

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

2023



**Guide to Hosting
the
Annual National 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: NATIONAL OFFICERS..... 1**
- NATIONAL PRESIDENT RESPONSIBILITIES 1**
 - Earlier Than Two Years Prior to Convention 1
 - Two Years Prior to Convention 1
 - Six Months Prior to Convention 1
 - Three Months Prior to Convention 2
 - On Arrival at Convention..... 2
- NATIONAL CHAIRPERSON OF FAITH RESPONSIBILITIES..... 3**
 - Six Months Prior to Convention 3
 - Three Months Prior to Convention 3
 - One Month Prior to Convention 3
 - At Convention 4
- NATIONAL SECRETARY-TREASURER RESPONSIBILITIES..... 5**
- PART II: LOCAL COMMITTEES 6**
- HOST COUNCIL PRESIDENT RESPONSIBILITIES 6**
 - Four Years Prior to Convention 6
 - Year Prior to Convention..... 6
 - At the Opening Eucharistic Celebration 6
- PLANNING COMMITTEE CHAIRPERSON AND CO-CHAIRPERSON(S) RESPONSIBILITIES..... 7**
 - At Least Two-Five Years Prior to Convention 7
 - One Year Prior To Convention..... 8
 - Six Months Prior To Convention 8
 - One Month Prior To Convention..... 8
 - After Convention..... 8
 - Additional Responsibilities 9
- SECRETARY TO THE COMMITTEE RESPONSIBILITIES 10**
- TREASURER TO THE COMMITTEE RESPONSIBILITIES 11**
 - During The Three Years Prior To Convention..... 11
 - The Year Prior To Convention 11
 - One Month Prior to Convention 11
 - After Convention..... 11
- ACCOMMODATIONS AND RESERVATIONS COMMITTEE RESPONSIBILITIES 13**
- DECORATIONS COMMITTEE RESPONSIBILITIES..... 14**
- EXHIBITS COMMITTEE RESPONSIBILITIES..... 15**
 - Criteria for Exhibit Space..... 15

FUNDRAISING COMMITTEE RESPONSIBILITIES	16
During The Three Years Prior To Convention.....	16
HOSPITALITY COMMITTEE RESPONSIBILITIES.....	17
LITURGY COMMITTEE RESPONSIBILITIES	18
Overview	18
Six Months Prior to Convention	19
Official Eucharistic Celebrations Planning.....	20
Opening Eucharistic Celebration.....	20
Closing Eucharistic Celebration	20
PRINTING COMMITTEE RESPONSIBILITIES.....	21
PROTOCOL COMMITTEE RESPONSIBILITIES	22
Day of Formal Convention Opening	22
Seating Plan (left side of church)	22
Eucharistic Celebration	24
Official Opening	25
Closing Eucharistic Celebration	25
At the End of The Closing Eucharistic Celebration	26
During the Business Sessions	26
PUBLIC RELATIONS AND PUBLICITY COMMITTEE RESPONSIBILITIES	29
Two Years Prior to Convention	29
One Year Prior to Convention	29
Six Months Prior to Convention	29
Three Months Prior to Convention	29
Two Weeks Prior to Convention	30
Requirements at Convention	30
Press at Convention	31
REGISTRATION AND CREDENTIALS COMMITTEE RESPONSIBILITIES.....	32
One Month Prior to Convention	32
At Convention	32
Credentials	33
Registration	33
Name Tags.....	34
Welcome Bags.....	34
Recommendations	35
SALE OF LEAGUE SUPPLIES COMMITTEE RESPONSIBILITIES	36
SECRETARIAT OFFICE RESPONSIBILITIES	37
SUPPORT COMMITTEE RESPONSIBILITIES	38
SPECIAL EVENTS COMMITTEE RESPONSIBILITIES	39
Closing Banquet	40

