

**THE CATHOLIC WOMEN'S LEAGUE  
OF CANADA**

**2016**



**Guide to Hosting  
the  
Annual National Convention**

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## National President Responsibilities

### Two Years Prior to Convention

- Confirm convention dates by letter, through the national office, to the host council.
- Review the minutes of convention meetings, sent by the secretary of the committee, to keep informed about the ongoing progress of the arrangements.

### Six Months Prior to Convention

- Visit the convention site with the planning committee chairperson.
- Arrange to meet with the planning committee chairperson and when possible the convention planning committee.
- When possible, attend a meeting with the host bishop or his delegate as arranged by the planning committee chairperson on matters of protocol and diocesan policy re Eucharistic celebrations. Suggestion: this could be done over dinner the evening that you are visiting the convention site.
- Consult with the planning committee chairperson about dates, times, meetings, etc. on the draft convention program to avoid any conflict of business with other activities, such as social events, before they are confirmed by the special events committee.
- Initiate plans for the convention theme program, in consultation with the national chairperson of spiritual development and the national spiritual advisor.
- February: In consultation with the national chairperson of spiritual development, select the lectors for the readings, prayers of the faithful, and the gift bearers for all the Eucharistic celebrations, chosen from members of the national executive. Send a list of those selected to national office and the chairperson of spiritual development.
- February: Complete the final agenda and send a copy to national office that will forward copies to the national spiritual advisor and the planning committee chairperson.
- February: In consultation with the national chairperson of communications and the executive director, appoint the guest journalist.
- March: Have the national office contact person send invitations to the main presider for each day, in consultation with the national spiritual advisor and national chairperson of spiritual development. Generally, the host bishop is the main presider and homilist for the opening Eucharistic celebration on Sunday. Guest presiders (often other bishops in the host province) are invited to preside at the Monday and Tuesday Eucharistic celebrations. The national spiritual advisor is the presider and homilist for the closing Eucharistic celebration on Wednesday. This information should be passed on to the host bishop.
- March: Approve the initial press release prepared by the national chairperson of communications and national office.
- March: Make arrangements, through the planning committee chairperson, to host a luncheon for the honorary life members, yourself and the president-elect. This is usually held on the Wednesday of the convention.
- May: Approve all courtesy tickets for guest speakers and the press.

### **Three Months Prior to Convention**

- In consultation with the national chairperson of organization, approve the convention evaluation form, prepared by national office. These are placed in the registration packages and about 100 extra are available for circulation on the last day of business sessions.

### **On Arrival at Convention**

- Usually on the Wednesday evening prior, be prepared to meet with the planning committee chairperson, co-chairpersons and secretariat chairperson for a “briefing session” to address any last minute problems or concerns.
- Approve all media meetings, as arranged by the public relations and publicity committee, in consultation with the national chairperson of communications. This press conference is usually held at 8:00 a.m. on the Wednesday of the convention.
- At the pre-convention meeting, ask the national executive to decide upon a recipient for ½ of the proceeds of the mass collections and inform the planning committee in order that a label with this information can be affixed to the gift bags.

# National Chairperson of Spiritual Development Responsibilities

## Six Months Prior to Convention

- Consult with the national president and spiritual advisor on all aspects of convention liturgies.
- Communicate on program issues with the executive director as required.
- Confirm/prepare daily Eucharistic celebrations, including prayers of the faithful, in consultation with the national president and the spiritual advisor.
- Advise the liturgy committee chairperson of the intention of the mass and the readings, so the local liturgical committee can select suitable music for the masses.
- Prepare prayer liturgies for the business sessions, seeking the advice regarding feasibility of your ideas with the liturgy committee chairperson, national president and national spiritual advisor.

## Three Months Prior to Convention

- Work with national office staff or a local member proficient in the formatting and printing process to finalize the liturgy booklet in camera-ready format. The previous year's booklet may be requested and is available for use as a template. A digital file is considered camera-ready if it meets several conditions:
  1. It is created with a software program commonly used in the printing industry and exported in a commonly used file format, such as EPS, PDF and sometimes TIFF. JPEG images are usually considered not camera-ready, as the compression used in the JPEG format deteriorates the quality of the image.
  2. The document uses the correct color setup. If printing a (full) color document, all graphics should be converted to CMYK (cyan, magenta, yellow, and black). If it is a spot color document, the color(s) to be used by the printer must be specified in the digital file.
  3. The layout is created at the correct and final size to be printed, and the document size in the desktop publishing program matches the size of the final printed piece.
  4. Text or graphics that are intended to bleed off the page of the final printed piece should be extended off the document boundary in the digital file. The amount varies depending on location, but is usually 1/8 inch in the US, and 3mm in metric systems.
  5. Fonts used in the digital file are converted to vector graphics, or alternatively, the fonts are included in the final digital package sent to the printer.
  6. Image files are originally created at high resolution settings, such as 300 DPI (dots per inch). This ensures a high quality image. Images saved from Internet web pages are usually low-resolution, 72-dots-per-inch JPG or GIF files, which are not considered camera-ready.

## One Month Prior to Convention

- Arrange for masses for the national executive in the hotel on the meeting days (Thursday, Friday and Saturday) before the convention begins as well as on the following Thursday morning.
- Prepare prayer liturgies for pre- and post-convention national executive meetings.
- Prepare for the installation/reaffirmation of officers ceremony in cooperation with the liturgy committee. The national president decides whether water or candles will be used. National office will provide the ceremony. The local committee will provide either a bowl of holy water or candles for each executive member.

- Appoint the readers and celebrants for the post-convention liturgy. For the final Thursday mass, these are usually the convention committee chairperson and liturgy committee chairperson, with the national spiritual advisor as main celebrant and the involved provincial or diocesan spiritual advisor as homilist.

### **At Convention**

- On the Friday or Saturday before the convention, have a full briefing meeting of all liturgical events with the national spiritual advisor and the local liturgy committee.
- As the convention proceeds, it is recommended that a daily briefing be held to keep up to date with any changes.
- Throughout the convention, be prepared to provide direction and assistance when necessary to the liturgy committee chairperson.
- The final Thursday mass also welcomes any travellers who may wish to attend, so there could be up to 100 attendees.

## National Chairperson of Communication Responsibilities

- At least one year prior to convention, communicate directly with the public relations and publicity committee chairperson to offer guidance. Encourage early promotion of the convention in the host province.
- Review content related to the convention for the winter issue of *The Canadian League* magazine in consultation with national office staff.
- Prepare an initial press release in the month of February preceding the convention, and any subsequent press releases, in consultation with the national president and national office staff.
- Prepare an electronic press kit to be sent out via website and social media to create a social media “buzz” to get the attention of the secular media.
- Coordinate a press conference at the convention site with the planning committee, public relations and publicity chairpersons, if requested by the national president, and any other media interviews according to the schedule/agenda of the national president. This press conference is usually held on the Wednesday morning of the convention at 8:00 a.m.
- Collaborate with the guest journalist and the local public relations and communications chairperson to prepare daily updates for the website and press releases, to be approved by the national president, during the convention. Provide the updates and press releases to national office for posting to the website.

## Host Council President Responsibilities

### Four Years Prior to Convention

- Each host council is encouraged to establish a reserve fund made up of profits from previous conventions and/or yearly contributions by each member in order to aid future national conventions hosted by that council.
- Request the financial statements of the previous conventions from national office in order to determine the amount of money that will need to be raised.
- In consultation with the executive of the host council, select a capable and responsible convention planning committee chairperson and co-chairperson whose qualifications should include:
  - a thorough knowledge of the League
  - attendance at past national conventions
  - administrative and organizational abilities
  - energy and enthusiasm for the task and the ability to stimulate these qualities in others
  - ability to establish and perpetuate good working relationships
  - flexibility and available time

### One Year Prior to Convention

- Together with the convention chairperson, meet with the host bishop to brief him on expectations. These would include his hosting the Friday evening welcome reception for the national executive and the convention committee members.
- Let the host bishop know that he is most welcome to attend the entire convention, if he so wishes. Explain to him about the various daily mass celebrants.

### At the Opening Eucharistic Celebration

- Act as official hostess for the opening program and reception.
- Prepare to be mistress of ceremonies.
- Call forth the dignitaries to bring greetings. In the following order:
  - Host Spiritual Advisor
  - Provincial President (if she is not the host)
  - National Spiritual Advisor
  - Municipal government representative
  - Provincial government representative
  - Federal government representative
  - State Deputy Knights of Columbus
  - National President

## Planning Committee Chairperson and Co-Chairperson(s) Responsibilities

### At Least Two-Five Years Prior to Convention

- Make initial contact with possible convention sites. When possible prepare proposals for two or three sites, and send to the executive director for consideration and in preparation for her site visit (usually one year in advance). Sufficient time is needed for this process, depending on the availability at the local site.
- When negotiating with the hotel, some concessions to negotiate for, where possible, include:
  - One complimentary one bedroom suite over the convention dates for the national president
  - Two upgrades to one bedroom suites at group rate
  - Three complimentary VIP Welcome Amenities
  - One complimentary room per fifty paid guestrooms
  - Complimentary meeting space(s)
  - Group room rate available three days before and three days after the convention
  - Complimentary Internet access
  - Complimentary access to the hotel's fitness centre
  - Complimentary parking for registered guests
  - Complimentary meeting room set-up of altar and stage
  - Complimentary microphones
  - Recommendations for sound, video and microphone technicians
  - Discuss ideal screen locations
- Read the *Guide to Hosting the Annual National Convention* to become completely familiar with all the responsibilities, especially those of the various committees.
- Together, identify how best to share responsibilities and choose committee chairpersons. The committees will be responsible for coordinating, supervising and stimulating enthusiasm for the entire convention.
- Choose committee chairpersons, seeking the best possible person to lead each committee.
- Ensure that each committee chairperson and co-chairperson is well aware of her job description and receives copies of minutes of all meetings as soon as possible after each meeting.
- Encourage each committee chairperson to appoint a co-chairperson and to invite other members to be on her committee.
- Ensure that all committee chairpersons and/or co-chairpersons attend all meetings. It is important that all sub-committees be well informed on all aspects of the convention arrangements.
- Promote a volunteer sign-up for member helpers, specifying their name, contact information and committee in which they are interested, at least two years prior to the convention.

