

Saskatchewan Horticultural Association

Guidelines for hosting a Provincial Convention

Revision August 2015

Introduction:

The annual convention is the opportunity for horticultural associations and garden clubs to gather, communicate. It is a time for informative lectures, workshops from like-minded people on a variety of topics. This is a time to make new friends, meet old friends and to have fun.

Convention committees, however, must keep in mind that the main goal of a provincial convention is to educate delegates and visitors about horticulture, and to provide a forum for the annual meeting.

To meet the goals of a successful convention a team of people from the host society is a must. There is one delegate from the host society that will be asked to be a liaison with the Saskatchewan Horticultural Association. This person will be asked to attend meetings with the SHA board to bring any questions and concerns that may arise and also to keep the board informed about the organization of the annual convention.

The convention committee should be broken down into smaller sub-committees that are in charge of certain areas of planning. There are certain requirements that must be met in order to make a successful convention. The following explanation should hopefully be helpful in making this possible.

1. The first step would be discussing among the host society members if they wish to host a provincial convention. This discussion is occasionally done when the host society has an event within their society or their community that they would like to share with the rest of the province. The host society would then bring their wishes to the annual convention, and shared among the delegates there. Once the SHA board has approved of your society to host the next annual convention, the organization then starts.
2. Facilities – as some committees are limited to where they can host a convention the booking of the facility should be done as soon as possible. The entire convention is usually held under one roof. The facility will need a small meeting room for the directors, which consists of up to 12 people. A lecture area that can accommodate 50 to 75 people, also in this room approximately 10 tables (8 x 10 ft) will be needed to place silent auction items upon; these tables are usually placed around the perimeter of the room. A banquet area or room is also needed; this is usually held in the main lecture area. A lunch is served on the first and second day of the convention and an evening banquet is held on the first evening the convention is held.
3. Accommodations - If the accommodations are not adjacent to the convention site, they should be located nearby. There should be a block of approximately 10 to 20 rooms reserved for convention guests; occasionally a special rate can be requested.

4. Budget – The host convention committee breaks down all expenses including the cost for facilities, accommodations and all meals. Items such as audio visual rentals, screens, microphones etc. should also be included, these items are although sometimes included with the facility or can be donated for use. Once your budget is set, the representative should submit a report to the SHA board. The cost of the convention is generally covered by the registration fees. These will cover all expenses except the coffee breaks which is the responsibility of the host society. Separate fees will be set for those delegates that choose to only attend the banquet, meetings/lectures or luncheon.

5. Registration – Registration forms are sent/emailed out well in advance to all horticultural societies/garden clubs. Pre-registrations are returned to the treasurer of SHA. The treasurer will contact the host society person in charge of registrations three to five days in advance of the convention to give names of registrants.

On the morning of the convention all pre-registered delegates must pick up at the registration table an 8 x11 envelope that will have the societies name listed and will also include: luncheon and banquet tickets; voting card; show schedules. The host society will provide a show schedule ready to place in envelope.

On site registrations will be held on both mornings of the convention. A registration table should be set up at the convention. This table is manned by volunteers from the host society. Remember that the registration table should be placed close to the entrance of the convention room.

All delegates pick up meal tickets (provided by the host society); name tags (provided by SHA); and an assigned number for the silent auction. Each society designates a voting member or members as per the bylaws of SHA. These members will be given a voting card.

The host society may also decide to hand out “goodie bags”. These often contain promotional items from the local businesses.

6. Publicity –

7. Convention Program - The SHA in consultation with the host society decides on the program. The host society may suggest a list of speakers and subjects. These should be received as soon as the convention committee begins organizing the conference so that the speakers can be booked well in advance.

The convention program is printed by SHA. An outline of the program is sent/emailed to all societies in early fall.

Sample Convention Program

Day One

8:30 a.m. Coffee, registration and silent auction items drop off

9:00 a.m. Convention begins

10:30 a.m. Coffee break

12:00 p.m. Lunch

1:00 p.m. Convention restarts

2:30 p.m. Coffee break

4:00 p.m. Dismissed

6:00 p.m. Refreshment and Socializing

6:30 p.m. Banquet, awards if appropriate, entertainment

Day Two

8:30 a.m. Coffee, registration and silent auction items drop off

9:00 a.m. Convention begins

10:30 a.m. Coffee break

11:30 a.m. Silent auction ends/Nominations/voting for new board members is done

12:00 p.m. Lunch/board members meet

1:00 p.m. Convention revenes

2:30 p.m. Coffee Break

4:00 p.m. Convention concludes

8. Meals –

Coffee Breaks – The coffee/refreshment breaks are the responsibility of the host society. If the host society is unable to finance the breaks this is an excellent opportunity to solicit local businesses to sponsor.

Luncheon – The luncheon usually consists of soup, sandwiches, refreshment and dessert. The cost of the two luncheons is part of the registration fee. The host society must provide luncheon tickets that will be handed out in the registration package.

Banquet – The host society in planning the evening banquet should keep in consideration special menu options, which should be noted on the registration form. The banquet should have entertainment and /or guest speakers which the host society is responsible for. The banquet is also the time to honor special members of the host society or members of SHA. The banquet is also when anniversary society awards, special mentions awards are given out.

9. Special Areas –

Silent Auction – The silent auction is a fundraiser for the SHA. The host society and the other societies within SHA are asked to bring items for the silent auction table. Delegates receive a number when they register, and using this number they bid on items. SHA organizes the silent auction and explain the rules at the beginning of the annual meeting. The host society is asked to provide 8 – 10 tables for the silent auction items to be placed upon; the tables are set up in the convention area.

Archives & Publications - A couple tables should be set up for archival and publication displays. SHA will bring these items.

Door Prizes – The host society is asked to provide door prizes. This is an opportunity to ask local business to sponsor/donate towards the annual convention. The door prizes usually are given out throughout the both days of the convention.

10. Hospitality –

11. Decorations – Decorations are used to decorate the convention area and also the tables used during the convention and also during the banquet.

12. Outside Interest – Special interest areas around your community may be brought to the attention of the delegates and guests of the convention. Special gardens, shopping areas or tourist attractions are all areas that may be of interest.

13. Host Society – The host society is responsible for assigning a liaison to attend the SHA board of director's meetings to report and consult with the board in the planning of the convention. The liaison's expenses will be covered the same as other board members.