Welcome
18	Making Everyone Feel Welcome
19	Special Assistants
19	Flowers, and Other Fancy Stuff
19	Conference Photographer
19	Door Prizes
20	Breakfast with The New District Governor
20	Be Creative
20	Education
20	The Contest Environment
21	Presentations
21	Choosing a Theme
21	The Financial Statement

Appendix - Example of Conference Registration

Appendix - Example of Conference Outline

Appendix - Example of Mixer Program

**Introduction**

**Please Note:** The word "chair" has been used instead of the traditional "Chairman," the gender free "Chairperson" or the equal rights phrase "Chair[wo]man." Enjoy it! This is one of the few places that the author will stoop to political correctness.

**Purpose**

The purpose of this manual is to assist in planning and executing a District 37 Conference. This manual is a culmination of many guidelines; especially those concerned with "Who is responsible for what details and when are they due?" Remember, overall responsibility lies with the Conference Chair; however this manual is designed to reduce redundancy while hopefully increasing productive creativity.

**Players**

- The Conference Chair (the District Governor)
- The Host Conference Chair (you)
- The Host Conference Committees (your team)
- Lt. Governor of Education and Training
- Lt. Governor of Marketing

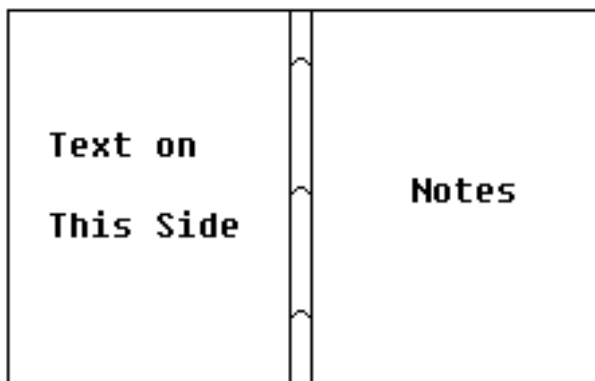
**Philosophy**

The efforts of a great many people are required for a good conference. Pay careful attention to the three C's - Communications, Cooperation and Confidence.

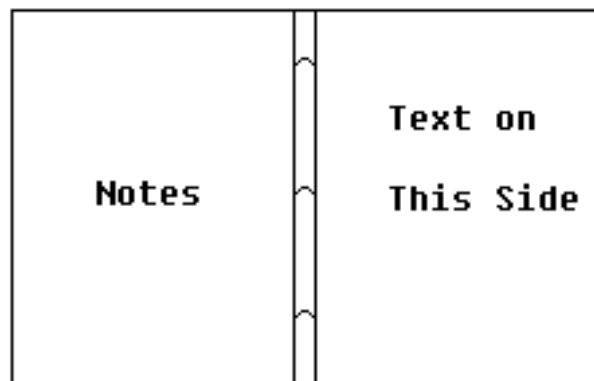
This will go a long way to insuring a successful conference. When each person involved has the philosophy " My purpose is to make the conference as educational and enjoyable as possible for all attendees" the goal will usually be achieved. Conversely, when one's attitude is more concerned with his or her "moment in the sun" this will usually cause a dark cloud over the entire event.

**Presentation**

The best way to use this manual is to print it single sided, punch holes in it and place the manual in a three ring binder. If you are right handed, punch the holes on the right side, so that the binder, when opened, has text on the left half and blank (backside of next page) on the right. This makes it handy to make notes. If you are left handed, then do the opposite - punch holes on the left so that you have the text on the right, with a blank sheet (back of previous page) on the left for your notes.



**Right Handed**



**Left Handed**

<b>Time Line</b>
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**Please Note:** These times are not hard and fast rules but rather a guide to help you make sure that nothing is overlooked.

**13 Months before the conference:**

- Assemble a cadre of at least a dozen people who are committed to the effort.
- Look at hotels and motels in your area. Get prices, but do not commit (Just tentatively reserve the date if you find one that looks promising.) Make sure that the Education rooms will meet the requirements of the Lt. Governor of Education & Training.

- Prepare your bid to the District 37 Council
- Begin brainstorming a Theme

**12 Months before the conference:**

- Present your bid to the District 37 Council
- When approved, confirm prices and commit

**10 Months before the conference:**

- Form the essential committees
- Get a list of "Special" Guests (otherwise known as "Freebies") from Conference Chair (otherwise known as the District Governor.)
- Establish a budget
- Calculate Meal Ticket and Registration Cost

**9 Months before the conference:**

- Form all the Committees
- Have Monthly Committee Meetings
  - Ø Refine Conference Schedule
  - Ø Plan Publicity
  - Ø Start looking for Door Prizes and Favors
  - Ø Work on details (handling special guests, assigning special assistants, etc.)

**6 Months before the conference:**

- Publicity should be in place (conference before yours, Tarheel Talker, mass mailing dates)
- Review plans with Conference Chair
- Get Educational room requirements from Lt. Governor of Education and Training

**3 Months before the conference:**

- Review number of reservations, look for "missing" Toastmasters
- Order supplies needed (badge holders, ribbons, etc.)

**1 Month before the conference:**

- Begin Committee Meetings weekly (or as necessary)
- Review door prizes and items for registration pouch

**2 Weeks before the conference:**

- By this time you should have all decisions made
- Begin assembly of registration packets, including meal tickets, name badges, gifts, etc.
- Don't panic

**Bidding For a Conference**

Hosting a district conference is an honor, a responsibility and a leadership challenge. It is an educational experience, a great way to develop team spirit and a big job. Many hours of planning, coordinating and doing are required. However, it must be a worthwhile experience as evidenced by the overwhelming number of Host Chairs who gladly bid for a repeat of the experience!

Whether you're a first-timer or a repeat, if you're ready and willing, even eager, to accept the challenge, the first step is bidding for the conference. When you bid for the conference, have some of your committees lined-up. Remember that many people are required to host a successful conference. Have some good ideas about, and agreements from, at least a dozen people who are committed to the effort. The more prepared you are when bidding, the better your chances of having your bid accepted.

The District 37 Council decides at the Spring conference who will host the Spring Conference the following year. The preferred date for this conference is usually the last weekend in May. While the Council votes on the geographical location (Raleigh, Winston-Salem, Burlington, for example) based on the bids received for the conference, the more specific (for example, the motel) that you can be, the better your chances for acceptance. Let the Council Members know that you want them to come visit you and that you will make that visit a meaningful one! Prepare a real sales pitch for the Council including as much information on prices as possible. (Be accurate! A motel might give you a guaranteed room rate a year hence, but no establishment of good repute will give you guaranteed meal prices that far in advance.) Tell what is available for meeting rooms (capacities and varieties), how easy or difficult it is to get to the motel, the exceptional P.A. system it boasts, the great coffee shop, the dance band which plays all night, and the availability of shopping or sight-seeing for non Toastmaster guests. Don't forget about the Olympic-sized swimming pool for the youngsters, either! Bring slides, brochures, fancy invitations, and other useful paraphernalia.



