

ALPHA NU STATE CONVENTION PLANNING BOOK

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GENERAL INFORMATION

1. Committee should include members from all chapters hosting the State Convention. The Convention Chairman shall keep co-host chapters' Presidents informed of convention plans.
2. The Convention Chairman and the Convention Treasurer should be from the host Chapter.
3. A loan of up to \$300 may be requested by the host chapter from the dedicated Convention Per Capita Fund from the State Treasurer. It is recommended that all host chapters decide how convention expenses will be covered.
4. The Convention Chairman and Convention Treasurer shall open a convention banking account with both signatures required. A method of collecting and retaining receipts for all moneys dispersed from the checking account shall be established. A full accounting of all moneys spent is required at the end of the convention.
5. Consider using the talent of the members of DKG as speakers, entertainment and presenters at workshops.

DEADLINE CHECK LIST

1. Select Convention Chairman and Convention Treasurer TWO years in advance
2. Determine a Theme TWO years in advance
3. Secure a meeting Place ONE year in advance with a deposit.
4. ONE year in advance the Convention Chairman shall set a meeting date for July or August to inform the State President, who shall preside over the host chapter's convention, of detailed convention plans
5. Invitations
 - a. TWO years before convention present a proposal with the dates and location of the event to the State Executive Board during the first executive board meeting held the night prior to state convention. (State Executive Board must approve before proceeding.)
 - b. TWO years before convention extend an invitation to the convention body.
 - c. ONE year before convention offer a uniquely presented invitation to the convention body.
 - d. Place information and invitations in each ALPHA NUS during the year prior to convention. (Alpha Nus deadlines are August 20, October 20, January 20 and March 20.)
6. ONE year before convention, the Convention Treasurer shall send a proposed budget to the State Finance Chairman by October 1
7. Six months prior to convention select a Convention Registrar.
8. Send the convention registration form to the Alpha Nus editor by March 1st. Also, send the form to the web master to be placed on the Alpha Nu State web page.
9. To be determined by Hostess Chapter:
 - a. Registration Deadline
 - b. Late Fee to be assessed
10. If deemed necessary, the host chapter may bond the Convention Treasurer for the duration of her duties (if not already bonded by chapter).
11. Open checking account when needed
12. Check with speakers and presenters prior to convention regarding needed AV

equipment

13. During convention, check with the presiding officer for each event to be sure that everything necessary will be in place and ready (for example, additional microphones, podiums, extra tables, etc.)
14. After convention thank-you notes should be sent by July 1.
15. Convention reports shall be sent by September 1 to the State President, State Finance Chairman, State Treasurer, and convention chair for the next Convention. (See samples in appendix)
 - a. The Convention Chair shall write a general overview of the convention,
 - b. The Convention Treasurer shall produce a final budget.
 - c. The Convention Registrar shall produce a statistical data sheet.

ALPHA NU STATE CONVENTION PROCEDURES

Section A. Convention Planning

1. References: International Constitution, Article IX International Handbook, Areas of Activity, State Organization Conventions
2. The host chapter selects the location, date and theme of the convention which are subject to the approval of the State Executive Board at the board meeting held the night before the previous convention (1 year in advance).
 - a. Date of convention is recommended to be the Tuesday, Wednesday and Thursday before Fathers' Day in June
3. The host chapter selects the workshop presenters and may consider suggestions from the State President.
4. The Convention Chairman shall inform the State President about the progress of the state convention planning each quarter starting one year in advance of the convention.
5. Convention Planning Committee
 - a. A Convention Chairman selected by the chapter executive board of the host chapter
 - b. Treasurer, Registrar, communication, speaker/entertainment, cleaning, tote bags, hospitality room
 - c. Any other related personnel selected by the Convention Chairman
 - d. Members of the host chapter

e. Members of co-host chapters

4. Distribution of Convention Data

- a. The Convention Chairman, after convention, shall be responsible for distributing convention data either in print or electronically to the following:
 - (1) Current Convention Chairman (self)
 - (2) State President
 - (3) Next year's convention chairman
 - (4) President of host chapter two years hence
 - (5) Finance Committee Chairman
 - (6) State Treasurer
 - (7) Convention booklet
- b. Convention data consists of the convention report, statistical data sheet, and final convention budget (appendix).
- c. Reports of previous conventions should be discarded after six years. Reports of the past three conventions shall be kept in the convention planning book and by the State Finance Committee Chairman and State Treasurer.

