



THE CATHOLIC WOMEN'S LEAGUE OF CANADA

Guide to Hosting The Annual Diocesan/Provincial Convention

The Catholic Women's League of Canada
C-702 Scotland Avenue
Winnipeg, MB R3M 1X5
Tel: (204) 927-2310
E-mail: info@cwl.ca

Contents

Part I: Preamble.....	3
Preamble	3
Annual Meeting of Members (open to voting and accredited delegates).....	3
Annual Convention (open to all members)	3
Part II: Areas of Responsibility.....	5
Diocesan/Provincial Council.....	5
Host Council	6
Part III: Committee Chairperson, Secretary and Treasurer	7
Convention Chairperson	7
Convention Committee Secretary.....	8
Convention Committee Treasurer	8
Part IV: Committees	9
Accommodations And Reservations	9
Back-Up And Support.....	10
Budget And Fundraising	11
Decorations	12
Flag Protocol.....	12
Hospitality	13
Liturgy	14
Printing.....	16
Public Relations and Publicity	17
Registration And Credentials	18
Special Events/Meals/Facilities.....	20
Tickets	21
Transportation	22
Part V: Appendices	23
Appendix A: Advance Registration Form	23
Appendix B: Special Events Tickets Form.....	24
Appendix C: Credentials Report	25
Appendix D: Registration Report	26
Appendix E: Colour-Coding Name Tags.....	27
Appendix F: Flag Protocol	28
Appendix G: Business Sessions Seating Arrangement	29
Appendix H: Head Table Seating Arrangement	30
Appendix I: Gala Banquet.....	31
The Agenda.....	31
Presider.....	31
Introducing the Head Table.....	31

Preamble

National, provincial and diocesan councils must hold an “annual meeting of members” where voting and accredited delegates chosen to represent their regions meet to transact necessary business and vote on matters of policy. Often councils use this annual gathering as an avenue to invite all members and provide them with social, inspirational and educational opportunities which the members at large may participate in. These expanded gatherings are called “conventions”.

The choice of expanding the annual meeting of members (required) to a convention (optional) depends on many considerations, including but not limited to available meeting space and local volunteer capacity. The choice allows small but mighty councils an opportunity to invite delegates to their region, where they might not otherwise be able to accommodate the number of attendees.

Annual Meeting of Members

(Open in person to voting and accredited delegates, members of the hierarchy, resource persons and guests. Open virtually to all members.)

An Annual Meeting of Members requires a minimum attendance of 10% of all possible voting and accredited delegates of the council (i.e., council officers, voting delegates, diocesan and parish accredited delegates, honorary life members and life members).

The following is included on the business agenda:

- report of CWL activities given by the president
- A report on the financial statements
- The receipt of a report from the public accountant
- The appointment of a public accountant and
- instructed voting on per capita fees
- instructed voting on amendments to the *Constitution & Bylaws*
- the adoption of League positions through the resolutions process
- other motions as necessary to the activities of the council
- reports of other officers in oral or written form and
- the election of officers.

Annual Convention

(Open in person to all members)

Members at large may attend any Annual Convention. In addition to the Annual Meeting of Members component, an Annual Convention may include:

- local tourism and social events organized by the local convention committee
- guest speakers and/or workshops organized by the president

Both forms of annual gatherings offer a strong spiritual component including Eucharistic celebrations and other forms of prayer and worship.

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.

Please ensure you have the appropriate land acknowledgment prior to the start of the day's session.

Diocesan/Provincial Council

1. Acceptance of host council invitation and choice of convention site.
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 council in convention plans for any special program(s)
9. Evaluation forms, if used, are prepared and distributed by the council in convention
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

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

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 national 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.

Host Council

(parish council - diocesan convention)

(diocesan council - provincial convention)*

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

1. Issues an invitation to the appropriate level to host 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 fundraising
- 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 to be always available 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; rental of equipment; gratuities for pianist, organist and choir; meal tickets for their invited guests.

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 chairperson may choose to invite a member to become co-chairperson, whose responsibility would be to assist with the planning and execution of the convention. The chairperson and co-chairperson decide which responsibilities each would assume and meet regularly to advise of progress and make decisions. The chairperson, however, retains final accountability for all planning and execution.

