

# Northern California-Nevada-Hawaii

## District of the American Rose Society

A 501(c)(3) non-profit educational organization of the American Rose Society

### Protocol for Hosting a Fall District Conference

#### **Purpose:**

1. To improve communication between Host Societies and the NCNH District
2. To facilitate the hosting of a Fall District Conference
3. To define the responsibilities of the Host Society and the NCNH District

#### **First Things First:**

1. As soon as you think you want to host a Conference, tell the District Director. This “bid” will be voted on at the next Business Meeting.
2. Choose a Convention Chair. You will also need a Co-Chair and a Finance Chair. All other positions should report to these Chairs.
3. As far ahead as possible, find a venue that will accommodate the Conference, that you can afford, then lock down the dates. Conferences have been held from mid-September to the first week in November, but the quality of roses for the rose show must be considered when a later date is chosen. A District cannot hold a Fall Conference at the same time the ARS is holding a Fall Convention unless they are co-mingled.
4. Start fund-raising. You will be paying up front for many expenses before any revenue comes in from registrations and sponsorships. A separate account for this venture is highly recommended.
5. Stay in touch with the District Director. The Director can help a lot with protocol problems, cat fights, coordinating with ARS, etc.

#### **Structure of the Conference:**

1. Historically the Fall Conference has run from Friday through most of Sunday, to allow time for all events to be held. Usual events are:
  - a. Welcome Reception
  - b. Rose Show
  - c. Workshops & Seminars
  - d. Awards Banquet

- e. Reception for Medalists
- f. District Business Meeting
- g. Tours/Garden Visits

2. There may or may not be educational workshops or seminars on Friday, i.e. CR Schools, Judging Schools, Arrangement Workshops/Schools. The District Chairs often request these. These events are separately administered by the District and funds cannot be mingled with the Conference funds, nor can they be included as part of an option on the registration form.
3. Friday evening is usually given over to Registration, a Welcome Reception and getting settled in. The Reception can be anything you want to come up with.
4. Saturday is reserved for the Rose Show and all that it entails (Judges breakfast or lunch, etc.). Four or five one-hour seminars with good speakers, the awarding of the Local Society show trophies, and the Awards Banquet happen during the day and evening. Possible Awards at the Banquet would be:
  - a. District Trophies
  - b. Outstanding CR and Judge(s) awards
  - c. Any ARS awards for the year
5. After the Banquet, the District Director holds a small reception for the Silver Honor Medal winner, the Outstanding District Judge(s) and Outstanding District CR. You need to be in touch with your District Director to negotiate financing and room requirements for this event.
6. Sunday usually begins with a light breakfast to get people into the mood for a meeting, a special presentation may be scheduled, and the District Business Meeting (which is always free - so keep it away from the breakfast).
7. Tours and other sight-seeing events can happen on any of these days, but not during the District Business Meeting.
8. Vendors may be invited to sell their wares on Saturday - but not on Sunday when the District Raffle is held. Vendors usually pay a fee (your decision on how much). Local societies can also bring their merchandise for sale on Saturday - but instead of the vendor fee, they tithe 10% of their sales to the District.

### **Responsibilities of the Host Society:**

1. Try to have at least 3 years of fund-raising activities to cover the expenses of holding a Conference. Contact the District Director to bid on holding a Fall District Conference. Be sure your Board of Directors gives their approval.

2. Select a site for the meeting that will include hotel rooms, dining venues, a large room for the Saturday rose show, a prep area or room, a room for the educational lectures on Saturday, a room for the Sunday Breakfast, Program and District meeting.
3. Many of the costs involved will need to be met from your own fund-raising efforts until Registration Funds and Donations begin to replenish the Conference account. Funds can be derived from donations, charging vendors for table space, soliciting sponsors for the speakers, the banquet, the rose show, the entire conference.
4. You will need a Conference Chair and several committees. Other Chairs needed are Publicity, Rose Show, Speakers, Hotel Liaison, Tours, Hospitality, Registration, Vendors, Finance.
5. Once the Hotel Contract is signed and you have a good idea of the costs involved for rental of rooms, the Banquet, the Breakfast, Speakers Fees (estimated), you will know how much you will need to raise to cover expenses. Price your registration fee under \$100 to gain the maximum attendance possible (these people will also be renting hotel rooms - so get a discount for the event).
6. Attendance fluctuates between 150 - 400+ attendees, depending on the date, the speakers, the venue, the tours and tourist attractions in the area.
7. Get the 'Conference Book' from the previous host society. It holds historical documents that might help.

### **Responsibilities of the NCNH District:**

1. All District Business Meetings are 'District Events' and are conducted under the rules of NCNH and ARS, and according to the Bylaws of these organizations. These meetings are open to all and no admission can be charged. The District Director is in charge of the Business Meeting.
2. A District Raffle will be held during the Business Meeting. No vendors or local societies may sell on Sunday - we don't want the raffle impacted.
3. The District Chairs of Judges and CRs will work with you if educational seminars are offered/requested.
4. The District Chairs of Judges will expect to be in charge of inviting the judges for the rose show. They may waive this – but check! They must ALWAYS approve the Schedule.
5. The District Chair of Trophies must also approve the wording of the classes where District Trophies are offered.

6. The District will send appropriate notice of the event to ARS for insertion on the ARS Web Site and in the *American Rose* magazine.
7. The District Education Chair must approve Speakers for educational seminars.
8. District Officers will work with the Host Society to ensure all District functions adhere to the District Bylaws and Standing Rules.

**A Caveat:** Most of this protocol is derived from the experiences of the Conference Committees over the years - and it is not 'set in stone.' Some things ARE required - read the District Bylaws and Standing Rules so you will know what these are.