5. Planning Book Revisions

- a. Information as it relates to state convention procedures will be reviewed and updated every four years beginning in 2016.
- b. A committee shall be appointed by the State President

Section B. Finances

- 1. For a breakdown of convention expenses, see the State Convention Proposed Budget (appendix).
- 2. Financing of Alpha Nu State Conventions shall be by the Convention Per Capita Fund. The amount of each expense shall be determined by the State Finance Committee.
- 3. The State Finance Committee shall set the registration fee and the raffle ticket prices. Moneys from the raffle goes to the State Convention Per Capita Fund.
- 4. The host chapter shall send a proposed convention budget to the State Finance Committee Chairman by October 1 of the year prior to convention.
- 5. All allowable State Convention expenses (see number 13 below) will be paid by the state treasurer out of the State Convention Per Capita Fund.

6. The Convention Chairman and Convention Treasurer shall open a convention banking account with both signatures required.
7. The Convention Treasurer may be bonded. The cost of the bond shall be a host chapter expense. If the chapter treasurer is the convention treasurer and is already bonded, a new bond is not needed.
8. The Convention Treasurer records all expenses and income, listing each under its proper budget headings. (The convention treasurer may be a past treasurer of the host chapter or another member with financial expertise.)
9. All expenses for the State Convention must be submitted on a convention voucher.
10. All bills or statements presented for payment must be itemized. The Convention Chairman shall approve statements only upon their presentation with itemized convention vouchers.
11. All convention vouchers must be signed by the Convention Chairman and the State President before being presented to the State Finance Committee Chair and State Treasurer for payment at convention.
12. All expense vouchers must be presented to the State Treasurer by the end of the convention, or no later than June 30. (After June 30, they will not be honored.)
13. Expenses (receipt required) included as state expenses not to exceed budgeted amounts and paid by voucher are:
 - a. International Representative's hotel room and convention meals
 - b. Printing the convention programs
 - c. Printing music booklets for the State Convention
 - d. Special gifts requested by the State President or State Vice President (no receipt required):
 - (1) For the International Guest – a donation of \$50 to an International Fund of her choice
 - (2) For the out-going State President – a donation of \$50 to a Society fund
 - e. Expenses for the convention hospitality room. This includes the cost of beverages and food.
 - f. Expenses for musical entertainment or speaker(s)
 - g. Expenses for decorations for the Presidents' Banquet

- h. Expenses for items used in Founders' Ceremony, Birthday Ceremony, Necrology Service, and any other special service held at the convention
 - i. Other expenses not listed may be included, but must be approved by the State President and the State Finance Committee Chairman
 - j. Expenses (if any) for printing during State Convention
 - k. Expenses for registration materials, name badges, meal tickets
 - l. Expenses for publicity to chapters and for thank you notes (postage, note cards, invitations, envelopes, stationery)
 - m. Expenses for piano and audio-visual equipment at convention meetings (VCR, TV, projectors, microphones, piano rental, etc.)
14. A loan of up to \$300 may be requested by the host chapter from the State Convention Per Capita Fund through the State Treasurer. The loan must be repaid to the Alpha Nu State Convention Per Capita Fund by June 30 following convention. The check is to be given or sent to the State Treasurer.
15. The host chapter and co-host chapters will find it necessary to finance all State convention expenses that are in addition to or exceed the state allotment.

Section C. Arrangements for Hosting Convention

1. Chapters will host State Convention in rotation, as determined by the State Executive Board and posted on the Alpha Nu State website. The State Executive Board will notify host chapters six (6) years in advance.
2. Arrangements for the next year's convention, uniquely presented and specific as to date, time, and place, shall be given at the Alpha Nu State Convention.
3. Arrangements for convention facilities should be made two years in advance, preferably by written contract. The location and dates must be approved by the state executive board.
4. Every detail should be carefully discussed with the management of the facilities—sizes of meeting rooms, prices of meals, costs of audio-visual equipment needed, estimate of number of people expected, hotel services available, rooms for workshops and hospitality, space for registration, etc.
5. Names and duties of convention committees are listed in the Section E.