### **One Year Prior To Convention**

- Prepare a draft budget (\$3,500 national seed money is available from the national treasury, if needed) and detailed budget to be submitted to the national finance committee by September 15<sup>th</sup> in the year prior to the convention.
- Open a bank account. There should be three signatories on the account with any two women responsible for signing cheques. These are usually the treasurer, the committee chairperson and co-chairperson.
- Arrange a meeting with the local bishop, host council president, spiritual advisor and liturgy committee chairperson to ensure that church site selections and all liturgies are in keeping with the custom of the diocese.
- Consult with the bishop regarding his expectations of the committee and his responsibilities during the convention: i.e. main celebrant at opening mass and host (and usually sponsor) at a welcome reception of the national executive and convention planning committee on the Friday evening prior to convention).
- Consult with the convention site manager on a monthly basis beginning one year prior to the convention.

### **Six Months Prior To Convention**

- Send a list of names and addresses of local dignitaries, in January of the convention year, who are to be invited to bring greetings to the opening mass and/or to attend the closing banquet, to national office. For example the MLA, mayor, etc.
- In consultation with the convention planning committee arrange for the selection of a photographer.
- Members like to order a CD of convention photographs. Determine financial arrangements with the photographer. Inform him/her of the deadline (likely August 31<sup>st</sup>) for the next issue of *The Canadian League* magazine where photographs will be used.

### **One Month Prior To Convention**

- Consult with the convention site manager weekly the last month prior to the convention.
- See Appendix A on page 45 for the gala banquet protocol.
- Plan for the set-up of the sessions room(s) and for the closing banquet set-up.

### **After Convention**

At a post-convention planning committee meeting, determine how any remaining surplus will be distributed.

- Any surplus to be held over for future conventions should be turned over to the host council for safekeeping.
- If the \$3,500 seed money was used, it is to be returned to the national treasury.

All committee final reports are submitted to this post-convention meeting and forwarded to national office before November 30<sup>th</sup>, to be used as a guide for future national convention committees.

## **Additional Responsibilities**

- From the September prior to convention, hold monthly meetings with the convention planning committee chairpersons.
- Coordinate a meeting of the convention planning committee in conjunction with the national president's visit to the convention site, usually in early February prior to convention.
- Ensure contact with the diocese, city, province and other organizations for any financial support or donations.
- Ensure that contact with media has been established – local newspapers, local Catholic media, television and radio stations – to provide good public relations and to ensure good media coverage for convention.
- November 15<sup>th</sup> deadline: ensure that convention material is provided from the convention public relations committee chairperson to national office for publication in the winter issue of *The Canadian League* magazine. (See public relations and publicity on page 28.)
- Ensure that continuing publicity is provided via mail, media, posters and personal contact at diocesan and provincial conventions, regional and parish meetings.
- Ensure the overall orchestration of the formal opening ceremonies:
  - Eucharistic celebration (liturgy committee)
  - Official opening program (see page 23)
  - Reception following formal opening
- Select special identification for committee members (dress, colour, scarf, vest, CWL pin or felt badge).
- Choose special events agreed upon by the whole planning committee and subject to the convention program as prepared by the national president. This could highlight a local historical, entertainment or cultural attraction.
- Provide national office with a list of convention committee chairpersons' contact information so national officers may thank them personally after the convention, if they so wish.

## Secretary to the Committee Responsibilities

As instructed by the convention chairperson, prepare a chart of committee responsibilities to be distributed to the full committee, so everyone knows who does what.

- Take minutes at all committee meetings, which should commence at least two years prior to convention.
- Distribute minutes to all planning committee chairpersons, national president, assigned national office contact person and host council president to ensure they are kept informed about the progress of arrangements. A copy of the minutes should be sent to the national president who will be in office at the time of the convention.
- Write letters soliciting funds on behalf of the host council, if necessary, as determined by the convention planning committee.
- Establish early contact with the national president and national office staff for exchange of necessary information.
- Send out thank you letters following convention, in accordance with list obtained from each convention committee chairperson.

## Treasurer to the Committee Responsibilities

The planning committee treasury pays for the following:

- Registration costs, such as name tags, stationery, tickets, bags, desks, postage, printing, photocopying and telephone.
- Costs related to the promotion of convention, such as travel, meals, advertising and publicity.
- Printing costs for menus, tickets, signs.
- Decorations as directed by, and/or with the approval of, the national president.
- Hotel and meal costs for committee members, as decided by the committee.
- Travel, meals and hotel costs for local guests, if applicable.
- Coffee breaks.
- Cost of committee identification, such as scarves, badges and clothing.
- Costs regarding liturgies, gratuities for organist, choir leader, copyright fees (as applicable).
- Costs related to hospitality room, such as telephone, first-aid kit, food and beverages.
- Local transportation (buses, taxis, special needs transportation).
- Reception following the official opening Eucharistic celebration.
- Costs related to entertainment, tours and other special events which are not recoverable by ticket sales.
- Table favours at various functions and souvenir gifts are provided at the discretion of the host council in consultation with the national president. These are not as necessary as in the past.
- Expenses for an optional wind-up party for the convention planning committee.
- Costs related to the photographer that is not recovered from the participants. The planning committee will decide who will be the photographer. The photographer may be a volunteer, paid a set fee, or have accommodation and special events tickets covered by the convention planning committee.
- Complimentary copies of the pictures, electronic file, are to be made available to the host council, national office and the national president.
- The two cheques for the recipients of the mass collection (one selected by the convention committee and the other voted on by the national executive) should be sent out directly following convention.

At a post-convention planning committee meeting, after any seed money advanced by the national treasury has been returned, determine how any remaining surplus will be distributed. Any surplus to be held over for future conventions should be turned over to the host council for safekeeping.

## Accommodations and Reservations Committee Responsibilities

- Book 150 rooms (a reference point is the numbers of rooms of previous conventions) in the convention hotel; include in the contract a complimentary suite for the national president and options for upgrades. (See Appendix B on page 46.)
- Set aside six to eight double rooms for honorary life members.
- Reservations and confirmations will be handled directly through the hotel or via the accommodations and reservations committee.
- Consult with the national president through national office for the list of meeting room requirements.
- Maintain regular contact with the hotel to determine whether room quota is being met.
- Keep a running total of the number of rooms booked. Follow up on multiple rooms' bookings and contact the individuals booking more than one room to determine if they are intending to keep the rooms or whose name should be on the rooms.
- Set aside three single and six double rooms for national office staff who will book accommodation for and register the national executive, the national spiritual advisor, resolutions committee members and national office staff.
- Another two or more rooms will be needed for national office staff to ensure that the parliamentarian, guest journalist and the guest speakers are registered.
- Remind hotel of the arrival date for the majority of the group as well as small group arrivals, and the departure date for the majority of the group.
- Prepare a list of arrival and departure dates of the national executive, honorary life members (two to a room) and special guests (like bishops) and convention registrants needed for the transportation and hospitality committee chairpersons.
- Prepare a list of room numbers of the national executive and special guests at the beginning of the convention and make available for convention committee chairpersons, registration desk and national executive.

## Budget and Fundraising Committee Responsibilities

The treasurer must be a member of this committee.

### During The Three Years Prior To Convention

- Fundraising plans should be formulated as soon as possible. All councils in the host council (diocese/province) should be encouraged to participate.
- In consultation with the planning committee chairperson and co-chairperson, set up the convention fund. Designate signing officers for a chequing account. (See planning committee chairperson and co-chairperson on page 7.)
- Funds might be raised by donations, raffles, sales of specially designed mementos (e.g., pins, mini-plaques) etc., special event or function.
- Parish councils should be encouraged to hold a fundraising function or project of their choice (e.g., council donation of one dollar per member, bake sale).
- Keep all parish councils aware of the upcoming convention. They may wish to participate by assisting with a social event.

### The Year Prior To Convention

A budget should be prepared in consultation with the planning committee chairperson. Add 10% for possible price increases. The draft budget should be sent to the national president and national office for review by the national executive by September 15<sup>th</sup> of the year preceding the convention

- The convention committee should establish a policy on ticket refunds for planned special events. (See registrations and credentials committee on page 31.)
- Working closely with the registration and credentials committee,
  - Ensure all records of funds received are accurately kept in an electronic ledger.
  - Get copies of receipts as written by the registration and credentials committee.
  - Keep in touch with national office for any deposits of registration from the online system.
  - Record all receipts and disbursements by the various committees and report, in writing, at each convention committee meeting.

### After Convention

A final financial statement for convention bank accounts should be prepared and made available to the national president, national office, host council executive, convention and committees by November 30<sup>th</sup>. (See Appendix C: Revenue and Expense Statement Sample on page 49.)

At a post-convention planning committee meeting, after the return of national's seed money of \$3,500, determine how any remaining surplus will be distributed. Any surplus to be held over for future conventions should be turned over to the host council for safekeeping.

Following the post-convention meeting to distribute any remaining surplus, the planning committee submits to the host council and the national finance committee by November 30<sup>th</sup>, a detailed statement of revenue and expenses.

## Decorations Committee Responsibilities

- Provide decorations for general meeting rooms in consultation with the national president.
- Consider renting decorations to avoid the purchasing and disposal of decorations.
- Consider what complimentary decorations the meeting venue can provide.
- Arrange to have a theme banner if the national president so desires.
- In the meeting hall, have a sacred space for Our Lady's statue and the Book of Life.
- Plan the venue for mass in the meeting hall.
- Keep things simple, provide arrangements/decorations for the prayer room in consultation with the chairperson of the liturgy committee.
- Provide decorations for banquet and social functions – flowers, statue, banners, flowers for reception and registration area and special events.
- Arrange for table favours, if any.
- Provide welcome baskets in the hotel rooms of guests and dignitaries, including members of the national executive.
- Arrange for storage space for decorations.
- Provide fresh flowers for the church.
- Flags are the responsibility of the protocol committee for the opening mass and ceremony.
- Arrange the flags in proper order in the sessions meeting room. (See protocol committee for flag visual on page 26.)

