

STATE CONVENTION GUIDELINES

Convention Procedures

General Information

- A State Convention is awarded to a local federation/council at the annual meeting (May) by a majority vote of the voting members of the Ohio Corporation of Dance Clubs, **Inc.**
- The schedule of future conventions cannot exceed the number of years equal to the number of represented federations/councils (**six**).
- If more than one bid is submitted for the same year, the area having the least recent state convention shall be given preference.
- If no bids are submitted, the president shall appoint a committee of three delegates to seek an area bid.
- Advertising **ONLY** may be started immediately after the convention is awarded. No money can be accepted until one year previous to your convention, except within your own federation/**council**.
- Should an area having an approved convention date wish to trade dates with another area having an approved date, they must get an approval in writing from the other area and submit the approval to the Corresponding Secretary at least one full year prior to either date involved.
- A State Convention Committee should be answerable to its own federation/council, but is ultimately answerable to the Ohio Corporation of Dance Clubs with written reports and statistics.
- The dress code for state conventions is "Suitable dance attire is required at ALL state square dance activities". Women who dance the man's part may wear slacks.
- A surcharge, per paid registration, shall be paid by the convention committee to the Ohio Corporation of Dance Clubs as a means of financing the corporation. The amount of the surcharge shall be set by the Ohio Corporation of Dance Clubs at the summer meeting, to be effective two years thereafter.

ASCAP and BMI

- The State Corporation **Treasurer** is the contact with ASCAP and BMI.

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- The State Corporation **Treasurer** is responsible to communicate the amount of the BMI and ASCAP fee to the hosting convention General Chairman and Treasurer.
- The host convention is responsible for paying the ASCAP and BMI fees to the State Corporation.
- The State Corporation will pay the ASCAP and BMI fees to ASCAP and BMI.

Convention Surcharges

- The convention committee will pay 40 cents per paid registration to the State Corporation within 60 days following the convention.

Convention Chairperson Plaque

- The plaque awarded to the convention chairperson is ordered, presented, and paid for by the State Corporation.
- It is presented by the State Corporation **President** at the Saturday evening ceremonies.

Honor Couple/Person

- The names and addresses are to be submitted by the local council or federation to the convention chairperson by the delegates at the February meeting, no later than March 1st.
- Badges are ordered by the convention chairperson and paid for by the State Corporation. **The badges are awarded to the honor couples/persons at the State Corp. luncheon by the State Corp. President.**
- **A picture** (framed) and resume should be brought to the convention for display, (by the honor **couple/person**) prior to the opening ceremonies. **Multiple copies of the resume should be available for distribution.**
- **The State Corp. luncheon** is to be paid for by the local council/federation of the honor couple/person.
- Honor couples/**persons** are recognized from the podium by the State Corporation President at the Saturday evening ceremonies. **A framed certificate or plaque may be paid for and presented as an option by the host convention.**

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State Corporation Luncheon

- A luncheon facility will be provided by the hosting convention committee. Invitations to the luncheon are to be sent to the following:
 - o Current Delegates
 - o Honor Couples/Persons
 - o Past Presidents of the State Corporation
 - o Other designated guests as identified by the local federation/council
- A list of current delegates and past presidents of the corporation, along with addresses, should be given to the convention chairperson by the State Corporation at the February State Corporation meeting.

Display of Council Quilts/Banners

- The displaying should be made known to the delegates.
- Displaying is contingent on whether there is a display area in the host city convention center. If the council/federation is planning to display a quilt and/or banner, the information should be given to the convention chairperson at the February meeting.
- The State Corporation Banner will be displayed on the stage in the hall where the ceremonies are held.

Tables Provided at the Convention

- Tables will be made available as follows:
 - o One for each council/federation/BRDC (7)
 - o One for Honor Couples/Persons
 - o One for each of the next two state conventions
 - o As needed for other state and national conventions

Vendors

- A copy of the Exhibitors Booth report should be given to all future convention chairpersons by the previous convention chairperson.
- A list of previous vendors can be taken from the previous convention program book. The minimum fee is \$75.00 per booth space.

Reporting

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- Starting in 2006, the convention report is due at the next State Corporation meeting following the convention.
- A fine of \$100 will be imposed if the convention report is not presented at the next Ohio Corporation meeting following the convention and an additional \$100 for each additional late meeting.
- The convention report should include a summary from each chairperson with appropriate supporting details.

Convention Committee Position Guidelines

General Chairperson

- Selected by local federation/council with their full approval and support.
- Responsible for the overall convention to the dancers, executive committee, local federation/council and the state corporation.

Assistant Chairperson

- Helps the General Chairperson and advises other members of the executive committees when needed.
- Takes over for the General Chairperson if necessary.
- Plans demonstration for the preceding Ohio Dance Convention.
- Responsible for the Program Booklet.

Secretary

- Takes minutes of all executive committee meetings.
- Reproduces and distributes copies to all members of the committee.
- Responsible for all correspondence pertaining to the total convention.

Treasurer

- Forms the convention budget.
- Primary signor on checks.
- Responsible for receiving and disbursing convention funds.
- Retains supporting details for disbursements.

Publicity Chairperson

- Sell advertising to pay for printing program books.

