

THE CATHOLIC WOMEN'S LEAGUE OF CANADA



GUIDE TO HOSTING

THE

DIOCESAN/PROVINCIAL CONVENTION

INTRODUCTION

This convention handbook is intended to serve as a guide in the planning of a successful diocesan or provincial convention. It is written in very general terms, keeping in mind that conventions vary greatly from diocese to diocese and province to province, and that each has its own unique quality, encompassing long standing traditions.

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AREAS OF RESPONSIBILITY

DIOCESAN/PROVINCIAL COUNCIL

HOST COUNCIL

DIOCESAN/PROVINCIAL COUNCIL

1. choice of convention site and acceptance of invitation
2. the business of the convention
3. the theme of the convention
4. invitations to hierarchy, special guests and local dignitaries; list of acceptances should be forwarded promptly to the host council
5. provide direction and assistance as required regarding liturgy, public relations, the requirements of the resolutions chairperson and the election committee (if an election year) or on any other matter
6. provide materials for registration
7. banquet speaker and other special speakers
8. the president of the council in convention plans for any special program(s)
9. evaluation forms, if used, are prepared by the council in convention; responsibility for distribution rests with the diocesan/provincial council
10. the council in convention is usually responsible for: meals and accommodations for their executive, depending on their policy; meals and accommodations for their guests; annual reports; workshops; printing of convention program and the annual report; resolutions
11. if at all possible, the diocesan/provincial president should visit the facilities with the host council, however, distances and time may make this an impossibility
12. the spiritual advisor of the diocesan/provincial council may wish to hold an informal meeting of all the spiritual advisors attending the convention; consult with him for instructions as to the type of facility he will require for the meeting

**HOST COUNCIL (parish council - diocesan convention)
(diocesan council - provincial convention)***

1. issues an invitation to the appropriate level to hold the convention
2. consults with the president of the council in convention as to site and date
3. appoints a convention chairperson; convention committees are decided upon with each area of responsibility having a chairperson; the committee holds regular meetings as required

The following committees are suggested; choose those required based on the size of the convention, and any special needs and customs.

- convention committee secretary
 - accommodations and reservations
 - back-up and support
 - budget and fund raising
 - decorations
 - hospitality
 - liturgy
 - printing
 - public relations and publicity
 - registration and credentials
 - special events/meals/facilities
 - tickets
 - transportation
4. communication between the diocesan/provincial council president and the convention chairperson, and between the convention chairperson and her committee members, is most important; all committee members should have an overall awareness of what is going on; it is essential to work as a team
 5. what makes each convention unique is the different way something might be done; the host council must always remember, however, that it is a diocesan/provincial convention and there will be decisions and directions made by the diocesan/provincial council that must be followed
 6. take nothing for granted and be prepared to ask questions
 7. it is best to choose committee members who will not be accredited delegates to the convention
 8. for conventions that require more than one day, and if held in a hotel, the convention chairperson should stay at the convention site (at the expense of the host council in order to be available at all times during the convention)
 9. the host council, after consultation with the council in convention, can invite special guests; these costs are borne by the host council and local guests are asked to reply directly to the convention chairperson
 10. the host council is usually responsible for the following: decoration and flowers for meeting rooms; flowers; signs and posters; favours; printing of meal tickets; name tags; meeting and hospitality rooms; local entertainment; lunch and coffee breaks; postage; telephone; rental of equipment; gratuities for pianist, organist and choir; meal tickets for their invited guests

* Host councils are usually a parish council for both diocesan and provincial conventions, depending on local policies and traditions.

Suggestions for diocesan/provincial councils when inviting the national president as a guest at a convention:

1. Invite the national president to bring greetings from national council, providing her with time to speak to members and other guests about the League, from a national perspective.
2. Allow time during the convention for “dialogue” with the national president. This can be done through questions to and from the floor. Members find this most interesting and even 30 minutes is of value to delegates.
3. If the national president is invited to be the guest speaker at a banquet, it should be remembered that in the time allowed (usually 15 - 20 minutes) she will keep to the topic assigned her and cannot easily incorporate the suggestions outlined in 1) and 2). This tends to limit more personal contact and discussion of specific League matters.
4. If the council wishes, and if the president agrees, the council could ask her to facilitate at a workshop.