## Exhibits Committee Responsibilities

- Prepare a map of the space available.
- Appoint a committee member to act as liaison with accepted exhibitors.
- The national president approves exhibitors.
- Decide who will be the “official bookseller”. If a number of booksellers wish to display their goods, it may not be necessary then to have a local bookseller. One wants to avoid any possible conflict.
- Confirm with the national office the list of exhibitors, including the names of the contact persons.
- National planning committees hosting a convention in the two years subsequent to convention may apply for exhibit space.
- Refer all requests for additional space to national office contact person. Exhibits are approved in advance. No requests for exhibit space during the convention will be accommodated.
- Provide national office with set-up and takedown times and the name of the hotel contact.

### Criteria for Exhibit Space

- The national executive decides whether exhibitors are required to pay a fee to display their goods. They are expected to cover the costs listed below.
- Should an exhibitor wish to enter the convention sessions, a convention registration fee will be required.
- Exhibit space during convention is governed by room size.
- Exhibitors will be responsible for shipping and storage of their goods. The secretariat is not responsible for storage of exhibitors’ supplies at any time during the convention.
- Exhibitors will be advised by national office, in advance of the convention, about dates, hours of operation, set-up and take-down times. Included in this letter is a reminder of the earliest date for receiving goods to be displayed.
- In the event that there is a cost to be borne by the exhibitor, such as table skirting, this should be confirmed by the committee and national office.
- Security costs are borne by the exhibitors.
- It is the responsibility of the exhibitor to ensure adequate coverage for liability insurance, protection against loss or damage to materials, against suit from the convention site and against suit by anyone injured by exhibits.

## Hospitality (Support or Greeting) Committee Responsibilities

- Greet all delegates, guests, honorary life members, life members, members of the press and visiting dignitaries. See that they are looked after at all times.
- Provide a “minder” for the national president and some of the honorary life members.
- Greet delegates in the hospitality room. Breakfast in the hospitality room sponsored by the host council is an option, not a requirement.
- Greeters should be completely familiar with all aspects of the convention program and functions.
- Provide information for distribution at registration, which should include a city map, a list of beauty salons, stores and other attractions in the area, including medical and dental information.
- Prepare a list of restaurants near the convention site, particularly for breakfast and days when lunch is not included as part of a function.
- In July prior to the convention, provide national office with a list of dining facilities for provincial night dinner dinners including the number of guests that can be accommodated. National office will forward this list on to the provincial presidents for their review and possible booking before arrival at the convention.
- Provide four hostesses in the convention centre during all business sessions.
- Ensure that there is a designated area for the hostesses to change and rest
- Consider whether hostesses are required
  - During bus transportation to point out historical places of interest.
  - At special events as meal tickets takers.
  - To direct life members, spiritual advisors and honorary life members to their luncheon rooms.
  - To collect the in-session mass collection bags.

## Liturgy Committee Responsibilities

### Overview

- Official Opening Eucharistic Celebration
- Liturgy Committee Arrangements
- Day of Formal Convention Opening
- Seating Plan
- Liturgical Procession
- Eucharistic Celebrations
- Order of Recessional
- Closing Eucharistic Celebration
- Installation/Reaffirmation of Officers
- Order of Recessional

Communication between the convention planning committee, liturgy chairperson and the national chairperson of spiritual development (with the national president and the national spiritual advisor as information only) should be ongoing in all aspects of liturgical celebrations.

The committee is responsible for the following:

- Preparations for the Eucharistic celebrations for the pre-and post-national executive meetings providing the mass kit, *Sacramentary*, hosts, gluten free hosts and wine. The post-convention Eucharistic celebration may have a large attendance (up to 100), as it is open to anyone who is able to attend.
- Daily liturgical celebrations during convention, planning details, including a mass kit and making physical preparations.
- Prepare to hold signs above the crowd to indicate communion station locations.
- Specific directions are necessary for the opening and closing Eucharistic celebrations.
- Consulting with the national chairperson of spiritual development before proceeding with liturgical arrangements.
- Working in close harmony with the host council's spiritual advisor.
- Ensuring that minutes of liturgy committee meetings are sent to the convention chairperson, the national president, the national spiritual advisor, the national chairperson of spiritual development and national office.
- Awaiting instruction from the national chairperson of spiritual development about specific plans she and the national president may have for daily liturgical celebrations during convention week.
- Together with the host council's president, spiritual advisor and convention committee chairperson, meet with the host bishop or his designate for suggestions or recommendations.
- In consultation with the host bishop determine the location of liturgical celebrations as early as possible and confirm in writing to the national chairperson of spiritual development.
- Communicate with church personnel regarding any requirements or restrictions, especially as regards flag placement.

- In February, the national president selects lectors from members of the national executive for readings and prayers of the faithful, and gift bearers for all convention liturgical celebrations, including pre- and post-convention celebrations.
- The list of those selected will be prepared by national office staff for distribution to the national executive and the convention liturgical committee.

All details needed for the liturgy booklet, such as hymns, copyright permissions and acknowledgements must be sent to the national chairperson of spiritual development by May 15<sup>th</sup> in order for her to prepare the camera ready booklet by the June 1<sup>st</sup> deadline.

Celebrants of the Eucharist generally use the readings of the day as prescribed in the liturgical calendar or otherwise with permission of the host bishop. Use the following references in planning liturgies:

- New Revised Standard Version of the bible
- The *Catholic Book of Worship II and III*, which include psalms/antiphons/refrains and liturgical music
- *Glory and Praise*, which contains a liturgical index for seasons of the church, rites of the church, scripture references, and church year
- General Instruction of the Roman Missal
- *Sacramentary and Lectionary*, CCCB Publications Services
- *To Speak as a Christian Community* – CCCB Pastoral Message on inclusive language
- Specific host norms as determined by the office of the host bishop

Music in the liturgy contributes to the prayerful spirit for community participation.

- Music chosen should be well known, encourage congregational singing, and complement the theme of the liturgy.
- Words of hymns should be available to the assembly.
- Leader of song and musicians should be provided for all liturgies.
- Other music books customarily used in the host diocese can be a valuable resource in the choice of hymns.

Copyright permission must be obtained well in advance of the convention for any hymns being reproduced. Approval must be indicated accordingly in the printed text.

In consultation with the national chairperson of spiritual development choose music and she will prepare the prayers of the faithful for all liturgies. There should be five for each Eucharistic celebration (church, world, community, sick, deceased) and they should reflect the overall theme, theme of readings, or theme for the day. Special attention should be given to ensure inclusive language in scripture readings, prayers and music. A proposal should be sent to the national chairperson of spiritual development by April 1<sup>st</sup>.

National office and the protocol committee are responsible to supply the flags, poles and stands.

Copies of readings should be forwarded to national office by June 1<sup>st</sup> for inclusion in the national executive pre-convention mailing.

Provide a vesting room for the clergy.

## Official Opening Eucharistic Celebration Planning

The liturgy committee should study plans and make necessary arrangements as indicated below.

- Arrange for a commentator for each Eucharistic celebration.
- The celebrant and homilist for the opening Eucharistic celebration is usually the host bishop. The national president issues an invitation to the host bishop to preside.
- Lectors include the national president (first reading), national first vice-president (second reading), and officers chosen by the national president for the prayers of the faithful.
- Special arrangements in the church are required for:
  - Liturgy participants
  - National executive
  - Flag bearers (provincial presidents)
  - Honorary life members
  - Life members
  - Dignitaries bringing greetings who are pre-seated rather than in the procession
  - The Book of Life

### At The Official Opening Mass

- The *Book of Life* is brought to the national convention each year by national office staff.
- The local liturgy committee chairperson can get it from the secretariat office, take it to church and place it in a place of honour near the altar, on a stand or small table, prior to the opening celebration.
- It is not carried in procession at any time.
- Take the *Book of Life* to the convention site and ensure that it is displayed in the “sacred” space during the convention business sessions.
- Bring the *Book of Life* to the church for the closing Eucharistic celebration and place it on a designated stand or table.
- Ensure that the *Book of Life* is returned to the secretariat office for return shipping to national office.

When the Eucharistic celebration takes place at the convention site rather than in a church, ensure sufficient albs, chasubles and stoles are available for visiting priests. Arrange for safekeeping of the chalice and consecrated hosts in the hotel or a driver for the person who will return the chalice and consecrated hosts to the church.

Ensure the printing of pew markers for reserved seating: invited guests, clergy, honorary and life members and the national executive. Ensure printing of signs to be held for the above groups at the opening.

The liturgy handouts for the opening and closing Eucharistic celebrations are the responsibility of the local convention committee (liturgy and printing).

### Closing Eucharistic Celebration

Before mass begins, place the *Book of Life* in the appropriate place.

## Printing Committee Responsibilities

This committee works closely with all committees, especially the liturgy and special events committees. Each committee should advise the printing committee of its requirements. The printing committee should determine printing costs for budget purposes.

- The liturgy program booklets will be printed at national office.
- The official convention program booklet is prepared at national office. All details needed for the booklet, such as meeting rooms, names, greetings, photos and acknowledgements must be sent to national office by June 1<sup>st</sup> in advance of convention to allow time for preparation and printing.

The local printing committee is responsible for:

- The liturgy handouts for the opening and closing Eucharistic celebrations.
- “Reserved” signs for the meeting room – signs for designated tables at business sessions for honorary life members (two tables directly in front of the main podium), life members, accredited delegates and national office staff (one table directly in front of the executive director); a table for media people should be reserved near the entrance doors at the rear of the assembly hall.
- Reserving a “minders” table up front and to one side to address any needs of the national executive.
- Menus and table signs – as requested by the special events chairperson.
- Printing tickets – colour coded and dated for functions as requested by the special events chairperson.
- Transportation tickets – for bus transportation as requested by the transportation chairperson.
- Directional signs as requested by the registration and credentials chairperson.
- Signs and pew markers as requested by the liturgy and protocol committee chairpersons.
- Posters requested by the public relations and publicity chairperson.
- All other requests by the convention planning committee chairperson.

Printing should be completed at least two weeks in advance of convention. The printing committee is responsible for assembling all material.

Be prepared to assist the secretariat with printing of last minute (resolutions) items.

