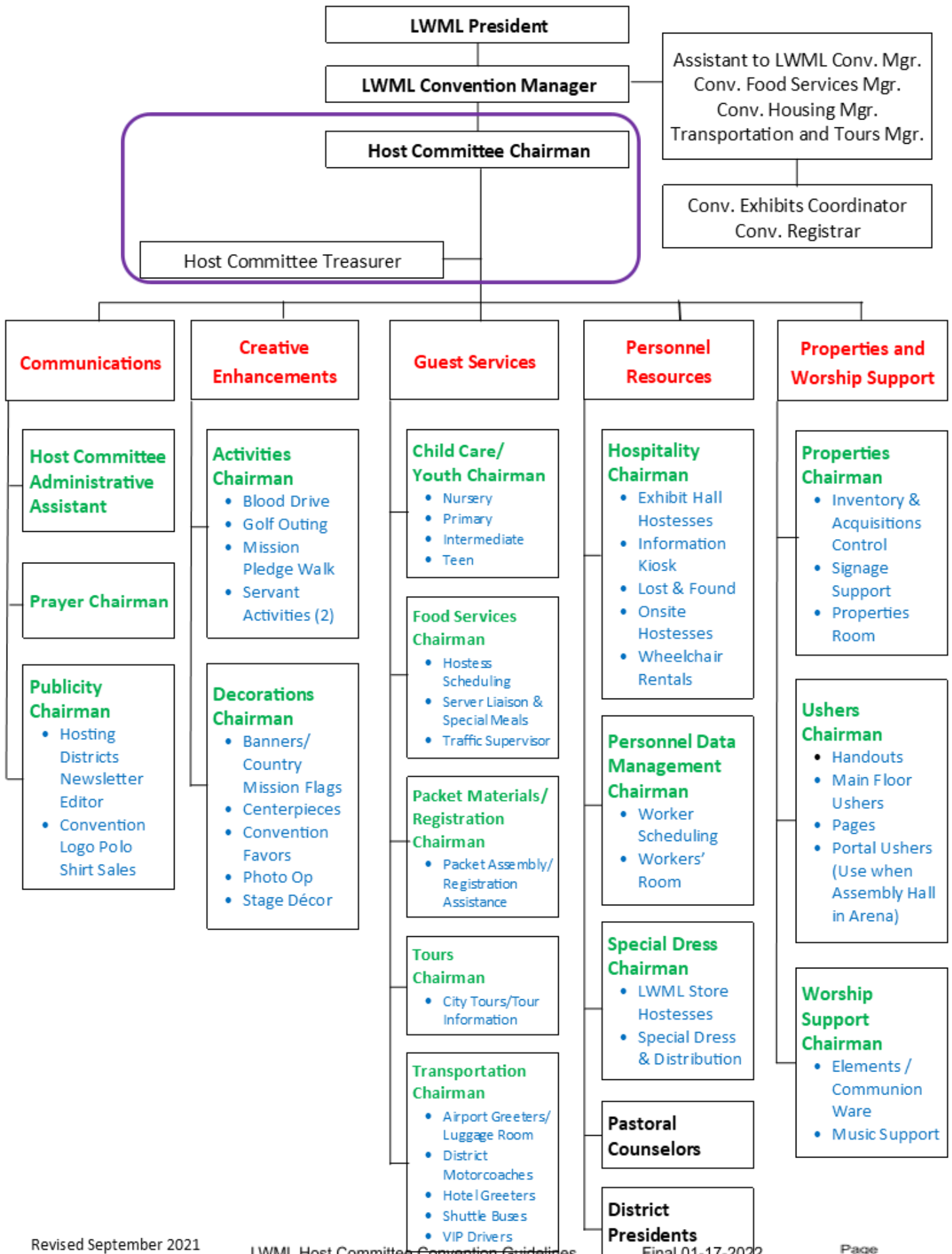




Host Committee Convention Guidelines

<u>Legend for Acronyms</u>	
ACM	Assistant to Convention Manager
AV	Audio-Visual Director
BOD	Board of Directors
CEC	Convention Exhibits Coordinator
CM	Convention Manager
CPC	Convention Programming Committee
CR	Convention Registrar
CMT	Convention Management Team
ExecDir	LWML Executive Director
FSM	Food Services Manager
HC	Host Committee
HCC	Host Committee Chairman
HM	Housing Manager
JrPC	Junior Pastoral Counselor
LDA	LWML Dropbox Administrator
PA	Presidents Assembly
PDM	Personnel Data Management
PR	Public Relations
TTM	Transportation and Tours Manager



Host Committee Chairman

Host Committee Purpose Statement

The Host Committee (HC) serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Host Committee Chairman Goal

The Host Committee Chairman (HCC) coordinates the functions of departments (units); empowers, equips, and encourages each member of the HC; represents the HC by working in cooperation with the LWML President, the LWML Convention Programming Committee (CPC) Chairman, the LWML Convention Manager (CM), and the LWML Board of Directors (BOD).

Host Committee Chairman Action Plan

1. Uplifts, supports, and promotes team work concept with the HC.
2. Keeps the President and CM apprised of all pertinent information and action.
3. Works closely with the CM being apprised of information from the CPC.
4. Assesses gifts and willingness to serve in appointing the personnel to serve as coordinators of the five departments: Communications, Creative Enhancements, Guest Services, Personnel Resources, and Properties and Worship Support.
5. Consults with department coordinators and Personnel Data Management (PDM) Committee Chairman; assesses gifts and willingness to serve and appoints personnel to serve as committee chairmen.
6. Attends LWML Presidents Assembly (PA) and CPC meetings at the request of the President.
7. Provides the Host Committee's evaluation of the convention guidelines in a written report to CM that is to be shared appropriately with the BOD.
8. Recommends changes in any documents to the CM and Assistant to Convention Manager (ACM).
9. Provides an overall summary of the convention in a written report to CM that is to be shared appropriately with the BOD.

Host Committee

Treasurer

Host Committee Purpose Statement

The HC serves the needs of the convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Host Committee Treasurer's Goal

