Protocol Responsibilities

District Conference 2013

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### Before the conference:

* Read the current Policies & Procedure manual, Section 4, B, 2,b, (3), for the Protocol chair's responsibilities.

(3) Protocol Chair, who shall: (a) Provide and place name tags for the head tables and the Delegate tables for each session. (b) Line up those seated at the head table for entrance into the first session. (c) Line up the flag bearers for the first session. (d) Be familiar with the ZI Protocol Manual.

* Be familiar with the "Flags" section in the ZI Protocol manual.

See saved Flags document

* Work with the ROTC to provide instructions regarding the order of the flags, when to arrive, etc. See the agenda sent out with the Call to Conference.
* Make up placards for the district board and clubs as shown on the seating chart and D12 clubs spreadsheet.
* Review the inventory spreadsheet to ensure that all of the items are in the boxes that were sent from Rapid City and Prowers County. The badge holders should be given to registration, and the red & green voting cards should be given to credentials.
* Request a table in the main meeting room to display the bell, brown & gold banner, & the international service flag set.

Documents:

* + - * Zonta D12 Policies & Procedure Manual - www.zontadistrict12.org under the

 Manuals link.

* Zonta International Protocol Manual - www.zonta.org under the Member Resources, Manuals link.
* Zonta District 12 Conference Call to Conf Agenda.pdf
* Seating Chart for Board 2013 Conference - this will be updated
* Zonta District 12 Clubs for 2013 District Conference.xlsx
* Dist Conf Inventory as of 08-2013.xls

At the conference:

* Prior to the meeting, put the 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. Club placards are arranged on the delegate tables in alphabetical order. Have a copy of the most recent Credentials Spreadsheet so you will know how many delegates will be present from each club and arrange the placards accordingly. Placards should be collected at the end of the day on Saturday so they are not misplaced by the event center.
* Set up the table in the main meeting room to display the bell, brown & gold banner, & the international service flag set. Hang the large wall hanging quilt on the wall and work with Lt. Governor Marcy O'Toole to update the quilt with the 2011 and 2012 award winners' names.
* At 8:20am on Saturday, line up the district board as shown on the seating chart. Board members and Mr. Greer (the mayor) will be waiting in the foyer. If board members will be on risers, have someone available at the steps to assist them. The board will march in to *El Capitan* by John Philip Sousa.
* At 8:50am on Sunday, line up the district board as shown on the seating chart. Board members and Ms. Stefan will be waiting in the foyer. If board members will be on risers, have someone available at the steps to assist them. The board will march in to *76 Trombones* by John Philip Sousa.
* Line up the ROTC in the foyer to await the Governor's direction for posting of the colors. After the flags are placed, the ROTC should remain at the front of the room during the pledge of allegiance, national anthem, and *We are the World* song.
* At the Saturday night dinner one - two tables will be needed for the past governors at the front of the room. Please have a reserved sign for their table (s), and check the current registration list to see how many past governors which will be in attendance. One - two tables at the front of the room will also be needed for the emcee (Marcy O'Toole), archiving host (Barb Pellegren), governor (Sheila Davis), conference chairs and guests, JMK scholarship winner (Lori Lewis) & guests if present, YWPA award winner (America Ramirez) & guests, Lucy Stefan and her guest, and Kathy Herrin if present. Check the current registration list to who will be in attendance. I have notified the past governors they will be at a reserved table. Please email the others that they will have a reserved table also.
* When the conference is over, pack up the items on the inventory spreadsheet and give to Lt. Governor, Marcy O'Toole. A copy of this spreadsheet should be kept by the current conference chair, the sending party, the receiving party, and the governor.