The District Governor usually decides when the Fall conference will be held. The date for the Fall Conference is usually the last weekend in October. The sooner after the District Governor is elected you bid, the better your chances of acceptance. Again, be as specific as possible as to locations, prices and host chair.

Remember that the official functions of the Spring Conference are to hold the Annual Business Meeting of the District and the District Level International Speech

Contest. The major functions of the Fall Conference are the District council meeting and the Humorous Speech Contest. As a result, your planning should give these functions the highest priority.



## Summary of Who Does What

- Propose Conference Date** - Host Conference Chair
- Approve Conference Date** - Conference Chair or District Council
- Appoint Host Conference Chair** - Conference Chair
- Choose site (geographic location)** - District Council or Conference Chair
- Choose site details (motel/hotel)** - Host Conference Chair
- Select Committee Chairs** - Host Conference Chair
- Set Prices** - Host Conference Chair, Conference Chair approves
- Publicize Event** - Host Committee Chair, Host Committees, Tarheel Talker editor
- Designate "Special Guests"** - Conference Chair
- Approve "Freebies"** - Conference Chair
- Select Conference Theme** - Host Conference Chair and Host Conference Committees
- Procure Door Prizes** - Host Conference Committee
- Provide Trophies and Certificates** - Conference Chair
- All Physical Arrangements** - Host Conference Chair and Host Conference Committee
- Assign Contest Officials** - Conference Chair
- Assign Contest Judges** - District Chief Judge
- Assign Contest Participants** - Conference Chair
- Head Table Seating** - Conference Chair
- Establish Budget** - Host Conference Chair, approved by Conference Chair
- Educational Programs** - Lt. Governor of Education and Training (The Host Committee may assist with introductions if requested by the Lt. Governor of Education and Training)
- Credentials Committee and Ballots** - Conference Chair
- Provide microphones, timing lights, lectern, etc.** - Host Conference Chair and Committee
- Program Printing** - Host Conference Committee
- Ticket Printing and Collecting** - Host Conference Committee
- Appointing Backups** - Host Conference Chair
- Decorations** - Host Conference Committee
- AV Equipment** - Host Conference Committee and District Sgt. at Arms
- Hospitality Room** - Host Conference Committee



As indicated by this list, communications between the Conference Chair and the Host Conference Chair are a necessity. The Conference Chair has the final say and ultimate responsibility. The Host Conference Chair has most of the administrative responsibility. Other Key players may be the Lt. Governor of Education and Training and the District

Governor elect. For example, the District Governor elect decides who will do the officer Installation Ceremony. The Lt. Governor of Education and Training is, of course, totally responsible for the Main Educational Program. If the Lt. Governor of Education and Training has no plans for the Afternoon Educational Session, the District Governor may decide on a program.

## Establishing Committees

The following are suggested committees. You may wish to add to the list. Committee Chairs are extremely important people. Good ones can take a tremendous load off the Host Conference Chair. Ones who lack follow-through can cause big headaches and small disasters.

**Backups** - Work with Toastmasters in the local area who are willing to step in and fill a conference role if the assigned Toastmaster is unable to fill the assigned role. These roles include everything involved with the conference. It might be the Toastmaster of a contest or one of the educational speakers. A backup should be fully prepared to step into a role.

**Banners** - Responsible for taking care of (including hanging and taking down) District and all Club banners.

**Business and Industry Contacts** - When International Directors visit a district, they like to make “potential club contact visits” to local businesses and industry. The purpose of these visits is to stimulate interest in preferably forming a club at the location or, at a minimum, causing the President or Human Resources Person to actively promote Toastmaster membership for employees in their organization. Media interviews would also be welcome. The Director would be available for such visits during the day on Friday and perhaps on Thursday evening. The Conference Chair may wish to work with this committee or leave it as the Host Conference Chair's responsibility.

**Credentials** - This committee is appointed by the Conference Chair. All you need to be concerned with is providing the physical arrangement - a table and two chairs located conveniently near (but not in) the main flow of traffic area.

**Decorations** - Responsible for decorating the registration desk, signs to all events (including hospitality room, education rooms, contest rooms), decorating the tables for Friday meal, Saturday luncheon, and Saturday banquet. The chair should be someone creative and enthusiastic! Note: This person may be the one to suggest the theme of the conference (a good test of creativity!) Another creative thought is how can decorations for one activity be used in another activity.

**Door Prizes** - Responsible for obtaining door prizes to “spice up” events during the weekend. These, like the goodie bags, require donations, fewer in number, but more substantial ones.

**Entertainment** - Plan fun events to keep people excited during the weekend. These events (other than the Friday night social event) cannot interfere or compete with the main events of the conference, but should be planned for spare minutes between events, while waiting for something to begin, and during free time Saturday afternoon. Requires creativity and energy.

**Favors** - Responsible for obtaining and preparing the “goodie bags” for attendees and for procuring favors for visiting dignitaries. (The local Visitors Bureau and Chamber of Commerce are a good source.)

**General Duty Roster** - Will help with whatever needs doing - the most demanding post of all.

**Non-Member Program** - - Plans special events for spouses and provides information about local sites and shopping.



<h2 style="margin: 0;">Establishing Committees (continued)</h2>
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**Hospitality** - Responsible for obtaining (donations to extent possible) food and beverage for Hospitality room for Friday evening, Saturday morning, Saturday afternoon, and Saturday night. Will need to see that room is staffed from Friday afternoon at 6:00 through Sunday morning at 1 or 2 AM (with a few breaks for education session, luncheon, speech contests, and dinner).

**Program** - - Prepare the program for the event. This should include time and location for all events, biographical sketches and photos of the featured guests and the education program speakers. If possible provide a photo of each contestant in the speech contests (will need to contact the subject persons to get this.) It would be nice if the printing could be donated (but don't count on it.). Coordinate with the Lt. Governor of Education and Training to include Educational Programs.

**Publicity** - - Responsible for designing, printing and distribution of brochures to Toastmasters, press invitations, and press releases. Works with the *Tarheel Talker* editor to publicize the conference. Works with District 37 web-master to add conference information to the District's web site and email Toastmasters. (Just remember - When Toastmasters get an email about the conference they may feel appreciative; when they get the second one, they may feel pressured; when they get the third one they will most likely feel like they are being spammed.)

**Registration** - - Responsible for keeping track of all registrations received prior to and during the conference; staffing the registration desk before and during the conference; preparation of name tags, distribution of welcome materials. The chair needs to be someone who is exceptionally well organized and can work well with outers.