National President’s Expenses

Travel expenses to diocesan/provincial conventions shall be paid by national council.

Hospitality (accommodations, meals, registration) shall be paid by the diocesan/provincial council.

CONVENTION CHAIRPERSON

CONVENTION CHAIRPERSON

The convention chairperson, appointed by the host council president, is expected to guide and coordinate local arrangements, in close cooperation and consultation with the spiritual advisor.

The facilitating and coordination of all convention functions are the tasks of this chairperson, in consultation with the president of the council in convention. Committee chairpersons should be chosen carefully and all should at committee meetings in order to be well-informed.

Chairperson's duties:

1. prepares a job description for each committee chairperson, identifying details of the responsibilities
2. chooses special identification, if desired
3. makes initial contact with possible convention site(s)
4. works with the diocesan/provincial president to coordinate the program
5. consults with the diocesan/provincial president regarding special guests, dignitaries and ensures that financial arrangements for special guests, panellists etc. are clearly understood by both parties; arranges for hostesses to welcome special guests and dignitaries, if requested.
6. gives guarantee number to hotel, or local caterers as the case may be
7. prepares a budget; sets prices that are not too high (caution should be taken in adding unrealistic surcharges on functions); a convention fund set up at least six months in advance of the convention provides a "cushion"; stimulates interest of local members in the events
8. prepares any convention announcements in writing and makes announcements when called upon during the convention sessions

The president of the host council (for a diocesan convention, the parish council president, and for a provincial convention, the diocesan president) presides as the hostess for the convention.

The following committees are suggested; choose those that are required based on the size of the convention and any special needs and customs.

- accommodations and reservations
- budget and fund raising
- hospitality
- printing
- registration and credentials
- tickets
- back-up and support
- decorations
- liturgy
- public relations and publicity
- special events/meals/facilities
- transportation

CONVENTION COMMITTEE SECRETARY

CONVENTION COMMITTEE SECRETARY

1. takes minutes of committee meetings (which should begin meeting six months in advance of the convention) and distributes to all committee members and to the diocesan/provincial president
2. at the discretion of the diocesan/provincial president, other duties may be required of her at the convention site
3. following the convention, sends thank you letters in accordance with the list obtained from each committee chairperson

COMMITTEES

Accommodation and Reservations

Back-Up and Support

Budget and Fund Raising

Decorations

Hospitality

Liturgy

Printing

Public Relations and Publicity

Registration and Credentials

Special Events/Meals/Facilities

Tickets

Transportation

ACCOMMODATIONS AND RESERVATIONS

Depending on the size and length of the convention, this committee is optional.

1. Accommodations should be in a hotel, or other type of facility, as required by the particular convention. Most hotels have trained and experienced staff to handle a convention.
2. Information on hotels and their convention rates should be included with the registration and other convention information sent to the appropriate councils.
3. Billeting should always be available, with this committee or someone appointed by the convention chairperson in charge to organize it. The availability of billeting could be included on the registration form and the registration chairperson would pass on the names of those requesting billeting. The number of homes required for billets would depend on the size of the convention and the number requesting it in past conventions.

BACK-UP AND SUPPORT

The purpose of this committee is to lend support to all other committees, where and when needed, throughout the convention.

Duties include:

1. checking that water jugs and glasses are in place, microphones are in working order, and table arrangements or any other material specifically requested, are in place
2. tidying rooms after the meetings or following coffee and lunch breaks (if the convention is held in a hotel this may not be necessary)
3. returning any papers, briefcases, or any clothing left behind to the designated “lost and found”
4. acting as “runners” to relay messages
5. filling in for other committee members who may need to leave their position temporarily, or as extra help, if needed
6. collecting tickets for events, where applicable
7. gathering, storing or returning any material and equipment following the convention

BUDGET AND FUND RAISING

A projected budget should be prepared as soon as possible and a final balance sheet prepared following the convention.