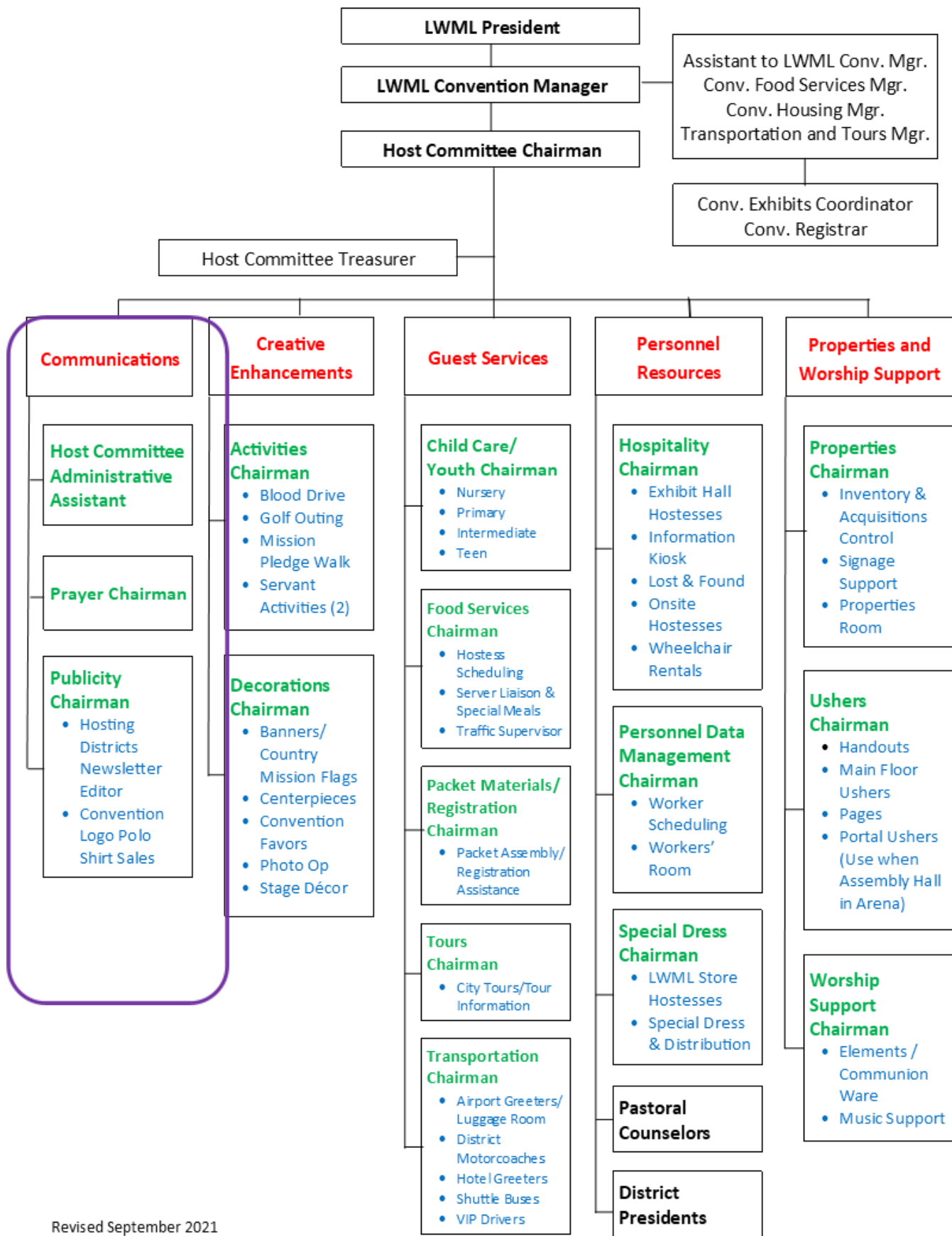
The Host Committee (HC) Treasurer, the HCC, the LWML Treasurer, and the CM will manage the financial needs of the convention.

Host Committee Treasurer's Objective

Provides financial skills and expertise to handle convention monies.

Host Committee Treasurer's Action Plan

1. Sets up a new host committee bank account with the appropriate people to be signers of the account and transfers funds into the HC treasury account from the hosting districts designated in consultation with CM and LWML Executive Director (ExecDir). Gathers information from HC for preparation of the HC convention budget, in consultation with HCC.
1. The HCC forwards all invoices to the LWML CM; then LWML CM will forward approved invoice to either ExecDir or HC Treasurer for payment depending on whether LWML or HC is responsible for payment. Purchases or invoices requiring immediate LWML payment will be paid by CM using credit or debit card. See addendum *LWML CONVENTION FINANCIAL RESPONSIBILITIES-TR (HC)-03* for clarification of convention costs.
1. All expense reports submitted for reimbursement to LWML will be processed through expense reporting software.
2. Accounts for all funds received from any specific HC grants, Convention Logo Polo Shirt, and all monies received during convention under the direction of the LWML Treasurer.
3. Disburses money to HC as approved by HCC.
4. Receives checks from Logo Polo Shirt Director, deposits them, and emails a copy of the deposit slip to director.
5. Secures necessary, trained personnel to assist at convention. Works with the LWML Treasurer and ExecDir to ensure compliance with established procedures for handling funds.
6. Assists LWML Treasurer and other personnel to count and maintain records of deposits made by the LWML Treasurer and ExecDir.
7. Provides LWML Treasurer and CM with final HC financial reports within 60 days following convention.
1. CM arranges for security for the counting room and bank deposits.
2. HC Treasurer, with input from the LWML Treasurer, develops schedules and procedures including:
 - a. Establish scheduled times for receiving money from other departments in consultation with ExecDir;
 - b. Establish a method of identification for those delivering money for deposit; and
 - c. Provide committee members' orientation.



Revised September 2021

Communications Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Communications Department Goal

The Communications Department encourages and enlists spiritual support of and involvement by the hosting district(s) and promotes the convention.

Communications Department Coordinator Objective

The Communications Department Coordinator empowers and encourages the committees of the Communications Department, and also provides resources while coordinating the work of the department with the other entities of the HC.

Communications Department Coordinator Action Plan

1. Understands in depth the scope of responsibilities of the Communications Department.
2. Develops good relationships with, communicates regularly, and supports three (3) department committee chairmen: HC Administrative Assistant, Prayer, and Publicity
3. Knows personnel needs of the department and works closely with the Personnel Data Management (PDM) Committee Chairman to adequately staff department committees with qualified and gifted people.
4. Keeps HCC informed regularly about the progress of department committees.
5. Attends all meetings of HC and department committees as requested for support and information.
6. Approves all mass mailings (postal and electronic) of the department. Reviews and approves forms created by the Communications Department.
7. Encourages the HC, District Presidents, District Webmasters, and District Editors to promote the convention by any and all means possible.
8. Gives final reporting and accounting of Communications Department to HC and LWML.

HC ADMINISTRATIVE ASSISTANT

Communications Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Communications Department Goal

The Communications Department encourages and enlists spiritual support of and involvement by the hosting district(s) and promotes the convention.

HC Administrative Assistant Objective

Records and disseminates the proceedings of the HC; serves the HC with professional clerical expertise.

HC Administrative Assistant Action Plan

1. Provides clerical, computer services, and support to the HC.
 2. Sends template for reports to HC before each meeting. Review reports for consistency and collates by department; sends to HCC, CM, and ACM for review.
 3. Assembles and distributes reports prior to each HC meeting.
 4. Maintains accurate records of all HC meetings and forwards copies of minutes as directed to the President, CM, ACM, CPC Chairman, and Audio-Visual (AV) Director.
 5. Maintains a file of all committee reports.
1. Serves as a resource for a professional image of HC materials (forms) and correspondence.
 2. Along with Communications Coordinator, creates the cell phone directory of HC members and Convention Management Team (CMT) used at convention.
 3. Transfers all HC convention files gathered by coordinators from chairmen and directors in their department digitally for each department. These files will be available for the next HCC and coordinators as a great resource of information that includes files and forms from their area of responsibility.
 4. Provides necessary resources and support to the LWML Vice President of Communication during convention. Be available at the convention to obtain news items for the convention.

newspaper.

Prayer Committee

Communications Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Communications Department Goal

The Communications Department encourages and enlists spiritual support of and involvement by the hosting district(s) and promotes the convention.

Prayer Committee Objective

Empowers the convention through prayer.

Prayer Committee Action Plan

1. Develops prayer support group(s) to empower the convention. Assigns prayer partners among the HC members and emails prayer requests as needed or requested.
2. Determines in consultation with CM appropriate prayer chapel and counseling areas at convention.
3. Encourages prayer participation. Writes encouragements to be sent out to HC and directors at timely intervals, and prayers to be included in the HC e-newsletter.
4. Provides specific prayer opportunities.
5. Coordinate staffing of Prayer Chapel during chapel hours.
6. Enlists gifted pastors for counseling during convention.

Publicity Committee

Communications Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Communications Department Goal

The Communications Department encourages spiritual support of and involvement by the hosting district(s) and promotes the convention.

