

Time of Remembrance

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

PRIMARY DUTIES:

- Create a Time of Remembrance service (45-minute event, which needs to include time allowed for Past State Presidents who have entered Chapter Eternal).
 - Review P.E.O. guidance regarding this session, specifically related to religion as it relates to all aspects, including music and readings.
 - Review available ready-to-use music selections.
- In consultation with the convention chair, designated state officer (Secretary), WSC Strategic Communications Chair, and the presiding officer, make decisions related to:
 - Music
 - Participants
 - Decorations
 - Hard copy program
- In the event of the death of a Past State President, coordinate with the Mizpah president so that a eulogy can be given by a member of Mizpah. NOTE: While the Chapter Eternal list for members is March 1 – February 28/29 each year, the death of a Past State President will include any deaths up to the time of convention.
- Write a report per instructions.

Note: P.E.O. is an organization comprised of sisters of diverse faiths -- including Christian, Jewish, Muslim and others – all professing a belief in God. *You must keep this in mind when planning the program.* Any scripture, music or other readings must be ecumenical. Please review your proposed agenda and program early with the presiding officer.

COORDINATION REQUIRED WITH OTHER AREAS OF RESPONSIBILITY:

- Printing and signage
 - Facilities
 - Mizpah (as needed)
 - Strategic Communications Chair (for any PowerPoint development and music)
-

TIMELINE:

Before Convention:

- Review reports from prior years and reach out to applicable points of contact for additional insights or to ask questions.
- Confirm the approved expense budget total.
- Write the Time of Remembrance service script and email a copy to the convention chair and designated state officer (Secretary) for review. She will then forward it to the presiding officer by no later than the established date (typically March 1 or earlier) for her approval.
- Based on the script, prepare a hard copy program, including any graphics to be used and submit to the convention chair for review, the designated state office (Secretary), and presiding officer for approval. The Chapter Eternal list will be included as part of the program.
 - Note: the final Chapter Eternal list will not be available until typically mid-April or early May. Your contact for this list is the WSC Secretary. The program can be completed well in advance – the list is inserted as separate pages.
- If professional printing of the program or signage is required, contact the convention chair and/or designated signage person to ensure sufficient lead time is provided.
- Contact the CPRC liaison with a proposed stage layout, including furniture, podiums and AV needs by the designated deadline.
- Once music choices are finalized, collaborate with the CPRC liaison and Strategic Communications chair on required format needed. (Typically the format will be MP3 – a CD cannot be used).
 - Note that WSC has a music “library” for T of R. You can review current available music with the Strategic Communications chair.
- Obtain Chapter Eternal list for program from the WSC secretary as soon as possible after April 15.
 - The Chapter Eternal list is for the last P.E.O. year – March 1 through February 28/29.
 - If a Past State President dies after April 15, she will still be eulogized at the current year’s convention.
- Review all names to be read and check with respective chapter(s) if pronunciation is in question. Practice reading all names to ensure correct pronunciation.
- Determine the “rules” regarding entrance into the room after the service has started and confirm with the facilities and/or convention chair. If there is a chance of disruption of the service (because of space layout), it is strongly suggested that there be no admittance once the service has started.

During Convention:

- Set stage for Time of Remembrance service. Work with facilities chair to determine when the space will be available and schedule set up accordingly. (This is usually late morning of the service.)
- Doors should be open at least 15 minutes prior to starting the service. Plan to have two members at each entrance to hand out programs. The total number of volunteers required will be dependent on the layout of the space being used. Note: The convention guards may be available to assist with program handout.
- Confirm that at the start time, the doors will be closed with no entries (if that is the decision).
- Help manage the flow of attendees in and out of the room.
- Remove Time of Remembrance stage decorations **immediately** after service.

After Convention:

- Inventory and pack up all properties and supplies which will be handed over to next year's convention steering committee.
- Deliver properties and inventory to a central location designated by your convention chair.
- Write a report per instructions and email to the CPRC chair by June 15.
- Submit any outstanding expense reports with **original** receipts to your convention chair by no later than June 15. Per Washington State Chapter policy, expenses that are submitted after June 15 are not reimbursable.

Budget: \$ _____

Expenses: \$ _____