

California Garden Clubs, Inc.

Convention Meeting Procedures

Revised January, 2023 – Available digitally

CONVENTION CHAIRMAN'S RESPONSIBILITIES and TIMELINE

Convention Chairman oversees all aspects of the convention. All plans and decisions must be made collaboratively with the President (President in office at time of the convention). A co-chairman may be chosen, but one person must be the hotel contact and have the "last word." Adhere to current CGCI Bylaws, Standing Rules, Policy & Procedures.

- Ascertain the level of involvement by the President.
- Consult with the President to select dates and discuss the vision and theme for the meeting.
- Obtain voted approval from your group (club or district) to hold a CGCI Convention.
- Send a formal invitation to host the meeting to the President. Include names of Convention Chairman and Treasurer for approval at the next CGCI Board Meeting.
- Invite the President to attend planning meetings. All plans must be finalized with the President.
- Review information on chairmen available from (or required by) CGCI: Meetings Coordinator, Hotel Contracts Negotiator, Hotel Contracts, Registrar, Credentials, and Amenities & Protocol.
- Meet with all involved to present overall scope of convention.
 - Appoint local committee chairmen such as:
Treasurer, Activity Room, Fundraising, Programs, and Design.
 - Plan responsibilities of each chairman.
 - Provide chairmen links/copies of pertinent pages in this document.
 - Encourage local members to attend the convention and host at meals.
 - Determine if goody bags will be offered and if a chairman is required
- Contact CGCI Hotel Contracts Chairman for historical data that includes meals, meeting and sleeping rooms, A-V, and parking, to assist in negotiating hotel contract.
- Search and select hotels comparing prices and amenities. **See *Hotel Comparison*** for guidelines.
 - Confirm with chosen hotel soon after selection is made.
 - **The President is responsible for signing ALL CONTRACTS with the hotel.**
 - Convention Chairman is hotel coordinator and approves and signs hotel bills. The hotel must clearly understand no one else is empowered to sign bills or order services.
 - CGCI provides a loan for hotel deposit.
- Establish budget
 - **See *Sample Budget*** for guidelines.
 - Determine registration and late fees.
 - Send proposed registration and late fees to the President for approval by Board of Directors.
 - File raffle registration form. **See *Treasurer***
- Present invitation to the convention at next CGCI meeting.
- Prepare Registration Form. **See *Registration Form Template***
Coordinate information needed with President and Registrar.
- Confirm Tentative Schedule created by President.
Tentative is not defined as changeable but means not yet adopted.
 - General order of events:
 - Special Committee Meetings
 - Executive Committee Meeting
 - Committee Meetings
 - District Directors and Chairmen Meetings
 - Pre-convention Board of Directors Meeting
 - Ceremonial Opening
 - Convention Business Meetings
 - Election year only: Incoming Executive Committee Meeting
 - Election year only: Post-convention and Organizational Meetings

- Select programs, communicate with speakers.
 - Plan Ceremonial Opening with President. **See Ceremonial Opening**
 - Installation year: Discuss reception, if any, with incoming President.
- Prepare program booklet to be distributed in registration packets. Obtain template from Meetings Coordinator.
 - Obtain final Tentative Schedule from the President.
 - Include in program booklet: Tentative Schedule, meeting times with room assignments, meals, workshops and programs with brief descriptions, acknowledgments, convention rules provided by Parliamentarian, and hotel floor plan.
- Winter Board Meeting
 - Promote convention.
 - Announce Activity Room plans and the process to reserve space. **See Activity Room**
- March 15
 - Send Registration Form and FYI to President for inclusion in The Call. **See The Call**
 - Promote convention in *Golden Gardens eNews* to create general interest in Convention.
 - Check with hotel reservations to assure rooms are blocked.
- Thirty days prior to convention
 - Prepare program booklet for printing.
 - Confirm speakers and details (meal, parking, presentation requirements.)
 - Schedule volunteers for Activity Room, Registration table and others as needed – schedule walk through of hotel with chairmen.
 - Obtain President’s approval for complimentary meals. **See Treasurer**
 - Plan details of dignitary’s arrival and departure with President.
- Two weeks prior to convention confirm special seating requirements and honor table specifics with the President.
- Seven to ten days prior to convention – calculate the meal guarantee numbers
 - Obtain each meal count from Registrar.
 - The guarantee number is the meal count minus the overset percentage plus a couple more for no-shows.
 - Example: If the meal count for dinner is 100 and the overset is 2% then the guarantee number is 98 minus another 2-4 for no-shows.
- Thirty days after convention
 - Send CGCI Request for Payment or Reimbursement (available on the CGCI website) to the CGCI Financial Secretary for dignitary and program expense reimbursement.
 - Provide financial report to be reviewed by a member of CGCI Budget and Finance Committee.
 - Complete form summarizing data. **See Convention Data Form**
 - Send thank you notes to those who helped make the convention a success.
- Ninety days after convention
 - Send copies of reviewed financial report to CGCI President, Financial Secretary, Treasurer, and Meetings Coordinator.
- Fall Board Meeting following convention. Present oral and written reports:
 - Oral: Summarize **Convention Data Form**, summarize activities/workshops, thank participants, share tips, problems, and suggestions.
 - Written: Maximum 500 words with oral report information. Send to the President and Meetings Coordinator and provide a 100-word report to the Recording Secretary adhering to specified deadline.