TECHNICAL PRODUCTION COMMITTEE	41
TRANSPORTATION COMMITTEE RESPONSIBILITIES	42
PART III: NATIONAL OFFICE	43
NATIONAL TREASURY.....	43
NATIONAL OFFICE STAFF RESPONSIBILITIES.....	44
Six Months Prior to Convention	44
Three Months Prior to Convention	45
One Month Prior to Convention	45
PART IV: APPENDICES	47
APPENDIX A: BASIC REQUIREMENTS	47
Tentative Pre-Convention Meeting Room Requirements.....	47
Tentative Convention Meeting Room Requirements	48
Tentative Post-Convention Meeting Room Requirements	48
Possible Guest Rooms by Day	49
APPENDIX B: REVENUE AND EXPENSE STATEMENT	50
APPENDIX C: REGISTRATION FORM.....	53
APPENDIX D: SPECIAL EVENTS TICKETS FORM	54
APPENDIX E: CREDENTIALS REGISTER	55
APPENDIX F: CREDENTIALS REPORT	57
APPENDIX G: REGISTRATION REPORT	58
APPENDIX H: TICKET COMMITTEE ENVELOPE	59
APPENDIX I: NAME TAGS.....	60
APPENDIX J: GALA BANQUET.....	61
The Agenda	61
Introduction Protocol.....	61
Introducing the Head Table	61

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.)

By law, The Catholic Women’s League of Canada must hold an Annual Meeting of Members. This event requires a minimum attendance of 25 voting and accredited delegates of national council (i.e., national officers, provincial presidents, provincial accredited delegates, diocesan accredited delegates, honorary life members and life members).

Corporations Canada requires the following to be included on the business agenda:

- A report on the financial statements
- The receipt of a report from the public accountant
- The appointment of a public accountant (or, in the case of a designated corporation, a resolution of the members to dispense with the appointment of a public accountant) and
- The election of directors.

In addition, the agenda includes other items relevant to national council:

- report of CWL activities given by the national president
- instructed voting on amendments to the *Constitution & Bylaws*
- instructed voting on national per capita fees
- the adoption of League positions through the resolutions process
- other motions as necessary to the activities of the national organization and
- reports of other directors in oral or written form.

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 Meeting of Members may include:

- local tourism and social events organized by the local convention committee
- guest speakers and/or workshops organized by the national president
- networking and purchasing opportunities with local and national exhibitors

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

This handbook provides guidance for local convention committees to assist in planning an annual convention.

National President Responsibilities

Earlier Than Two Years Prior to Convention

- Confirm convention dates by letter, through the national office, to the host council.

Two Years Prior to Convention

- Review the minutes of convention meetings, sent by the secretary of the committee to the national president and executive director 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/provincial 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 faith and the national spiritual advisor.
- February: In consultation with the national chairperson of faith, 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 faith.
- February: Complete and send the final agenda to national office. Copies will be forwarded to the national spiritual advisor and the planning committee chairperson by national office staff.
- February: In consultation with the national secretary-treasurer 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 faith. 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. With the permission of the host bishop, 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 by the local committee.
- March: Approve the initial press release prepared by the national secretary-treasurer and national office.
- March: Make arrangements, through the planning committee chairperson, to host a luncheon for the honorary life members, yourself and the vice-president. This is usually held on the Wednesday of the convention.

Three Months Prior to Convention

- In consultation with the national vice-president, 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.
- Approve all courtesy tickets for guest speakers and the press.

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 secretary-treasurer. This press conference is usually held at 8:00 a.m. on the Wednesday of the convention.
- Determine by motion at the national executive meeting the recipient for ½ of the proceeds of the Eucharistic celebration collection at the business session(s). Inform the planning committee so that the planning committee can put this information on the gift bags.

National Chairperson of Faith 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 booklet. 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 Secretary-Treasurer 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.
- If requested by the national president, coordinate a press conference at the convention site with the local public relations and publicity chairperson. This press conference is usually held on the Wednesday morning of the convention at 8:00 a.m. Additional media interviews may be arranged according to the schedule/agenda of the national president.
- Collaborate with the guest journalist and the local public relations and publicity 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 national conventions held in their province and/or yearly contributions by each member to aid future national conventions hosted by that council.
- Request the financial statements of the previous national conventions from national office 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

Year Prior to Convention

- Together with the convention chairperson, meet with the host bishop or his representative 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. Discuss the various daily mass celebrants with the host bishop.

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

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.