Publicity Committee Objective

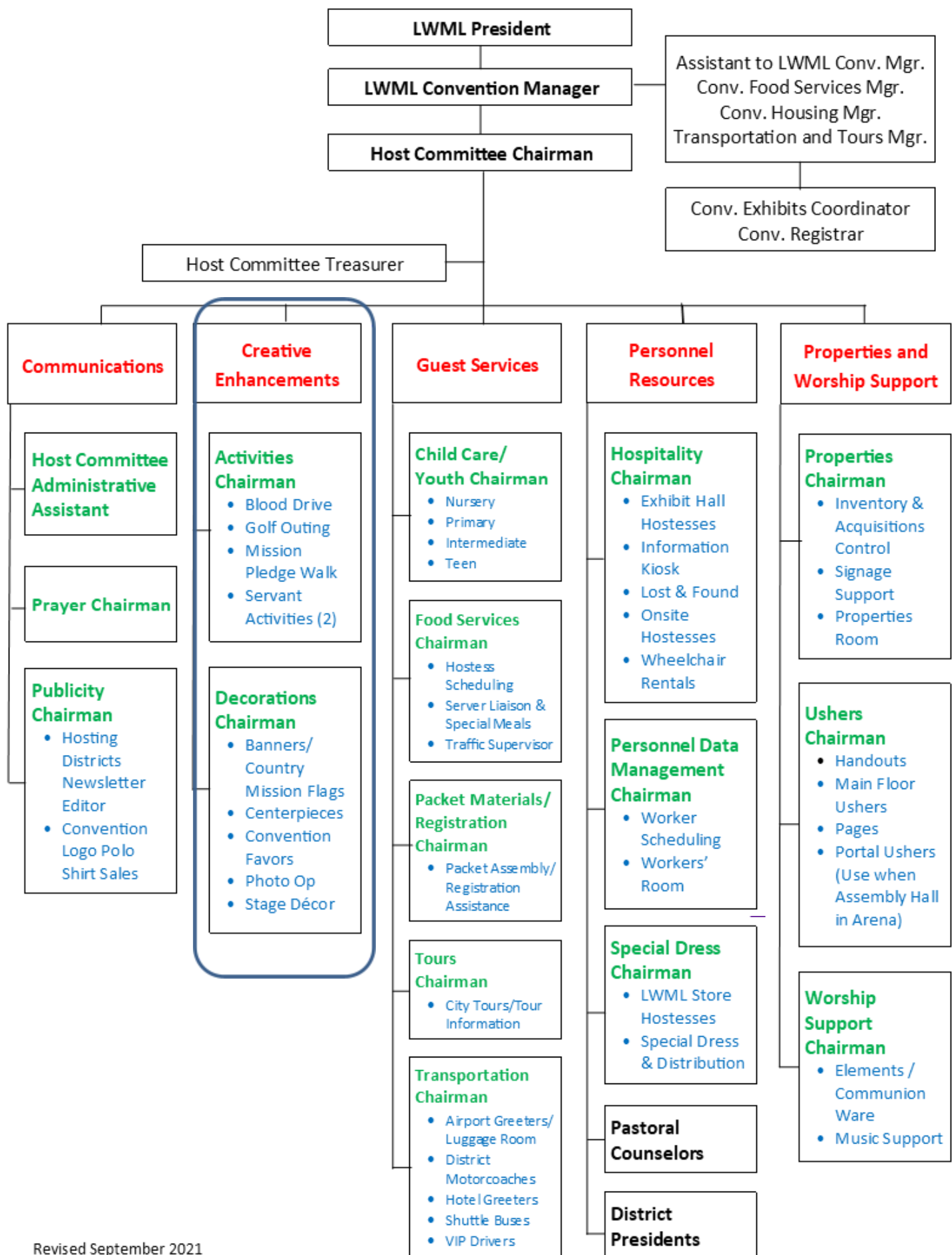
Promotes the convention within the host convention district(s); and provides necessary resources for LWML Public Relations (PR) Director.

Publicity Committee Action Plan

1. Develops good relationships with and support for two (2) directors: Hosting Districts Newsletter Editor and Convention Logo Polo Shirt Sales.
 1. Sensitizes and encourage all women, pastors, and congregations to promote, participate, and be a part of the national convention in all available ways within the host district(s).
 2. Understands the PR Director's convention responsibilities and assists PR Director as requested.
 3. Develops collaborative spirit with the HC to the positive image of the LWML and its role in promoting this image throughout the district(s). Solicits articles from HC members to be included in Hosting Districts Newsletter. Solicits submissions for Hosting Districts Bulletin Bits. Encourages and supports personnel in the convention newspaper process.
 4. Creates monthly reminders/encouraging paragraphs that are sent to all churches in hosting district(s) to be used in church publications. At convention, works with CM and HC Communications Coordinator to obtain news items for the convention newspaper.
-

Directors Action Plan

1. **Hosting Districts Newsletter** – Works with HC Communications Coordinator and Publicity Committee Chairman to create a newsletter to promote, educate, and create excitement about upcoming convention; assists in choosing name of newsletter. At convention works with CM and HC Communications Coordinator to obtain news items for the convention newspaper.
2. **Convention Logo Polo Shirt Sales** – After logo is chosen by the BOD, obtains bids from two to three vendors and presents to CM; reviews order form and revises as approved by ACM; receives scanned orders from HC Treasurer; processes orders, keeps inventory, and ships orders accordingly.



Revised September 2021

Creative Enhancements Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Creative Enhancements Department Goal

The Creative Enhancements Department envisions, suggests, and carries out approved activities and settings which impact one's convention experience.

Creative Enhancements Department Coordinator Objective

The Creative Enhancements Department Coordinator empowers and encourages the committees of the Creative Enhancements Department, and also provides resources while coordinating the work of the department with the other entities of the HC.

Creative Enhancements Department Coordinator Action Plan

1. Understands in depth the scope of responsibilities of the Creative Enhancements Department.
2. Develops good relationships with, communicates regularly, and supports two (2) department committee chairmen: Activities and Decorations.
3. Knows personnel needs of the department and works closely with the PDM Committee Chairman to adequately staff department committees with qualified and gifted people.
4. Keeps HCC informed regularly about the progress of department committees.
5. Attends all meetings of HC and department committees as requested for support and information.
6. Approves all mass mailings (postal and electronic) of the department. Reviews and approves forms created by the Creative Enhancements Department.
7. Envisions and shares suggestions of stage décor for visual application of the convention theme, and oversees development and final assembly of convention stage décor under the direction of the AV Director.
8. Gives final reporting and accounting of Creative Enhancements Department to the HC and LWML.

Activities Committee

Creative Enhancements Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Creative Enhancements Department Goal

The Creative Enhancements Department envisions, suggests, and carries out approved activities and settings which impact one's convention experience.

Activities Committee Objective

Put into action activities, events, and opportunities which attract and enrich participation in convention.

Activities Committee Action Plan

1. Develops good relationships with and supports five (5) directors: Blood Drive, Golf Outing, Mission Pledge Walk, and Servant Activities. [Two (2) directors are appointed to cover this position.] (NOTE: Three (3) directors were appointed in 2021. Needs pre-approval by HC and CM before appointment.)
 2. Implements activities that enrich the convention experience for all attendees.
 3. Oversees implementation of approved special activities: blood drive, golf outing, mission pledge walk/run, and servant activities.
 4. Assists the CPC in any way possible and identifies local resources.
 5. Researches agencies in the local area as possible recipients of Gifts from the Heart items.
-

Directors Action Plan

1. **Blood Drive** – Develops a relationship with the local agency and promotes blood drive using various means of communication.
2. **Golf Outing** – As a committee, reviews forms from previous conventions and revises as approved by ACM, solicits organizations for donations, and creates a registration form for publicity purposes as approved by the CM. Receives player and sponsor registrations from ExecDir.
3. **Mission Pledge Walk** – As a committee, reviews forms from previous conventions and revises as needed. Solicits for donations (water/granola bars). Route for Mission Walk is suggested by convention center personnel/CVB and CM, and approved by CPC and BOD. Oversees

management of mission pledge walk registrations.