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 should attend all committee meetings to stay 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. Works with the treasurer of the diocesan/provincial council and the budget and fundraising committee to prepare a budget keeping in mind the following: (a) prices are not set too high (caution should be taken in adding unrealistic surcharges on functions); (b) a convention fund is prepared at least six months in advance of the convention; (c) a "cushion" is built into the budget; and (d) interest of local members in the events is stimulated.
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 committees are suggested; choose those that are required based on the size of the convention and any special needs and customs.

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

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.

Convention Committee Treasurer

1. Usually the host council treasurer.
2. A member of the budget and fundraising committee.
3. Works closely with the registration and credentials committee.

Responsible for:

- budget
- receipts and disbursements
- final report

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 may be offered, 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 Fundraising

Work with the treasurer of the diocesan/provincial council and the convention chairperson to prepare a budget as soon as possible, with a final balance sheet prepared following the convention.

After the budget has been proposed, fundraising 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 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, Eucharistic celebration programs, tickets
- stationery, if used
- signs and decorations
- local guests
- rooms for use of committee members, as required
- registration materials
- local transportation
- entertainment
- equipment rental as may be necessary - projectors, p.a. system, photocopier and/or printer
- coffee breaks
- cost of suitable identification material for committee members
- cost of meals or subsidy for committee members
- gratuities - pianist, organist, choir leaders, 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
- fundraising 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. Place CWL council banners and stands as required for the convention. The banners must be clean and well-pressed and it is advisable to have an iron or steamer on hand.
4. Provide 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
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 early February, a liturgy committee meeting should be organized. Those present could include:

- diocesan/provincial spiritual advisor
- diocesan/provincial president
- diocesan/provincial faith chairperson
- hosting parish spiritual advisor
- hosting parish faith chairperson
- liturgy committee chairperson
- choir director/music ministry

The following are points to clarify:

1. main celebrant - local bishop if attending; spiritual advisor of council in convention if not
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 participating in the convention Eucharistic celebration.
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. Eucharistic celebration servers and candle bearers - local custom
5. homilist – in consultation with the local 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 faith chairperson; reader chosen by the diocesan/provincial president. Confirm with the host bishop or provincial/host council spiritual advisor and the liturgy committee chairperson if prayers of the faithful will be read by a deacon.
9. cultural sensitivity is important and may require the assistance of a knowledgeable advisor specific to the area/issue.
10. music ministry - chosen by the liturgy committee.
11. hymns - those chosen should be well known, encourage congregational singing and complement the readings and the theme of the Eucharistic celebration
12. processions - decide who will be in the entrance and/or offertory procession with approval from the diocesan/provincial spiritual advisor and president.
13. 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 the Eucharistic celebration, 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.

14. 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.
15. the diocesan/provincial president should advise the liturgy committee of any special guests since a separate usher may be required to assist them

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

- Dignitaries: pew 1 - left
 - Honorary life members: pews 2 and 3 - left
 - Life members: pews 4, 5 and 6 - left
 - President, vice-president, past president, secretary and treasurer: pew 1 - right
 - Chairpersons of standing committees: pew 2 - right
 - Voting delegates: pews 3 and 4 – right
16. A collection may be done at the convention business session if the Eucharistic celebration is a regular parish Eucharistic celebration. Information on the recipient should be displayed on the tables. It is the choice of the council in session as to the recipient; direction must be given as to who is responsible for collecting, counting and putting it into safe keeping.
 17. Installation/Reaffirmation of Officers ceremony - can take place following the homily or after the final blessing; items needed for this ceremony:
 - water and bowl
 - diocesan/provincial gavel and president's pin
 - *Ceremonies Booklet* and sufficient copies of the League Promise for those being installed/reaffirmed
 18. In an election year, confirm when the past president's pin is to be presented.
 19. Church decorations are at the discretion of the host council.

Printing

The ticket committee, or other committee chairpersons, may request 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 (Eucharistic celebration 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 secretary; she should be creative and have effective public relations skills.

1. The local public relations chairperson should work directly with the diocesan/provincial secretary 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 vice-president
 - biographical details of the president and vice-president
 - 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

1. It is important to plan well ahead of the convention date to determine catering procedures. Meals should be simple, reasonably priced and accommodate dietary restrictions, 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 Appendix H 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. 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.
7. 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.
8. 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. To save printing costs you may consider colour coding dots on name tags for meals and special events, staying away from colours used to identify attendees. i.e., voting delegates, honorary life members, etc. 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(s).
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 at the airport, train or bus depot upon arrival, providing transportation as required. Depending on the policy of the council, it may or may not be necessary to provide transportation at the end of the convention.
2. There should be transportation for the national president and any other special guests at the discretion of the convention committee.
3. Requests by members needing special assistance can be handled at the discretion of the convention committee. Please extend special courtesies to past presidents.