At Least Two-Five Years Prior to Convention

- Read the *Guide to Hosting the Annual National Convention* to become completely familiar with all the responsibilities, especially those of the various committees.
- 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 throughout guest and meeting rooms
 - Complimentary access to the hotel's fitness centre
 - Complimentary parking for registered guests, depending on location
 - Complimentary meeting room set-up of altar and stage
 - Complimentary microphones
 - Recommendations for sound, video and microphone technicians
 - Recommendations for ideal screen locations
- 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 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 15th in the year prior to the convention.
- Open a bank account. There should be three signatories on the account with any two 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 where it deviates from the custom of the League.
- 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 monthly 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. Determine financial arrangements with the photographer. Inform him/her of the deadline (likely August 31st) for the next issue of *The Canadian League* magazine where photographs will be used.
- Arrange for free download via web link of convention photographs for delegates/members.

One Month Prior To Convention

- Consult with the convention site manager weekly the last month prior to the convention.
- See Appendix J on page 61 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, any remaining surplus will be distributed as follows.

1. If the \$3,500 seed money was advanced, it is to be returned to the national treasury.
2. If applicable, seed money advanced by other levels of the League is to be returned.
3. Any surplus to be held over for future conventions should be turned over to the host council for safekeeping.

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

Additional Responsibilities

- From the September prior to convention, hold monthly meetings in person or virtually 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 15th 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 29.)
- 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 25)
 - 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

During The Three Years Prior To Convention

In consultation with the planning committee chairperson, co-chairperson and fundraising chairperson, set up the convention fund. Designate signing officers for a chequing account. (See planning committee chairperson and co-chairperson on page 7.)

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 15th 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 32.)
- 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.

One Month Prior to Convention

As national provides monthly reconciliations with the transferred funds, obtain date you will receive August and final reconciliations.

After Convention

A final financial statement for convention bank accounts should be prepared, reviewed by an independent accountant and then made available to the national president, national office, host council executive, convention chairperson and co-chairperson, and committees by November 30th. (See Appendix B: Revenue and Expense Statement Sample on page 50.)

- Any seed money advanced by the national treasury or other levels of the League is to be returned.
- 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 30th, a detailed statement of revenue and expenses.

The planning committee treasury pays for the following:

- Registration costs, such as name tags, stationery, tickets, bags, 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, opening and closing mass programs
- 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).
- 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.
- Expenses for an optional wind-up party for the convention planning committee.
- Costs related to the photographer that are not covered by 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.
- A complimentary electronic file of all convention photographs is to be made available to the host council, national office and the national president.
- The two cheques for the recipients of the convention mass collection (one selected by the convention committee in consultation with the host council and the other voted on by the national executive) should be sent out directly following convention.

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 A on page 47.)
- Reservations and confirmations will be handled directly through the hotel.
- 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.
- Note contract obligations, including financial penalty if guest room quota is not met.
- Be aware of attrition dates in contract and adjust guest rooms booked/contract quota as required/able.
- 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 five single and nine double rooms for national office staff who will book accommodation for and register the national executive, the national spiritual advisor, resolutions sub-committee members and national office staff.
- Set aside six to eight double rooms for honorary life members.
- 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 most of the group as well as small group arrivals, and the departure date for most of the group.
- Obtain a list of arrival details from national office of the national executive, honorary life members and special guests for the transportation and hospitality committee chairpersons.

Decorations Committee Responsibilities

- Provide decorations for general meeting rooms in consultation with the national president.
- Consider renting, reusing, borrowing, thrift purchasing and/or recycling 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 room, have a sacred space for Our Lady's statue and the Book of Life.
- Plan the venue for Eucharistic celebrations in the meeting room in conjunction with the liturgy committee.
- Provide arrangements/decorations for the prayer room in consultation with the chairperson of the liturgy committee.
- Provide and set up decorations for banquets and social functions as well as flowers, statue(s) and banners, flowers for reception and registration area(s) and special events.
- Arrange for table favours, if any.
- Arrange for storage space for decorations.
- Provide low or no scent fresh flowers for the church.
- Arrange the flags in proper order in the business sessions meeting room behind the head table. (See protocol committee for flag visual on page 27.)
- Flags are the responsibility of the protocol committee for the opening mass and ceremony.