After the budget has been proposed, fund raising should begin as necessary. For a provincial convention all parish councils in the diocese could be encouraged to participate depending on local traditions. Keep other dioceses in the province aware of the upcoming conventions.

When preparing the budget include taxes, gratuities and projected cost increases. Keep in mind the following points:

- decide who will make the payments for the various functions - find out when the payment is due
- set the policy for refunds
- be familiar with the ticket prices and who is to give the final guarantee for the meals

Possible Expenses:

- mailing and postage
- printing - banquet programs, mass programs, tickets
- stationery, if used
- signs and decorations
- local guests
- rooms for use of committee members, if convention facility is a hotel
- registration materials
- local transportation
- entertainment
- equipment rental as may be necessary - projectors, p.a. system, typewriters, copiers
- coffee breaks
- cost of suitable identification material for committee members
- cost of meals or subsidy for committee members
- gratuities - pianist, organist, choir leaders, Brownies and Guides, entertainment
- meeting rooms as required for the pre and post convention executive meetings, business sessions, and any other rooms as indicated by the diocesan/provincial president

Income:

- individual donations
- surcharge on functions (caution must be taken in adding unrealistic surcharges)
- donations from the province, city, municipality, diocese
- fund raising within the host council

DECORATIONS

The decorations committee takes care of all decorations and signs required. They should be simple, in good taste, and follow the theme.

1. The convention banner should depict the current year's theme. The exact wording must be used as established by the diocesan/provincial council.
2. Use low flower arrangements for the business head table and as table centres for the banquet; flowers for the church may be optional.
3. Establish the policy for CWL council banners and stands required for the convention. The banners must be clean and well-pressed and it is advisable to have an iron on hand.
4. Establish the policy for flags required for the convention: CWL flag, Canadian flag, provincial flag and papal flag. Ensure that flag stands are available and are in good condition. Consult with the convention chairperson where flags and banners are to be placed, and where the Brownies and Guides should stand for the singing of *O Canada*.
5. Provide place cards for the banquet or other meals if there is a head table required. League protocol dictates the seating arrangements for the head table guests (see page 30 for Head Table Seating Arrangement).

The diocesan/provincial president should give directions concerning reserved seating for special guests, honorary/life members and her council, if it is required.

FLAG PROTOCOL

Ranking order of commonly-used flags:

1. Canadian Flag * (may be placed in sanctuary prior to eucharistic celebration or carried)
2. Provincial Flag
3. Papal Flag * (to be placed in sanctuary prior to Eucharistic celebration. It is not to be carried in procession.)
4. CWL Flag

* – indicates flags that must be present in a church in any flag display

HOSPITALITY

The hospitality committee will act as hostesses for the convention, however, each member of the host council should be prepared to extend hospitality.

1. Members of this committee will meet and greet speakers and guests and arrange to welcome dignitaries. The hostesses should be aware of seating arrangements for dignitaries, guests, honorary/life members, so that they may be graciously escorted to their proper places at meetings, banquets, eucharistic celebrations, etc.
 2. Special courtesies should be extended to past presidents.
 3. Depending on the size of the convention, an information and hospitality desk could be provided.
 4. The host committee should be easily recognized by colour-coded name tags. The hostesses could also wear something identifiable, such as a scarf or a ribbon attached to the name tag.
 5. One person should be designated for each special guest, greeting her/him upon arrival, and remaining available throughout the day as required. The information on special guests would come from the diocesan/provincial president when all replies have been received.
 6. Greeters at the door could direct all convention delegates to the registration table. They should know in advance where the line-ups for the morning procession and the banquet procession will be formed. The order of the participants in both processions should be given to the chairperson of this committee by the diocesan/provincial president as soon as all participants are known.
- Note:** The location of the holding area, the appropriate line-up, the time for the line-up, and reserved seating for each applicable person should be indicated on the outside of the registrant's envelope, received at the time of registration. Diocesan/provincial officers may be appointed to assist with the line-ups as they could be helpful in identifying many of the special guests.
7. A hostess may be appointed to the diocesan/provincial president to act as a contact person or messenger should she need someone to run errands for her. The convention committee chairperson might appreciate one or two people who, throughout the convention, would be available to act as a "runner" as required, if this is not part of the back-up and support committee's responsibilities.
 8. The committee should prepare an emergency kit consisting of the following:
 - emergency telephone numbers and addresses of doctors, ambulance, hospital, police, garage
 - blanket and pillow
 - first aid supplies (band-aids, gauze, tape, scissors, aspirins)
 - needle and thread, safety pins