CONVENTION CHAIRMAN TIMELINE

During convention – Keep hotel contract with you and sign hotel meal counts
Note suggestions for changes in procedures for this document

1. Select potential dates
2. Establish Convention Committee
3. Select hotel
4. Establish budget
5. Announce convention place and date at next CGCI meeting
6. January before Convention
 - Confirm Tentative Schedule, speakers/workshops
 - Prepare Registration Form
 - Begin development of program booklet and FYI
7. Winter Board Meeting
 - Promote Convention
8. March 15
 - Send information to President for The Call
 - Promote in *Golden Gardens eNews*
9. May or 30 days prior
 - Print program booklet
10. Ten days prior - calculate the meal guarantee numbers
11. Chair the Convention
12. 30 days after
 - Provide financial report for review
13. 90 days after
 - Send reviewed financial report to CGCI officers/chairmen
14. Fall Board Meeting following Convention
 - Present convention report

PRESIDENT'S CONVENTION RESPONSIBILITIES and TIMELINE

1. Choose dates and work closely with Convention Chairman.
2. Before the Fall Board Meeting
 - Add proposed Registration and Late Fees, names of Convention Chairman and Treasurer to Executive Committee agenda for recommendation to Board of Directors.
3. Ascertain what committees will meet for scheduling meeting rooms.
4. Plan schedule, speakers, and workshops with Convention Chairman.
5. Have invitations sent for special seating at head and honor tables and to those presiding at meals, giving inspirations and leading the Pledge of Allegiance and Conservation Pledge.
6. Designate/approve complimentary meals.
7. Plan Ceremonial Opening. ***See Ceremonial Opening***
8. Invite dignitaries and ensure their registration form is sent to the Registrar.
 - NGC and Pacific Region have partial travel budgets.
 - Coordinate courtesies e.g., airport pick up, hotel welcome.
9. **March** Solicit information for The Call
 - Registration Form, FYI information, and room assignments for the Tentative Schedule from Convention Chairman
 - Credentials Form from Credentials Chairman
 - Proposed bylaw amendments from Bylaws Committee
 - Slate of officers (election year) from the Nominating Committee chairman and list of districts ineligible to serve on the incoming Nominating Committee.
10. **Forty-five days prior** to convention is the deadline to distribute The Call.
11. **Two weeks prior** to convention confirm special seating requirements, honor table specifics, meal presiding officer assignments, inspirations with the Convention Chairman and Amenities and Protocol Chairman.
12. Secure Page for dignitary.
13. Alert Amenities and Protocol Chairman of special guests to be greeted.
14. Determine who will introduce speakers: Share with Convention/Program Chairman.
15. Preside at Convention business meetings.
16. Send official CGCI thank you notes.

COMMITTEE CHAIRMEN PROCEDURES

Suggested local Convention Chairmen

1. DESIGN - Coordinate meal and lobby designs.

Meal Host clubs may furnish table centerpieces for meals and optional table favors
Confirm number of tables, plus two for head table
Check with Convention Chairman regarding napkin color for coordination

Lobby Determine if hotel will allow designs and placement of them
Contact local judges' council or arranger's guild about furnishing lobby designs

- A workroom will be available to assemble and store designs
- Have emergency supplies available (clippers, wire, scissors, clay, etc.)
- Inform presiding officer of designers for recognition, and method of distribution of designs

2. FUNDRAISING - Options offered are at the discretion of the host organization.

CGCI committees retain all their own funds: President's Project, State Pins & Misc. Sales, etc.