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- Responsible for promoting the convention in all areas throughout the state.
- Handles media, TV, radio, and newspaper communications.

Registration Chairperson

- Arranges for registration forms to be printed and available for distribution at the preceding convention.
- Handles all advance registration, keeps files and mails packets.
- Handles ribbons for dancers, staff and guests.
- Maintains registration desk throughout the convention.
- Handles housing and camping information.

Sound Chairperson

- Provide sound when needed: dance halls, callers, dance leader's breakfast, State Corp. luncheon, fashion show and Education Seminar.
- Arrange for equipment.
- Responsible for safety of all rented equipment.

Program Chairperson

- Contracts the **callers** and leaders.
- Develops the schedules for squares, rounds, contra, clogging and country western.
- Forms program committee for each room or level.
- Responsible for a Master of Ceremonies in each room.
- Responsible for the caller/cuer, dance leader luncheon.
- Arrange for callers clinic, after parties, exhibitions and special ceremonies.
- Prepares **list of** caller and leader names and addresses for the program book.

Facilities Chairperson

- Arrange security for exhibitors booths, registration and other areas as needed.
- Make sure all equipment is removed or room is locked.
- Responsible for decorations, putting them up and making sure they are taken down at the close of the convention.

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- Arrange for signs at each room as needed. Some are passed on from previous conventions.

Vendor Chairperson

- Sells space for exhibitor booths.
- Arranges for scheduling of move-in and move-out.
- Set-up and tear-down of exhibitors booth areas.
- Reserve parking for vendors vehicles.

Hospitality Chairperson

- Maintain hospitality desk in convention lobby throughout convention.
- Provide city maps and information on tours, restaurants and churches.
- Maintain first aid room, lost and found **area**, caller/cuer/dance leader lounge.
- Make sure water is provided for **callers** and dancers.

Special Events Chairperson

- Responsible for State Corporation luncheon, fashion show, sewing room, and Education (up to the convention chairman).

Planning Time Schedule

5th to 6th Year

- Find a suitable place large enough for the state convention.
- Put a temporary hold on the dates (first full weekend in May).
- Write and submit a bid to the State Corporation at its November meeting, including the area submitting the bid and the place the convention will be held.
- When the bid is accepted, confirm the dates with the convention location; contact the local **chamber** of commerce or convention bureau; **contact** hotels and motels; and give your callers association dates.

4th to 5th Year

- Idea research
 - o What does the local area want in the way of programming?
 - o Raise necessary seed money for early cost.

3rd to 4th Year

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- Continue the idea research.
- Keep in touch with dancers and other conventions. Know what they want and what works and doesn't work.
- Form the executive committee:
 - o General Chairperson
 - o Assistant Chairperson
 - o Secretary
 - o Treasurer
 - o Publicity Chairperson
 - o Registration Chairperson
 - o Sound Chairperson
 - o Program Chairperson
 - o Facilities Chairperson
 - o Vendor Chairperson
 - o Hospitality Chairperson
 - o Special Events Chairperson

2nd to 3rd Year

- Determine the specific job guidelines; know who is responsible for what.
- Executive committees form their committees.
- Form proposed budget and raise funds if necessary.
- Determine convention theme and slogan.
- Plan program: Squares, Rounds, Contra, Clogging, Lines and Country Western.
- Establish dress attire: dresses, shirts & blouses, men's outfits and color.

1st to 2nd Year

- Plan and finalize the registration form.
- Print registration forms to be ready for distribution at the proceeding convention.
- Confirm dance program.
- Plan demo for preceding convention.

0 to 1st Year

- Put it all together.
- Present the demo at the preceding convention.
- Keep everyone informed.
- Have **meetings** frequently enough to ensure good communication.
- Travel and advertise the convention.
- Sell **Ways and Means** materials outside of the local federation/council.

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Convention Suggestions

Friday Night Ceremony

- Welcome by the convention chairperson
- Posting of the colors
- Pledge of Allegiance
- National Anthem
- Invocation
- Introduction of any dignitaries by the convention chairperson
- Introduction of the first caller on the program by the convention chairperson

Saturday Night Ceremony Outline

- Welcome by the convention chairperson
- Posting of the colors
- Pledge of Allegiance
- Nation Anthem
- Invocation
- Introduction of any special guests
- Introduction of the Ohio Corporation of Dance Clubs President
 - o Presentation of Convention Chairperson Plaque
 - o Presentation of the winner of the Showcase of Ideas plaque
 - o Introduction of delegates to the Ohio Corporation of Dance Clubs
 - o Introduction of the honor couples/persons
 - o Introduction of the convention committee
 - o Introduction of the next year's convention demonstration team

Usage of the corporation website - www.squaredanceohio.com

- Provide the webmaster for the above website with the linkage to your homepage
- Information found on the corporation website:
 - o Officers
 - Current officers and delegates
 - o Documents
 - These Convention Procedures are in this category
 - o Conventions
 - Future state and national conventions are listed

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- The PAST button will get you the past state convention information
- o Friendship Badge
 - Information on the state friendship badge
- o Business
 - Corporation meeting dates and places
- o Links
 - Links to other square dance related websites
- o News
 - Identifies updates to the website