6. The Convention Program booklet and registration form with prices of meals shall be printed in the April issue of the Alpha Nus.

Section D. Courtesies and Hospitality

1. The State President shall invite the International representative and shall assign a member to serve as hostess to the International representative.
2. The convention chairman shall arrange courtesy meal tickets for the International representative, guest speakers and other entertainers. The meals for the International representative are part of the convention budget whereas the meals for speakers and entertainers are a host chapter expense.
3. The following gifts customarily may be presented by the host chapter:
 - a. A rose and/or a bowl of fruit in the hotel room for the International representative and for each state officer.
 - b. If desired, a memento representative of the convention locality presented at the Presidents' Banquet, to the International representative and the State President.
4. Thank-you notes shall be sent by the host chapter:
 - a. To the management of the meeting place.
 - b. To individuals involved in services and mechanics of the convention.
 - c. To any performers or entertainers who were invited by the host chapter.
 - d. To anyone who has contributed to the success of the convention.

Section E. Committees

1. Planning Committee - Convention Chairman, Convention Treasurer, one representative from each of the other host chapters and the State President
 - a. Host chapter decides theme and place of events
 - b. Decide on a service project all host chapters can support. If possible, carry the theme through the centerpieces at both luncheons.
 - c. Decide on workshops in conjunction with the State President

- d. Decide on convention schedule in conjunction with the State President. (See samples in appendix)
 - e. Arrange for meeting rooms for entire convention. (Days of the week may change)
 - (1) Executive Board meetings (25-35 people) held the evening prior to convention as well as during the convention
 - (2) General Sessions (75-100 people) held day 1 and day 2 of convention
 - (3) Choir practice (25-35 people) determined by the Music Chair.
 - (4) Workshops
 - (5) Necrology
 - (6) Hospitality room – should be near meeting rooms and open as often as possible
 - (7) Even years - chapter officers' training (15-25 people)
 - f. Arrange for registration table
 - g. Decide on location for each meal
 - (1) Executive Board – evening prior to convention
 - (2) Birthday/Founders' Day Luncheon – Day 1
 - (3) Friendship Luncheon – Day 2
 - (a) invitation to the next convention is given at this meal
 - (4) Presidents' Banquet – Day 2
 - h. Create a list of restaurants, entertainment/free time activities – evening Day 1
 - i. Plan menus for each meal
 - j. Check with each presiding state officer of each meal/meeting to determine what equipment (AV, piano, etc.) or other necessities (tables) should be arranged
 - k. Arrange for a place for state reports from the Parliamentarian, Treasurer, and Finance Chair to be gathered at the registration desk
 - l. Check with each presenter and speaker to determine what AV each will need
 - m. Work with Leadership Development committee to arrange for college credits to be offered for attendance at convention.
2. Finance - Convention Treasurer and Convention Chair and Convention Registrar
- a. Convention Treasurer may be bonded for the duration of her duties.
 - b. Send a proposed convention budget to the State Finance Chair by October 1.
 - c. Open checking account for convention
 - (1) Signatures of both the Convention Chair and Convention Treasurer must be on the account
 - (2) Co-host chapters may donate money to the checking account.
 - d. Co-host chapters should help cover the expenses for the convention either monetarily or by providing in-kind goods such as decorations, food, etc.