- Provide a secure space
- Consider out-of-town attendees (shipping/size of items)
- Adhere to IRS rules, California 90/10 rules (only 10% of revenue may be used to purchase raffle prizes, e.g. 50/50 raffle is prohibited)
- Adhere to current CGCI Bylaws and Standing Rules
- Prohibit alcohol in raffle baskets or auctions

Tours Consult with the President and suggest a list of venues.

Encourage attendance

Can be combined with a presentation ceremony i.e., Blue Star Marker dedication

Can be overnight

- Obtain approval by the President
- Secure transportation and plan schedule
- Plan meals, if appropriate
- Ensure ticket prices cover all expenses and provide additional funds

Auctions

- Silent – Requires space for display
- Progressive – interesting variation
- Live – Engage enthusiastic auctioneer and start after meal
 - Select limited number of highest priced items
 - Look for one-of-a-kind items or experiences
 - Display in advance to generate interest

Raffles - Suggested minimum value \$50. Types of raffles include selective (ticket in cup), chance (no selection choice) or first-come first-choice.

- Confirm Treasurer has registered raffle with California Attorney General's office
- Follow California 90/10 rules (see Fundraising above)
- Provide for pre-purchasing tickets when registering

Vendors Select unusual items, floral design, horticulture, jewelry.

See Vendor Sales Agreement

Boutiques Handmade, new, or recycled items, jewelry, snacks, candy.

Workshops Presentations e.g., horticulture, floral design, crafts, educational topics.

3. **ACTIVITY ROOM** for exhibits, awards, boutiques, vendors, etc.

- Coordinate with Convention Chairman how the room(s) will be used
- Adhere to Tentative Schedule
- See ***Request for Activity Room Space*** and ***Vendor Sales Agreement***
 - set a deadline for receipt
 - determine fees based on vendor requirements
 - update Vendor Sales Agreement with specific information and fees
- Confirm all reserved space with requestors
- Schedule room monitors for all open hours and do not leave room unattended
- Assign exhibitor spaces with name taped in place
- Save room for chairmen that expect to exhibit but have not reserved a space

4. **PROGRAMS** Coordinate with President and share suggestions. Entertainment may replace a program.

- Confirm speakers
 - Time and venue
 - Honorarium fee
 - Speaking time limits (suggest 30 minutes at lunch/45 minutes at dinner)
 - Determine AV needs such as projector/computer
- Complete Registration Form for all speakers; include meal choice for complimentary meals
- Two weeks prior send email reminder to each speaker
- Obtain a short, one-minute biography; have one copy for the introducer and one backup

5. **TREASURER**

- Review and adhere to current CGCI Bylaws, Standing Rules, Policy & Procedures
- Maintain financial records of convention under the direction of Convention Chairman
- Establish budget with Convention Chairman and President. ***See Sample Budget***
 - CGCI budget provides an allowance for NGC President, Pacific Region Director, programs/speakers
 - President's registration, meals, and room are covered by convention
- File the raffle registration form at least 60 days before the scheduled date of raffle with California Attorney General's office at <https://oag.ca.gov/charities/raffles>
- Determine who deposits checks – Treasurer or Registrar
- Reconcile each deposit with the spreadsheet provided by the Registrar
- Require receipts with a warrant for all bills approved by Convention Chairman. ***See Warrant***
- Secure President's approval for complimentary meals
- Generate refund checks approved by Registrar or Convention Chairman. Confirm spreadsheet is updated with refunds
- Review hotel charges carefully with Convention Chairman before paying bill
Never use personal finances!
- Within 20 days of the close of convention, prepare financial report and submit to the Convention Chairman for review
- Generate check for half of the net income to be presented to the President by the Convention Chairman at the next Fall Board Meeting

CHAIRMEN PROVIDED BY CGCI

Chairmen listed below will work closely with Convention Chairman and committee members. These chairmen have detailed procedures and experience from previous meetings.

MEETINGS COORDINATOR

- Provides Convention Chairman guidance and support
- Provides program booklet template
- Reviews financial report

HOTEL CONTRACTS

- Reviews hotel requirements with Convention Chairman
- Provides two previous contracts
- Provides historical data including meal counts, room numbers, etc.