Exhibits Committee Responsibilities

- Appoint a committee member to act as liaison with accepted exhibitors.
- Prepare a map of the space available.
- Provide national office with set-up and takedown times and the name of the hotel contact.
- The national president approves exhibitors.
- Obtain from the national office the preliminary approved list of exhibitors, including the names of the contact persons. National informs the committee chairperson of ongoing changes.
- National planning committees hosting a convention in the two years after convention may apply for exhibit space.
- Refer all requests for (additional) space to national office contact person. Exhibits are approved in advance. Any requests for exhibit space during the convention may be accommodated if space is available and upon approval of the national president.

Criteria for Exhibit Space

- Exhibit space during convention is governed by room size.
- The national executive decides whether exhibitors are required to pay a fee to display their goods.
- If there is a cost to be borne by the exhibitor, such as table skirting or electrical access, this should be confirmed by the committee and national office.
- 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.
- 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.
- 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.
- Should an exhibitor wish to enter the convention sessions, a convention registration fee will be required.

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.
- Inform treasurer of funds intended to be raised through fundraising as this is important information for the convention fund.
- Funds might be raised by donations, raffles, sales of specially designed mementos (e.g., pins, mini plaques) etc., special event or function. In addition to cash or cheque, consider providing e-transfer and credit card payment options.
- 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.

Hospitality Committee Responsibilities

- Greeters should be completely familiar with all aspects of the convention program and functions.
- Greet all delegates, guests, honorary life members, life members, members of the press and visiting dignitaries. See that they are always looked after.
- Provide welcome items in the hotel rooms of the national executive.
- Provide a “minder” for the national president as well as the honorary life members as needed.
- Provide information for distribution at registration, which should include a city map, a list of 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 door minders in the convention centre during all business sessions.
- Consider providing a designated area for volunteers to change and rest.
- Consider whether volunteers are required:
 - At special events as meal tickets takers.
 - To direct life members, spiritual advisors and honorary life members to their luncheon rooms.
 - To gather the in-session convention mass collection bags.

Liturgy Committee Responsibilities

Overview

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

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

It is important to remember that the League is a guest in the local diocese(s), with the appropriate permissions from and respect given to the host bishop(s).

Cultural sensitivity is important and may require the assistance of a knowledgeable advisor specific to the area/issue.

The committee is responsible for the following:

- Providing the mass kit, *Sacramentary*, hosts, low-gluten hosts and wine for Eucharistic celebrations for the pre- and post-convention executive meetings. The post-convention Eucharistic celebration may have a large attendance (up to 100), as it is open to anyone who is able to attend.
- Planning details, including supplying a mass kit, and making physical preparations for daily Eucharistic celebrations during convention.
- Holding signs above the crowd to indicate communion station locations.
- Providing specific information for the opening and closing Eucharistic celebrations.
- Consulting with the national chairperson of faith before proceeding with liturgical arrangements.
- Working in close harmony with the host council's spiritual advisor and host bishop or their representatives.
- Ensuring that minutes of liturgy committee meetings are sent to the convention chairperson, the national president, the national spiritual advisor, the national chairperson of faith and national office.
- Together with the host council's president, spiritual advisor and convention committee chairperson, meeting with the host bishop or his designate for suggestions or recommendations.
- Determining in consultation with the host bishop the location of Eucharistic celebrations as early as possible and confirming this in writing to the national chairperson of faith.
- Communicating with church personnel regarding any requirements or restrictions, especially the placement of flags, and the limited use of incense for scent-sensitive members.

Six Months Prior to Convention

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. Confirm with the host bishop and the liturgy committee chairperson if prayers of the faithful will be read by a deacon. The list of those selected will be prepared by national office staff for distribution to the national executive and the convention liturgical committee.

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 and paid for by the host committee. Approval must be indicated in the printed text.

In consultation with the national chairperson of faith, choose music. 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 faith by April 1st.

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 1st for inclusion in the national executive pre-convention mailing.

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. Provide a vesting room for the clergy. 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. Extra consecrated hosts may be consumed following time of distribution.