1. **Servant Activities** – Contacts local agencies regarding their needs, compiles list of materials needed to complete activities, and arranges for pick up at convention. If the recipient is not affiliated with an LCMS entity, LCMS Sister Church, or an RSO, then the recipient needs to show how they openly share the Gospel.

Decorations Committee

Creative Enhancements Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Creative Enhancements Department Goal

The Creative Enhancements Department envisions, suggests, and carries out approved activities and settings which impact one's convention experience.

Decorations Committee Objective

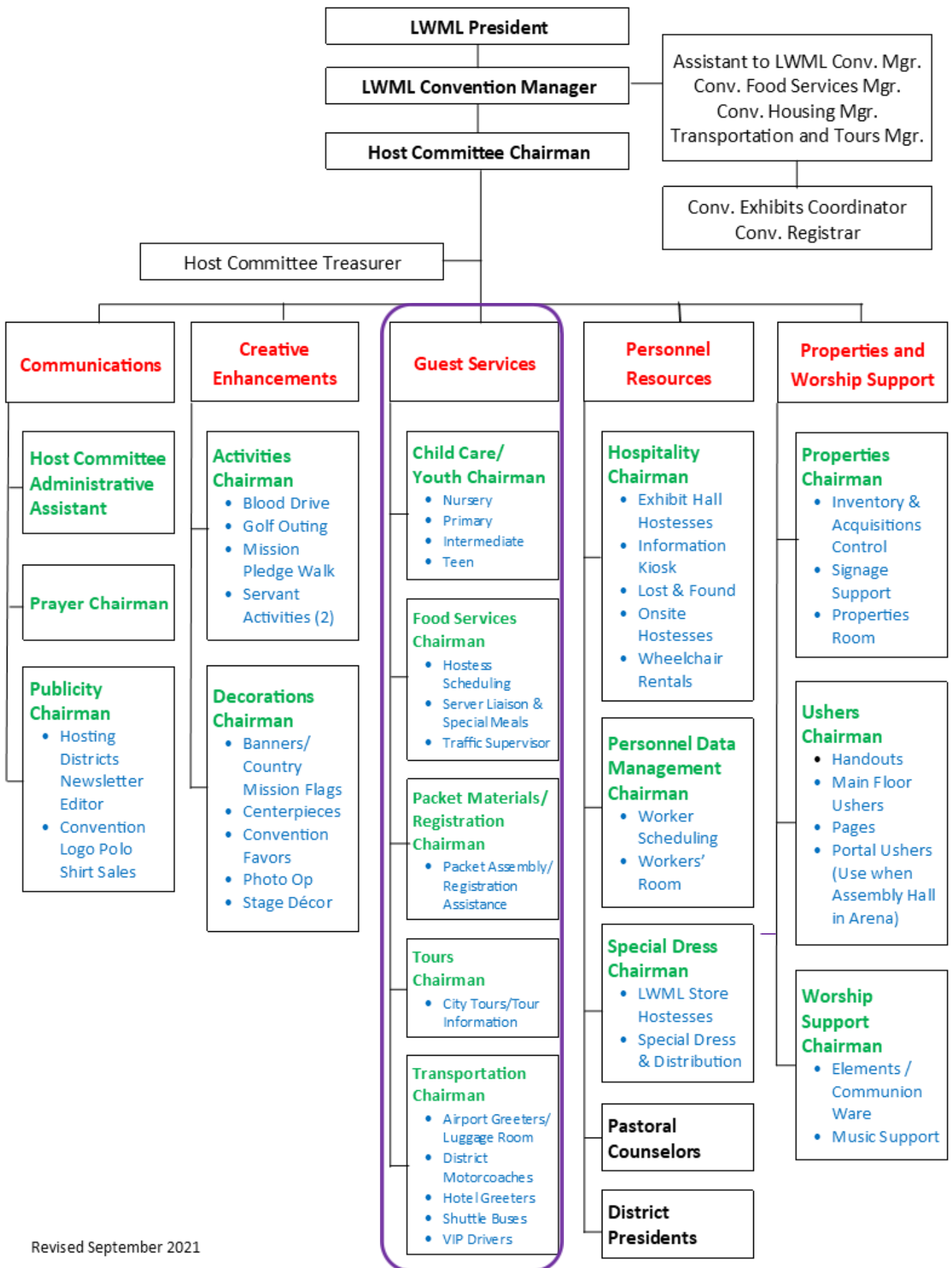
Provide decorative settings to enhance convention areas.

Decorations Committee Action Plan

1. Develops good relationships with and supports five (5) directors: Banners/Country Mission Flags, Centerpieces, Convention Favors, Photo Op, and Stage Décor.
 2. Envisions potential settings to make a visual impact on convention attendees, including a photo op area.
 3. Envisions and shares suggestions of stage décor with AV Director for visual application of the convention theme, and oversees development and final assembly of convention stage décor.
 4. Envisions and creates items to convey the convention theme; such as meal table decorations, attendee favors, delegate favors, offering containers, mite collection receptacle, etc. that needs to be approved by the CPC.
-

Directors Action Plan

1. **Banners/Country Mission Flags** – Provides specifications, receipt, and display of the district banners and display of Country Mission Flags.
2. **Centerpieces** – Designs table arrangements for dining areas.
3. **Convention Favors** – Designs items that convey the convention theme and enlists the help of local groups to produce the items as described above.
4. **Photo Op** – Creates a back drop for Photo Op area and designs Mite Box receptacle.
5. **Stage Décor** – Work with the AV Director while envisioning and designing Stage Décor. Seek the approval of the design with CM, CPC Chairman, and the President.



Revised September 2021

Guest Services Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Guest Services Department Goal

The Guest Services Department seeks out and arranges for quality services to meet each individual's personal and membership needs.

Guest Services Department Coordinator Objective

The Guest Services Department Coordinator empowers and encourages the committees of the Guest Services Department, and also provides resources while coordinating the work of the department with the other entities of the HC.

Guest Services Department Coordinator Action Plan

1. Understands in depth the scope of responsibilities of the Guest Services Department.
 2. Develops good relationships with, communicates regularly, and supports five (5) department committee chairmen: Child Care/Youth, Food Services, Packet Materials/Registration, Tours, and Transportation.
 3. Knows personnel needs of the department and works closely with the PDM Committee Chairman to adequately staff department committees with qualified and gifted people.
 4. Keeps HCC informed regularly about the progress of department committees.
 5. Attends all meetings of HC and department committees as requested for support and information.
 6. Approves all mass mailings (postal and electronic) of the department. Reviews and approves forms created by the Guest Services Department.
1. Encourages communication with LWML Food Services Manager (FSM) with Food Services Committee, and LWML Transportation and Tours Manager (TTM) with both Tours Committee and Transportation Committee.
 2. Gives final reporting and accounting of the Guest Services Department to the HC and LWML.

Child Care/Youth Committee

Guest Services Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Guest Services Department Goal

The Guest Services Department seeks out and arranges for quality services to meet each individual's personal and membership needs.

Child Care/Youth Committee Objective

Makes quality Christian child care and youth activities available to convention attendees.