## Protocol Committee Responsibilities

### Day of Formal Convention Opening

Make arrangements to take the flags/poles/stands to the assembly room at the church, prior to the Eucharistic celebration, for the procession.

- Choose mass greeters from among the members of the host convention planning committee or local parish councils.
- Arrange for greeters to display prepared large signs for identification of specific groups upon arrival at the church, i.e., national executive, honorary life and life members.
- Display a seating plan in the assembly room.
- Provide sufficient greeters (more than eight) for large crowd arrivals.
- Supply designated greeters with liturgical programs at the church entrance.
- Provide a committee member at the front of the church to direct national executive and honorary life members to their pews once they have processed into the church.
- Place flag stands (15) in appropriate places at the front of the church prior to mass.
- All greeters should be familiar with pre-arranged seating for life members.
- Line up provincial presidents with flags, national officers and honorary life members and in the assembly room, in readiness for the procession.

### Seating Plan (left side of church)

Give some consideration to the number of people who fit comfortably into a pew. Some churches have long or short pews. (It looks bad with empty pews up front).

Extra communication needs to take place with the local pastor regarding the seating for clergy. (He may not have space for them in the sanctuary and may want them to be seated up front on one of the sides.) This is sometimes an issue, so have a clear understanding before the rest of the seating plans are made.

- The number of designated pews required on the left side of the church will depend upon the number of dignitaries, guests, honorary life and life members registered for the convention (check this information with the registration and credentials committee). Dignitaries or guests are ushered to the front seat on left side upon their arrival at the church, prior to the celebration, by a designated greeter.
- Life members, on arrival at church, are ushered to pews four, five, six or extra pews as needed as determined by registration.
- Honorary life members process in following the flags and are ushered to pews two and three – immediately behind the dignitaries and guests.

Left side	Pew 1	Dignitaries/guests
	Pews 2, 3	honorary life members
	Pews 4, 5, 6	Extra pews as needed for life members

<b>Procession</b>
Canadian flag – carried by the Military Ordinariate Provincial President
Flag of host province
Ontario
Quebec
Nova Scotia
New Brunswick
Manitoba
British Columbia
Prince Edward Island
Saskatchewan
Alberta Mackenzie
Newfoundland and Labrador
Northwest Territories - to be designated by Alberta Mackenzie Provincial President
Yukon Territory - to be designated by B.C. & Yukon Provincial President
Nunavut Territory - to be designated by Manitoba Provincial President
CWL flag - carried by the national president
Honorary Life members (2 x 2)
National President-Elect (2 x 2)
National Past President
National Secretary-Treasurer
National First Vice-President
National Second Vice-President
National Chairpersons of Standing Committees
All provincial flags carried by the president or designate.

Led by the Canadian flag, the provincial presidents process to the front of the church and take their places in a row across the front of the altar, from left to right, with the Canadian flag on the far left and the CWL flag on the far right.

ALTAR

Left

Canadian flag xxxxxx

Right

xxxxxx CWL flag

Once the procession is complete, flag bearers will lift/raise their flags in unison for the singing of *O Canada*. At the conclusion of the anthem, flag bearers will lower their flags together, place them in the stands, and then take their assigned pews. (No flag will be higher than the Canadian flag) It is important that the stands are easily accessible to the flag bearers; they may be placed in one or two rows, in rank, according to space available. The Canadian flag is placed in the stand on the far left with the CWL flag on the right. (See flag visual on page 26.)

The assigned pews are as follows (may vary depending on the size of the pews):

- Honorary life members: pews 2 and 3 - left
- National president: pew 1 - right
- National president-elect; pew 1- right
- National past president: pew 1 - right
- National secretary-treasurer: pew 1 - right
- National vice-presidents (2): pew 2 - right
- National chairpersons of standing committees: pews 2 and 3 - right
- Provincial presidents: pews 4 and 5 - right

After the national president enters her pew, there is a short pause of silence to indicate that the CWL procession is complete.

Then the Eucharistic celebration is ready to begin.

The commentator introduces the gathering hymn and invites the congregation to participate.

### **Eucharistic Celebration**

#### Liturgical Procession

- Cross bearer
- Altar servers
- *Book of the Gospels* (not always processed in, it is a local custom)
- Clergy (sit in assigned pews)
- Presider

#### Order of Recessional

- Cross bearer
- Altar servers
- All clergy
- Presider

Opening, closing and daily masses follow the same order of procession.

### **Official Opening**

The timing of the official opening greetings is the choice of the local bishop. This may occur before or after the liturgical procession and Eucharistic celebration; either is correct. The planning committee needs to ascertain his preference direction on this.

The convention committee chairperson invites everyone to be seated following the procession. The host council president calls forth the dignitaries to bring greetings as follows:

- Host spiritual advisor
- Provincial president (if she is not the host)
- National spiritual advisor

- Municipal government representative
- Provincial government representative
- Federal government representative
- State Deputy Knights of Columbus
- Response from the national president

After dismissal, ensure that the flags are removed and relocated to the site of the closing Eucharistic celebration. For the closing Eucharist, the flags will not be processed into the church but must be arranged in their stands and will be processed out after the recessional and the liturgical procession. (See order of flag procession on page 22.)

### **Closing Eucharistic Celebration**

As they arrive in church, life members, members of the national executive and honorary life members are seated in reserved seating at the closing Eucharistic celebration. They do not process in.

Flags/poles/stands are placed in the church by the protocol committee and the *Book of Life* will have been placed by the liturgy committee in its appropriate place of honour in the church prior to the closing Eucharistic celebration.

The national president chooses lectors and gift bearers.

The commentator welcomes the people and introduces the gathering hymn.

Inquire with the local liturgy committee if there will be a collection. If so, then local support/hospitality people do it.

### **At the End Of The Closing Eucharistic Celebration**

The Installation/Reaffirmation of Officers Ceremony takes place after the final blessings (refer to the *CWL Ceremonies Booklet*).

The outgoing past national president is responsible for assisting the national spiritual advisor with the installation/reaffirmation ceremony. National office will provide the script for the installation and reaffirmation of officers. The liturgy committee chairperson should arrange for all materials as needed for candle or water liturgy.

Items needed for this ceremony:

- Bowl of water or candles depending on the liturgy chosen
- Gavel
- Past president's pin
- Unobtrusive copies of script

Following the Eucharistic celebration and installation, the provincial presidents, territorial designates, and national president move to their respective flags. They stand prepared to follow the presider in the recessional. The newly elected national president carries the CWL flag.

### Order of Recessional

- Cross bearer
- Altar servers
- Clergy

- Presider
- Provincial presidents with flags
- National president with CWL flag

From front pews on left side and right sides, honorary life and national executive members follow the flags two by two.

### **During the Business Sessions**

Delegate the table placement of the signs i.e. honorary life members, accredited delegate etc.

Walk honorary life members and life members to their reserved tables.

If mass is to be the first order of business during the convention session days, hold "Quiet" signs at the entrance doors. Thus delegates would enter the session room as one would enter a church.

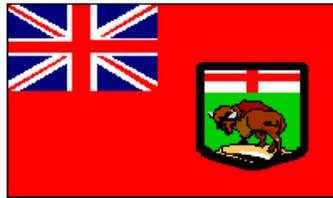
PROTOCOL: FLAG VISUAL – Numbered in the correct order of appearance when in procession and when placed in stands in a row.



(1) Canada



(2) Ontario



(6) Manitoba



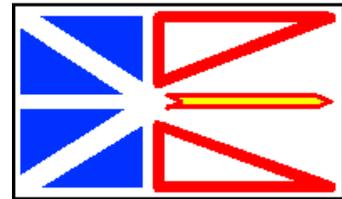
(10) Alberta



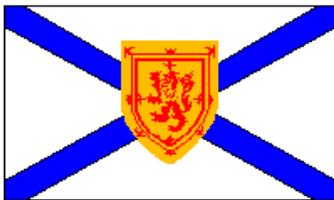
(3) Quebec



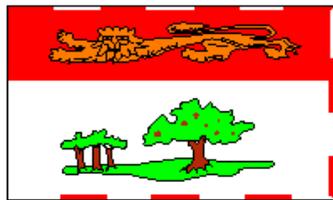
(7) British Columbia



(11) Newfoundland



(4) Nova Scotia



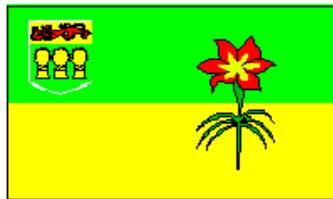
(8) Prince Edward Island



(12) Northwest Territories



(5) New Brunswick



(9) Saskatchewan



(13) Yukon Territory



(14) Nunavut



(15) The Catholic Women's League  
of Canada

The flag of the host province processes in directly following the Canadian flag, followed by the other provincial and territorial flags in the order of admission into confederation.

There are two sets of flags—one for the churches and one to be displayed behind the head table during the convention sessions. The flags are only processed in for the opening Eucharistic celebration and processed out after the closing Eucharistic celebration. The other set is put in place by the decorations committee before the business sessions begin.

After the closing Eucharistic celebration, the flags, poles and stands are returned to the secretariat office for shipping to the next convention committee.

Give instruction on how to hold the flags. The Canadian way is straight up and down, dip to 45° for the anthem, then hold it up and place it in the holder. At no time must the flag touch the floor.

## Public Relations and Publicity Committee Responsibilities

This committee has a two-fold duty:

- To promote the convention to gain maximum attendance
- To publicize the convention locally

### Responsibilities

- General promotion and publicity for a national convention begins two years in advance within the province, dioceses and parishes. It should be noted that the national president is the official spokesperson for the League.
- The public relations and publicity chairperson works directly with the national chairperson of communications and national office, both before and during the convention.
- The public relations and publicity chairperson will also work with the national chairperson of communications and the convention guest journalist, who is appointed by the national president.

