

Registration Chairman: (Continued)

- Verify that the person has sent in the proper fees.
- Check envelope and insure that the right color badge is being given to the proper person. There should be one color ribbon for delegates and a different color ribbon for alternate delegates.
- Arrange for typing of delegate badges.
- Distribute voting cards with Red for NO and White for YES.
- Provide Credentials Chairman with Credentials Form and the total number of delegates registered at the end of each day.
- Also provide the Federation Secretary a copy of attendees for record purposes.

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Credential Chairman.

- The Credential Chairman will report the total voting members present after Roll Call each day, and if called upon by the Federation President before a crucial vote.
- A sheet will be provided by the Convention Secretary before the Convention opens to record attendance figures. These attendance figures are obtained from the Registration Chairman: Banquet Chairman:

The Banquet Chairman arranges for the Reception which is held on the first night of the Convention. The Banquet is held on the last day of the Convention usually at 7:00 p.m.

- Choose food that is generally acceptable.
- Set a price that will not be exorbitant.
- Display Federation Charter on or near the Head Table
- Display Federation Banner on the wall behind the speaker.
- The Federation President sets seating arrangements and entrance order.
- Convention Committee will be provided with name, in order, approximately 30 days before the Convention. This will allow for place cards to be made.
- Head Table should be on a high riser and sufficient seating for honored guests.
- Round Table at floor level directly in front of the head table for Past Presidents and spouses.