**Special Assistants** – Toastmasters who are willing to be at the beck and call of special guests during the weekend. They must be able to run errands, run interference, and be invisible to their “charges.” Special guests who will require this service are the District Governor, visiting International Director (or International President) and maybe one other.

**Special Guests** - - Someone to see that visiting celebrities receive special considerations.

**Sgt.-at-Arms** - - Responsible for seeing that everything and everyone is in their proper place at the proper time from Friday afternoon through Sunday morning. Also responsible for collecting tickets at ticketed events. This person must work closely with the District Sgt.-at-Arms.

**Treasurer** - - Handles the money! Get a frugal Toastmaster as chair who will squeeze every penny for maximum benefit!

Some committees overlap in responsibility. Some may need to be further divided and some may be co-chaired. Committee meetings are a must - everyone should know what their counterpart is doing and has agreed to do. The Host Chair should distribute notes to members after each committee meeting. How often should you meet? At least once before you bid for the conference. Once immediately after your bid is accepted so that you can decide on a theme for the conference. At least once per month after that. During the last month, once per week will probably be required. Telephone calls or e-mails can relieve some of the pressure and decrease the need for meetings. The chair for each committee should also meet with his/her committee as he/she sees fit.

**The Art of Negotiating**

Expenses can sometimes be cut dramatically through the fine art of negotiation. You should expect the motel to offer: all meeting rooms free, an announcement on the marquee, easels, some kind of announcement boards inside the motel, and a large suite for the Hospitality Room. You may also be able to negotiate for other things such as an extra complimentary sleeping room if a certain number of rooms are reserved for a night (usually 1 free for 20 or 25 paid rooms). AV equipment is also sometimes negotiable. (A reminder the District has some AV equipment and some committee members may be able to provide additional equipment.) If the public address systems in the banquet and meeting rooms are not contest quality, negotiate with the establishment to pay for the rental of better quality equipment. Remember - If you don't ask for it, you won't get it. (The key word in the last sentence is Ask - not demand.)

**Establishing a Budget**

Note: Be liberal in your estimate of expenses. Just when you think you have included everything, something else will appear. It is better to err on the side of estimating too high rather than too low. This is the one time you do not want to be frugal.

<b>Budget for Publicity</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Printing costs (If not donated) including flyers and handouts		
Mailing Labels		
Postage (If not emailed)		
Tarheel Talker insert (may be no cost)		
Other		
<b>TOTAL PUBLICITY COST</b>	<b>\$</b>	<b>\$</b>

<b>Budget for Registration Desk</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Name Tags		
Ribbons		
Printing		
Stationary Supplies (envelopes, etc.)		
Signs		
Decorations for Registration Desk (and Halls)		
Early Bird prizes (if used)		
Other (be specific)		
<b>TOTAL REGISTRATION DESK MATERIALS</b>	<b>\$</b>	<b>\$</b>

<b>Budget for Special Guests</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Rooms (2 nights times number of rooms)		
Favors for Special Guests Rooms		
<b>TOTAL SPECIAL GUESTS</b>	<b>\$</b>	<b>\$</b>

**Establishing a Budget (continued)**

<b>Budget for Hospitality Suite</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Hospitality Room (if not complimentary)		
Liquid Refreshments		
Food (nuts, fruits, cheese, etc.)		
Paper products (glasses, napkins, tableware, etc.)		
Door prizes and Favors (should be donated)		
Decorations		
Other (be specific)		
<b>TOTAL Hospitality Suite</b>	<b>\$</b>	<b>\$</b>

<b>Budget for Other Expenses</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
AV Equipment Rental (if you can't borrow or negotiate)		
Door Prizes and Favors (should be donated)		
Hotel charge (+ tax and tip) for coffee break in Education		
Signs for Education and Business Sessions, Hospitality, etc.		
Expenses for Saturday Morning Opening Ceremonies, etc.		
Expenses for Business Session		
Photographer (if not donated)		
Other (be specific)		
<b>TOTAL OTHER EXPENSES</b>	<b>\$</b>	<b>\$</b>

<b>Summary of sub-budgets</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
TOTAL PUBLICITY COST		
TOTAL REGISTRATION DESK MATERIALS		
TOTAL SPECIAL GUESTS		
TOTAL HOSPITALITY SUITE		
TOTAL OTHER EXPENSES		
<b>Total of Sub-budgets</b>	<b>\$</b>	<b>\$</b>

<b>Budget for Friday Night Social</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Liquid Refreshments		
Food (nuts, fruits, cheese, etc.)		
Paper products (glasses, napkins, tableware, etc.)		
Door prizes and Favors (should be donated)		
Entertainment - dance music, DJ, etc. (should be Donated)		
Other (be specific)		
<b>TOTAL FRIDAY NIGHT SOCIAL</b>	<b>\$</b>	<b>\$</b>

**Tickets For Friday Night ?**

A great difference of opinion exists on whether the Friday night event should be ticketed separately or be part of the registration fees. When you make it a ticked event, then only those who attend pay the expenses of the event. If an open even, then everyone who attends is responsible for the cost of the event.

Since the number of Friday night arrivals depends on location of the conference, weather, general atmosphere in the district that year and other very indefinite factors, a wild guess as to number of attendees is about as good as you'll get. [A note of caution: stay conservative.](#)

**Calculating Registration Fees**

To calculate the registration fee - -

Estimated number of persons attending	
- Subtract Special Guests	
= Number of Paying Guests	
Total of sub-budgets (from the previous page)	
Total of Friday Night Social (IF NOT TICKETED)	
Total Expenses	\$

Registration Fee = Total Expense divided by Number of Paying Guests

Exclude Friday night, if you plan to ticket it separately.

**What's Fair?**

One issue which always arises and about which there are widely varying opinions is the matter of differing registration fees for different people. Almost all feel that the registration fee should be the same for everyone attending; a few will argue that a non-Toastmaster guest should pay less, that Toastmaster couples should get a break, that the conference committee should get a break.

Most agree that there should be an early and a late registration fee to encourage attendees to register early. However, only the Conference Chair (District Governor) can make the final decision. This must be made early so that the cost per registrant can be calculated reasonably accurately. Remember if one group pays less, then another group must pay more to come out even. If you plan to charge less for non-Toastmaster guests, be sure to increase the Toastmasters amount proportionally.

If you use early and late registration fees, then set the early fee at what you have calculated as the registration fee. Then set the late fee at that same amount plus \$10. This will provide you with a small cushion that may cover some things you overlooked in setting the budget.