Child Care/Youth Committee Action Plan

1. Develops good relationships with and supports four (4) directors: Nursery (6 months–4 years), Primary (5–8 years), Intermediate (9–12 years), and Teens (13–17 years).
 2. Seeks possible alternatives for child care/youth activities and investigates local and state legal responsibilities.
 3. Receives possible suggestions for ages of children/youth for care from CPC.
 4. Plans program and activities for various age groups. Food on site and transportation off site are arranged through the FSM and TTM.
 5. Determines cost of child care/youth and recommends fees to the CM.
 6. Secures necessary staff to supervise and implement child care/youth program.
 7. All staff and workers must submit to background check.
 8. Coordinates with Properties Committee to acquire necessary provisions.
-

Directors Action Plan

Nursery, Primary, Intermediate, and Teens – Assists chairman to select possible field trip/servant events for approval by CM; plans age appropriate activities; supervises assigned age group for two (2) days of convention.

Food Services Committee

Guest Services Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Guest Services Department Goal

The Guest Services Department seeks out and arranges for quality services to meet each individual's personal and membership needs.

Food Services Committee Objective

Assists with providing quality meals and a pleasant dining experience for convention attendees.

Food Services Committee Action Plan

1. Develops good relationships with and supports three (3) directors: Hostess Scheduling, Server Liaison & Special Meals, and Traffic Supervisor.
 2. Knowledgeable of all food functions which have been arranged with caterer by CM and FSM.
 3. Coordinates special events in cooperation with CM and FSM.
 4. Responsible for checking attendees' identification for meal functions.
 5. Provides hostesses for dining area and for all food functions where required. Along with FSM, conducts the orientation of the food services workers.
 6. Researches nearby restaurants and food sources and provides this information to the Hospitality Committee Chairman for the convention Information Kiosk and Information Book.
-

Directors Action Plan

1. **Hostess Scheduling** – Schedules hostesses that check name badges at dining room entrances, places prayer cards on tables, and assists LWML with special interest lunches.
2. **Server Liaison & Special Meals** – Along with FSM, contacts registered guests regarding special meal requests; creates meal cards and determines distribution to needed guests; creates spreadsheet listing special diets and meals ordered.
3. **Traffic Supervisor** – Obtains contact information from scheduled hostesses; trains hostesses; schedules hostesses that will direct seating to tables at each meal.

Packet Materials/Registration Committee

Guest Services Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Guest Services Department Goal

The Guest Services Department seeks out and arranges for quality services to meet each individual's personal and membership needs.

Packet Materials/Registration Committee Objective

Provides convention attendees with a packet of convention materials including a schedule and pertinent information to enable them to have a better convention experience. Assists the Convention Registrar (CR) during the registration process.

Packet Materials/Registration Committee Action Plan

1. Develops good relationships with one director: Packet Assembly/Registration Assistance.
 2. Receives from CM an approved list (from the CPC) of all materials to be included in the convention packet.
 3. Assembles packets with materials that have been previously shipped to convention site unless packet assembly is completed off-site.
 4. Recruits many workers to complete the packet assembling process.
 5. Serves as registration staff to check in convention attendees under the supervision of the CR. Orientation is conducted by CR.
 6. Provides adequate, trained personnel for the registration process during all registration hours.
-

Director Action Plan

Packet Assembly/Registration Assistance – Trains workers and oversees assembly of packets. Provides adequately trained registration staff to assist in registration process.

Tours Committee

Guest Services Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Guest Services Department Goal

The Guest Services Department seeks out and arranges for quality services to meet each individual's personal and membership needs.

Tours Committee Objective

Researches and assists with quality area tours to enhance attendees' convention experience.

Tours Committee Action Plan

1. Develops good relations with, and supports one (1) director: City Tours/Tour Information.
 2. Recommends quality tour opportunities for approval by LWML.
 3. In conjunction with the TTM contacts area tour companies for information on what tours are available. Prepares Excel spreadsheet with tours listed and compares agencies selected to bid. Provides information to CM who presents information to CPC for selection.
 4. CM arranges interview with prospective tour companies at May (even year) CPC meeting, if possible. If not, will need to conduct this interview electronically.
 5. Along with TTM, assists tour company with publicizing convention tours to prospective attendees.
 6. Obtains necessary personnel to assist local area tour participants when and where needed.
-

Director Action Plan

City Tours/Tour Information – Assists Tour Committee Chairman with recommending possible tours to CM; assembles local sightseeing information and makes it available to convention attendees.

Transportation Committee

Guest Services Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Guest Services Department Goal

The Guest Services Department seeks out and arranges for quality services to meet each individual's personal and membership needs.

Transportation Committee Objective

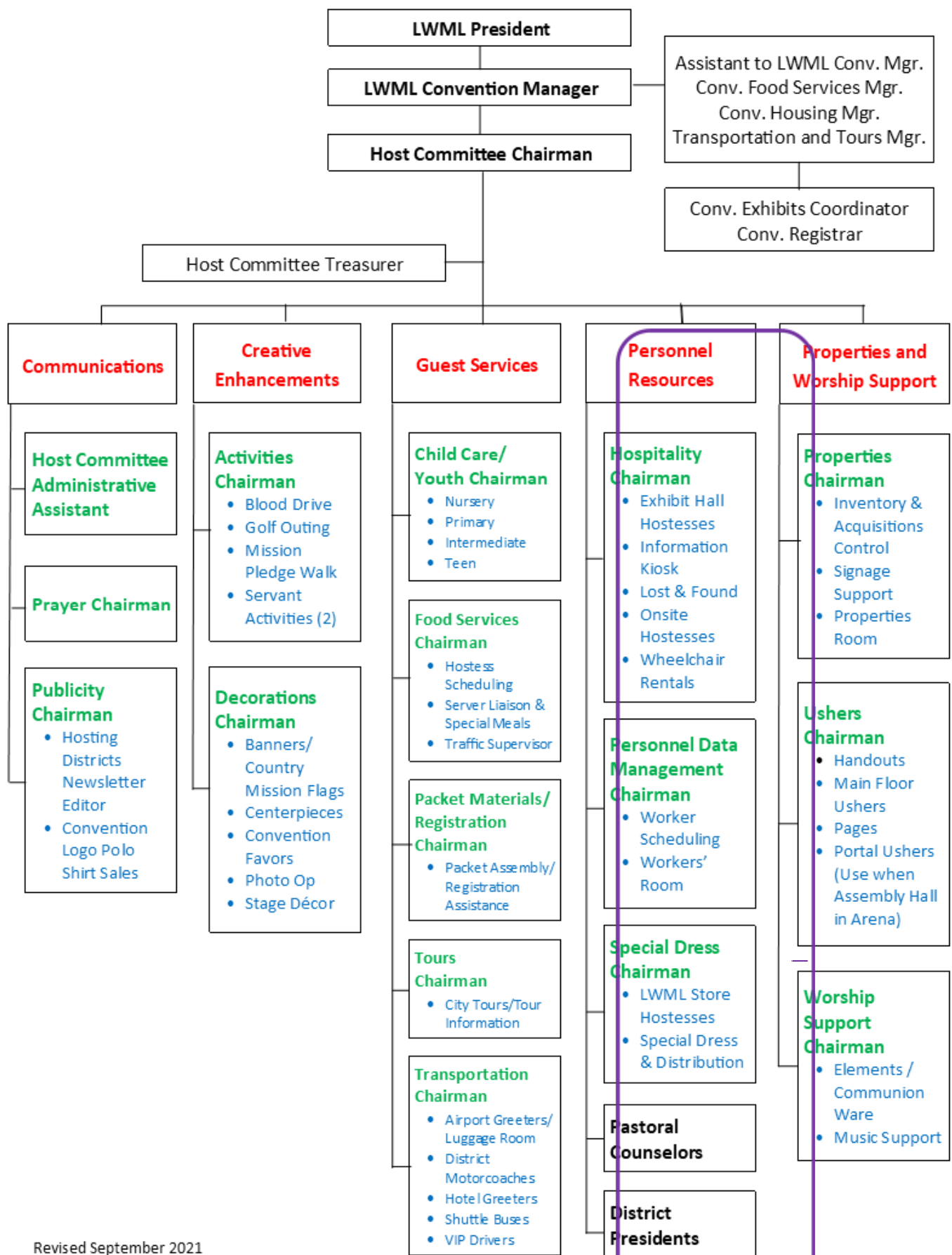
Assists in providing efficient and comfortable transportation to, from, and during the convention.