- e. Collect, record, and keep all receipts related to convention expenses.
 - (1) Have record and all receipts ready to present to State Treasurer and Finance Chair on Day 2 of convention.
 - (2) Convention Treasurer must submit a voucher for payment/reimbursement of state expenses to the State Treasurer
 - (a) voucher supplied by State Treasurer

3. Registration

- a. Prepare registration form (See appendix)
 - (1) Send registration form to the Alpha Nus Editor and State Webmaster for publication by March 20th
- b. Handle registration fees keeping a good record for the statistical data sheet.
 - (1) Keep a list of all registered members and moneys paid for each meal. (See appendix)
 - (2) Work closely with the Convention Treasurer
- c. Set up registration table
 - (1) Arrange hours of registration
 - (2) Schedule workers to cover registration table
 - (3) The registration table must be large enough to include the program booklet and committee reports.
 - (a) Include a receptacle to collect reports from the State Parliamentarian, State Treasurer and State Finance Chair
- d. Prepare name badges and meal tickets
 - (1) Include name, chapter, office
 - (2) Badges may include meal tickets and any other helpful information.
- e. Keep accurate records to record on statistical data sheet (See appendix)

4. Communication

- a. Prepare invitations
 - (1) An invitation should be issued at convention TWO years before you host the convention
 - (a) Announce at the State Executive Board meeting the night prior to convention as well as at the General Session on Day 2
 - (b) Prepare a skit/song for presentation at the General Session on Day 2 ONE year prior to hosting
 - (c) By February 1 send an invitation to all Chapter presidents asking all chapter members to join you at the convention. Invitations may be sent monthly via email or postal service.
 - (2) Prepare an article with convention information to be sent to the Alpha Nus Editor and the State Web Master concerning the progress of convention

preparations. (Deadlines for ALPHA NUS are August 20th, October 20th, January 20th, March 20th)

5. Speaker/Entertainment
 - a. In conjunction with the State President decide on speaker(s) at the Presidents' Banquet if there will be no international guest.
 - b. Plan entertainment for times deemed necessary by the convention planning committee or State President
 - c. Develop a list of activities available to families - camping facilities, golf, restaurants, swimming, museums, shopping, etc.
 - (1) Give list to Registration committee to be included on registration table
 - (2) Give list to Communications committee to send to the ALPHA NUS Editor and/or include in the invitations to be sent to chapter presidents and/or send to the State Web Master so that it can be posted on the web site
6. Cleaning
 - a. A cleaning committee may be necessary depending on meeting locations
7. Tote Bags (OPTIONAL)
 - a. Decide on tote bag
 - b. Have tote bags ready at least one week before convention
 - c. Possible materials to include in tote bags
 - (1) Scratch pad, pencil or ball point pen
 - (2) Souvenirs
 - (3) Advertising materials
 - (4) Tour information from the Chamber of Commerce
 - (5) Any other items that may be of value to convention attendees
8. Hospitality Room
 - a. Decide on times that hospitality room will be open. Possibilities are:
 - (1) During registration times
 - (2) Before, after, and/or between sessions
 - (3) Have the hospitality room open as often as possible
 - (4) Post open times at the registration desk, by the door of the room, and in convention booklet and/or tote bag
 - b. Have the hospitality room near registration and meeting rooms, if possible
 - c. Designate a chapter to host and supply refreshments during open times
 - d. Have the room available as a changing room for the Presidents' Banquet

HEAD TABLE ARRANGEMENTS

1. Executive Board Meetings and General Sessions - diagram/description

5	4	3	2	1	Podium	6	7	8	9
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a. Positions

- (1) State President
- (2) International Guest (if applicable)
- (3) First Vice President
- (4) Second Vice President
- (5) Parliamentarian
- (6) Recording Secretary
- (7) Corresponding Secretary
- (8) Treasurer
- (9) Inspirational Speaker

b. The seating positions may be expanded to include other members if the State President so decides. These seats would be on the ends of the table, after 9 and 5.