REGISTRAR

- Receives all registration forms and checks
- Shares spreadsheet with Convention Chairman for room and meal count
- Provides spreadsheet with each deposit to Convention Chairman, Treasurer, and President
- Receives special table seating reminders from President
- Provides packets which include:
 - Program booklet
 - Name badges
 - Meal tickets
 - Pre-purchased raffle tickets
 - Special seating reminders
 - Voting card-coordinate with Credentials Chairman
- Trains volunteers for registration table

AMENITIES AND PROTOCOL

- Obtains special seating chart from President
- Provides special seating reminders to Registrar for packets
- Ensures flag is available
- Before each function: check microphones, lights, A/C, and have an extra extension cord
- Positions place cards for guests on tables
- Provides presiding officer script for each meal
- Adjusts microphone if speaker is not speaking into it

CREDENTIALS

- Send copy of credentials form to the President for The Call by March 1
- Credentials report given at convention for voter eligibility

FINANCIAL REVIEW

- Receive final financial report from Convention Treasurer about 30 days after convention for review by a member of CGCI Budget and Finance committee

HOTEL

Negotiating the contract is one of the most important jobs as Convention Chairman. You will be negotiating with a “salesman” from the hotel. Do **not** accept verbal agreements. You only get items as specified in the contract. The signed contract is your protection. You are the buyer, and the hotel wants your business. Drive a hard bargain! Know what will be delivered and get as much as possible FREE IN THE CONTRACT. The contract must be studied carefully by the **CGCI Hotel Contracts Chairman before it is signed by the President.**

1. The President (currently in office) is responsible for signing ALL contracts with the hotel.
2. Shop and compare more than one hotel. Let salesman know you are shopping for best deal.
 - Prefer complimentary breakfast and free parking
 - Must have elevator
 - Flipping room from meeting to banquet is not ideal
3. Recommend only two people attend the first bargaining meeting
4. Sleeping Room Rates: Room rates will drive attendance. Hotels use the total number of sleeping rooms rented to determine number of complimentary rooms and charges for the meeting rooms (in some contracts).
 - Some room rates are better on weekends, others offer better rates for weekdays
 - Make sure rates are lower than AAA, AARP, rewards/loyalty programs, online, etc.
 - Secure hotel early to lock in best room rates. Include the day before and after event
 - Ask for maximum number of handicapped rooms to be included in block
 - Negotiate complimentary rooms for Convention Chairman and President
 - Negotiate one complimentary room night for approximately every 40 nights booked
 - If the number of sleeping rooms guaranteed in the contract is not met, the hotel may have a sliding scale for determining charges for meeting rooms
 - Negotiate for 80%, i.e., if 80% of the number of rooms contracted are rented, there is no charge for meeting rooms
 - Verify housekeeping amenities and services
5. Meeting Rooms: Obtain hotel map showing meeting and banquet room with capacity numbers.
 - **Every detail must be in writing with costs involved**
 - Negotiate free meeting rooms. May be based on sleeping rooms booked and/or meals served
 - Confirm availability and negotiate cost of the following:
 - Wi-Fi reception
 - Equipment (tables, chairs)
 - Properties (screens, whiteboards, microphones, lecterns, etc.)
 - Ensure flag is available in business meeting rooms
 - Provide water in meeting rooms

6. Menus and Meal Prices

- Add service charge and tax if not included in original contract (approximately 35%)
Service charge and tax is often referred to as plus, plus (++)
- Establish hotel’s oversight (% of meals served over number of meals ordered), usually 2-4%
- Select meal type (buffet/plated) and include a vegetarian selection
- Establish how meals will be paid, exact cost of each meal, and who will sign the bill, Banquet Event Order (BEO), following each meal. This is usually the Convention Chairman
- Negotiate
 - Either “inclusive of tax and service fees” (++) in the contract OR an agreement to use current banquet prices for the future event (which would not include ++ fees.)
 - Date to submit meal number guarantees – ideal is 72 hours in advance
 - Daily bar and bartender minimums. Determine location of bar.
 - Luncheon-sized servings for dinners to lower price and avoid food waste.

7. Head Table

- Arrange for a raised head table with railed steps, skirted, set for 12, for meetings and meals
- Provide lectern with microphone in center of head table

8. Equipment/AV often provided by outside vendor–negotiate cost

- Ensure Wi-Fi is available
- Secure a second microphone with floor podium for business meetings
- A mixer is required if more than one microphone is used–check additional cost
- Determine if we can use our own computers/projectors

9. Ask about hotel restrictions on candles, glitter, confetti, affixing to walls, demonstration clean-up, outside food and beverage.