Three Months Prior to Convention

All details needed for the liturgy booklet, such as hymns, copyright permissions and acknowledgement must be sent to the national chairperson of faith by May 15th for her to prepare the camera-ready booklet by the June 1st deadline.

Official Eucharistic Celebrations Planning

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

1. Arrange for a mistress of ceremonies for each Eucharistic celebration. Her opening remarks should include an appropriate land acknowledgement, with permission of the host bishop.
2. Confirm with the national president that she has chosen lectors.
3. Prepare and print the liturgy handouts for the opening and closing Eucharistic celebrations.
4. Make special arrangements in the church for:
 - Liturgy participants
 - National executive
 - Flag bearers (provincial presidents)
 - Honorary life members
 - Life members

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.

5. The Book of Life

- The *Book of Life* and stand is brought to the national convention each year by office staff.
- The local liturgy committee chairperson is responsible for getting the Book of Life from the secretariat office. It is to be taken to the church and put in a place of honour near the altar, on a stand or small table, prior to the opening and closing Eucharistic celebrations.
- 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.
- After the closing Eucharistic celebration, ensure that the *Book of Life* is returned to the secretariat office for return shipping to national office.

Opening 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.
- Dignitaries bringing greetings are pre-seated.
- Flags are processed in for this celebration.

Closing Eucharistic Celebration

- With the permission of the host bishop, the celebrant and homilist for the closing Eucharistic celebration is the national spiritual advisor.
- Before the Eucharistic celebration begins, ensure protocol committee places flags/poles/stands in the church.

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 national office is responsible for printing of the liturgy program booklets.
- The official convention program booklet is prepared and printed at national office. All details needed for the booklet, such as meeting rooms, names, greetings, photographs and acknowledgements must be sent to national office by June 1st 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.
- **Prior to lining up, give instructions to those processing in the flags how to hold/process the flags, including during the anthem. See page 27.**
- 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, guests and lay/female spiritual advisors 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/and lay/female spiritual advisors
	Pews 2, 3	honorary life members
	Pews 4, 5, 6	Extra pews as needed for life members

Procession
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 Vice-President and National Past President
National Secretary-Treasurer and National Chairperson of Faith
National Chairpersons of Service and Social Justice
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 27.)

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
- National president: pew 1 - right
- National vice-president; pew 1- right
- National past president: pew 1 - right
- National secretary-treasurer: pew 1 - right
- National chairpersons of standing committees: pew 2 - right
- Provincial presidents: pews 3 and 4 – 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 mistress of ceremonies 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.

Please note: Lay and female spiritual advisors do not form part of the procession. They are ushered to their designate pew immediately before the procession begins.

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. These will be brought 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 23.)

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 mistress of ceremonies 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 or 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



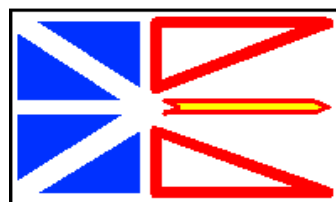
(10) Alberta



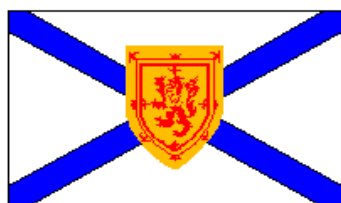
(3) Quebec



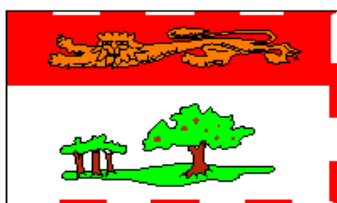
(7) British Columbia



(11) Newfoundland



(4) Nova Scotia



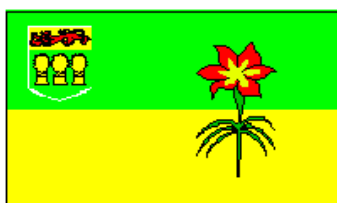
(8) Prince Edward Island



(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 will need to be steamed after they arrive from national office.) 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
- **The national president is the official spokesperson for the League on all League matters.**
- The public relations and publicity chairperson works directly with the national secretary-treasurer and national office, both before and during the convention.
- The public relations and publicity chairperson will also work with the national secretary-treasurer and the convention guest journalist, who is appointed by the national president.