Transportation Committee Action Plan

1. Develops good relationships with, and supports five (5) directors: Airport Greeters/Luggage Room, District Motorcoaches Hostess, Hotel Greeters, Hotel Shuttle Buses, and VIP Drivers.
 2. Is aware of all potential transportation needs of convention attendees.
 3. Works with the CM and TTM to provide comfortable shuttle transportation when necessary.
 4. Provides parking information for all modes of transportation.
 5. Provides hostesses for all areas where transportation is used (airports, hotels, bus, and railroad stations, etc.). Conducts orientation of these workers for their areas of responsibilities.
 6. Arranges VIP drivers for special guests and presenters as directed by CM and TTM.
 7. Provides, if necessary, luggage storage at the convention site on Sunday morning.
-

Directors Action Plan

1. **Airport Greeters/Luggage Room** – Welcomes arriving guests and directs them to transportation to hotel; organizes luggage storage on Sunday, if applicable.
2. **District Motorcoaches Hostess** – Coordinates with TTM regarding number of buses coming to convention, districts, and arrival times. Greets at convention center. Coordinate with Housing Manager (HM) regarding the housing for those travelling by district charter motorcoaches.
3. **Hotel Greeters** – Welcomes guests at hotels; assists guests as requested.
4. **Hotel Shuttle Buses** (if necessary) – Coordinate with TTM hotel shuttle buses to and from convention center.
1. **VIP Drivers** – Coordinates arrival times with drivers; welcomes VIPs at airport; provides transportation to and from airport.



Revised September 2021

Personnel Resources Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Personnel Resources Department Goal

The Personnel Resources Department provides appropriately gifted people resources for the responsibilities of hosting the convention.

Personnel Resources Department Coordinator Objective

The Personnel Resources Department Coordinator empowers and encourages the committees of the Personnel Resources Department, provides volunteers for each department to work at the convention, and coordinates the work of the department with the other entities of the HC.

Personnel Resources Department Coordinator Action Plan

1. Understands in depth the scope of responsibilities of the Personnel Resources Department.
2. Develops good relationships, communicates regularly, and supports three (3) department committee chairmen: Hospitality, Personnel Data Management, and Special Dress as well as Pastoral Counselors and District Presidents, offering care and support when needed.
3. Works with HCC and Department Coordinators to select appropriately gifted women for specific committees.
4. Keeps HCC informed regularly about the progress of department committees.
5. Attends all meetings of HC and department committees as requested for support and information.
6. Approves all mass mailings (postal and electronic) of the department. Reviews and approves forms created by the Personnel Resources Department.
1. Envisions and shares suggestions for Special Dress, and encourages volunteerism throughout the hosting districts.
2. Gives final reporting and accounting of the Personnel Resources Department to the HC and LWML.

Hospitality Committee

Personnel Resources Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Personnel Resources Department Goal

The Personnel Resources Department provides appropriately gifted people resources for the responsibilities of hosting the convention.

Hospitality Committee Objective

Make a positive difference in the lives of convention attendees.

Hospitality Committee Action Plan

1. Develops good relationships with, and support for five (5) directors: Exhibit Hall Hostesses, Information Kiosk, Lost & Found, On-Site Hostesses, and Wheelchair Rentals
1. Secures gracious and caring personnel to interact with convention attendees.
2. Knows convention facility floor plan and hosting city to answer attendees' questions.
3. Provides helpful materials and conducts orientation/training for all hostesses.
4. Schedules adequate personnel to be available at all necessary times. Be familiar with all elevators, escalators, stairways – traffic control and safety measures are imperative.
5. Is aware of potential crises situations and necessary responses.
6. Provides personnel for VIP hostessing duties under the direction of the CM.
7. Provides hostesses for the exhibit area under the direction of the CEC and the CPC.
1. Evaluates with CM to find out if First Aid Hostesses are needed and proceed accordingly.

Hospitality Committee

Directors Action Plan

1. **Exhibit Hall Hostesses**– Works closely with CEC; reviews layout of Exhibit Hall; greets guests and checks name badges upon entry into hall. CEC conducts orientation of hostesses.
2. **Information Kiosk** – Starting in March of convention year, gathers information to put into Information Book; requests input from various committees; puts into format; makes appropriate number of copies; may be posted on LWML website; must be approved by CM before printing/posting.
3. **Lost & Found** – Reviews form and revises as needed; work does not start until convention; records items brought to Lost & Found; assists in finding owners.
4. **On-Site Hostesses** – Becomes acquainted with the layout of the convention center/assembly hall; assigns workers to escalators, stairways, entrances, etc.; work begins at convention.
1. **Wheelchair Rentals** – Contacts rental companies in the area for cost of rentals and shares information with CM; reviews letters and revises as needed; contacts individuals prior to convention for pertinent information regarding their need for a rental at convention.

Personnel Data Management Committee

Personnel Resources Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Personnel Resources Department Goal

The Personnel Resources Department provides appropriately gifted people resources for the responsibilities of hosting the convention.

Personnel Data Management Committee Objective

Provides the HC with current information concerning all data pertaining to the workers and their schedules.

Personnel Data Management Committee Action Plan

1. Develops good relationships with and support for two (2) directors: Worker Scheduling and Workers' Room.
 2. Cultivates a positive relationship with all workers.
 3. Reports all current information to HC coordinators and their directors regularly.
 4. Submits reports to HC meetings.
 5. Attends all scheduled meetings of HC.
 6. Continues to update database with Worker Scheduling Director.
 7. Develops schedules for use at the convention.
 8. Creates a working binder of all information to bring to the convention for use in the Workers' Room.
-

Directors Action Plan

Worker Scheduling – The Director together with the PDM Committee Chairman is responsible for the following:

1. Needs to be proficient with Excel program.
2. Creates a database (updates regularly) and enters all volunteer information. Information from volunteers to be forwarded to Special Dress, Decorations, and Pastoral Counselors as it pertains to their areas.
3. Sends acknowledgment letter to all workers who have sent in their Call For Worker Form.
4. Assigns volunteers to schedules according to interests listed on Call For Worker Forms. Sends updates to coordinators and chairman regularly. Creates an alpha database of all workers with date and time of assignments that is updated continually; brings to convention.
1. Completes needed Worker Agreement Forms with codes and sends to appropriate chairmen. Creates an alpha list of names of workers with their codes, and a sorted list of the codes of the workers which need to be updated and brought to the convention.
2. Creates daily sign-in/sign-out worker schedule sheets for every department for use at the convention and maintains a copy in a binder to be available in the Workers' Room.

Workers' Room – Works with PDM Committee Chairman and Hospitality Committee Chairman; creates a master list of workers; is responsible for Workers' Room; assists wherever needed.

Special Dress Committee

Personnel Resources Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Personnel Resources Department Goal

The Personnel Resources Department provides appropriately gifted people resources for the responsibilities of hosting the convention.