c. All positions will have a name placard indicating name and office

2. Presidents' Banquet - diagram/description

5					Podium						11
	4	3	2	1	m	6	7	8	9	10	

Small Table for Chapter Flags

Outgoing Chapter Presidents	Past State Presidents	Incoming Chapter Presidents
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- a. Positions (Head Table)
 - (1) State President
 - (2) International Guest (if applicable)
 - (3) Guest(s) of State President
 - (4) Chairman of Convention
 - (5) Member determined by State President
 - (6) First Vice President
 - (7) Second Vice President
 - (8) Recording Secretary
 - (9) Corresponding Secretary
 - (10) Treasurer
 - (11) Parliamentarian
 - b. Other guests to right and left alternating according to rank or all guest of honor to right and other dignitaries or officers to left
 - c. All positions at head table will have a name placard indicating name and office
 - d. Outgoing chapter presidents are arranged by chapter name (Greek Alphabet)
 - e. Incoming chapter presidents are arranged by chapter name (Greek Alphabet)
 - f. Past State Presidents are arranged by date of service
 - g. If the Presidents' Banquet is an odd year, then you will only have chapter presidents and Past State Presidents.
 - h. ALL positions will be labeled. Outgoing and incoming chapter presidents with the name of their chapter. Past State Presidents with her name and chapter.
3. Other meals
- a. All other meals do not need a head table. Check with the presiding officer to see if any tables are needed.
 - b. Presiding Officer at Meals/Meetings
 - (1) Executive Board - State President
 - (2) Birthday/Founders Day Luncheon - First Vice President
 - (3) Friendship Luncheon – Second Vice President
 - (4) Presidents' Banquet - State President
 - (5) Necrology - Second Vice President

PARAPHERNALIA NEEDED

1. The use of candles must be approved by the meeting place.
2. Check with the presiding officer for each event (see above) to be sure that everything will be in place and available for that person
3. Ceremonies
 - a. Birthday/Founders Day Celebration
 - (1) Birthday cake and/or ice cream (Be sure that the cake is part of the meal, so that you do not have to pay for a cake.)
 - (2) Birthday gifts (optional)
 - b. Necrology
 - (1) Roses
 - (2) Seating and AV equipment
 - c. Presidents' Banquet
 - (1) Even numbered years
 - (a) Chapter flags
 - (b) Two sets of place cards for each chapter - incoming/outgoing Presidents
 - (c) Place cards for Past State Presidents

- (d) Place cards for State Officers
- (2) Odd number years (Installation of State Officers)
 - (a) Chapter flags
 - (b) One set of place cards for chapter presidents
 - (c) Place cards for Past State Presidents
 - (d) Place cards for outgoing/incoming State Officers
- d. General Sessions
 - (1) Flags - State/US
 - (a) Presented at the first general session
 - (b) Retired at the end of second general session
 - (2) Place cards for each State Officer
- 4. Courtesies
 - a. Presidents' Banquet
 - (1) Memento to State President
 - (2) Memento to International Guest
 - b. Supplied by host chapter

APPENDIX

SAMPLE

Schedule for Convention DISCRETION OF STATE PRESIDENT

1. Convention Chair and State President set times for convention schedule
2. Publish schedule in convention booklet and place on state website by April 30th
3. Check with music chair as to times of choir practice

Evening prior to convention

3:30 - TBA	registration
TBA	hospitality room

4:00 - 5:30	Executive Board meeting
5:30 - 7:00	dinner
TBA	choir practice (optional)

Day 1

7:00 - 8:30	hospitality room
7:30 - 8:00	registration
7:45 - 8:00	group singing
8:00 - 9:30	First General Session
9:45 - 10:30	workshops/officer training
10:45 - 11:30	workshops/officer training
12:00 - 1:45	Birthday/Founders Day luncheon
2:00 - 3:30	Necrology
4:00 - 5:00	choir practice
5:00 - 10:00	night on the town

Day 2

7:00 - 8:30	hospitality room
7:30 - 8:30	registration
8:15 - 8:30	group singing
8:30 - 9:45	Second General Session
10:00 - 10:45	workshops
11:00 - 11:45	workshops
12:00 - 1:45	Friendship luncheon
2:00 - 3:30	Executive Board Meeting
2:00 - 4:00	hospitality room
3:30 - 4:30	processional rehearsal
5:00 - 5:30	choir practice
6:00 - 8:30	Presidents' Banquet

SAMPLE

The Delta Kappa Gamma Society International
Alpha Nu State Convention Registration Form
June 14 - 16