LITURGY

As early as possible, but no later than late January or early February, a liturgy committee meeting should be organized. Those present could include:

- diocesan/provincial spiritual advisor
- diocesan/provincial president
- diocesan/provincial spiritual development chairperson
- hosting parish spiritual advisor
- hosting parish spiritual development chairperson
- liturgy committee chairperson; and if possible, include organist
- choir director

The following are points to clarify:

1. main celebrant - at the invitation of the council in session
2. concelebrants - diocesan/provincial sends a letter of invitation to the local bishop, the provincial spiritual advisor if a diocesan convention, and the host council spiritual advisor; other concelebrants would be the parish spiritual advisors in attendance the day of the convention.
3. eucharistic ministers - from among parish spiritual advisors in attendance. The decision usually rests with the diocesan/provincial spiritual advisor in consultation with the host parish spiritual advisor. Depending on the number in attendance and the size of the sanctuary.
4. mass servers and candle bearers - local custom
5. homilist - bishop or diocesan/provincial spiritual advisor; council in session makes the decision and does the inviting
6. opening welcome - parish council president, liturgy chairperson, or someone appointed by her
7. readers - chosen by the diocesan/provincial president
8. prayer of the faithful - prepared by the diocesan/provincial spiritual development chairperson; reader chosen by the diocesan/provincial president
9. organist and choir or leader of song - chosen by the liturgy committee
10. hymns - those chosen should be well known, encourage congregational singing and complement the readings and the theme of the mass

11. processions - decide who will be in the entrance procession; offertory (liturgy committee decides with the approval from the diocesan/provincial spiritual advisor and president). The *Book of Life* is brought to the annual convention each year by the diocesan/provincial chairperson of spiritual development and given to the liturgy chairperson; it is not carried in the procession at any time but placed on a stand or small table in the church sanctuary designated by the liturgy committee prior to the opening celebration. It should be open and marked with a small spray of fresh flowers. At the conclusion of mass, it is taken to the convention site and displayed in an appropriate setting during the business sessions. It should again be brought to the church for the closing eucharistic celebration and placed on a designated stand or table; recessional.
12. ushers - liturgy committee decides on the number required; one person who is familiar with the church and invited guests should be there to greet those who have special seating. It is helpful to use pew cards to identify pews for reserved seating of guests and executive members.
13. mass collection - if it is the policy of the council in session to have a collection, it is their choice as to the recipient; direction must be given as to who is responsible for collecting, counting and putting it into safe-keeping, following mass
14. Installation/Reaffirmation of Officers ceremony - can take place following the homily or after the final blessing; items needed for this ceremony:
 - candles and matches
 - diocesan/provincial gavel (if an election year)
 - president's pin (if an election year)
 - *Ceremonies Booklet*
 - sufficient copies of the League Promise for those being installed/reaffirmed
15. the diocesan/provincial president should advise the liturgy committee of any special guests since a separate usher may be required to assist them
16. in an election year, confirm when the past president's pin is to be presented
17. church decorations are at the discretion of the host council

PRINTING

The ticket committee, or other committee chairpersons, may choose to arrange for the printing of function tickets. The back-up and support committee could be available to collect tickets at the appropriate functions.

