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 Area clubs to volunteer for conference duties
* Obtain table to display D12 awards
* 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 – work with Governor and Registration
* Create tent cards for front meeting tables and delegates for meetings and for reserved tables at banquet – work with credentials and Governor.
* Seating Chart for meetings – Saturday and Sunday will be different
* Saturday and Sunday procession
	+ Create procession line up order
* Obtain color guard for flags
* Obtain Inventory items from last Conference/Seminar
	+ Provide badge holders to registration and red and green voting cards to credentials
* Arrange for music and singers for Saturday procession and opening
	+ ZI Liaison’s national anthem will sung or if the Liaison is from the USA she will select a song

At the Meeting

* 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.