

### Banquet Chairman: (Continued)

- Round table at floor level near the head table for District Field Officers and spouses. Other special guests may have a designated reserved table near the head table if possible  
Remaining round tables for delegates and alternate delegates and their spouses.  
Set theme and color scheme.  
Arrange for flowers or centerpieces at tables.  
Place cards should be on head table and Past Presidents<sup>1</sup> table.
- Reserve table seating for special guests and spouses, if appropriate.
- Provide Convention Secretary/Treasurer with pertinent information on cost, such as "plate count" and miscellaneous cost to the Federation Treasurer in sufficient time to pay expenses to hotel.

### Hospitality Chairman:

- The Hospitality Chairman will be responsible for having someone designated to greet the delegates and guests.
- Check on Hotel policy for bringing in food and drinks. If hotel does not allow food and drinks, have Chapter absorb the cost.  
: \rrange for servers depending on amount of food to be served.

### Program/Printing Chairman.

The Program is one of the last items to be finalized and is not printed until approximately one month prior to the Convention and/or within the timetable of the printer's schedule.

The Program/Printing Chairman will coordinate with the Federation President on outline of program.

- .Arrange for printing of the program. Sometimes you may be able to find a local business and/or bank to sponsor the printing for the privilege of having their name on the program.