10. Posters and Signs: can welcome signs be placed in strategic places? Does hotel display signs?

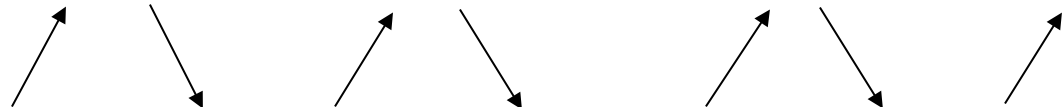
REQUIRED MEETING ROOMS

Discuss required rooms with President and determine if some committees meet virtually

# of People	Type of Meeting	Use/Special Consideration
10	Conference	Executive Committee
175	Business	Classroom or round tables
100-150	Meals	Supply two tables below head table for special programs
20-50	5-7 Breakout Rooms	Activity, Workshops, Committees, Workroom

Day 1	Day 2	Day 3	Day 4
Date	Date	Date	Date
Meals	Meals	Meals	Meals

Night 1	Night 2	Night 3	Night 4
Date	Date	Date	Date
# in room block	# in room block	# in room block	# in room block



HOTEL COMPARISON

Y/N Yes or No

Hotel/date visited			
Contact			
Sleeping room rate			
Parking			
Cost for meeting rooms			
Comp breakfast Y/N Type			
Elevator Y/N			
Food & Beverage minimum			
Mtg & meal rooms flip or separate			
Lunch price average			
Dinner price average			
Bar minimum & Bartender			
Internet in mtg rooms Y/N			
AV costs in-house or ?			
Comp Rooms for Chairman and Pres.*			
Comp Room per sleeping nights			
Airport shuttle Y/N			

* For conventions, the President’s room may be covered in the contract.

SAMPLE BUDGET

- The Convention Chairman, Treasurer, and President prepare a budget
- The budget is approved by the President
- The gain (net income) or loss is split 50/50 between the host and CGCI
- Registration fee is waived for speakers, guests, companions, and host members who work the convention
- CGCI budget provides an allowance for NGC President, PR Director, programs/speakers
- A fundraising tour is optional, income/expenses would be included in the budget

Income

Meals	25,000
Registration fees 150 x \$75	11,250
CGCI hotel deposit loan	1,000
Fundraising, raffle/auction	1,250
Other	
Vendor Sales	500
Total Income	<u>39,000</u>

Expenses

Meals including complimentary meals	25,500
Audio-visual	5,000
Reimburse CGCI hotel deposit	1,000
Registration packets including badges, meal tickets, booklets	300
Speaker fees above CGCI allowance	500
Convention Chairman (room*, registration package plan)	1000
CGCI President (room*, registration package plan)	1000
Refunds	500
Office Supplies	200
*Free rooms may be provided in contract	
Total Expenses	<u>35,000</u>

Net Income	<u>4000</u>
50% to CGCI	<u>2000</u>
50% retained by Host	<u>2000</u>

WARRANT FOR CGCI CONVENTION

Request for Payment or Reimbursement from Convention funds
Submit to: Meeting Treasurer All items must be accompanied by receipts

Chairmanship _____ Date _____

Issue Payment to: _____

Address: _____

Date	Description	Amount
_____	_____	_____
_____	_____	_____
TOTAL		_____

Submitted by: _____

Meeting Chairman approval: _____ Check # _____ Date Sent _____

WARRANT FOR CGCI CONVENTION

Request for Payment or Reimbursement from Convention funds
Submit to: Meeting Treasurer All items must be accompanied by receipts

Chairmanship _____ Date _____

Issue Payment to: _____

Address: _____

Date	Description	Amount
_____	_____	_____
_____	_____	_____
TOTAL		_____

Submitted by: _____

Meeting Chairman approval: _____ Check # _____ Date Sent _____

THE CALL

The Call is a statement by the President to members notifying them of the convention.

- Corresponding Secretary is responsible for distributing The Call
- Convention Chairman is responsible for providing Registration and FYI for The Call

Included in The Call:

- Registration form
- FYI-information including reservation information, hotel address, in-room amenities and housekeeping services, parking, on-site food service, and special event instructions
- Tentative Schedule/order of events
 - Special Committee Meetings
 - Executive Committee Meeting
 - Committee Meetings
 - District Directors and Chairmen Meetings
 - Pre-convention Board of Directors Meeting
 - Ceremonial Opening
 - Convention Business Meetings
 - Election year only. Incoming Executive Committee Meeting
 - Election year only. Post-convention and Organizational meetings

CEREMONIAL OPENING

Format is determined by the President. Ceremony takes about 20 minutes. The President selects people to give invocation or inspiration, Pledge of Allegiance and welcome. Gather information well in advance to include in printed agenda.