### One Year Prior to Convention

- Prepare a list of the names, addresses, e-mail addresses and telephone/fax numbers for all national media contacts (national office staff will assist) and local media contacts.
- In consultation with the planning committee chairperson, begin early to prepare and compile the following material for the winter issue of *The Canadian League* and submit it to national office by the DEADLINE of November 15<sup>th</sup>:
  - Hotel reservation information
  - Convention Registration Form
  - Special Events Ticket Form
  - Picture for the front and back cover
  - An article about the convention of approximately 800 words

### Six Months Prior to Convention

- Contact local and Catholic press with dates and location of convention. Invite a representative to cover the convention, indicating that further material will be forthcoming.
- Contact the official photographer to determine any special arrangements.

### Three Months Prior to Convention

- Send the media kit prepared by national office to local media as well as national Catholic press, national newsrooms in radio and television, the Canadian press and religious editors of major papers.
- Personalize the kits, with a short introduction highlighting something special about the convention. Include the name of the national president and national chairperson of communications who may be contacted for further information through the phone/fax numbers and e-mail address of national office.
- Supplies for media kits will be provided by national office and sent to the public relations and publicity committee chairperson for distribution. Provide national office with the number of kits needed and request extras for distribution to the press attending the convention.

Information included in the media kits:

- Convention agenda/program
- Copy of The Canadian League
- Photograph and biography of the national president
- Photograph and brief biography of guest speaker(s) and outline of topic(s)
- Photograph and brief biography of national spiritual advisor and other bishops who will have a prominent role in the convention program
- A schedule of events, including social, liturgical and convention functions, outline of key participants, including officers who will participate and/or bring greetings

### **Two Weeks Prior to Convention**

- Contact those who were sent media kits to remind them of the convention. Those attending will need to complete the registration form as a guest.
- Confirm the official press conference time and location, as approved by the national chairperson of communications and national president. This usually takes place Wednesday at 8:00 a.m.
- Contact the convention guest journalist and national chairperson of communications to review specific requirements.

### **Requirements at Convention**

- A clearly identified table in the assembly room near the entrance doors at the rear of the room with a clear view of proceedings
- Welcome packages for reporters (including the annual convention program and report book) clearly labelled “Press Table – Please Do Not Remove”
- Pads of paper on the press table to allow the press to write down any questions
- Questions should be given to the chairperson of the committee who acts as liaison between the media and the national chairperson of communication and the national president. The public relations and publicity chairperson should be available throughout the convention.
- A committee member should be at the press table at all times, responsible for welcoming the reporters, ensuring that all media rules are respected and communicating all questions or concerns to the chairperson of the committee.
- An extension cord to plug in the guest journalist’s laptop in the convention room.
- The secretariat should provide access to photocopier to copy press releases for the official press conference
- A memory stick (flash drive) to back-up all press releases and media contact information
- E-mail and fax access to send out press releases

## Press at Convention

- The national president is the official spokesperson on all League matters.
- The chairperson of the public relations and publicity committee, members of the committee and volunteers at the press table cannot answer media questions about the League, its policies or practices.
- Ensure that all members of the press sit at the press table.
- Prior approval must be given for any pictures.
- Media interviews with the national president should be arranged in conjunction with the national chairperson of communications, guest journalist and the public relations and publicity chairperson at a time convenient with the schedule of the national president.
- No audio or video recording is permitted at any time during the convention without the permission of the national president.
- A press conference may be held after the adoption of resolutions and must be coordinated with the national president, the national chairperson of communications and the convention guest journalist.
- The location of the press conference is usually in a designated meeting room.
- The table should have identifying name plates in front of the national president, national president-elect and national chairperson of communications.
- It is the president's call whether to invite any interested parties at the assembly to attend the press conference. Sometimes about 10 members show up, so extra seating at the end of the room should be provided.
- Open the press conference by introducing yourself, the national president and any other members of the national executive who have been invited by the national president. Circulate a sign-in sheet requesting name, media outlet, address, telephone, fax number, and e-mail address of each participant wanting a copy of the press release to be issued following the convention.
- The convention guest journalist will prepare a press release to be faxed or e-mailed to all invited media and contacts during the convention and prior to any scheduled press conference.
- The national president and national chairperson of communications shall approve press releases before publication or distribution.
- Keep a file of all press releases and media personnel invited, and those who attended the convention, and forward a copy to the national chairperson of communications and national office following the convention.
- Arrange to have copies of local newspapers publishing convention coverage available.
- The convention guest journalist and national chairperson of communications will prepare a detailed write-up, to be approved by the national president, and sent to all Catholic press and secular media by national office within a week of the convention. Provincial presidents and provincial chairpersons of communications can assist with distribution to media within their province.
- The convention guest journalist will prepare an article for *The Canadian League*.

## Registration and Credentials Committee Responsibilities

This committee sets up the facilities and procedure necessary for registration as follows:

- Voting and accredited delegates (credential cards).
- Honorary life members/life members. Honorary life members and life members are not required to pay a registration fee for the convention.
- Members, guests and hierarchy.

The Advance Registration Form and Special Events Ticket Form, with information supplied by the local convention committee, are prepared by national office for printing in the winter issue of *The Canadian League* magazine. The deadline for submission is November 15<sup>th</sup>. Before printing in the League magazine, national office will send a review of the draft forms to the local registration committee to ensure any changes to the forms are consistent with the expectations of the committee.

- The online forms are treated the same as the mail-in registration forms.
- National office registers the national executive using the online method.
- When completed forms are received from members, the committee should copy each one onto 8 ½" x 11" paper and place them in binders supplied by national office. (See registration form on page 54.) The committee is welcome to provide input on the development of the forms.
- After the convention, registration forms and binders are sent to national office.

One month prior to convention, inform each provincial president of the numbers registered from her province (to assist in arranging for their provincial dinner).

Staff requirements at convention will depend on the number of members who have pre-registered. As a general rule, use the following schedule as a guideline:

First two days – five or six members

- One to take care of signature, tickets and money
- One to ensure late registrants fill out forms
- One to prepare name tags for late registrants
- Two or three to file forms and hand out materials
- One to handle the sale of the photo CDs of the convention

During business sessions, the registration desk is open with staff of one or two members.

- Arrange for tables, chairs and cash boxes, and provide a sufficient number of registration forms, programs, pencils and pens. A separate table should be designated for delegates who are not pre-registered.
- Post a bulletin board in a prominent place for messages.
- A budget is necessary for items such as computer rental, stamps, phone calls, copying and other supplies.

### Credentials

Credentials are a very important part of the registration process, as it determines the total number of delegates eligible to vote. If any credential form is received with the registration form, it is mailed to national office for processing. National office prepares the official credential and voting cards.

- Upon arrival at convention, the appointed staff person will meet with the registration and credentials chairperson to review the procedures and hand over the original copies of the credential cards in a binder with plastic sleeves and the *Credentials Register*.
- When a voting/accredited delegate registers, she must produce the duplicate copy of her credential card, which is matched with the original provided by national office. Once the credential card is matched with the original, the delegate is asked to sign the *Credentials Register* and the registration and credentials committee retains the copy of the credential card. The delegate is then issued a coloured voting card.
- Sometimes, a member claims to be an accredited delegate but is not eligible to vote, or she may have forgotten to bring the bottom copy of her credential card. If her name is on the *Credentials Register* prepared by national office, and she does not have the bottom copy of the credential card, she must contact the national office staff person to obtain a credential card. Her provincial/diocesan president and secretary must then sign the newly issued credential card. If either of these members is not in attendance, a provincial/diocesan delegate must sign the card.
- If a member claims to be eligible for a voting card, but does not have a credential card, nor does her name appear on the *Credentials Register*, national office staff will address the problem.
- National officers and voting delegates (provincial presidents) are required to be at the convention site to attend a national executive meeting prior to the time registration opens. Because of this situation, having national executive members sign the *Credentials Register* at the pre-convention national executive meeting accommodates their registration procedure. This usually takes place in their meeting room on Saturday morning, to be determined by the president. The *Credentials Register* is then turned over to the registration and credentials chairperson.
- The credentials report, showing the number of delegates eligible to vote registered under each category will be completed by the registration and credentials chairperson and reported at the beginning of the business sessions each day. (See Appendix D: Credential Report on page 52.)
- It is a requirement for delegates to register prior to 11:30 on Monday in order to be named in the roll call. Late registrants will receive a voting card and will be included on the *Credentials Register*; however, they will not be individually acknowledged.
- Sometimes, a delegate neglects to register, or arrives after the initial *Credentials Report* has been presented and, therefore, is not included in the count. At the beginning of each day of the business sessions, the national president will ask if there are any such delegates and, if there are, their registration and credentials must be processed; the chair will then notify the national president that there is an amendment to the *Credentials Register*. The chairperson must confirm the number of delegates who have registered since the first report was presented, and this revised report will be accepted by motion. Once accepted, the registration and credentials chairperson will amend the *Credentials Register* to reflect the change.
- The completed *Credentials Report* must be returned to national office staff at the end of the business sessions for inclusion in the minutes.

## Registration

The registration and credentials committee is responsible for all items that are specific to a convention attendee.

- A registration form must be completed for/by each person attending convention, including visitors.
- Members registering in advance, either by mail-in or online, using the Advance Registration Form in *The Canadian League* magazine will be asked to sign their completed Advance Registration Form or

a prepared list upon arrival at convention, when the delegate will be issued a name tag and convention program.

- Members registering in person must complete a registration form and pay the registration fee, at which time the delegate will be issued a nametag and convention program.
- Members of the national executive will register in advance; registration is sent by national office.
- The national treasury pays the registration fees for members of the hierarchy, the national executive, national office staff, resolutions committee members, amendments committee members, the parliamentarian (if applicable) and guest speakers. It also pays for designated special events tickets for the national executive.
- The chairperson of the registration and credentials committee will be called upon by the national president to give the final *Registration Report* at the end of the business sessions. (See Appendix F: Registration Report on page 55.)

### **Name Tags**

The registration and credentials committee prepares nametags. Nametags must contain:

- First and last name (in large print)
- City/province of residence
- Delegate status
- National executive members should have their office stated
- Members of the Military Ordinariate Provincial Council must be designated

Name tag colours are one way to denote the various positions of the convention attendees. Your committee may prefer a way to accomplish this, e.g. a coloured dot, cord or stripe.

### Suggestions

- Use plastic pocket-type nametags, if feasible.
- Print two labels for each delegate — one for the name tag/one for the envelope file, according to province/category. (See Appendix G: Name Tags on page 56).

