

Convention Properties | Onsite Staging

Note: The information below is provided as a guideline to assist the committee assigned this area of responsibility. Needs may change from year to year, specific requirements and/or the need for this committee will be provided by the current convention chair after consultation with the presiding officer.

Note that CPRC is very involved with Facilities – the following information separates volunteer committee responsibilities and CPRC responsibilities.

What	CPRC	Volunteer Host Committee
Overall responsibilities		
Venue contact	Primary/sole contact with all venues.	Communicate with CPRC re: any questions, needed information
Meeting room assignments and layout	<ul style="list-style-type: none"> Contacts committees re: table requirements for displays Creates business meeting room seating chart for voting delegates (special placement for Pres and Pres-elect delegates) Confirms stage set up for Time of Remembrance and Projects Program Confirms room set up for retail. Confirms table needs and layout for registration, hospitality, Celebrating Sisters, and others 	Reviews completed room specifications, including daily changes (Saturday Time of Remembrance to business meeting to projects program) and Sunday extra seating needs
Audio-visual needs	<ul style="list-style-type: none"> Responsible for all logistics, contracts, music This may be assigned to Strategic Communications	Send questions to CPRC
Signage	<ul style="list-style-type: none"> Identifies general signage needs and also facility electronic signage needs. Facilitates completion of all printing Discuss stage set up with President, identifying designed appearance and needed items. 	<ul style="list-style-type: none"> Inventories existing sign boards and signage – identifies any needs
Common area decorations	Identifies needs	Develops plan and items for needed decorations, working within the established convention budget. (Note that decorations are minimal).

What	CPRC	Volunteer Host Committee
Prior to convention responsibilities		
Project/committee displays	See above	Checks and inventories display table runners – makes sure they are clean and ready to go
Voting delegate seat assignments	Completes seating chart	<ul style="list-style-type: none"> • Checks chair banners, makes sure they are in order • Removes banners for chapters not attending • (Note: this will be done the week prior to convention)
Teller supplies		Inventories teller tote – confirms needed supplies with President
Meals supplies		Assures that meal “sticks” are ready for service
Voting supplies		Inventories voting supplies (voting sticks, signage) – confirms needed supplies with President
Decorations		Completes all preparation
During convention responsibilities		
General		Regularly walks convention spaces, identifying issues and reporting to the venue and/or needed personnel to fix.
Business meeting room		<ul style="list-style-type: none"> • Places chair banners according to seating chart prior to the 2 p.m. Saturday start • Place flags (if needed) • Assist in transition from Time of Remembrance to business meeting if needed • Assist in transition from business meeting to projects program if needed
Displays		<ul style="list-style-type: none"> • Makes sure room is set, places table runners • Drops off any printed materials to display tables
At convention conclusion		
Chair banners		Remove and pack
Display table runners		Remove and pack
Teller supplies		Gather, pack
Flags		Box
General		Walk all space to make sure all items have been secured and packed

After Convention:

- Write a report per instructions and email to CPRC chair by June 15.
- Submit any outstanding expense reports with **original** receipts to the convention chair no later than June 15. Per Washington State Chapter policy, expenses that are submitted after June 15 are not reimbursable.

Budget: \$ _____

Expenses: \$ _____