Ramada Inn, Glorious, Idaho

Last day to reserve a room at these rates at the Ramada is May 14

Name_____Chapter_____

Address_____

Phone Number_____email_____

Chapter Office_____ State Office_____

First Alpha Nu Convention?_____ ADA Accommodations? _____

Guest(s) names(s) _____

MEALS	Cost	# of meals	Total
Night Prior - Executive Board Meeting dinner @ 5:00pm Italian Pasta Bar	\$14.00		
Day 1- Birthday/Founders Day Luncheon @12:30 Soup, Salad, Sandwich	\$11.00		
Day 1 - Dinner & show at Mystique Theater @ 7:00pm doors open @6:30			
1) Prime Rib	\$36.00		
2) Chicken	\$36.00		
3) Pasta	\$36.00		
Show only @ 8:15pm, doors open at 7:45 Last Day to Register for Mystique Is June 5	\$15.00		
Day 2 - Friendship Luncheon @ 12:00 Baked Potato Bar	\$11.00		
Day 2 - Presidents' Banquet			
1)Prime Rib	\$22.00		
2) Fresh Salmon	\$22.00		
Registration Fee	\$10.00		10.00
Late Registration: Postmarked after May 24	\$10.00		
TOTAL			
Please list any dietary restrictions:			

Ramada, 121 Blossom Ave, Glorious, ID, 838000, Exit 12 on I-34

Ramada Reservations, 700-137-0000, \$55.95 for a single/double, \$65.95 for a quad, \$75.95 for a king room, \$85.95 for a 2 room suite (king + pull out sofa sleeper) Breakfast \$1.99

MAIL YOUR COMPLETED FORM AND A CHECK (Made out to ALPHA NU STATE CONVENTION) to:
Sally Smith phone: 208-349-1276
1400 Abbey Lane

Glorious, Idaho

SAMPLE

STATISTICAL INFORMATION

Host Chapters: Omega, Beta, Lambda

Year: 2006

Guests: Barbara Bell, Sherry Campbell, Joe Campbell, Frances House,
Bret Matteson-Howell

Chapter Representation:

Chapter	Number attending	Chapter	Number attending
Alpha	<u> 9 </u>	Kappa	<u> 4 </u>
Beta	<u> 9 </u>	Omega	<u> 8 </u>
Chi	<u> 2 </u>	Omicron	<u> 9 </u>
Delta	<u> 5 </u>	Phi	<u> 6 </u>
Eta	<u> 3 </u>	Theta	<u> 7 </u>
Gamma	<u> 11 </u>	Xi	<u> 8 </u>

Total Members in Attendance 81

Total Guests 5 Chi 3 Omicron 2

Total in Attendance 86

Function Attendance

Working dinner (Executive Board)	<u> 20 </u>
Birthday/Founders Day Luncheon	<u> 81 </u>
Friendship Luncheon	<u> 77 </u>
Presidents' Banquet	<u> 86 </u>
Other: Mystique	<u> 52 </u>

Number of Chapters Present 12

STATISTICAL INFORMATION

Host Chapters:

Year:

Guests:

Chapter Representation:

Chapter	Number attending	Chapter	Number attending
Alpha	_____	Kappa	_____
Beta	_____	Omega	_____
Chi	_____	Omicron	_____
Delta	_____	Phi	_____
Eta	_____	Theta	_____
Gamma	_____	Xi	_____

Total Members in Attendance _____

Total Guests _____

Total in Attendance _____

Function Attendance

Working dinner (Executive Board)	_____
Birthday/Founders Day Luncheon	_____
Friendship Luncheon	_____
Presidents' Banquet	_____
Other: Mystique	_____

Number of Chapters Present _____

SAMPLE

Omega, Beta, Lambda Convention Report 2006

Steps taken to become ORGANIZED or not!!!