[Just remember, your total MUST come up to at least 100%. If one pays less, then another must pay more.](#)

**CALCULATING MEAL TICKET PRICES**

Price per plate for lunch charged by restaurant (food + tax + tip) = \$\_\_\_\_\_

<b>Luncheon Expenses</b>	<b>Cost</b>
Special Guests meals (Number times price per plate)	
Decorations	
Programs	
Flowers (See Flowers and Other Fancy Stuff Section)	
Other Luncheon Expenses	
<b>TOTAL LUNCHEON OVERHEAD</b>	<b>\$</b>

To compute the amount to charge per ticket for the luncheon, divide the total luncheon overhead by the number of people expected to attend. This is the amount that each paying guest will have to subsidize. Add this amount to the cost per plate from the restaurant to get the cost of the ticket. Round up the actual amount to the next highest whole dollar (e.g. \$27.35 will be \$28.00)

(Overhead / number paying guests) + restaurant cost per plate = ticket cost = \$\_\_\_\_\_

Price per plate for Banquet Dinner charged by restaurant (food + tax + tip) = \$\_\_\_\_\_

<b>Evening Banquet Expenses</b>	<b>Cost</b>
Special Guests meals (Number times price per plate)	
Decorations	
Programs	
Flowers (See Flowers and Other Fancy Stuff Section)	
Other Banquet Expenses	
<b>TOTAL BANQUET OVERHEAD</b>	<b>\$</b>

Use the same formula to computer the amount to charge per ticket for the Banquet Dinner.

(Overhead / number paying guests) + restaurant cost per plate = ticket cost = \$\_\_\_\_\_



<b>Fall Conference Outline</b>
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The following is the standard outline for a District 37 Fall Conference. There is plenty of room for creativity around the conference necessities. [As always, use a large amount of imagination and a small amount of cash wherever possible!](#)

**~~ Friday ~~**

4:00 pm - 9:00 pm	Registration Desk open	Those pre-registered (hopefully everybody attending) pick up their nametags, ribbons, tickets (for ticketed events), program and "goodie Bag."
6:30 pm - 9:30 pm	Friday Night Social	Wine and cheese party, games, costume party, gong show, sing-a-long, dance, other imaginative social event which encourages socializing among Toastmasters. Great time for Evaluation Contest.
9:30 pm - midnight	Hospitality Room open	Soft drinks, wine, snacks, etc.

**~~ Saturday ~~**

7:00 am - 9:00 am	Hospitality Room open	Coffee, tea, juice, Danish, muffins, etc.
7:30 am - 11:00 am	Registration Desk open	
9:00 am - 9:20 am	Opening Ceremonies	Determined by Conference Chair
9:30 am - 11:45 am	Educational Sessions	Determined by Lt. Gov. Ed. and Training
10:15 am - 10:30 am	Coffee Break	Preferably near Education area
11:15 am - 12:00 pm	Credentials Desk	The Conference chair has appointed members of the Credentials Committee. You need only provide a location with table and chairs.
12:00 pm - 2:30 pm	Luncheon	This can include the Evaluation Contest (if not on Friday night), a roast, an awards banquet, a speech by a world champion speaker or even an address by International Director.
2:15 pm - 2:45 pm	Credentials Desk	
2:45 pm - 4:15 pm	District Council Meeting	Time is approximate.
2:45 pm - 6:45 pm	Hospitality Room open	
4:15 pm - 5:30 pm	Special Educational	Determined by Lt. Gov. Ed. & Training
7:00 pm - 8:00 pm	Banquet	<a href="#">Note: Speech Contest and Banquet times can be switched.</a>
8:00 pm - 10:00 pm	Humorous Speech	Contest, Judging and Awards
10:pm - ???	Hospitality Room open	Informal socializing, Dance or other entertainment

Use the lower number when talking to restaurant about "guarantees", but be sure they have the capacity to handle the higher number. Use the lower number when calculating available funds to cover expenses, and use the higher number when estimating possible expenditures. Try to get the motel to block about one-third of the lower number, but don't tie the gratis hospitality room to that number.



<b>Spring Conference Outline</b>
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The following is the standard outline for a District 37 Spring Conference. There is plenty of room for creativity around the conference necessities. As always, use a large amount of imagination and a small amount of cash wherever possible! This is the biggest conference of the year. Many view it as the most important since new District Officers are elected at this conference.

**~~ Friday ~~**

4:00 pm - 9:00 pm	Registration Desk open	Those pre-registered (hopefully everybody attending) pick up their nametags and tickets for ticketed events.
6:30 pm - 9:30 pm	Friday Night Social	Wine and cheese party, games, costume party, gong show, sing-a-long, dance, other imaginative social event which encourages socializing among Toastmasters. Great time for the Table Topics Contest.
9:30 pm - Midnight	Hospitality Room open	Wine and cheese party, games, costume party, gong show, sing-a-long, dance, other imaginative social event which encourages socializing among Toastmasters

**~~ Saturday ~~**

7:00 am - 9:00 am	Hospitality Room open	Coffee, tea, juice, Danish, muffins, etc.
7:30 am - 11:00 am	Registration Desk open	
9:00 am - 9:20 am	Opening Ceremonies	Determined by Conference Chair
9:30 am - 11:45 am	Educational Sessions	Determined by Lt. Gov. Ed. and Training
10:15 am - 10:30 am	Coffee Break(s)	Near Education Room(s)
11:15 am - 12:00 pm	Credentials Desk	The Conference chair has appointed members of the Credentials Committee. You need only provide a location with table and chairs.
12:00 pm - 2:30 pm	C & L Luncheon	
2:15 pm - 2:45 pm	Credentials Desk	
2:45 pm - 4:15 pm	District Council Meeting	Time is approximate.
2:45 pm - 6:00 pm	Hospitality Room	
4:15 pm - 5:30 pm	Special Ed. Program	Determined by Lt. Gov. Ed. and Training
4:30 pm - 7:00 pm	Registration Desk open	
6:00 pm - 7:00 pm	Evening Social	e.g. a no-host bar NOT in the Hospitality Room *
7:00 pm - 8:00 pm	Banquet	<a href="#">Note: Speech Contest and Banquet times can be switched.</a>
8:00 pm - 10:00 pm	International Speech	Contest
10:00 pm - ???	Informal socializing	Hospitality Room or other special entertainment.

\* This time has also been used as a District Hall of Fame at which the awards for the year are given. This is a Conference Chair call.

See the comments at the bottom of the Fall Conference Outline for details about required meeting rooms and planning with the restaurant.

**Meeting Room Requirements (Spring & Fall)**

- ü Three Education Rooms - Total seating should be, at least, the number of expected attendees
- ü Book Store Room
- ü Council Meeting Room (can be one of the educational rooms)
- ü Luncheon Room / Banquet Room (can be the same, depending on Hotel setup)
- ü Hospitality Room - as large as possible, should hold a minimum of 80 in comfort

**Publicity and Reservation Forms**

Publicity for a conference should begin at the conference preceding the one you are to host. For example, reservation forms (for motel and conference events) should be available at the Fall Conference for the Spring Conference, assuming that you are hosting the Spring Conference. It may be difficult (impossible?) to have such available for the Fall Conference at the Spring Conference since appointment of the Host Chair for the Fall Conference cannot be made until the District Governor is elected. For the Fall Conference, such forms should be available by the first of July.