1. If a printing committee is in place, it works closely with the liturgy and special events committees. Each committee should advise the printing committee of its requirements.
 - liturgy committee (mass programs and hymns)
 - other programs as required
 - posters from the publicity chairperson
2. Tickets should be colour-coded and dated for the required functions.
3. The printing committee should ascertain printing cost and be responsible for assembling material.
4. Printing should be completed two weeks in advance of the convention.

PUBLIC RELATIONS AND PUBLICITY

The chairperson of this committee could be the diocesan/provincial chairperson of communications; she should be creative and have effective public relations skills.

1. The local public relations chairperson should work directly with the diocesan/provincial communications chairperson in order to promote the convention to gain maximum attendance, and to publicize the convention locally.
2. Convention information should be sent in writing to the press, radio and TV, six weeks in advance of the convention. Highlight speakers and topics. Invite the press to meetings and banquets, providing tickets for these events. The public relations chairperson should be in charge of the tickets.
3. A press table should be set up and marked with a “Reserved” sign.
4. The diocesan/provincial council may wish to have a “roving” photographer during the convention.
5. Prepare a Press Kit with the following:
 - pictures of the president and president-elect
 - biographical details of the president and president-elect
 - biographical details of all guest speakers
 - a copy of the speeches or outlines of the speeches, if available
 - a sheet prepared with the title of the resolutions to be presented to the convention

REGISTRATION AND CREDENTIALS

1. Determine the procedure for the diocesan/provincial council regarding registration fees, the amount of the fee, payable in advance to the convention registration committee, or at the door. Pre-registration is strongly encouraged. Colour-coded registration forms may be used for easy identification of the various categories.
2. Determine the date when the convention mailing from diocesan/provincial should reach the parish councils. This information should include the following:
 - official invitation from the diocesan/provincial president regarding the convention
 - tentative agenda
 - registration forms provided by the diocesan/provincial council or the host council with specific instructions to return the forms either to the diocesan/provincial treasurer or the host registration committee chairperson; note that it is the responsibility of the person receiving the registrations to make sure that the amount of money submitted is correct and according to the procedure as outlined.
 - deadline dates clearly indicated and refund policy stated
3. Determine the number of registration tables required, the number of people required to work the day(s) of the convention, and the time they should be there. Ample space is required at registration time; there should be a separate registration sheet for each category: national officers (if represented at the convention); provincial officers at a diocesan convention; honorary life/life members; spiritual advisors; voting delegates; accredited delegates; guests; members. For the latter category, it is recommended to have more than one sign-in sheet.
4. Near the end of the convention session, from the registration sheets, the registration committee compiles a Registration Report. Determine the policy for the council reporting, as it could be the diocesan/provincial treasurer, or the host committee registration chairperson who gives this report orally. Three copies may be required - one for the diocesan/provincial recording secretary, one for the diocesan/provincial president for her convention file, and one for the convention chairperson for her report following the convention.
5. The completed registration forms, which were submitted to the registration committee, should be available at the registration table on the day of the convention to use as a cross reference if the need arises.
6. Have available for each registrant on the day of the convention:
 - large envelope, file folder, or bag
 - smaller envelope

Included within the smaller envelope should be the appropriate meal tickets (lunch, banquet) name tag (colour-coded - see page 32, Colour-Coding - Name Tags), voting cards, if applicable. Any favours or souvenirs provided by the host council, such as pen and note pad, and any hand-outs as agreed by the council in session are to be placed in the large envelope or file folder. Determine the policy of the council for distributing the annual report.

Plan a “work bee” a few days prior to the convention to assemble envelopes/folders with the appropriate items.

The registration envelope should be marked on the outside with any applicable information, such as reserved seating and where located/taking part in processions/and if so, where to line up, etc.

The registration committee decides on the best method of filing the registration envelopes, either alphabetically individually, or by council names, also filed alphabetically.

Have scissors, tape (both masking and scotch), marker pens, pens, pencils, note pads, and tacks on hand.