1. Each person in Omega signed up for a committee and we were on our way. In 2004-2005 we spent every meeting discussing some aspect of convention. And then the work began.
2. Since our chapter is small the ability to finance the convention was a scary prospect, but we tackled the problem with the idea that we could do it without breaking our bank or our members. And we succeeded.
 - a. American Falls High School Ag classes donated plants to be used as gifts.
 - b. Century High School embroidery classes finished the tote bags.
 - c. Ellie Glascock "stole" the idea we used to feature the "stars"
 - d. Katy Jensen rounded up silk and artificial flowers to be used in baskets as decorations.
 - e. The hospitality room was manned by a different chapter, Omega, Beta, or Lambda, each day.
3. Established liaison people among Omega, Beta, and Lambda. Thanks Hazel Sutton and Kathy Crane. We then began a division of labor to conquer all. And we did. A BIG THANK YOU TO EVERY MEMBER OF THE THREE CHAPTERS FOR ALL THE HARD WORK!!!!
 - a. Kathy Crane and Lambda collected materials for the tote bags from the Blackfoot area and donated gifts for the Birthday Luncheon.
 - b. Hazel Sutton and Beta collected materials for the tote bags from the Pocatello area and donated gifts for the Birthday Luncheon.
 - c. Eldona Lounsbury and Omega collected materials for the tote bags from the American Falls area and donated gifts for the Birthday luncheon.
 - d. Rita Haggard arranged for the Hellenic Dance Group to entertain us.
 - e. Hazel Sutton invited Sherry Campbell to speak at the Birthday Luncheon.
 - f. Janice Matteson-Howell, Deb Hobdey, and Sue Ringquist arranged workshop presenters.
4. The first problem we encountered was the outlandish cost of reserving meeting rooms at several of our hotel/convention centers, but Cindy Carlson at the Ramada saved us. No cost for any of the meeting rooms.
5. After Janice was elected president of Alpha Nu State, we met with her so that her vision of convention would be realized. Hopefully we succeeded.
 - a. With Janice's theme, "Gem Stars of the Gem State", we thought it would be great fun to feature a "star" from each chapter.
 - b. Janice wanted to use centerpieces that would be useful after the fact; hence the school supplies, baby gifts, books, personal care item baskets that each chapter donated. (Lambda, Beta, and Omega distributed the baskets to Aid for Friends, the women's prison, to the teen parent programs, and other community projects.)

6. We did have a problem setting up a checking account with the Alpha Nu Convention title, partly because we are a non-profit organization, and our checking account is listed as Omega with DKG. But thanks to two wonderful young men at Wells Fargo, one of them an ex-student of someone or another, that problem was resolved. And had we had Alpha Nu State as part of the name on our account we wouldn't have had the hassle.
7. Again in 2005-2006 we discussed the convention at each and every meeting, with reports of progress or set backs. And set backs there were, but we fixed them all or at least we are not telling... But here we are Convention ... June 2006.
Sunshine to you all,
Peggy Vogt, Chair
8. The last major problem we had to deal with, was how many people actually ate at each meal..... our numbers versus the hotel's numbers. Luckily Cindy was there to solve that problem. So we recommend that you reach an agreement before hand with the hotel/caterer as how the numbers at each meal will be determined. (Maybe actually collect and save meal tickets!!!)
9. Another problem that we encountered was lost registrations .. through the mail or whatever. Perhaps including email addresses on the registration so that each person that registers can be notified when her registration form arrives.

State Convention Proposed Budget

1. The state will cover the costs of the listed items up to but not exceeding the given amounts.
2. Lodging costs will be covered by the membership.
3. Meals will be covered by the membership at time of registration.
4. The registration fee shall be used towards meeting room rental expenses.
5. All other expenses are to be covered by the host and co-host chapters.

	State	Proposed	Spent
International Guest	\$450		
lodging		_____	_____
meals		_____	_____
Communication	\$100		
printing of convention program		_____	_____
printing during convention		_____	_____
invitations (pre-convention)		_____	_____
thank-you notes, postage		_____	_____
Registration expenses	\$100		
paper for name tags and meals		_____	_____
ink cartridge		_____	_____
Ceremonies	\$120		
Birthday/Founders' Day/Necrology		_____	_____
Decorations	\$ 60		

Presidents' Banquet			
Music	\$ 50		
booklets (1 time per biennium/even years)			
Social	\$100		
hospitality room (food, drinks)			
Entertainment	\$150		
speakers, presenters			
Equipment	\$600		
audio-visual, microphones			
piano rental			
Courtesies	\$100		
donations: State Pres/International Guest			
Committee Chairmen expense for convention	\$720		
(State Treasurer will take care of this item)		\$720	\$720
TOTAL	\$2550		