Two Years Prior to Convention

- General promotion and publicity for a national convention begins two years in advance within the province, dioceses and parishes.

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 15th:
 - 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 secretary-treasurer who may be contacted for further information through national office.

Information included in the media kits:

- Convention agenda/program
- Copy of *The Canadian League*
- Copy of the annual report summary
- 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 if applicable and as approved by the national secretary-treasurer and national president. This usually takes place Wednesday at 8:00 a.m.
- Contact the convention guest journalist and national secretary-treasurer to review specific requirements.
- Ask national office for a list of required photographs to be taken (e.g., national executive, new life members, honorary life members, convention committee, and casual photographs of the events for the fall issue of *The Canadian League* magazine.)

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 secretary-treasurer 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
- Work with the official photographer to ensure all necessary photos are taken.

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 secretary-treasurer, 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 secretary-treasurer 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 vice-president and national secretary-treasurer.
- 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 (if held) 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 secretary-treasurer 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 secretary-treasurer and national office following the convention.
- Arrange to have copies of local newspapers publishing convention coverage available.
- The convention guest journalist and national secretary-treasurer 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 secretaries 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

National office receives all registration forms and fees through online registration or mail, copies the forms and prepares a binder with a list of registrants per category. This binder is handed over to the committee chairperson before convention and is returned to national office at the end of the convention.

- 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 15th. 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.
- National office provides the registration committee with the information from the registration form (name of registrant, address, category, registration fees and event fees paid, dietary restrictions, etc.) This provides the committee with the information necessary to prepare name tags, event tickets, etc.

The registration and credentials committee sets up the facilities and procedure necessary for on-site registration as follows:

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

One Month Prior to Convention

National office informs each provincial president of the numbers registered from her province (to assist in arranging for their provincial dinner).

At Convention

Staff requirements at convention will depend on the number of members who have registered. The following schedule can be used as a guideline:

- First two days – fifteen + members.
- Two members per category (life members and honorary life members, hierarchy and spiritual advisors, voting delegates and accredited delegates, members and guests A-D/E-K/L-P/Q-Z) to sign in registrants, provide them with their name tags, packages, etc.
- Two members to handle walk-in registrations, prepare name tags, collect registration fees and provide additional assistance

The registration desk is open with staff of up to four members during the business sessions.

- 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, name tags, lanyards, totes, 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. National office prepares a binder with credential forms and voting cards and will have a representative available for the registration committee to handle problems with credential cards. National office prepares the official credential and voting cards.

- Upon arrival at convention, the appointed national office staff person meets with the registration and credentials chairperson to review the procedures and hands over the original copies of the signed credential cards in a binder with plastic sleeves and the *Credentials Register*. (See Appendix E on page 55.) Each plastic sleeve contains one delegate's signed credential card along with her voting card.
- 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 her 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. National executive members sign the *Credentials Register* at the pre-convention national executive meeting. This usually takes place in their meeting room on Saturday morning, to be determined by the president.
- The *Credentials Report*, showing the number of delegates eligible to vote as 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 F: *Credential Report* on page 57.)
- The national president will ask for a *Credentials Report* at the beginning of the business sessions each day. This report is adopted by motion.
- 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 and 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 sub-committee members, amendments committee members, honorary life 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 G: *Registration Report* on page 58.)

Name Tags

The registration and credentials committee prepares name tags. 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. (See Appendix I on page 60 for colour coding chart.)

Name tags 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.
- Use plastic pocket-type name tags.
- Print two labels for each delegate — one for the name tag/one for the envelope file, according to province/category.

Welcome Bags

Convention welcome bags and their contents are offered at the discretion of the host committee. Located behind the registration and credentials committee, they can 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 or working group.

- Daily liturgy books, program books and the financial report are given out to registrants and are not included in the welcome bag.
- Suggested items for the welcome bag:
 - Photo shoot place and times
 - Free photograph accessibility information
 - WiFi information
 - Information about surrounding area, restaurants, etc.
 - Pocket agenda
 - Name tag holders

Recommendations

1. Have at least two volunteers who can manage the Excel spreadsheet and its information on hand in the registration area during convention.
2. Have at least one volunteer open early and stay late, due to travel delays and the need for registrants to access events tickets.
3. Create spreadsheets of dietary concerns for the banquet providers.
4. Have one or two volunteers who can relieve workers, especially on Saturday and Sunday – the two busiest days for registration.
5. Have separate sign up binders/areas for provincial night and the gala banquet.
6. Be prepared for registrants who forgot to sign up for the gala banquet; check final numbers on spreadsheet when setting tables and when preparing seating chart.