Please do NOT publicize your conference prior to the one preceding it. Such jumping-the-gun publicity may confuse many potential attendees. The brochures are best as a one page, one-sided leaflet. (Easily reproduced by a good Area Governor. or Club President who decides to distribute them widely for you.) A tri-fold brochure is also nice, but may not be so easily reproduced or inserted in the Tarheel Talker. The brochure should contain a sales pitch for the conference with as much detail about the events as possible (availability and space), a reservation for the conference activities and a reservation form for the motel. Definite prices, including prices for early and late registration, should be included. Be sure that the instruction concerning where to mail (or e-mail) the reservation forms is clear for both conference and motel. To whom should the check be made? What credit cards are acceptable for motel reservations? If possible, include the web site of the motel.

Be sure the instructions on how to get to the conference site are clear. It may be your hometown, but most of your guests will be from out of town. A sample brochure is shown in the appendix.

**Timing of "Mass" Mailings**

The ideal is two mass mailings to all District 37 Toastmasters. One of these should be an insert in the Tarheel Talker, the other a separate mailing (or e-mailing) - it doesn't matter which is first. You will need to work with the Tarheel Talker editor to provide the flyer, and other information that might be required, in a format that the Tarheel Talker editor can use. The District has begun to use a "mass e-mail" program. This can be a wonderful tool, if used correctly. Try to provide as much information as possible in one single e-mail.

One mailing should be in the hands of the District 37 Toastmasters two to three months prior to the conference. The second should arrive two to three weeks prior to the conference. There are several bulk mail permits in District 37. Before printing the brochures for mailing, be sure to get detailed instructions from the permit holder. You will, of course, also need mailing labels from Toastmasters International. Order the labels at least four weeks before you need them. Allow at least five days from the time you bulk mail the brochure before you can count on it being in the hands of the Toastmasters in the District.

**Special Guests**

Who are special guests? They are the freebies approved by the Conference Chair (District Governor.) These include visiting International Presidents (about once every five years), visiting International Directors and spouse (about once per year), the C&L Award winner at the Spring Conference Luncheon, special speakers (such as last years World Champion Speaker) and media people.

Some Host Conference Chairs prefer to place the District Governors name on the list of special guests and provide tickets for all meal events, registration and motel room for two nights. If you do this, make it nice, NOBODY sleeps in the hospitality room!

Freebies have been given to many groups in the history of District 37 Conferences. While some, such as International Directors, are valid many others are superfluous and should be discouraged. These include Host Conference Committee members, speech contestants and Contest Toastmasters. While the concept sounds nice and magnanimous, remember that freebies burden the ohter Toastmasters of District 37. Being exceptionally nice to one can be very unfair to many others.

Host Conference Committee members should be the last to receive a freebie. This could easily be construed as favoritism and lead to ill will. Our rewards are leadership experience.

All freebies must be approved by the Conference Chair (District Governor) and must be considered in the budget both as lost income and additional expense.

**Beware Politicians!**

While the Spring Conference is the one most sensitive to campaigning, the savvy politician may jockey for position at either conference. The Host Committee should be careful that all candidates are treated equally and that no special favor is given to any (even if they are the only one running for that office!)

A place for candidates to leave campaign literature (especially at the spring conference) is helpful. This could be a table near the registration table or a special table in the hall. Also, know the motel rules for posters, banners and such. The conference Hospitality Room is also a prime spot for campaign literature - tell the candidates where and what they can display.

At the Spring Conference, some candidates may choose to have their own hospitality suites. Encourage this, but remember that all food, drink and favors are the responsibility of the candidate and should in no way be subsidized by the conference! Again, be fair! Give every candidate the same information and offer the same assistance to each.

Sometimes candidates can, in their enthusiasm, get rather tacky. Campaign banners and non-educational brochures ("Look how great I am" variety) should be allowed only in pre-defined areas. No candidate should be allowed to place favors or literature on the tables at a meal event, including the Banquet rooms. Please let us eat in sanitary peace!

**Keep the Faith (i.e. Don't Panic About the Late Ones)**

The numbers given on the cover page for attendees at each conference are the extremes. It is virtually a sure bet that you will have the minimum number, while the higher number is a record-breaker number. Don't be distressed if two weeks before the conference you are far short of the expected number. Many Toastmasters like to wait until the last minute to send in their reservations - even if you give a price break for early registration. At the two-week-to-go mark, the Host Committee should review the list of registrants. If known "regulars" are not registered, a note or e-mail from you or someone who knows them well could get them moving.

**Beware Guarantees**

A sure way to lose money for the District on a conference is to get optimistic about the number of attendees you will have and hope for those last-minute "at the door" registrations. When the motel gave you a deadline (usually 48 to 72 hours prior to the event) for submitting guaranteed numbers for a meal event, **guarantee only the number who have PAID for tickets plus the number of District Governor approved freebies**. The restaurant will usually tell you that you must pay for all meals guaranteed even if they aren't consumed and that they will prepare 5% above your guarantee. There's little that you can do about the minimum - accept the fact they you must pay the guaranteed number. However, you can try to bargain with them to prepare for 10% rather than 5% above. Also, if you do have last minute reservations (even the morning of the event) most cooperative banquet managers will be glad to let you raise the number of guarantees - you just can't lower it. This is something to keep in mind when you first talk to the hotel or conference center. Be realistic, not optimistic. Keep the lines of communication open with the hotel staff before and throughout the conference.

**Keep Control - Who Can Authorize Changes?**

Be sure that both the Banquet Facility Manager and the Hotel Manager know who has the authority to make decisions. Normally, this is limited to the Conference Chair and the Host Conference Chair (you and the District Governor.) Being unclear on this issue can result in a LOT of unauthorized and unnecessary expenses.



## **A Word About Meals and Menu Madness**

Meals should be self-supporting events. The price of the ticket should cover food, tax, gratuity, decorations, flowers, microphone, tickets, programs and any thing else you need as well as the District Governor approved freebies. See the section on calculating meal prices for details.

The menu for a meal event offers a different challenge. We have hearty eaters, dieters, vegetarians, those allergic to seafood, those who won't eat red meat, those who won't eat chicken, those who don't eat salt, those who don't eat sugar and those who just cannot survive without lettuce. A good way around this is a buffet. A buffet offers a challenge in "time to serve." By working with the banquet manager, you can usually have enough buffet lines to keep the time minimized. If you have two buffet tables with two lines per table, 150 people can be served in a short time. Many times the simple moving of a buffet table from against a wall (so that lines can progress down both sides) will make a major difference.