Convention welcome bags and their contents are located behind the registration and credentials committee to be handed out at the time of registration. They are not specific to a registrant and thus, can be compiled/assembled ahead of time by any committee, i.e., décor or welcoming committee.

## Sale of League Supplies Committee Responsibilities

- National supplies for sale are shipped directly to the convention site as soon as the hotel accepts deliveries.
- Three six-foot or two eight-foot tables will be required to display sale material. It is desirable to have a smaller separate table for “no charge” items, such as brochures and leaflets. Location of tables should be shown on a map/floor plan.
- Three to four members will be required between the hours of 8:00 a.m. and 5:00 p.m. to sell supplies and look after the “no charge” items. Hours of operation as decided by the convention planning committee should be posted.
- Tables for national supplies should be staffed at all times during hours of operation.
- The convention planning committee treasurer should provide two cash boxes with a float of \$100.00 each.
- Receipt books for sales make reconciliation at the end of convention far easier.
- Ideally, supplies for sale should be located in a room close to the business sessions for the easy access of delegates, and where supplies can be stored and the room locked each night. This avoids re-packing unsold items each night and moving them for safekeeping.
- National office can design and supply order forms for members who may wish to order sold out inventory. All such forms, including payment, should be included in the materials returned to national office to be mailed directly to the member at convention’s end.
- All cash and cheques (made out to the host council) are the responsibility of the convention planning committee treasurer. Funds should be picked up each day for bank deposit (see Planning Committee Chairperson and Co-Chairperson).
- One member should be assigned to pack/verify-unsold items for return shipping to national office. An invoice will be issued for payment of sold items.

## Secretariat Office Responsibilities

At least six months prior to convention, the chairperson for the secretariat office arranges for a central office area at the convention site. The room should have good lighting, sufficient space and electrical outlets to house and operate the required equipment.

The chairperson should:

- Consult with national office staff regarding equipment needs and arrange for rental of it locally.
- Obtain three (3) quotes for an appropriate photocopier and three (3) quotes for audio-visual equipment. The quotes should be submitted to national office six (6) months prior to convention.
- Ensure the secretariat office is well supplied with consumables including items such as pens, post-it-notes, note pads, etc.
- A computer and printer would be an asset especially if there is none available at the hotel business office.
- Some guest speakers may have printing requirements. If other guest speakers know how many are attending the sessions, they bring their own handouts.
- Arrange for a “quick print” company near the convention site that can copy, collate and staple copies of resolutions within a defined time frame. The cost is borne by the national treasury.
- Arrange for staffing the secretariat office starting on the Thursday before the convention.
- Ensure the availability of “work order forms” and ensure that the requesting person confirms each request.
- Ensure that the secretariat area is cleared of excess furniture in readiness for delivery of the rental equipment, in conjunction with the staff of the convention site. Be available at the time of deliveries.
- Oversee pre-arranged pick up of trunks/boxes for shipment to national office at the end of convention, in the event that members of national office staff are not available.
- Unpack the boxes sent by national office and lay out the supplies included.

## Support Committee Responsibilities

This committee lends support to all other committees, where needed, throughout the convention. It should be comprised of at least six members, in addition to the chairperson, and be assigned and be easily identifiable as support to specific areas, such as:

- Registration
- Sale of national office supplies
- Hospitality room
- Meeting rooms
- Secretariat office/exhibit area
- Formal opening ceremonies reception

Committee members should have a distinct form of identification separate from the committee as a whole and could serve as “runners,” “information people,” or fill in where necessary. In particular, one member is required for the resolutions committee meeting room.

Some of the duties include checking meeting rooms prior to and following scheduled meetings to ensure that:

- Meeting room doors are unlocked
- Water jugs/glasses are in place (if applicable)
- Microphones are in working order
- Table arrangements are in place (if applicable)
- Equipment/decorations are in place or removed (if applicable)
- Any other materials/equipment is in order

Committee members could assist by:

- Acting as runners/relaying messages or “information people”
- Filling in for other committee members who may need to leave their positions temporarily, or as extra help, if needed
- Serving as ticket-takers for lunches and meals

## Technical Production Committee

The national office liaison will provide a detailed list of the audio/visual requirements for this committee. The list would include all requirements of the convention as well as the pre- and post-convention meetings.

During convention, the committee must be accessible to national office staff, guest speakers and members of the national executive. As presenters often will not know in advance what their requirements will be until they see the meeting room, and as audio-visual services are a national cost, all requests from national office, guest speakers and members of the national executive, regardless of when the requests are made, will be accommodated.

National office will provide a list of required photographs to be taken (e.g. national executive, new life members, honorary life members, convention committee, and casual photos of the events for the fall issue of *The Canadian League* magazine.)

All requests of an A/V nature would be ordered through the committee to provide continuity.

This committee would oversee all audio-visual requirements

- Cue them for microphones
- Cue them for cameras
- Coordinate required equipment for all convention speakers
- Work with the official photographer to ensure all necessary photos are taken

For the purpose of projecting the mass and liturgical services, it is preferable that this person be a Catholic who is familiar with both the services taking place and A/V equipment.

## Tickets and Special Events Committee Responsibilities

- Menus
- Head table protocol
- Special favours, if any, at the head table
- The coordination, with the decorating committee, of the ordering of flowers for the head table and other events
- Special events, as may be decided by the convention committee
- Coordinating and staffing special events, including closing banquet
- Determining the venue and number of buses required as well as times of arrival and departure of buses

Working closely with the tickets chairperson,

- Decide which tickets are to be included in the total package or block of tickets. The price should be listed on all tickets. Colour code tickets for various functions. Prepare for printing committee.
- Prepare a Special Event Tickets order form for publication in the winter issue of *The Canadian League* magazine by the deadline of November 15<sup>th</sup>. (See Appendix H: Special Events Tickets Form on page 57).
- Confirm with convention planning committee chairperson how many tickets/places can be available for each event.
- Give order for tickets to the printing committee.
- Be responsible for tickets. Arrange for ticket sales to latecomers.
- Be prepared to open the ticket desk prior to and during convention. Establish dates/times in consultation with the convention planning committee and in cooperation with the registration and credentials committee.
- Provide courtesy tickets for all guests, speakers and the press as required, in consultation with the national president.
- Maintain a careful record of tickets sold and unsold to avoid over-selling, and a financial statement of sales.
- Prepare a “Receipt and Special Events Tickets” envelope. (See Appendix I: Ticket Committee Envelope on page 58).
- Establish the procedure for collecting tickets – either at the door by committee members or at the tables of dinner/banquet by hotel staff. The hospitality/support committee may be able to assist with this.
- Tickets for local dignitaries will be the financial responsibility of the convention planning committee.
- Tickets for the national executive will be paid by national office.

The committee member responsible for the coordination of that particular event should oversee each special event.

### **Closing Banquet (a Special Events responsibility)**

- The national president, in consultation with the convention planning committee, determines the date, place and hour.
- Table plans and decorative motif, should be planned well in advance.
- The order of precedence in the matter of seating arrangements for table guests is determined by the national president and may not be firm until a few days before the convention. An initial list can be available from the national office staff person.
- Arrange for red and white wine to be supplied to the head table guests. This is an expense of the national treasury.
- Arrange for the piper for the entrance of the head table guests. His or her fee would be an expense of the convention planning committee.
- Ensure that banquet tables are set up with appropriate number of places at each table.
- Ensure that table decorations, banquet programs and head table place cards have been arranged, as well as arrangements for any other special requests of the national president.
- Arrange for a seating list display for the closing banquet.
- Assign tables for each province (11) with enough spaces for all who purchased tickets.

If there is no raised head table, arrange to have a podium, microphone and lighting “on stage” for grace and speeches.

## Transportation Committee Responsibilities

Members of this committee should have identification tags or a mode of dress that is easily identifiable. There should be cell phones available for committee members in order to communicate any difficulties.

Committee members are responsible for the following:

- Securing quotes from bus companies well in advance of the convention.
- Compiling a list of arrival times to coordinate transportation from the airport to the hotel.
- Meeting incoming national executive and honorary life members and arranging transportation to the convention site.
- Having committee members at the airport, if possible, to welcome all incoming delegates, and arranging transportation to the convention site, or to direct them to shuttle services.
- Arranging transportation for special guests as requested. Special assistance should be provided for senior or disabled members (e.g., transportation to special events).
- Arranging transportation for delegates sightseeing or special tours, in consideration of business and other convention activities taking place.
- Providing a car for unexpected errands or emergencies.
- Bussing if required, to the opening and closing liturgies (the day and time needs to be considered in relation to the distance, traffic patterns and convention program/agenda).
- Securing quotes from tour operators or school boards well in advance of the event.
- Considering special needs transportation for anyone requiring the services.
- Providing a car/driver for the national president to travel to opening/closing liturgies, if requested.
- Providing bus departure times for activities and functions listed on the convention program, and away from the convention site, if known in advance.
- Arranging for at least two or three members of the committee to collect bus tickets.

## National Treasury

Convention expenses paid by the national treasury according to the *National Executive Expense Policy*:

- All expenses including transportation, registration fees, designated special events tickets (for national executive only), accommodation and meals for national executive, national office staff, members of the resolutions and amendments committees, guest journalist and parliamentarian.
- Transportation for honorary life members to attend.
- Expenses and/or honoraria for presenters/panellists/resource persons and special guests.
- Banquet tickets and registration fees for all invited bishops attending the convention. (Bishops are responsible for their travel, per diem, special events tickets and accommodations.)
- Shipping charges for all national office goods, to and from the convention site.
- All items used in the secretariat such as rental of computers, printers, photocopier, paper supplies, printing costs and telephone hook-up if necessary.
- Expenses for the national president's pre- and post-banquet receptions.
- Cost for audio-visual equipment and microphones.
- Costs, if applicable, of exhibit tables for non-profit organizations.
- Meeting room costs when the site negotiations do not include negotiated free meeting rooms.
- Convention program annual report booklet and liturgy book.
- Convention registration fees for life members who attend.