Special Dress Committee Objective

Provides attractive, coordinated attire for committee members and workers. Assists the LWML Store staff during the convention.

Special Dress Committee Action Plan

1. Develops good relationships with and support for two (2) directors: LWML Store Hostesses and Special Dress & Distribution
 2. Offers fabric options for HC to consider and suggests possible special dress attire, if applicable.
 3. Coordinates special dress requests for each level of volunteers. (optional)
 4. Arranges for identification items for hostesses, pages, and ushers. Maintains area in Workers' Room for distribution.
 5. Provides valuable assistance in the LWML Store during convention under the direction of the PR Director and her staff.
-

Directors Action Plan

1. **LWML Store Hostesses** – Along with the PR Director and her staff, provides volunteers to set up and take down store, and give sales assistance. PR Director will conduct orientation of workers and another LWML staff person will conduct orientation specific to the cashiers.
2. **Special Dress & Distribution** – Creates two to three designs for consideration for badges for HC; assists Special Dress Committee Chairman wherever needed. Assists chairman with distributing special dress items at convention.

Pastoral Counselors (2)

Personnel Resources Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Personnel Resources Department Goal

The Personnel Resources Department provides appropriately gifted people resources for the responsibilities of hosting the convention.

Pastoral Counselors Objective

Be the spiritual advisers for the HC.

Pastoral Counselors Action Plan

1. Becomes engaged in HC and convention process.
 2. Provides spiritual guidance for the HC. Offers encouragement and prayer support for HC.
 3. Provides pastoral counsel to HCC, department coordinators, and committee chairmen.
 4. Contacts and enlists pastoral staffing for communion distribution in consultation with the LWML Pastoral Counselors and the CPC under direction of the President. (See Job Responsibilities for more detail.)
 5. Designs and conducts Thursday morning Prayer Service and dedication of the Prayer Chapel with approval of the LWML Pastoral Counselors and the President.
 6. Assists LWML Pastoral Counselors in worship services and spiritual events as requested.
 7. Works with and supports the Prayer Committee.
 8. Is aware of any crisis management need that may occur and assist as needed.
1. Available during convention where need arises whether as a pastoral function or a worker.

District President(s)

Personnel Resources Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/ fact sheets) for the business and programming of the convention.

Personnel Resources Department Goal

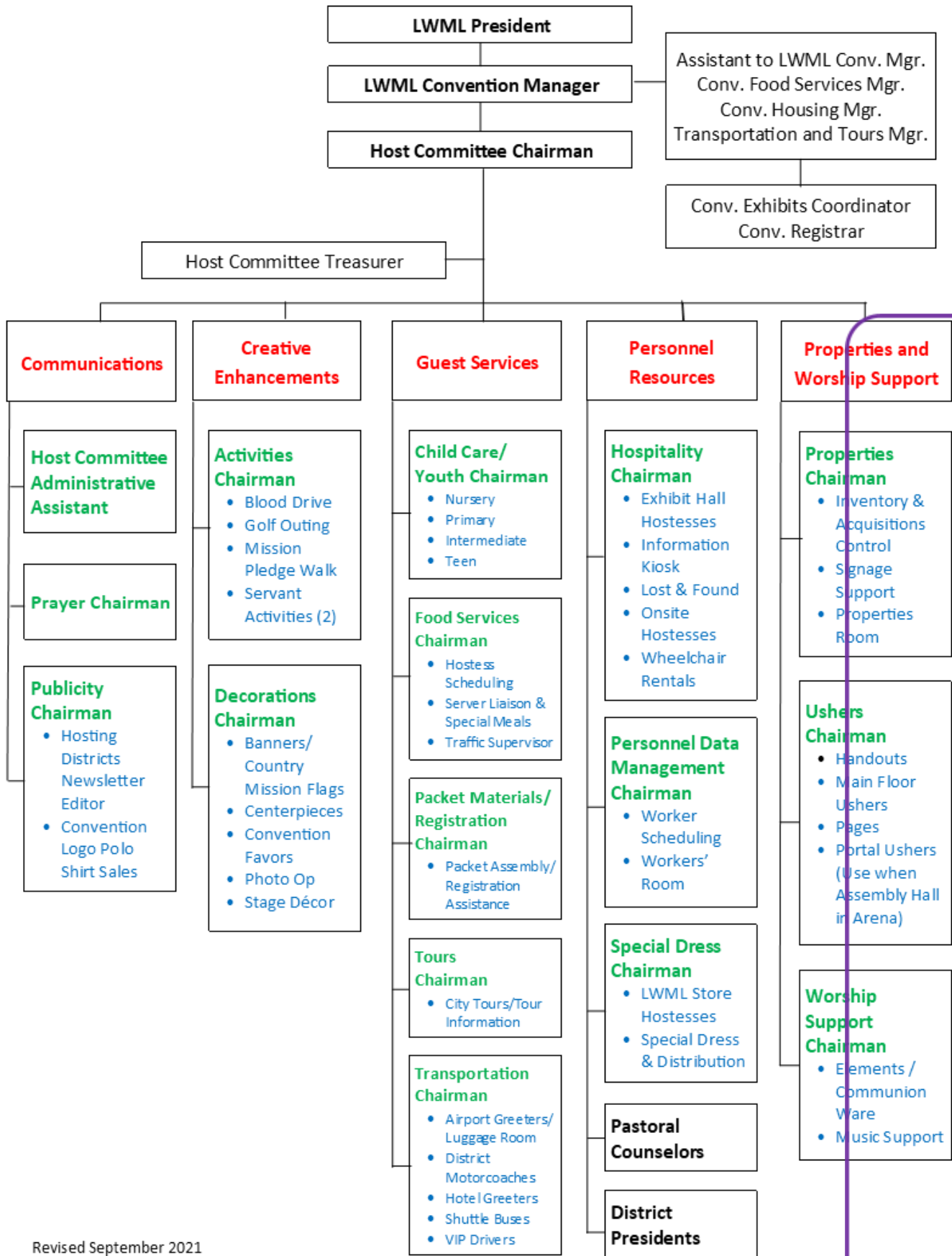
The Personnel Resources Department provides appropriately gifted people resources for the responsibilities of hosting the convention.

District President(s) Objective

Encourage the members of the hosting district(s) to actively support and participate in the convention.

District President(s) Action Plan

1. Attends the HC meetings to be aware of the needs and ways that district members can assist prior to and during the convention.
 2. Check dates of HC meetings against district meeting dates. Be sure that you are available to attend the HC meetings.
 3. Assists the PDM Committee Chairman providing names of potential workers.
 4. Assists the Publicity Chairman to convey convention news throughout the district.
 5. Serves to welcome attendees to convention promotional events.
1. Supports the HCC and HC as they carry out their responsibilities as convention hosts. Serves as “cheerleader(s)” for the convention. PRAY, PRAY, PRAY!



Revised September 2021

Properties and Worship Support Department

LWML Host Committee Convention Guidelines

Final 01-17-2022

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Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Properties and Worship Support Department Goal

The Properties and Worship Support Department provides the best possible physical arrangements for the efficient operation of the convention body.

Properties and Worship Support Department Coordinator Objective

The Properties and Worship Support Department Coordinator empowers and encourages the committees of the Properties and Worship Support Department, and also provides resources while coordinating the work of the department with the other entities of the HC.

Properties and Worship Support Department Coordinator Action Plan

1. Understands in depth the scope of responsibilities of the Properties and Worship Support Department.
1. Develops good relationships with, communicates regularly, and supports three (3) department committee chairmen: Properties, Ushers, and Worship Support.
2. Knows personnel needs of the department and works closely with the PDM Committee Chairman to adequately staff department committees with qualified and gifted people.
3. Keeps HCC informed regularly about the progress of department committees.
4. Attends all meetings of HC and department committees as requested for support and information.
5. Approves all mass mailings (postal and electronic) of the department. Reviews and approves forms created by the Properties and Worship Support Department.
6. Gives final reporting and accounting of the Properties and Worship Support Department to the HC and LWML.

