LDCCW CONVENTION GUIDELINES

REGISTRATION

LDCCW Treasurer is responsible for taking registrations. And being in charge of the registration table on the day of the convention. The Deanery hosting will have their treasurer and her committee at the registration tables. Name tags will be made by the LDCCW Treasurer, or a LDCCW officer. Prepare two lists for the LDCCW President listing distinguished guests and priests before the board meeting, so that introductions can be made by the LDCCW President. A second list of distinguished guests and priests should be available on the day of the convention.

LITURGY

LDCCW Spirituality Commission, President, Spiritual Advisor, and sacristan, and music minister from the host parish will assist the host pastor of the city where the convention is held.

FLOOR PLAN for the Deanery hosting includes:

Good signage for the event, and where is everything, such as vendors with enough tables for displays, restrooms, luncheon area, and commission display tables. Tables for the raffles or silent auction, and selling the tickets.

Registration Area large enough to be handicapped accessible, promote good flow. Coat racks available. Have an area for the service project, such as new socks, new baby items. All registrants are to receive a tote type bag with complimentary items/souvenirs this is organized by the hosting Deanery. The convention booklet and evaluation form organized by LDCCW should be included in the tote bag.

Arrangements for rooms may include:

Placement of banners from our Province, LDCCW, each Deanery, USA flag, and Wisconsin flag. Microphones and podium for all speakers. Enough chairs to accommodate everyone. Flowers and or plants from the host Deanery to make everything beautiful. Luncheon tables with table cloths, flower centerpieces provided by the Deanery hosting. The flower centerpieces could be used as door prizes.

HOSPITALITY:

Please have the women greeters stationed around the convention. Have them aware of where all entrances are to accommodate the people coming to the convention. They could wear a yellow ribbon, etc. identifying them. Assist the ladies with directions to restrooms, etc. Thank everyone upon leaving from the convention. Reminding the ladies to complete and deposit their evaluation forms.

Evaluation Boxes made by the hosting Deanery, clearly marked and available when the ladies leave the convention. LDCCW President Elect will take these home for evaluating the convention.

Monica M Gornicke LDCCW Parliamentarian

December 30, 2017

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