Convention chairman extends an invitation to mayor of the city and arranges for the color guard and any other ceremonies for the official opening. Consult the President for preferences. It is suggested that the CGCI Corresponding Secretary confirm the invitation to the mayor or representative.

This is the first opportunity for the host officer and Convention Chairman to welcome the convention attendees. Introduce the NGC President/Region/District Director, when in attendance. If NGC President is to say a few words, introduce other dignitaries first so that the highest-ranking guest (NGC President) gives the last greeting.

Suggested Format

- Opening – The President calls the meeting to order
- Introductions by President – NGC President, region director, and other dignitaries. Greet all attendees with a short welcome
- Invocation (optional)
- Presentation of Colors by a Veteran’s group, National Guard, Boy Scouts, etc.
- Pledge of Allegiance
- Inspiration (optional)
- Welcome to the city by city official or designee
- Welcome to hotel by a representative
- Welcome to convention by host
- Response (thank you for hosting) by 1st Vice-President/President-Elect

REQUEST FOR ACTIVITY ROOM DISPLAY SPACE

Vendors with sales...Submit Vendor Sales Agreement

Exhibitor Name [Click or tap here to enter text.](#)

Address [Click or tap here to enter text.](#)

Phone [Click or tap here to enter text.](#) Email [Click or tap here to enter text.](#)

Exhibit/Activity Title or Subject [Click or tap here to enter text.](#)

Chairman Workshop Other [Click or tap here to enter text.](#)

Space Requested: Half table (3 ft.) Full Table (6 ft.) Other [Click or tap here to enter text.](#)

Special requirements: Outlets Wi-Fi Other [Click or tap here to enter text.](#)

Exhibits are to be placed and removed according to convention schedule.
The Convention Committee shall not be responsible for exhibit contents.

Submit this form to the Activity Room Chairman by deadline.

Date [Click or tap here to enter text.](#)

VENDOR SALES AGREEMENT

Request to Sell at CGCI Event

Name Click or tap here to enter text.

Address Click or tap here to enter text.

Phone Click or tap here to enter text.

Email Click or tap here to enter text.

Type of Merchandise Click or tap here to enter text.

Special requirements: Outlet Wi-Fi Other Click or tap here to enter text.

Space Requested: Half table (3 ft.) # requested ____ Fee \$ _____

Full Table (6 ft.) # requested ____ Fee \$ _____

Other Fees \$ _____

TOTAL Table/Other Fee = \$ Click or tap here to enter text.

Make check payable to: (enter host name) _____

Vendor assumes responsibility and liability for losses, damages, and claims arising out of vendor activities on the hotel premises and will indemnify, defend, and hold harmless CGCI, its volunteers, the hotel, its agents, and employees from any and all such losses, damages and claims.

Vendor Signature _____ Date _____

Vendor Approval by CGCI

Approved by: Name/Title: _____

Date: _____

+++++

Fees received \$ _____

Date _____

**CALIFORNIA GARDEN CLUBS, INC.
MEETING DATA FORM**

Meeting Host: Click or tap here to enter text.

Date: Click or tap here to enter text.

Chairman: Click or tap here to enter text.

Meeting City: Click or tap here to enter text.

The information will be used in planning future meetings. Thank you for your response. Please complete this form and send to the President, Meeting Coordinator and Hotel Contracts Chairman.

Meeting Registration Numbers

Board members Click or tap here to enter text.

Club/APS Presidents Click or tap here to enter text.

Club/APS President Alternates Click or tap here to enter text.

Club Delegates Click or tap here to enter text.

Total voting Click or tap here to enter text.

Companion/Spouse/Guests Click or tap here to enter text.

Host members Click or tap here to enter text.

Total non-voting Click or tap here to enter text.

Total Registration Click or tap here to enter text.

Number of Sleeping Rooms used

Day 1 Click or tap here to enter text.

Day 2 Click or tap here to enter text.

Day 3 Click or tap here to enter text.

Day 4 Click or tap here to enter text.

Total Sleeping Rooms Click or tap here to enter text.

Number of Meals served

Day 1 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Day 2 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Day 3 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Day 4 Lunch Click or tap here to enter text.