7. Determine the procedure for registering delegates if registration is not completed by the time convention officially opens. Some registration desks close during the opening ceremonies and then reopen immediately afterwards.

SPECIAL EVENTS/MEALS/FACILITIES

The chairperson of this committee could be the convention chairperson.

1. It is important to plan well ahead of the convention date to determine catering procedures. Meals should be simple and reasonably priced. If possible, the convention chairperson should meet with the diocesan/provincial council president, and another person from her council, to set meal prices and menus. It is the responsibility of the convention chairperson to have updated menus and current price lists. Agreements regarding meal prices and coffee breaks, if not provided by the host committee, should be in writing.
2. Determine the council's refund policy.
3. Early consultation with the diocesan/provincial president is important to determine the times the service is required, the order of precedence in the matter of seating arrangements, place cards, decorations, etc. The chairperson should have a prepared list of head table guests according to the order in which they are to be seated, There is protocol to follow - hierarchy in order of precedence, spiritual advisor and president of the host council, spiritual advisor and president of diocesan/provincial council, and other special guests (see page 30 for Head Table Seating Arrangement). Special tables may be assigned for honorary life/life members.

At this time, determine the dates by which the diocesan/provincial council requires details regarding the convention (where, when, costs, etc.) as information concerning the upcoming convention must reach the appropriate councils at other levels in good time.

4. The seating capacity of the head table is dependent on the amount of space in the room. It is important to provide sufficient elbow room for guests - have the table elevated if possible, and a suitable public address system. A reception area, where guests may assemble prior to the banquet, is recommended.
5. Entertainment at the banquet is optional. Remember that there may be a guest speaker and other presentations at this time. If the host council chooses to have entertainment it should be a short program.
6. Guides and/or Brownies are usually invited, from the host council area, to participate in the presentation and retiring of the colours. The leaders need to be given the following information:
 - place and time to arrive
 - location of the holding area
 - where to process in and out
 - where to place the flags when processing in
 - when to pick up the flags and when to start processing out
 - where to stand for *O Canada/God Save the Queen*

Determine who is responsible for recognition of the Pack, whether or not complimentary banquet tickets are given to the leaders and, if an honorarium is given, by whom.

7. It is the decision of the host council whether or not to provide door prizes. Some councils provide door prizes but not favours. If door prizes are given, decide on a simple method of awarding them that does not take up too much time during the proceedings of the convention. The diocesan/provincial president can advise of the times permitted to award the prizes.
8. Determine times that the diocesan/provincial president wishes to have coffee breaks, and how many. The serving of refreshments during registration is appreciated. Juices should be available, along with tea and coffee. If your convention facility is a hotel, it may be necessary to obtain permission to provide food with the coffee breaks. The host council's responsibility for coffee breaks is determined by the policy of the convention facility.
9. Two members of the host council (from the back-up and support committee) should be assigned to take tickets for meals provided at the convention. It may be necessary to count and record the total number of tickets turned in for each meal and give to the person in charge of the particular function.

TICKETS

This committee may function with the host council treasurer as chairperson, as part of the accommodations and reservations committee, the special events/meals/facilities committee, or as a separate committee.

1. Tickets should be numbered before distribution and a careful record kept of the numbers and persons to whom they are issued. It may be helpful to have tickets of different colours for each event. In pricing the various functions, the host council provides for a margin of profit to help defray expenses, but caution should be taken in adding unrealistic surcharge.
2. The treasury of the diocesan/provincial council may assume the cost of tickets issued to its elected officers, special speakers, guests, members of the hierarchy, and others invited and present in an official capacity.
3. The host council assumes the cost of tickets issued to their invited guests; they may provide for tickets for their committee members and/or subsidize the cost for their members.
4. The committee works closely with the registration committee to decide on the procedure for issuing tickets. The order may be given to the printing committee or the committee may arrange for the printing themselves. Tickets should be numbered and a careful count kept. A policy should be established for sale of tickets to latecomers and for those responsible for taking the tickets at the various functions. Be available to distribute the tickets when delegates register.
5. The sale of tickets should begin well in advance of the date of convention. The diocesan/provincial council should be able to give the host council an approximate number of tickets required based on the credential cards and invitations accepted, as well as how many attended the previous year's convention, within a reasonable date of the convention.