Properties Committee

Properties and Worship Support Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Properties and Worship Support Department Goal

The Properties and Worship Support Department provides the best possible physical arrangements for the efficient operation of the convention body.

Properties Committee Objective

Seeks and provides properties requested to efficiently operate the convention and provides assistance in the technical media area.

Properties Committee Action Plan

1. Develops good relationships with and supports three (3) directors: Inventory & Acquisitions Control, Signage Support, and Properties Room.
1. Distributes the forms to obtain properties and technical media requests from LWML committees and the HC. AV Director receives the form.
2. Works with CM, AV Director, decorator and/or suppliers to provide necessary properties, including updating signs that are necessary.
3. Secures adequate personnel to assist with properties.
4. Is available before, during, and after the convention to assist the AV Director as requested.
5. Oversees the facility management during convention.

Directors Action Plan

1. **Inventory & Acquisition Control** – Be familiar with local businesses in convention city; be aware of what items can be rented, borrowed (including supplies), or purchased (as a last resort); label and palletize supplies in warehouse; return borrowed and rented supplies after convention.
2. **Signage Support** – Be knowledgeable of LWML, HC, and Exhibitors requests and needs for properties; deliver signs to hotels and airport.
3. **Properties Room** – Organizes Properties Room; keeps records of properties brought to

convention center; delivers properties to designated areas and retrieves when no longer needed.

Ushers Committee

Properties and Worship Support Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Properties and Worship Support Department Goal

The Properties and Worship Support Department provides the best possible physical arrangements for the efficient operation of the convention body.

Ushers Committee Objective

Serves as worship attendants at spiritual events. Provides efficient services for effective business sessions.

Ushers Committee Action Plan

1. Develops good relationships with and supports three (3) or four (4) directors: Handouts, Main Floor Ushers, Portal Ushers (Use when Assembly Hall is in an arena setting.), and Pages.
 2. Provides adequate number of ushers to handle all ushering responsibilities.
 3. Directs all convention attendees to proper designated areas within the assembly hall.
 4. Knows convention programming (events, timing, etc.).
 5. Works closely with Worship Support Committee, AV Director, and LWML Junior Pastoral Counselor (JrPC) to determine specific roles of ushers during worship service(s).
1. Knows how facility handles needs of the handicapped. Is sensitive to special concerns and limitations of the facilities.
-

Directors Action Plan

1. **Handouts** – Distributes to Ushers all handout materials authorized by CM.
2. **Main Floor Ushers** – Stationed at all doors and checks name badges; handles convention offerings efficiently and responsibly as directed by HC Treasurer; guides guests to seating area; directs guests during communion distribution.
3. **Portal Ushers** – Stationed at all doors and checks name badges; handles convention offerings efficiently and responsibly as directed by HC Treasurer; guides guests to seating area; directs

guests during communion distribution.

4. **Pages** – Secures, trains, and schedules necessary Pages for convention sessions.

Worship Support Committee

Properties and Worship Support Department

Host Committee Purpose Statement

The HC serves the needs of convention attendees and provides adequate facilities and personnel (based on the convention site information/fact sheets) for the business and programming of the convention.

Properties and Worship Support Department Goal

The Properties and Worship Support Department provides the best possible physical arrangements for the efficient operation of the convention body.

Worship Support Committee Objective

Coordinates physical needs to enhance worship experiences.

Worship Support Committee Action Plan

1. Develops good relationship with and supports two (2) directors: Elements/Communion Ware Packaging and Music Support.
 2. Responsible for contacting communion ware artisans along with CM, to submit bids and samples (and/or photo) for the process of communion ware selection for the convention prior to the May (even year) CPC meeting.
 3. Is aware and informed of convention worship service(s) and potential hosting responsibilities.
 4. Coordinates the worshipful setting(s) for convention worship opportunities under the direction of the AV Director.
 5. Is sensitive to needs of and is responsible for items needed to enhance worship, altar care as needed, including communion ware and communion elements.
 6. Works closely with Ushers Committee, AV Director, and LWML JrPC to determine specific role of ushers in worship service(s).
 7. Responsible for Ushers' orientation prior to Opening Worship service.
 8. With CM, arranges area for pastors assisting with communion to robe.
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Directors Action Plan

Elements/Communion Ware Packaging – Obtains prices from vendors on cost of wafers and wine; unpacks, washes, and prepares communion ware for Opening Worship service; after service, washes, packs securely, and delivers/ships communion ware to recipients as designated by the President.

Music Support – Assists with locating music equipment stores in local area for availability of instruments; seeks names of individuals to serve as choir director, choir accompanist, and organist; assists with mailing and purchasing choir music.

LWML Convention Financial Responsibilities

HOST COMMITTEE (HC) PAYS FOR:

1. Favors, gifts, and other public relations materials given out at LWML Board of Directors (BOD), Presidents Assembly (PA), and Convention Programming Committee (CPC) meetings.
2. Space/table rental at the LWML convention prior to your convention and any expenses for decorating such space, handouts, freebies, etc. Get your Convention Visitors Bureau to assist you and get it in their budget.
3. Exhibit space at the hosting districts synodical convention and any other gatherings where your convention is promoted.
4. Fundraising materials – shirt sales, etc.
5. LWML BOD/PA/CPC dinner, hosted by the HC in January/February of the convention year – 100+ people to feed and entertain.
6. Postage for fundraisers, promotional materials within your district(s) newsletters, collection of non-sufficient funds (NSF) checks, and anything else district-related.
7. Bank charges, printed checks, deposit endorsement stamp(s), and/or printed deposit tickets on the HC's bank account.
8. Meal expenses for face-to-face HC meetings (free will offering may be taken).
9. Thank-you gifts for workers (optional).
10. Special dress – shirts, hats, ribbons, buttons, aprons, etc. – which distinguishes workers.
11. Gifts/favors for attendees/delegates and choir gifts/mementos.

LWML PAYS FOR THROUGH EXPENSE REPORTING SOFTWARE:

1. Travel (mileage) for HC to and from face-to-face HC and Committee meetings for planning of convention.
2. Telephone and fax charges for convention business (email saves on this).
3. Postage for convention business (email saves on this) and shipment of binders/flash drives to next HC.
4. Supplies for the convention and HC committee members' duties (except promotion as listed above).
5. Printing and copying charges for convention and HC business.
6. At convention, office equipment rentals and purchases, staff office supplies, servant activities expenses, pledge walk supplies, child care field trips and supplies, music and musicians' honorariums, music folders and shipping costs, wheelchair rentals, miscellaneous LWML store supply expenses, some decorations, worker room supplies, communion wine and wafers, and any other expenses LWML asks the HC to incur.
7. Convention per diem for official HC members listed on Expanded HC Roster.

LWML PAYS FOR (DIRECTLY):

1. Convention center and contracted expenses – decorator, audio visual, captioning, deaf interpreter, photographer, speakers, entertainment, insurance, legal, etc.
2. Security guards and other security, and first aid coverage.
3. Promotion in the *Lutheran Woman's Quarterly* and convention mailing from LWML, media area equipment rental, and daily convention newspapers.
4. Special communion ware.
5. Exhibit hall expenses, permits, and registration materials.

6. Major decorating expenses, music equipment rental, and food/catering.

This document is in both the CPC-CM Timeline and HC Guidelines