Dinner Click or tap here to enter text.

Number attending Tour Click or tap here to enter text.

Total Revenue Click or tap here to enter text.

Less Expenses Click or tap here to enter text.

= Gain (Loss) Click or tap here to enter text.

For Convention:

50% to CGCI Click or tap here to enter text.

Date: Click or tap here to enter text.

Check # Click or tap here to enter text.

50 % to Host Click or tap here to enter text.

For Board Meeting:

100 % to Host Click or tap here to enter text.

REGISTRATION FORM

California Garden Clubs, Inc. 9Xth Convention



MM/DD/YYYY

Theme

Hotel, address, phone #

Host: Name

Chairman: Name

All attendees MUST register...ONE person per registration form...no walk-ins...no exceptions.

No registrations will be accepted after MM/DD/YYYY

Name: _____ Telephone: _____
(Type as you wish name to appear on badge)

Email: _____

Club/APS/Affiliate: _____ District: _____

CREDENTIALS: Check those that apply

CGCI Board [] Position on the CGCI Board of Directors _____

*Club / APS President [] *Club/APS President Alternate [] *Club/APS Delegate [] *Club/APS Delegate Alternate []

Non-voting Garden Club Member [] Worker [] Companion/Spouse/Guest [] 1st time attendee? []

* If checked, Convention Credentials form must be submitted by MM/DD/YYYY. Clubs/APS members may not designate themselves as delegates without being elected or appointed as delegates by their club or APS.

PART I: PACKAGE PLAN REGISTRATION - NO refunds after MM/DD/YYYY - Check meal choices below

Includes: Registration Fee; all lunches and dinners (unless noted otherwise)

Postmarked BY MM/DD/YYYY \$xxx \$
Postmarked AFTER MM/DD/YYYY \$xxx \$

NO REGISTRATIONS WILL BE ACCEPTED AFTER (date)

PART II: PART-TIME REGISTRATION Fee - NO refunds after MM/DD/YYYY

Registration: Postmarked BY MM/DD/YYYY \$xxx \$
Registration: Postmarked MM/DD/YYYY \$xxx \$
Registration: Worker / Companion / Guest WAIVED []

NO REGISTRATIONS WILL BE ACCEPTED AFTER MM/DD/YYYY

PART III: MEALS

Package Plan Meal selection

Part-time meal selection

Day, Month/date, Lunch [] Enter meal entree \$xx \$
Honoring XXX [] Vegetarian option \$xx \$

Day, Month/date, Dinner [] Enter meal entree \$xx \$
Honoring XXX [] Vegetarian option \$xx \$

Day, Month/date, Lunch [] Enter meal entree \$xx \$
Honoring XXX [] Vegetarian option \$xx \$

Day, Month/date, Dinner [] Enter meal entree \$xx \$
Honoring XXX [] Vegetarian option \$xx \$

Day, Month/date, Lunch Enter meal entree..... \$xx \$ _____
 Honoring XXX Vegetarian option..... \$xx \$ _____

Day, Month/date, Dinner Enter meal entree..... \$xx \$ _____
 Honoring XXX Vegetarian option..... \$xx \$ _____

Special dietary restrictions: Gluten-free Other _____

PART IV: Pre-purchase raffle tickets: 6 tickets for \$5 or 12 tickets for \$10 Total for tickets: \$ _____
 NOTE: pre-purchased tickets will be in your registration packet

TOTAL AMOUNT ENCLOSED \$ _____

PART V: Workshops

Day, Month/date Workshop name Workshop name Workshop name
 Day, Month/date Workshop name Workshop name

PART VI: Tour

Date and time: \$XX \$ _____
 Tour destinations description

REFUND POLICY: I understand and accept CGCI's refund policy that **NO REFUNDS** will be issued after **MM/DD/YYYY** and that the remittance will be considered a donation. Please initial _____

Make check payable to:

Host Entity

Mail form and check to:
NO CASH ACCEPTED

Robin Pokorski, Registrar
 512 Newton Street
 San Fernando, CA 91340-2421
 818-361-7873
 CGCIRobin@gmail.com

For Office Use	Amount <input type="checkbox"/>
Amount _____	Confirmation _____
Check # _____	Postmark _____
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Yes! I would like to donate to the Endowment Fund \$ _____
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Please make your **separate** donation check payable to "CGCI" and mail it with your registration form.

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Amount _____	Confirmation _____
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