## National Office Staff Responsibilities

- Prior to signing a contract the executive director should visit the proposed sites with the convention planning committee chairperson to determine which site should be chosen based on needs and past experience.
- The executive director signs and approves the site chosen for the convention, in consultation with the host committee and the current president.
- Prepare an order form for the sale of League supplies to be sent to the chairperson. The form should include the items available for order and a space for the committee to indicate the item and the number requested.
- Prepare purchase order forms, carbonized, which are to use for reconciliation and PST information.
- Send \$3,500 seed money to host council once a budget is submitted to the national finance committee.
- Send a letter reconfirming convention dates to the host president together with the *Guide to Hosting the Annual National Convention*.
- Review copies of all convention minutes received from the convention planning committee chairperson or secretary of the committee.
- Prepare a list, in consultation with the national president, of the meeting room requirements for use by the convention planning committee chairperson.
- Send requests, in consultation with the national president, to guest speakers and follow up for confirmation.
- Prepare a list of names, addresses, and e-mail addresses of the convention planning committee members for national executive to give their personal thanks after the convention is over.

### Six Months Prior, February, to Convention

- Send a copy of the draft agenda from the national president to the convention planning committee chairperson and the host president.
- Prepare a list of those selected by the national president for lectors for readings, prayers of the faithful and gift bearers for the convention Eucharistic celebrations, for circulation at the winter national executive meeting.
- Distribute credential cards at the winter meeting to the national executive.
- Prepare convention insert for the winter issue of *The Canadian League* magazine, including Advance Registration and Special Events Ticket forms.
- In consultation with the national president, send invitations, over the signature of the national secretary-treasurer, to the hierarchy, honorary life members and life members, provincial and diocesan spiritual advisors.
- Prepare a list of acceptances of all the invited guests and forward to the national president and the convention registration and credentials committee and the convention planning committee chairperson. In consultation with the national president send invitations to special guests (e.g., presidents or representatives of the National Council of Catholic Women, Women's Inter-Church Council of Canada, Ukrainian Catholic Women's League of Canada, World Union of Catholic Women's Organizations, and local dignitaries from the list submitted by the convention planning

committee and approved by the national president (e.g., mayor, provincial/federal government representatives, State Deputy, Knights of Columbus).

- Maintain close contact with the convention planning committee chairperson, national president and national chairpersons of spiritual development and communications before and during the convention.
- Compile a list of the organizations requesting exhibit space for the national president.

### **Three Months, May, Prior to Convention**

- Register the national executive for their accommodations and all special events.
- Register national office staff.
- Ensure that the speakers, parliamentarian and resolutions committee are registered.
- Notify the accommodations and reservations committee in advance about accommodations to be paid by the national treasury.
- Prepare convention program booklet for printing.
- Design, in consultation with the national president, the pre- and post-banquet reception invitation/tickets. In an election year consult the president-elect on post-banquet guests.
- Survey national executive members as to attendance at the closing banquet of any of their family members. The executive member pays for these guest tickets. Inform the national president of these names because she decides who sits with whom at the banquet. The family members will be invited to attend the pre- and/or post-banquet reception by the president. National office will send out invitations to these events under the signature of the national president.
- Advise approved exhibitors, in writing in advance of convention, about dates, hours of operation, set up and takes down times.
- Send material for media kits to the public relations and publicity committee chairperson, for distribution to the press attending convention.
- Approve all physical requirements and audio-visual equipment requested by the national executive, in consultation with the national president and convention planning committee chairperson.

### **One Month, July, Prior to Convention**

- Print the liturgy booklet under the direction of the national chairperson of spiritual development and in consultation with the national spiritual advisor and national president.
- Provide the transportation committee chairperson with a list of the arrival times of the national executive and special guests.
- Assist the national chairperson of communications with the preparation of all press releases.
- Send a copy of the final agenda from the national president to the national spiritual advisor and convention planning committee chairperson.
- Prepare the convention evaluation form and make arrangements for insertion in convention bags and for circulation on the last day of business sessions.
- Ship the following items to convention: Our Lady of Good Counsel picture/stand, spiritual advisor's stole, altar cloth, *Book of Life*, *Ceremonies Booklet*, convention booklets, flags, poles and stands, and honorary life members' tablecloths.

- Ship League supplies for sale direct to the convention site at least one week prior to the convention.
- Ship the flags, poles and stands to the secretariat “Attention: chairperson of the protocol committee”.
- During the convention have a laptop and a member of staff available to revise documents when requested.

If the printing of booklets is done in the host city, national office will arrange and pay for it.

## Appendix A: Gala Banquet

### The Agenda

The national president chooses the speakers. The agenda is prepared by the convention planning committee chairperson and follows this format:

1. Words of welcome — convention planning committee chairperson
2. Prayer for the Holy Father and blessing — ordinary of the diocese (bishop)
3. Toast to Canada — honorary life member chosen by the national president
4. Toast to the League — honorary life member chosen by the national president
5. Grace before meals — national spiritual advisor
6. Introduction of the special guests (after dessert) — convention planning committee chairperson
7. Grace after meal — host council spiritual advisor
8. Appreciation — national president
9. Entertainment (optional)

### Introduction Protocol

Cardinals — Your Eminence

Archbishops — Your Grace

Bishops — Your Excellency

At the head table, the bishop may be introduced as

Most Reverend \_\_\_\_\_, Bishop of \_\_\_\_\_.

### Introducing the Head Table

In the case of small head tables, end with the president's table and the president is the last person introduced. If a long head table is used, begin with the extreme left, in order, up to the person next to the convention planning committee chairperson, then the extreme right, to the bishop. The bishop is always the last person to be introduced. Ask the audience to withhold applause until all have been introduced.

## Appendix B: Basic Requirements

The national convention usually takes place starting the second Sunday of August, continuing until Wednesday, with executive meetings the preceding Thursday through Saturday and the following Thursday.

Requirements should include specifications as to the number of meeting rooms, how many to accommodate, if food is to be served, and an outline of special needs such as microphones, audiovisual equipment and exhibit tables.

### Tentative Pre-Convention Meeting Room Requirements

Preceding Thursday:	Resolutions Committee	Meeting room for eight people from 8:00 a.m. to 5:00 p.m.; coffee/tea/juice provided at 8:00 a.m. and 1:00 p.m.
	Secretariat	Meeting room may serve as secretariat (Friday to Thursday)
Preceding Friday:	Administrative Committee	Meeting room for eight people from 8:00 a.m. to 5:00 p.m.; coffee/tea/juice provided at 8:00 a.m. and 1:00 p.m.
	Provincial Presidents' Roundtable	One meeting room required for 12 people from 8:00 p.m. to 10:00 p.m.
Preceding Saturday:	Executive Meeting	Meeting room required for 25 people (hollow square, allow elbow room please) from 8:00 a.m. to 5:00 p.m.; coffee/tea/juice provided at 8:00 a.m. and 1:00 p.m.
	Luncheon	Catered lunch for the national officers in meeting room (12 people)
	Luncheon	Catered lunch for national president and provincial presidents (12 people)
	Registration	Lobby registration (Saturday to Wednesday)
Sunday:	Executive Meeting	Meeting room required for 25 people 8:00 a.m. to 2:00 p.m.; coffee/tea/juice provided at 8:00 a.m. and 1:00 p.m.
	Resolutions' Dialogue	Meeting room required for 250 people 2:30 p.m. to 4:30 p.m.; round tables

## Tentative Convention Meeting Room Requirements

Sunday to Wednesday	Secretariat Office	
	Prayer Room (optional)	6:30 a.m. to 10:00 p.m. (come and go, no more than an estimated 30 people at one time)
	Sale of National Office Supplies	8:00 a.m. to 5:00 p.m. (room for four large tables, boxes of inventory, and sellers)
	Hospitality	6:00 a.m. to 8:00 a.m. (come and go, estimated 50 people at one time) (complimentary breakfast is not required — at discretion of host council and if permitted by hotel)
	Registration	7:30 a.m. to 7:00 p.m. (foyer near sessions room is preferable)
	Exhibits	Approximately 10 exhibitors, including a local religious bookstore, and exhibit tables depending on the space
Monday to Wednesday	Business Sessions	Convention room for 800 people (or based on past experience); round tables. Tiered head table with centre podium and podiums and microphones on each end
		Microphones/sound system; three microphones placed on stage; three floor microphones
		Large screen on either side of stage with LCD projectors
Monday only	Standing Committee Luncheons	Eleven rooms for luncheons [optional — determined by national executive]
	Presidents' Luncheon	Catered luncheon for an estimated 100 presidents
	Evening Entertainment	Possible banquet in convention room for an estimated 450 people [optional — determined by convention planning committee]
Tuesday only	Life Members' Luncheon	Catered luncheon for an estimated 90-100 life members
	Spiritual Advisors' Luncheon	Catered luncheon for an estimated 30-40 spiritual advisors
Wednesday only	Honorary Life Members' Luncheon	Catered luncheon for honorary life members, 14 people maximum (president and president-elect attend)
	Pre- and Post-Banquet Receptions	For an estimated 100 people
	Gala banquet	For 550-1,000 people, depending on registration

### Tentative Post-Convention Meeting Room Requirements

Final Thursday	Mass	Meeting room required for morning mass (approximately 50 people)
	Executive Meeting	Meeting room required 9:00 a.m. to noon for 25 people (hollow square) and continental breakfast

### Possible Guest Rooms by Day

Suggestion: check last year's convention file

Wednesday	10
Thursday	15
Friday	40
Saturday	106
Sunday	144
Monday	153
Tuesday	153
Wednesday	132
Thursday	10

## Appendix C: Revenue and Expense Statement

### Revenue

Bank interest		\$ 1,167.66
Bus transportation		
Event 1	\$2,055.00	
Event 2	1,116.00	
Opening and closing masses	<u>1,404.00</u>	
		4,575.00
Cash bar for event 7		1,461.66
Committee expenses		319.49
Fundraising items		
Madonna pin	55,441.00	
Shipping	<u>461.88</u>	
		55,902.88
Gala banquet tickets		34,125.00
Gifts		9,845.13
Miscellaneous income		1,405.79
National convention advance		3,500.00
National supplies sold		2,049.95
NSF cheques repaid		257.42
Offertory collection		4,252.50
Registration fees		27,740.00
Special event ticket sales		
Event 1	5,215.00	
Event 2	3,080.00	
Event 3	23,660.00	
Event 4	2,415.00	
Event 5	1,225.00	
Event 6	3,150.00	
Event 7	<u>12,240.00</u>	
		50,985.00
Voluntary council/member contributions		<u>26,893.50</u>
		224,480.98