TRANSPORTATION

Responsibilities (as agreed upon)

1. Arrange to meet and greet the executive members of the diocesan/provincial council.
2. It is a courtesy to meet delegates at the airport, train or bus depot upon arrival. Depending on the policy of the council, it may or may not be necessary to provide transportation at the end of the convention.
3. There should be transportation for the national president and any other special guests at the discretion of the convention committee.
4. Requests by members needing special assistance, such as senior members, can be handled the discretion of the convention committee. Extend special courtesies to past presidents.

MISCELLANEOUS

INTRODUCING THE HEAD TABLE

HEAD TABLE SEATING ARRANGEMENT

BUSINESS SESSIONS SEATING ARRANGEMENT

COLOUR-CODING - NAME TAGS

FLAG PROTOCOL

ADVANCE REGISTRATION FORM SAMPLE

SPECIAL EVENT TICKETS FORM SAMPLE

INTRODUCING THE HEAD TABLE

Begin with the extreme left, in order, up to the person next to the presider, then the extreme right, to the bishop. The bishop is always the last person to be introduced.

Ask the audience to withhold their applause until all have been introduced.

THE AGENDA

The agenda is prepared by the diocesan/provincial president and usually follows this format:

1. Words of welcome – presider
2. Prayer for the Holy Father and blessing – ordinary of the diocese
3. Toast to Canada
4. Introduction of the head table (can be done just after the dessert)
5. The ordinary of the diocese may be asked to say a few words
6. Introduction of the guest speaker
7. Guest speaker
8. Expression of appreciation to guest speaker
9. Grace after meal
10. Entertainment – vocal or instrumental selections (optional)

PRESIDER

In chairing any event, the presider should be natural and gracious and her remarks brief but sincerely cordial. She calls on each person by name and, when that person has concluded his/her remarks, says “thank you.” (Exception to the rule: not after the person introducing the guest speaker, as the speaker rises upon completion of the introduction.)

Due regard should be shown for any local traditions or practice; the host president acts upon the advice of her spiritual advisor.

Use the following salutations when addressing bishops, archbishops, cardinals:

Your Eminence, Cardinal _____
Your Grace, Bishop _____
Your Excellency, Archbishop _____

When introducing at the head table, the bishop may be introduced as

Most Reverend _____,
Bishop of _____.

HEAD TABLE SEATING ARRANGEMENT

Audience

| | | | | | | | |
|--|----------------------------|---|--------------------------------------|-----------|---------------------------------------|--|-----------------------------|
| Hosting Council Spiritual Advisor | Convention Chairperson* | Diocesan/ Provincial Spiritual Advisor | Diocesan/ Provincial President | President | Bishop of Diocese in Convention | Guest Speaker Civic Represent- ative | Hosting Council Pres* |
|--|----------------------------|---|--------------------------------------|-----------|---------------------------------------|--|-----------------------------|

Head Table

* if not presiding

Depending on space, others may be seated at the head table. Try to have a balanced table, that is, an equal number of head table guests on each side of the president.

The presider may be:

- hosting council parish president at a diocesan convention
- diocesan president at a provincial convention
- convention committee chairperson
- someone appointed by the council in convention

BUSINESS SESSIONS SEATING ARRANGEMENT

Audience

Chairperson Chairperson Corresponding Secretary Recording Secretary President Spiritual Treasurer Advisor Past President

COLOUR-CODING - NAME TAGS

Name tags are prepared by the registration and credentials committee. They should all be **white** with colour-coded dots or stripes along the edge of the tag and typed with a large print typewriter or hand-printed to be ready easily or, alternatively, use solid colours with the name typed on white self-adhesive labels.