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.
- When doing the initial setup, open one box at a time and count/verify that quantities/items match the shipping/invoice information. Notify national office of any discrepancies immediately.
- 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. All cash, cheques (to be made out to the host council) and credit card payments (if available) 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).
- 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.
- 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. Any shortfalls or discrepancies are a cost to the planning committee and payable to national office.

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. 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. plus copy paper (two cases of 8 ½" x 11" and one ream of 8" x 14" suggested.)
- A computer and printer, extra toner for printer and photocopier should be on hand.
- Secretariat expenses are paid by the national treasury including rental of computers, printers, photocopiers, paper supplies, printing costs and consumables.
- 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.
- Unpack the boxes sent by national office and lay out the supplies included.
- Oversee pre-arranged pick up of trunks/boxes for shipment to national office at the end of convention if members of national office staff are not available.

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
- 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. 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

Special Events Committee Responsibilities

- Menus
- Special events, as may be decided by the convention committee. When planning tours including something in a tour that is part of our faith adds to the interest of the tour.
- 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 as required for offsite events.

Working closely with the printing chairperson,

- Colour code tickets for various functions.
- Prepare a Special Event Tickets order form for publication in the winter issue of *The Canadian League* magazine by the deadline of November 15th. (See Appendix D: Special Events Tickets Form on page 54).
- 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 H: Ticket Committee Envelope on page 59).
- 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 the event should oversee each special event.

Closing Banquet

- 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 for processing into the banquet and 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.

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 (e.g., extra monitors may be required given the space). Flexibility is required as new requests and changes to existing requirements will be made onsite by national office staff, guest speakers and members of the national executive.

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

This committee would oversee all audio-visual requirements

- Six months prior to convention, obtain three quotes for audio visual equipment and personnel and submit them to national office for decision.
 - The audio-visual costs for the business sessions are paid from the national treasury.
 - The audio-visual costs for special events are paid by the planning committee, including technology and amplification for the closing banquet.
- Make a run sheet with the program and all presentations listed, including the presenter's name, position and organization, and if they have a PowerPoint/video or not. Make notes and inform the AV technicians.
- Label all floor microphones with numbers; set them up for all business sessions, ensuring that they work.
- Have baggies and sticky notes to label the USB sticks as they are received. Return the USB sticks to presenters.
- Carry a cell phone and give the cell phone number to all committee members so that they can call/text with any AV issues. This is especially important during breakout sessions.
- Cue the A/V technicians for microphones.
- Cue the A/V technicians for cameras.
- Coordinate required equipment for all convention speakers.

During the projection of the Eucharistic celebrations 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.

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 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 of the incoming national executive, bishops and honorary life members. Meet upon arrival and transport to the convention site.
- Arranging transportation for honorary life members and the national president to opening and closing Eucharistic celebrations.
- Having committee members at the airport, if possible, to welcome all incoming delegates, and to direct them to shuttle/taxi services.
- Arranging transportation for special guests as requested.
- Being aware that assistance may be required for mobility challenged members.
- Arranging transportation for delegates sightseeing or special tours, in consideration of business and other convention activities taking place.
- Providing a car and driver for unexpected errands or emergencies.
- Busing 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 for busing requirements well in advance of the event.
- 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 sub-committee, amendments committee, guest journalist and parliamentarian.
- Transportation and registration fees 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 for business sessions.
- 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.

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.
- At least two years prior to the convention, the executive director signs and approves the site chosen, in consultation with the host committee and the current national 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 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, national secretary-treasurer and national chairperson of faith before and during the convention.
- Compile a list of the organizations requesting exhibit space for the national president.