If you do serve a "sit down - set menu" meal, be sure you having some provisions for those who restrict their diets. Also remember that most people don't like gravy and greasy fried foods. When picking the place for a conference, it is also wise to check the sanitation grade of the restaurant. Sanitation Grade "C" can cause quite a stir if some astute Toastmasters notice it after paying a hefty price for a banquet ticket.

## **Place Cards for the Head Table**

The Conference Host will decide who is to be seated at the head table. The Host Chair will need to know well in advance (to order flowers) and to make place cards. Those sitting at the head table should be so notified by the Sgt.-at-Arms before they enter the banquet room. The placement of the cards (seating of the head table guests) should follow formal protocol.

Head table standards are: The District Governor and spouse; the Lt. Governor of Education and Training and spouse; the Lt. Governor of Marketing and spouse, Host Chair and spouse; the Toastmaster for the Contest and spouse, and International Officers (and spouse, if present.) Others can be added as necessary. The head table should be kept as elite (i.e. small) as possible.

Reserved tables are usually held at the evening banquets for other past and current district officers. Individual place cards are not necessary on these, simply a reserved card.

## **March 'em In, But Don't Shoot 'em Yet**

It has become customary to "march-in" the head table and those sitting at the reserved tables during the evening banquet. Those marched and the order of marching are: The International Officers from District 37 (starting with the most distant past and going forward), past District Governors (starting with the most distant past and going to the immediate past), The Division Governors, then the head table guests ending with the District Governor. The announcer for this march can make a significant difference in the impressiveness of the march. The Chair and Host Chair should decide on this early, it could be the District Sgt.-at-Arms or one of the host committee people. It should be someone who understands the Toastmasters organizational structure and is able to correctly pronounce everyone's name.

## Addresses

One of the things which has caused many favorable comments at past conferences is a list of attendees with addresses and Club affiliation. Most committees will have this list on a computer anyway. If it isn't financially prohibitive, why not provide such a list to all the registrants.

## Early Registration

Early registration can prove quite advantageous to the conference committee. It gives the committee working capital during the planning states. Giving early registrants a price break can also be a little reward for prompt Toastmasters. Be sure your expense calculations reflect the early and late income discrepancy.

How many can you expect to register early? Your guess is as good as anyone else's. If you don't get enough early registrations to cover early expenses, seed money can be obtained (borrowed) from the District. This applies for both District and local Registration Chair.

## Registration Envelopes and "Goodie Bags"

Registration materials include the overall conference program, the attendee's nametag, and purchased tickets. If the registrant is a current or past District or International Officer, an appropriate ribbon should also be included. These ribbons should be ordered by the Conference Chair and given to the Host Chair (passed to the registration committee). The Conference Committee members should also be given a "Host Committee" or "Hospitality" ribbon. Ribbons for "First Time" attendees are also nice.

Make attractive or useful items available on the registration table or in a separate pouch if you like, but don't hide valuable tickets among other "stuff." If Acme Realty gives you a box of business cards, keep them to yourself and use as book marks, fire starters, etc. BUT - when they give you some useful gadget (with their name on it, of course) then that should definitely go in the goodie bag.

The best way to handle things at the Registration Desk is to have an envelope for each registered guest with their nametag and purchased tickets. This would, naturally, be unique for each guest. When a guest registers they receive their unique registration envelope plus a generic goodie bag. This approach makes it easier for those on the Registration Desk and prevents important material (like meal tickets) from getting lost in the shuffle.

## Always Have Back-ups

One of the most important duties of the Host Committee is to supply back-ups for everybody. While the District Governor makes the decisions as to who does what at contests, opening ceremonies, march-ins, banquets and everything else - what happens if the chosen one doesn't show? A member of the conference committee fills in! That means sitting down and making a list of every function at the entire conference (down to contest counters and timers), then assigning one of the host committee to be prepared to fill-in should the intended not show. This is asking a lot - how would you like to be fully prepared to be Toastmaster for a District Contest knowing that you would only do so if the first choice cancelled at the last moment? Ah, but the challenge!



## **Recognition for Hard Work (and Success)**

A good conference committee deserves far more thanks and recognition than they will ever get. Each Committee Chair and each committee member should receive a certificate of appreciation for their work. However be sure to time the presentation of these so that they don't serve as an irritant to the other Toastmasters and guests attending. The host Thank-you's should be short, classy and sincere. The Chair (District Governor) should present the Host Conference Chair with a plaque and the Host Conference Chair should recognize the rest of the committee. Only thank those who have contributed. Remember the "sincere."

When should this "Thank You" occur? It is important, but it is not the highlight of the conference. How about immediately after the banquet at the major banquet, but before the speech contest? If a Hall-of-Fame is held, it could be done there.

While asking the kitchen help to come out for a round of applause is anything but classy, a certificate of appreciation or a letter of thanks for a job well done to the restaurant manager, banquet manager, or Director of Sales within days after the event would be appropriate.

## **Making Special Guests Feel Welcome**

Special guests should receive special consideration. Arrangements should be made for a special welcome for a visiting dignitary. If he/she is flying in, they should be met at the airport. If possible the Host committee should check them into their hotel room before they arrive. For International President's visits, a special committee will be appointed by the Chair (District Governor) to take care of him/her since they will be staying an extra day and will have duties outside the conference. Flowers and fruit or beverage should be placed in the rooms of visiting International Directors, the District Governor, and (at the Spring Conference if an uncontested race) the apparent District Governor elect. Remember - those who fly in will need transportation from the airport to the conference site as well as transportation back to the airport.

## **Making Everyone Feel Welcome**

The reservation committee also becomes the reception committee at the conference. Be sure those who work at the registration desk are friendly (more than just polite) as well as well organized. Greet everyone as if you were sincerely hoping to see them. Have extra people working so that no one gets too tired. More people will be required during the peak registration periods. These times are usually Friday evening between 6 and 8 pm and the first two hours that the registration area is open on Saturday morning.

Having a mixer game as part of the conference is also a good idea for making new members and first timers feel welcome. Use a lot of creativity, but very little cash. An example of one game can be seen on the third page of the appendix. Change the requirements as necessary to fit your conference plan, then print enough for everyone who wants to participate. Pass them out at the Registration desk.

## Special Assistants

A conference is a demanding time for a District Governor. Assigning one very reliable person to be a special assistant to the District Governor during a conference can be quite helpful. This Toastmasters responsibility is to be at the District Governors "beck and call" for the entire conference to run errands, get forgotten items and see that the District Governor is at the proper place at the proper time. They should be well schooled in the fine diplomatic art of extricating the District Governor from those over zealous attendees who want to engage the District Governor in long conversations at the time the District Governor is needed somewhere else in the conference.

