Protocol Chair – Goals for2015 D12 Conference

Prior to the Meeting

* Update Quilt and Flag service awards – (write on Quilt and get engraved plaque for flags)
* Get other A3 clubs to volunteer for conference duties
	+ done: program Friday night – Douglas club will do a trivia night and Marcy will provide wine for prizes, Denver will help with memorial service, Lakewood/Golden will provide scholarship raffle basket, Denver II will provide table decorations for Saturday banquet.
* Obtain table to display D12 awards
	+ Michelle is planning for table and I will put display up
* Determine how many tables to reserve at front of room for Saturday banquet for PIGs, emcee, Governor, Conference chairs, Scholarship winners, guests, etc. and notify them they will be seated at reserved table
	+ Not done
* Create tent cards for front meeting tables and delegates for meetings and for reserved tables at banquet.
	+ Not done – some are in the items from the last Conference
* Seating Chart for meetings
	+ preliminary done, will be updated when attendees are firmed up
* Saturday and Sunday procession
	+ Preliminary line up done, will be updated when attendees are firmed up
	+ Obtain color guard for flags - I have a brownie troop who want to do it and will get a flag from Marcy to make sure they can handle the size.
* Obtain Inventory items from last Conference/Seminar
	+ I have the inventory sheet and Marcy has the items. I will go to her house to make sure all items are there.
	+ Provide badge holders to registration and red and green voting cards to credentials
* Arrange for music and singers for Saturday procession and opening
	+ Have contacted various people about singing
	+ Sharon Langenbeck has selected “Wind Beneath My Wings” for her song
	+ Processional song last time was “El Capitan” and I will try to use this again
* First timer orientation Friday night
	+ PowerPoint done and reviewed
	+ PDF version will be sent to first timers prior to meeting
	+ First timer meeting Friday will use pdf version do no computer needed

At the Meeting

* Do First Timer training Friday night
* Prior to Saturday meeting
	+ Put flag bases at the front of the meeting room where the flags will be placed.
	+ Set up the meeting room prior to the conference on Saturday & Sunday mornings with the placards for the delegates and board members.
	+ Saturday and Sunday - line up the district board and guests in the foyer as shown on the seating chart. If board members will be on risers, have someone available at the steps to assist them.
	+ Saturday – line up color guard in the foyer to await the Governor’s call for posting the colors. Guard remains through pledge of allegiance, national anthem and ZI Liaison’s song.
* Saturday night set up reserved tables with cards at front of banquet room.
* When the conference is over, pack up the items on the inventory spreadsheet and arrange for transport to next club in line for Conference for Seminar. A copy of this spreadsheet should be kept by the current conference chair, the sending party, the receiving party, and the governor.