Three Months 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 vice-president 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 Prior to Convention

- Print the liturgy booklet under the direction of the national chairperson of faith and in consultation with the national spiritual advisor and national president.
- Provide the accommodations and reservations committee chairperson with a list of the arrival times of the national executive, honorary life members, bishops and special guests.
- Assist the national secretary-treasurer 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 plan 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: 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 Sub-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 six 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 21 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 (7 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 21 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)
	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	Six rooms for luncheons [optional — determined by national executive]
	Presidents' Luncheon	Catered luncheon for an estimated 100 presidents [optional — determined by national president]
	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 vice-president 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	Eucharistic celebration	Meeting room required for morning mass (up to- 100 people)
	Executive Meeting	Meeting room required 9:00 a.m. to noon for 21 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 B: 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
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
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		<u>21,065.20</u>
		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	<u>7,050.00</u>	
		29,983.64
Net Income		<u>\$ 6,663.87</u>

Convention Chairperson Signature

Convention Treasurer Signature

Date: _____

Appendix C: Registration Form

The Catholic Women's League of Canada _____th Annual National Convention

August __ - __, 20__

[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 national 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 The Catholic Women's League of Canada.

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

COMPLETE REGISTRATION FORM AND MAIL WITH FEE TO NATIONAL OFFICE
c/o 702 Scotland Avenue, Winnipeg, MB, R3M 1X5.

Appendix D: Special Events Tickets Form

The Catholic Women's League of Canada 20__ National Convention

August __ - __, 20__

Special Events Tickets Form

SPECIAL EVENTS

August __th	(Name of event and location)	\$ _____
	Tour of Attraction	
	Supper & Entertainment (name facility)	
	Transportation	
August __th	Bus Tour (name city and time)	\$ _____
	Luncheon (name facility)	\$ _____
August __th	Dinner & Entertainment (name facility)	\$ _____
August __th	Life Members Luncheon	\$ _____
August __th	Spiritual Advisors' luncheon	\$ _____
August __th	CWL Banquet (name site)	\$ _____
August __th	Transportation to Opening Ceremonies	\$ _____
August __th	Transportation to Closing Ceremonies	\$ _____
SUBTOTAL FOR SPECIAL EVENTS		\$ _____

. __ I will be attending the provincial dinner (for information only).

REGISTRATION SUMMARY

		AMOUNT
Registration:	Price	
One day	\$ _____	_____
Two days	\$ _____	_____
All three days	\$ _____	_____
Special Events Subtotal: (from above)		_____
TOTAL PAYABLE TO THE CATHOLIC WOMEN'S LEAGUE OF CANADA		_____

COMPLETE REGISTRATION FORM AND MAIL WITH FEE TO NATIONAL OFFICE
c/o 702 Scotland Avenue, Winnipeg, MB, R3M 1X5.

Appendix E: 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		_____
Vice-President		_____
Secretary-Treasurer		_____
Past President		_____
Faith		_____
Service		_____
Social Justice		_____

PROVINCIAL ACCREDITED DELEGATES (2)

Council

Name

Signature

Alberta Mackenzie

BC & Yukon

Manitoba

Military Ordinariate

New Brunswick

Newfoundland & Labrador

Nova Scotia

Ontario

Prince Edward Island

Quebec

Saskatchewan

Appendix F: Credentials Report

Credentials Report for the _____ Annual National Convention of The Catholic Women's League of Canada

Voting Delegates	_____
Accredited Delegates:	
National officers	_____
Provincial accredited delegates	_____
Diocesan accredited delegates	_____
Honorary life members	_____
Life members	_____
Total Accredited Delegates	_____
Total Voting and Accredited Delegates	=====

Date

Signature

Appendix G: 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 H: 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	\$ _____

Appendix I: Name Tags

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

Colour Coding Chart

Registrant Type	Name Tag Colour
National Officers and Staff	Gold
Hierarchy (Bishops and Archbishops)	Purple
Spiritual Advisors (Provincial, Diocesan, Parish Council)	Blue
Voting Delegates	Dark Green
Accredited Voting Delegates (Provincial and Diocesan)	Orange
Honorary Life Members	Fuchsia
Life Members	Pink
CWL Members	White
Guests	Yellow
Exhibitors	Lime Green

Appendix J: 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.

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