The colour coding is as follows:

| | |
|----------------------|--------------------------|
| Voting Delegate * | green |
| Accredited Delegate | orange |
| National Executive | gold |
| Honorary Life Member | fuchsia (dark pink) |
| Life Member | pink |
| Hierarchy | purple |
| Spiritual Advisor | blue |
| CWL Member | plain (no colour-coding) |
| Convention Committee | red |

*At a diocesan convention – parish council presidents. At a provincial convention, diocesan presidents.

FLAG PROTOCOL

General rules to consider in all flag situations:

1. All flags displayed together should be of the same size and displayed at the same height. No one flag should ever be displayed over another.
2. When two flags are displayed together, the highest ranking flag should be to the viewer's left. This also applies to four or more flags, with the other flags in order of importance, running from left to right.
3. When three flags are displayed together, the highest ranking flag should be displayed in the middle.
4. In processions/parades, as seen by the spectators looking at the head of the colour party (or group of flags). Refer to page 16 - Flag Protocol.
 - two flags - highest ranking to the left
 - three or more flags - highest ranking to the front and centre, with the remainder of the flags in a line behind, running in order of rank from spectator's left to right
5. In any flag situation, no flag should ever be touching the ground.
6. When flown outdoors, flags should be hoisted at sunrise and lowered at sunset. Proper etiquette calls for no flag to be displayed at night.
7. If a flag is flown at half-mast, it should first be hoisted to the pole top, then lowered to the half-mast position. When lowered at the end of the day, the flag should be once more hoisted full-mast before it is lowered.

Specific rules to consider in displaying flags in a church or auditorium: (NOTE: see Flag Protocol - page 16)

1. **Flags Displayed on Floor Stands**
First ranking flag to the left of the altar/speaker, as viewed from the audience/congregation. The next ranking flags all to the right of the altar/speaker, in order of their rank, running from left to right, as seen by the audience/congregation. Note that it is desirable to keep the highest ranking flag in any floor stand displayed by itself to the left of the altar/speaker.
2. **Flags Displayed From Wall Bracket: (i.e., side wall)**
First ranking flag to the left of the altar/speaker, and closest to these, the next ranking flag to the opposite (i.e., right). The third ranking flag is once again to the left, a suitable distance down toward the audience/congregation from the highest ranking flag. The fourth ranking flag opposite that, and so on.

The Catholic Women’s League of Canada
20__ Diocesan/Provincial Convention
(parish/hotel name, city, province)
(date)

One person per registration form (photocopy additional forms).

ADVANCE REGISTRATION FORM

Deadline _____, 20__ (date)

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: \$ _____

Make cheques payable to _____ CWL Diocesan/Provincial Convention
Your cancelled cheque will be your receipt.

COMPLETE ADVANCE REGISTRATION FORM AND MAIL WITH FEE TO:
(Name, address & telephone number of registration chairperson)

SAMPLE

**The Catholic Women's League of Canada
20__ Diocesan/Provincial Convention
_____, 20__ (date)**

**SPECIAL EVENT TICKETS
(all prices include GST)**

| | | |
|--------------|--------------------------------------|-----------------|
| _____ (date) | Name of event and location | () x \$ _____ |
| _____ (date) | Luncheon (name facility) | () x \$ _____ |
| _____ (date) | Name of event and location | () x \$ _____ |
| _____ (date) | Banquet (name site) | () x \$ _____ |
| _____ (date) | Transportation to opening ceremonies | () x \$ _____ |
| _____ (date) | Transportation to closing ceremonies | () x \$ _____ |
| | TOTAL | \$ _____ |

Make cheques payable to: 20__ CWL Diocesan/Provincial Convention

**COMPLETE AND MAIL THIS FORM WITH PAYMENT TO:
(name, address, telephone number of special events chairperson)**

Name _____

Address _____

City _____ Province _____

Postal Code _____ Telephone _____

(NO GUARANTEE OF REFUNDS AFTER JULY __, 20__)

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