## Flowers, and other Fancy Stuff

Flowers can be a very special, but very expensive touch. Flowers for all the tables at meal events are nice - just be sure to budget for them. Table decorations, including flowers are where the Decorations Committee shines. Innovative (read less expensive or, better yet, donated) materials with the subtle use of flowers can make a presentation that will do much to set the mood for the conference. Flowers for special guests' rooms are mentioned above in "Making Special Guests Feel Welcome."

## Conference Photographer

A Conference Photographer can add a nice touch. Having an official photographer snapping pictures of people and events can add an extra spark to the conference. Many Toastmasters in the District have a good digital camera. Find your photographer and give him some assistants to help keep track of the people that have been photographed. This will help when it comes time to make the captions for the pictures. Make sure that the photographer understands that a few pictures of leaders are nice, but the bulk of photographs should be of "ordinary" Toastmasters, after all - this is their conference.

## Door Prizes

The Host Committee, usually a special chair on the committee, procures and awards door prizes. Please make the awarding of door prizes a secondary part of the conference. (We came for education. If we'd just wanted a prize, we would have gone out and bought it rather than spending our money here.) A good time to give door prizes is one minute before an event (educational session, business session, meal, etc.) is scheduled to begin. This helps get people into the room and seated promptly. It also gets their attention and starts things with a note of real hospitality. Whatever you do, DON'T save door prizes until the grand finale after the major event. When the winner of the big contest is announced, it is time to go home or go party!

All door prizes should be donated items. They can be donated by local merchants, other business, or even Toastmasters. Again, if it isn't worth giving, don't! It doesn't need to be said that all items should be in good taste.

## Breakfast with the New District Governor

This is a special event pertinent to the Spring Conference only. The breakfast should occur on Sunday morning from about 8 am until 10 am. A special section of the restaurant should be "set aside" for the breakfast. The Breakfast is "Dutch Treat" and should result in no expenses for the conference.

## Be Creative

The Host Conference Chair and Host Conference Committees should brainstorm about the things they have been exposed to - both positive and negative - at other conferences to come up with potential problems and potential special touches for this conference. This is a great time to learn from the problems of others. By doing this, in theory, every conference in the District will be better than the previous conference.

Oh yes - Be creative, too!

## Education

All Educational Programs for the conference are the responsibility of the District 37 Lt. Governor of Education and Training. All the host committee need be concerned with are environmental details. Although the hosts may get so busy with other details of the conference that education is almost forgotten, try to remember that the major purpose of the conference is education - everything else is just the icing on the cake.

## The Contest Environment

Toastmasters International provides contest manuals with detailed descriptions of how the contest should proceed. Here are a few items that the conference committee needs to be aware of when taking care of the contest environment.

ü We've already covered head tables and reserve tables. There also needs to be a small table for the timing lights. This table should be placed so that it will be easily seen by the contestants, but not distracting for the audience.

ü A GOOD public address system, with a lapel microphone, is a necessity. If the motel's isn't up to par, rent one. This needs to be tested and in place before the contest.

ü The speaking arena should be a minimum of 6 feet deep by 12 feet wide, free of obstructions. An easily moved standing lectern should be in the speaking arena. The arena should be easily seen from all points in the room. A raised platform is nice, too. Just be sure the raised platform is big enough to accommodate active contestants.

ü The speech contests are usually held in the same room as a luncheon or dinner. It is usually advisable to clear the head table for the contest. Be sure you have places for the displaced head table guests to sit. A place very near the speaking arena should be reserved for the displaced Toastmaster of the Contest.

**Presentations**

Presenting the door prizes should be rotated among as many of the committee members as possible. This gives each presenter an opportunity to speak (VERY briefly) to a large group. Make the presentations fun - be fair in how the recipients are selected.

**Choosing A Theme**

A theme for the entire conference can add a strand of continuity to the entire event from socializing to business and education. We are an educational organization dedicated to self-improvement, so something with an educational or motivational flair is especially good. If the Lt. Governor of Education and Training selects themes for his/her educational programs very early in the year, this could provide a starting point for conference theme ideas. For example, the Lt. Governor of Education and Training may plan to concentrate on leadership for the fall conference educational program. Possible conference themes could be "The Changing Characteristics of Leaders" with a Friday night costume party (if you like costume parties) or "Changing Places" with attendees pretending to be someone else or you could pick a country and encourage everyone to be someone from that county. The education and business sessions would be determined by the Lt. Governor of Education and Training and the District Governor, but a creative conference committee could subtitle them a variety of things. The Saturday social (evening or night) could be "Leaders At Play." The luncheon, with the Table Topics Contest and Roast could be "Spontaneous Leaders" or "The Shorter Side of Leadership." The Speech Contest Evening Banquet could be "Leadership Can Be Fun."

The attached example reservation form shows a conference whose theme was motivational, "Toastmasters Reality Shows." Note how each element of the conference was a subtitle of that theme. Choosing a theme is a creative endeavor. A good theme also adds sparkle and fun to the conference, while making decorating for the conference a pleasure.

**The Financial Statement**

Within 30 days after the conference, the conference treasurer and the Host Conference Chair should submit a financial statement to the Conference Chair. This statement should be detailed and complete, showing all expenses and all income from the conference. If the income exceeded the expenses, a check for the difference should be attached. If the expenses were higher, the District Governor is responsible for reimbursing the hosts. Receipts for all bills for items paid from the conference funds should be kept for 90 days after the conference.

If the conference committee received an advance from the District, this should, or course, be paid in the same manner as any other bill.

## Appendix

This appendix contains three pages.

The first page is an example of a Conference outline. It shows the day, time, room and connection to the theme for each event. The use of an outline will make it easy to spot any activity that has been overlooked.

The second page is an example of a Conference Registration form. Notice that it provides information about the conference and a registration form. The information should be positive and encourage District 37 Toastmasters to attend. The registration portion of the form should be easy to read and fill out. It must provide all information required to plan attendance at the different functions. An ideal form will contain plenty of "white space" so the reader does not feel overwhelmed by the information presented.

The third page is an example of a mixer game that can be used to help everyone, especially newer members, get acquainted. Change the requirements as necessary to fit your conference plan, then print enough for everyone who wants to participate. Pass them out at the Registration desk.





# Toastmaster Reality Shows



District 37 Spring Conference – May 16, 17, & 18, 2008  
Hawthorne Inn & Conference Center, 420 High Street, Winston-Salem

This will be a conference to remember – filled with education and fun. We'll expand our communications and leadership skills in an atmosphere of fun as we go from show to show, increasing what we know. The shows will begin on Friday as we select District 37's *Next Top Impromptu Speaker*. You are guaranteed to be *The Biggest Winner* at the Saturday morning education sessions that will further prepare all Toastmasters for the real world. At our *Toastmasters' Extreme Makeover* on Saturday afternoon we'll elect new officers to serve our District for the coming year. The formal events will culminate with *Speaking by the Stars* on Saturday evening. Of course, we'll have informal fun shows, including a program for our non-Toastmaster guests. In addition to you, special guests will include our C&L Award Winner, International Director Margaret Wan, and Daren Le Croix, Winner of the World Championship of Public Speaking.