Appendix A: Advance Registration Form

The Catholic Women's League of Canada

_____th Annual Diocesan/Provincial Convention
[date]

[Hotel Name, City, Province]

**PLEASE COMPLETE SPECIAL EVENTS TICKETS FORM ON THE REVERSE OF THIS PAGE.
ONE FORM PER PERSON.**

Registration Deadline: _____, 20___. Refunds are not guaranteed after _____, 20__.

Name _____

PLEASE PRINT NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR NAME TAG.

Address _____

City _____

Province _____

Postal
Code _____

Diocese _____

Telephone _____

Email _____

Emergency
Contact _____

Emergency 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

_____ This is my first convention.

Dietary Needs: Dairy-free

Diabetic

Gluten-free

Vegan

Vegetarian

Other _____

Accessibility or Mobility Issues (please describe): _____

NOTE: This section must be completed for accounting purposes.

REGISTRATION FEE: \$ _____ per day or \$ _____ for all three days.

Check all that apply: _____ (Monday) _____ (Tuesday) _____ (Wednesday)

Make cheques payable to [insert name].

Your cancelled cheque or electronic confirmation if registering online will be your receipt.

COMPLETE REGISTRATION FORM AND MAIL WITH FEE TO:
[name, address, email and telephone number of registration chairperson]

Appendix B: Special Events Tickets Form

The Catholic Women's League of Canada
 _____th Annual Diocesan/Provincial Convention
 [date]
 [Hotel Name, City, Province]

Special Events Tickets Form

SPECIAL EVENTS

_____ (date)	Name of event and location	\$ _____
_____ (date)	Luncheon (name facility)	\$ _____
_____ (date)	Name of event and location	\$ _____
_____ (date)	Banquet (name site)	\$ _____
_____ (date)	Transportation to Opening Ceremonies	\$ _____
_____ (date)	Transportation to Closing Ceremonies	\$ _____
SUBTOTAL FOR SPECIAL EVENTS		\$ _____

REGISTRATION SUMMARY

		AMOUNT
Registration:	Price	
One day	\$ _____	_____
Two days	\$ _____	_____
All three days	\$ _____	_____
Special Events Subtotal: (from above)		_____
TOTAL PAYABLE TO [name on convention bank account]		_____

COMPLETE REGISTRATION FORM AND MAIL WITH FEE TO:
 [name, address, email and telephone number of registration chairperson]

Appendix C: Credentials Report

Credentials Report for the _____ Annual Diocesan/Provincial
Convention of The Catholic Women's League of Canada

Voting Delegates	_____
Accredited Delegates:	
Executive Officers	_____
Diocesan accredited delegates	_____
Parish accredited delegates	_____
Honorary life members	_____
Life members	_____
Total Accredited Delegates	_____
Total Voting and Accredited Delegates	=====

Date

Signature

Appendix D: Registration Report

ANNUAL DIOCESAN/PROVINCIAL CONVENTION, AUGUST ___ - ___ 20___

CHAIRPERSON: _____

COMMITTEE MEMBERS: _____

Voting Delegates	_____	
Executive Officers	_____	
Diocesan Accredited Delegates	_____	
Parish Accredited Delegates	_____	
Honorary Life Members	_____	
Life Members	_____	Subtotal

[Diocese 1]	_____	
[Diocese 2]	_____	
[Diocese 3]	_____	
[Diocese 4]	_____	
[Diocese 5]	_____	
[Diocese 6]	_____	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 E: 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 are the voting delegates. At a provincial convention, diocesan presidents are the voting delegates.

Appendix F: 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:

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.

Appendix G: Business Sessions Seating Arrangement

Audience

Chairperson Chairperson Chairperson Secretary President Spiritual Advisor Treasurer Past President

Appendix H: Head Table Seating Arrangement

Audience

Hosting Council Spiritual Advisor	Convention Chairperson*	Diocesan/Provincial Spiritual Advisor	Diocesan/Provincial President	Presider	Bishop of Diocese in Convention	Guest Speaker	Civic Representative	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 presider.

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

Appendix I: Gala Banquet

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 _____.
--	---

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.