

## CONVENTION GUIDELINES

- A One or more Chapters may agree to co-host a Federation Convention.
- B The host Chapter or Chapters appoint a Chairman of the entire convention for oversight purposes and coordination. At the discretion of the Chairman, a Co-Chair may be appointed.
- C **SELECTION OF SITE.** Prior to a convention, a Chapter(s) wishing to host the next convention should.

Select city and area hotel (motel) accommodations with prices. (Hotel may request holding fee several months prior to **convention.**)

- Headquarters hotel with banquet facilities to seat up to 200 persons. Plans are presented to the Executive Board for approval.

### SITE REQUIREMENTS:

- Lodging for 150-200 persons. Request 50 rooms be reserved up to 4 weeks prior to Convention.
- Price per room, per person, including tax. Check for complimentary rooms. These are used for National officers, Convention Coordinator, Federation President and special guests.
- Meeting room for Board of Directors and Audit of Treasurer's records.
- Reception center should include space to register and distribute information. Banquet Room to accommodate 150-200 persons.
- Hospitality Room. Check for Hotel policy on food and drinks
- Parking facilities adjacent to lodging.
- Adequate Meeting room for Convention Assembly. Seats arranged theater style with aisle wide enough for 4 persons (Color Guard) to proceed abreast
- If possible side aisles should also be wide enough for 4 persons walking abreast.
- Head Table should be raised 1 foot and space for 10 people to be seated. Lighted lectern with microphone if possible.  
One stand-alone Microphone for center aisle for use by Delegates.
- Request Hotel assistance to hang NARFE Banner in Convention Hall behind head table.
- Request two (2) six feet tables for Registration.
- Request four (4) six feet tables in Convention Hall for Exhibitors.  
Request Hotel marquee to read "Welcome NARFE Members" during Convention.  
Request Piano if needed by the entertainment committee. Check for Flags (U.S. and State with stands from the hotel).