**Expense**

Audio/visual		\$ 208.00
Bank charges		242.16
Bus transportation		
Event 1	1,864.50	
Event 2	678.00	
Event 6	1,400.07	
Opening and closing mass	<u>559.35</u>	
		4,501.92
Coffee breaks		13,277.00
Decorations committee		5,497.68
Fundraising		
Cost of pins	18,690.35	
Shipping	<u>970.40</u>	
		19,660.75
Gala banquet		24,632.60
Hospitality committee		67.92
Liturgy committee		2,729.85
Meeting rooms		209.05
Miscellaneous		100.52
National convention advance returned		3,500.00
National executive shuttle costs		211.61
National supplies purchased for sale		2,049.95
NSF cheques		879.42
Offertory disbursements		4,252.50
Office supplies		514.94
Opening mass reception		1,080.83
Postage		104.64
Printing		2,006.35
Public relations and publicity committee		3,328.95
Refunds		2,711.00
Registration and credentials committee		3,354.41
Registration fees to national		27,800.00
Room set-up		668.35
Special events committee		3,403.60

Special events costs

Event 1	2,393.28
Event 2	2,697.00
Event 3	18,223.10
Event 4	2,156.00
Event 5	928.00
Event 6	2,005.78
Event 7	<u>11,244.00</u>

39,647.16

Supplies

127.11

Taxes and gratuities

21,065.20

187,833.47

**Net income before disbursements**

36,647.51

**Disbursements**

Committee accommodations during convention	12,543.20
Committee registrations	3,988.91
Committee travel to meetings	6,401.53
Committee travel to previous convention	7,050.00
Televised mass	<u>2,700.00</u>

32,683.64

**Net Income**

\$ 3,963.87

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Convention Chairperson Signature

Convention Co-Chairperson Signature

Date: \_\_\_\_\_

## Appendix D: Credentials Register

The Catholic Women's League of Canada

Annual National Convention, (city/province)

August \_\_\_\_, 20\_\_

### VOTING DELEGATES (provincial presidents)

Council	Name	Signature
Alberta Mackenzie		_____
B.C. & Yukon		_____
Manitoba		_____
Military Ordinariate		_____
New Brunswick		_____
Newfoundland & Labrador		_____
Nova Scotia		_____
Ontario		_____
Prince Edward Island		_____
Quebec		_____
Saskatchewan		_____

### NATIONAL OFFICERS

Office	Name	Signature
President (International Relations)		_____
President-elect (Organization)		_____
1 <sup>st</sup> Vice-President (Spiritual Development)		_____
2 <sup>nd</sup> Vice-President (Communications)		_____
Secretary-Treasurer		_____
Past President (Laws)		_____
Christian Family Life		_____
Community Life		_____
Education and Health		_____
Resolutions		_____
Legislation		_____

**PROVINCIAL ACCREDITED DELEGATES (2)**

**Council**

**Name**

**Signature**

Alberta Mackenzie

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BC & Yukon

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Manitoba

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Military Ordinariate

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New Brunswick

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Newfoundland & Labrador

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Nova Scotia

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Ontario

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Prince Edward Island

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Quebec

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Saskatchewan

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## Appendix E: Registration Form

The Catholic Women's League of Canada

\_\_\_\_\_<sup>th</sup> Annual National Convention

(Hotel name, city, province)

August \_\_ - \_\_, 20\_\_

One person per registration form (photocopy additional forms).

Name \_\_\_\_\_

PLEASE PRINT

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Please check the following:

_____ National Spiritual Advisor	_____ Life Member
_____ National Officer	_____ CWL Member
_____ Voting Delegate	_____ Provincial Spiritual Advisor
_____ Provincial Accredited Delegate	_____ Diocesan Spiritual Advisor
_____ Diocesan Accredited Delegate	_____ Parish Spiritual Advisor
_____ Honorary Life Member	_____ Member of the Hierarchy
_____ Military Ordinariate Member	_____ Guest

NOTE: This section must be completed for accounting purposes.

REGISTRATION FEE: \$ \_\_\_\_ per day or \$ \_\_\_\_ per week

Check one \_\_\_\_ (one day) \_\_\_\_ (two days) \_\_\_\_ (one week)

Make cheques payable to \_\_\_\_\_ CWL National Convention

Your cancelled cheque will be your receipt.

COMPLETE ADVANCE REGISTRATION FORM AND MAIL WITH FEE TO:

(Name, address & telephone number of registration and credentials chairperson)

## Appendix F: Registration Report

ANNUAL NATIONAL CONVENTION, AUGUST \_\_\_ - \_\_\_ 20\_\_\_

CHAIRPERSON: \_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_

Voting Delegates (provincial presidents)	_____		
National Officers	_____		
Provincial Accredited Delegates	_____		
Diocesan Accredited Delegates	_____		
Honorary Life Members	_____		
Life Members	_____	Subtotal	_____
Alberta Mackenzie	_____		
BC & Yukon	_____		
Manitoba	_____		
Military Ordinariate	_____		
New Brunswick	_____		
Newfoundland and Labrador	_____		
Nova Scotia	_____		
Ontario	_____		
Prince Edward Island	_____		
Quebec	_____		
Saskatchewan	_____	Subtotal	_____
Members of Hierarchy (bishops)	_____		
National Spiritual Advisor	_____		
Provincial Spiritual Advisors	_____		
Diocesan Spiritual Advisors	_____		
Parish Spiritual Advisors	_____	Subtotal	_____
Guests	_____	Subtotal	_____
Total Registration			=====

Respectfully submitted,

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Registration and Credentials Committee

## Appendix G: Name Tags

<p>Barbara Brown Toronto, Ontario</p> <p>Provincial Voting Delegate</p>		<p>Betty Gray Halifax, Nova Scotia</p> <p>Military Ordinariate (Delegate status)</p>
<p>Jean Black Winnipeg, Manitoba</p> <p>Diocesan Accredited Delegate</p>		<p>Dolores Smith Kelowna, British Columbia</p> <p>Life Member</p>
<p>Mary White Regina, Saskatchewan</p> <p>National Vice-President National Chairperson of Community Life</p>		<p>Sylvia Green St. John's, Newfoundland</p> <p>National Secretary-Treasurer</p>

## Appendix H: Special Events Tickets Form

The Catholic Women's League of Canada

20\_\_ National Convention

August \_\_ - \_\_, 20\_\_

Special Events Tickets Form

(All prices include GST)

August __th	(Name of event and location)	( ) x \$ _____
	Tour of Attraction	
	Supper & Entertainment (name facility)	
	Transportation	
August __th	Bus Tour (name city and time)	( ) x \$ _____
	Luncheon (name facility)	( ) x \$ _____
	*Diocesan Presidents Brunch (time)	( ) x \$ _____
	*Provincial Presidents Brunch (time)	( ) x \$ _____
August __th	Dinner & Entertainment (name facility)	( ) x \$ _____
August __th	Life Members Luncheon	( ) x \$ _____
August __th	Spiritual Advisors' luncheon	( ) x \$ _____
August __th	CWL Banquet (name site)	( ) x \$ _____
August __th	Transportation to Opening Ceremonies	( ) x \$ _____
August __th	Transportation to Closing Ceremonies	( ) x \$ _____

Make cheques payable to: 20\_\_ CWL National Convention

COMPLETE AND MAIL or email THIS FORM WITH PAYMENT TO:

(Name, address, telephone number, e-mail address of special events chairperson)

Name \_\_\_\_\_

PLEASE PRINT

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

(NO GUARANTEE OF REFUNDS AFTER JULY \_\_, 20\_\_)

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Flight No. \_\_\_\_\_ Airline \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Flight No. \_\_\_\_\_ Airline \_\_\_\_\_

(PLEASE SPECIFY SPECIAL NEEDS: DIET, WHEELCHAIR, ETC.)

Note: \* not every year is a diocesan or provincial brunch planned. Lately, on the Monday, a presidents' luncheon has been planned. There is an honorary life members' luncheon with the president planned for Wednesday, expensed to the national office.

## Appendix I: Ticket Committee Envelope

20__ CWL National Convention	
RECEIPTS AND SPECIAL EVENTS TICKETS	
Name _____	
Address _____	
Life Members Luncheon	( ) x \$ _____
Spiritual Advisors Luncheon	( ) x \$ _____
Buffet Dinner	( ) x \$ _____
Entertainment Night	( ) x \$ _____
CWL Banquet	( ) x \$ _____
TOTAL	\$ _____

### **League Prayer**

We humbly pray You, O God our Father  
to bless The Catholic Women's League of Canada.  
Bless our beloved country,  
Our homes and families.  
Send Your Holy Spirit upon us  
to give light to our minds  
and strength to our wills  
that we may know and fulfil  
Your great law of charity.  
Teach us to share with others  
at home and abroad,  
the good things You have given us.  
This we ask through Our Lord Jesus Christ  
and the intercession of our patroness  
Our Lady of Good Counsel.  
Amen.

### **Prayer for the Holy Father**

O God, shepherd and ruler of all the faithful,  
look with favour upon Your servant Francis,  
whom You willed to designate shepherd of Your church.  
Grant him, we beseech You,  
that by word and example,  
he may so benefit those in his charge,  
that, together with the flock entrusted to his care,  
he may attain life everlasting.  
We ask this through Christ our Lord.  
Amen

### **League Promise**

For the glory of God and the good of God's people,  
I promise as a Catholic woman  
to honour, invoke and imitate our patroness,  
Our Lady of Good Counsel.  
I promise to be a loyal member  
of The Catholic Women's League of Canada  
and to promote its interest and growth in every way.  
I promise to cooperate with League officers  
in all programs under their direction  
and to conform to the best of my ability  
to the bylaws of the organization in all League activities.  
Amen