

### Memorial Chairman:

A Memorial Service for deceased members shall be a part of the Convention proceedings, at such time and place designated by the Convention Committee with the Chaplain and Federation President.

- Plan a Program with assistance of the Federation Chaplain and Federation President.
  - i Schedule and meet with Federation President, Federation Chaplain to finalize program.
- Notify persons being asked to participate; i.e.. District Field Officers are often used. If a special dress code is desired remind participants of this dress code.
- Provide a printed program, if possible.

### Door Prize Chairman:

The Door Prize Chairman will coordinate with the Federation President and Program Chairman as to the distribution of the door prizes. Selection of door prizes are left to the discretion of the Chairman but should be usable. The total number of door prizes will depend on total member of convention attendees.

### Ditty Bag Chairman:

The Ditty Bag Chairman is responsible for collecting such items as key chains, pens, pencils, pill boxes, memo pads, tape measures, etc. These items can be obtained from local businesses. The ditty bag should include Convention Program Booklet, annual report provided by the Federation Treasurer and a copy of the Memorial Program:

### Entertainment Chairman:

The Entertainment Chairman will arrange for entertainment for approximately 20 minutes at the Banquet. This can be a solo, group, comedian, etc. Provide information on tours, excursions, especially the first day of the Convention.

### Publicity/Photography Chairman:

The Publicity/Photography Chairman will publicized in local or near by local paper before, during and after the Convention. TV coverage, if possible, and