Hotel Reservations: Call the Hawthorne Inn at 1-800-972-3744 and ask for Toastmasters rate of \$82. Must call **by April 15, 2008** to get this rate and to be guaranteed a room.

Directions to Inn: I-40 to Winston-Salem, Exit 188 to downtown WS, take Cherry Street turn right onto High Street. Entrance is at top of hill on right.

If you have questions, contact Marcia Barney, DTM at 336-712-8183 or [northwesternrms@aol.com](mailto:northwesternrms@aol.com).

To insure that you're a winner, fill out and mail the registration form below (please print, fill out a separate form for each attendee, mail as many as you like together):



Name (Include highest TM Award Designation):  
\_\_\_\_\_

Phone: \_\_\_\_\_ e-mail \_\_\_\_\_

Club Name(s) and Number(s) or guest \_\_\_\_\_ Is this your first conference? \_\_\_\_\_

Current club office \_\_\_\_\_ Current District Office \_\_\_\_\_ Former DO \_\_\_\_\_

Whole Conference: Registration, Friday Dinner; Saturday Luncheon & Banquet\*: \$90 \_\_\_\_\_

Registration only (no meals): \$15 \_\_\_\_\_

Friday Night Dinner only: \$35 \_\_\_\_\_

Saturday Luncheon only: \$40 \_\_\_\_\_

Saturday Banquet\* & Speech Contest: \$45 \_\_\_\_\_

Saturday Luncheon & Banquet\*: \$80 \_\_\_\_\_

Saturday Speech Contest Only \$15 \_\_\_\_\_

Total Enclosed: \_\_\_\_\_ (checks to "District 37 Toastmasters Conference")



Mail to (no cash by mail):  
Scott Anderson  
2330 Queen Street  
Winston-Salem, NC 27103

If you register and pay by cash, check, or money order before April 15, 2008 you will receive a gift certificate to the District Bookstore for 10% of the amount you paid. No refunds after April 15, 2008.

(If you wish to pay by credit card call Margery Gates, DTM, between noon & midnight 919-740-2897)



\*If attending the Saturday Banquet, please choose: Grilled London Broil \_\_\_\_\_  
or Chicken Cordon Bleu \_\_\_\_\_

If you have special needs, dietary or otherwise, please enclose a note being as specific as possible.



~ ~ Appendix - Sample Conference Outline ~ ~

District 37 Spring Conference Outline  
*Toastmasters Reality Shows*

Friday, May 16, 2008:

Hospitality Suite 302 Open – 5:30 PM – 11:30 PM (with break for contest from 6:30 – 9 PM)

*District 37's Greatest Invention*

Registration Desk Open in Lobby – 5:00 PM – 9:30 PM

Dinner and Contest – 6:30 PM – 9 PM Poplar Room – *District 37's Next Top Impromptu Speaker.*

Saturday, May 17, 2008:

Hospitality Room Open 7:00 AM – 8:00 AM for juice, coffee, light carbohydrates

*District 37's Greatest Invention*

Registration Desk Open – 7:00 AM – 7:30 PM

Opening Session – 8:00 AM – Poplar 1 & 2

Education Program – 8:30 AM – 11:45 AM – Poplar 1 & 2 (seats 100), Poplar 3 (seats 50), Laurel (seats 50). – *The Biggest Winner*

Luncheon – 12:00 PM – 2:00 PM – Sycamore Room

Address by Darien LeCroix (Pam's choice in Sycamore between 1 & 2 or in Poplar 1&2 Between 2 & 3:15 PM).

District 37 Annual Business Meeting – *District 37 Extreme Makeover*  
3:15 – 5:00 PM – Poplar 1 & 2

Hospitality Room Open 4:00 – 6:00 PM – snacks, wine, beer – *District 37's Greatest Invention*

International Speech Contest and Banquet – *Speaking by the Stars*  
6:00 PM – 9:30 PM – Sycamore

Hospitality Room Open 9:00 – midnight – snacks, wine, beer – *District 37's Greatest Invention*

Bookstore – where everything is *A Deal* - will be open Friday afternoon and evening, all day Saturday and Sunday morning in Linden room. To be manned by District personnel.

Sunday, May 18 – Breakfast with the new DG in the Hotel restaurant

Conference committee members will be *The Survivors*



Your Name: \_\_\_\_\_

Get a different legible autograph for each category of the 15 blanks below. (No duplication and the District Governor cannot sign.)

1. A First Timer \_\_\_\_\_
2. A DTM \_\_\_\_\_
3. An Area Governor \_\_\_\_\_
4. A Host Committee Member \_\_\_\_\_
5. TM met @ Opening Ceremony \_\_\_\_\_
6. TM met @ 9 AM Ed. Session \_\_\_\_\_
7. TM met @ 10:30 Ed. Session \_\_\_\_\_
8. TM at your table @ Luncheon \_\_\_\_\_
9. Elected District Officer \_\_\_\_\_
10. Past District Governor \_\_\_\_\_
11. TM met at Luncheon \_\_\_\_\_
12. A Club President \_\_\_\_\_
13. TM met in Hospitality Room \_\_\_\_\_
14. TM met @ Bookstore \_\_\_\_\_
15. TM who spoke @ Fri. Dinner/ Contest \_\_\_\_\_

Leave this form on Registration Table by 5:30 PM Sat. with as many signatures as possible. Winners announced at Contest Banquet.



Your Name: \_\_\_\_\_

Get a different legible autograph for each category of the 15 blanks below. (No duplication and the District Governor cannot sign.)

1. A First Timer \_\_\_\_\_
2. A DTM \_\_\_\_\_
3. An Area Governor \_\_\_\_\_
4. A Host Committee Member \_\_\_\_\_
5. TM met @ Opening Ceremony \_\_\_\_\_
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8. TM at your table @ Luncheon \_\_\_\_\_
9. Elected District Officer \_\_\_\_\_
10. Past District Governor \_\_\_\_\_
11. TM met at luncheon \_\_\_\_\_
12. A Club President \_\_\_\_\_
13. TM met in Hospitality Room \_\_\_\_\_
14. TM met @ Bookstore \_\_\_\_\_
15. TM who spoke @ Fri. Dinner/Contest \_\_\_\_\_

Leave this form on Registration Table by 5:30 PM Sat. with as many signatures as possible. Winners announced at Contest Banquet.