

# KAPPA KAPPA PSI / TAU BETA SIGMA



---

## DISTRICT CONVENTION HOST CHAPTER HANDBOOK

---

REVISED MARCH 2011

KAPPA KAPPA PSI / TAU BETA SIGMA NATIONAL HEADQUARTERS  
PO BOX 849 STILLWATER, OK 74076-0849  
TELEPHONE: (800) 543-6505 FAX: (405) 372-2363  
E-MAIL: [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org)  
<http://www.kkytbs.org>

*Prior to bidding for convention, each chapter must read this handbook and discuss with their District Governors & Counselors its intent to submit a bid to host district convention. All bids to host district convention MUST have a Director of Bands and Sponsor endorsement.*

# Table of Contents

<b>1. Prior to Submitting a Bid</b>	<b>4</b>
Background Research	4
Director of Bands and/or Sponsor	4
Suggestions: Prior to your bid submission	4
Picking a Convention Site	4
Meeting Rooms	5
Other Rooms	5
Housing-Hotel: Questions to Ask	5
Contracts	5
Registration Fees	6
Fundraising	6
<b>2. Bidding on Next Year's Convention</b>	<b>6</b>
Bid Packet	6
Sponsor/Director of Bands Endorsement	6
Bid Presentation	7
<b>3. Financial Matters</b>	<b>7</b>
Creating a Budget	7
Registration Costs	7
Hotel Costs	7
Director of Bands/Sponsor/Governor/Counselor	7
<b>4. Deadlines</b>	<b>8</b>
District Council Deadlines	8
Host Chapter Deadlines	8
<b>5. Publicity/Communication</b>	<b>9</b>
Communication & Announcements	9
<b>6. Relations with District Leaders</b>	<b>9</b>
Host Chapters & District Councils	9
<b>7. Hosting the Convention</b>	<b>10</b>
Teams & Committees	10
<b>8. Work After Hosting</b>	<b>10</b>
Review Finances	10
Review Convention Experience	10

# *1. Prior to Submitting a Bid*

## Background Research

*It is essential that your chapter attends and actively participates in District Conventions before submitting a bid to host a District Convention.*

## Director of Bands and/or Sponsor

- Make sure you involve your Director of Bands and Sponsor in the program of your convention. Please utilize both if these are two different individuals.
- Obtain their endorsement and support to host a district convention, then consult them about being involved with the convention.
  - Can they host a workshop? Conduct a Reading Band? Conduct one of your bands as a concert in your convention?
- Invite your Director and Sponsor to your Convention Planning meetings.
- Make sure your Director of Bands and Sponsor is getting minutes or written updates of your Convention Host plans.

## Suggestions: Prior to your bid submission

- Attend District Convention. Keep your eyes open.
  - Does Registration flow easily? If not, why not?
  - Is there room for all attendees?
- Observe the Banquet Logistics of venue, food, table set-up, etc. Host Chapters plan the logistic side of banquet and work with the District Councils in regards to the scheduling of the banquet.
- After that convention, review the Convention Minutes. Research convention registration fees and how many members attended.
- Check-in with the Host Chapters after June 1:
  - Following District Convention did they make or lose money? How much money? Why? What would they have done differently?
  - How did everything go with the hotel and guests?
- Assign members to be involved in presenting the bid, promoting your convention bid, observing the current convention, and taking notes of “do’s & don’ts.”

## Picking a Convention Site

- There are several factors to be considered when choosing a site:
  - 1) Meeting facilities
  - 2) Lodging
  - 3) Banquet facilities
  - 4) Parking/Travel Needs
    - Address campus parking needs
- Everything does not need to be in the same facility. However, if the Banquet is held elsewhere, you must consider transportation.
  - How many will not make it to the Banquet if it is at a different location?
  - Is it within walking distance? Consider formal clothing and weather possibilities.
  - What are the typical weather conditions at your chapter during convention season?
- It is preferred to have all the lodging in the same facility. This enables more communication, fellowship, and unscheduled business meetings while convention is underway. If Convention lodging and meetings are all planned for one site, be cautious with contracts that require large room block benchmarks in order to get meeting rooms at no charge.

## Meeting Rooms

The following are the minimal requirements for meeting rooms:

- **Joint Session** – Enough seating for all participants (based on convention attendance) with a head table for business.
- **Separate Sessions** – Enough seating for all separate participants in the Fraternity or Sorority (based on convention attendance) with head tables for business.
- **Exhibits and Sales** – space for tables so that schools can display scrapbooks chapters can sell merchandise, and vendors can sell National Supplies and Jewelry, etc. Your chapter must choose between easy visibility (like a central hall) or security (a lockable room).
  - Please check with your University, Hotel or Venue for rules regarding exhibits, jewelry, and merchandise prior to putting in your bid. This will help determine the best venue and help prevent road blocks in your future.
- **Committee Rooms** – Enough rooms to conduct committee business in your District. For closed committee such as Nominations, Convention Bid, etc, make sure you have appropriate venues for privacy (i.e. no windows for looking in on a candidate during an interview, etc).

## Other Rooms

- Banquet – large enough for a head table (for the District Councils) and seating for all the paying participants. Make sure that it can seat everyone! Room and catering must be considered. Check the number of entrances: how many host chapter members will be needed to check registration nametags for the Banquet?
- *Please reserve seating for National Officers, Dignitaries, Band Directors, etc.*

## Housing-Hotel: Questions to Ask

- What is the price for 4 persons in a room? What are the applicable taxes? (A tax of 13% on a \$89 room raises the price to over \$100 per night.) Does housing in the same facility as the meetings make the meeting rooms free? (Without specific number of room nights guarantee.) Does having the banquet in the same facility make the meeting rooms free?
- What is the check-in time? Check-out time?
- How close is it to the meeting rooms and banquet?
- How much is charged for overnight parking?
- Will the hotel / student union provide brochures with information on the facility for the chapter to mail out with registration forms, etc.?

## Contracts

- Have your Sponsor and Director of Bands review and approve the contract PRIOR to signing the actual and final contract.
- Get a copy of the contract early, make copies, and send to the District Governors and Counselors PRIOR TO SIGNING.
- Who will have authority to sign the contracts for the facilities? Will it be someone in the chapter? The chapter sponsor? A District officer?
- Do not sign a contract that guarantees a certain number of “room nights” in exchange for free meeting room space. Should your convention fail to use the amount of “room nights” your chapter may be held responsible for the paying for use of the meeting rooms.
- Once the contract is signed, mail a copy to your District Governors and Counselors. Keep the original in your “Convention” files. Be sure to bring that with you to your District Convention in case there are any questions or problems with the facility management.
- If there is a need for audio-visual equipment, be sure that the cost and specifications are included in the contract with the facility.

### Registration Fees

- The fee must cover the Banquet and chapter convention expenses! Do not separate the registration cost from the Banquet expense. Historically chapters that have offered separate registration fees and banquet costs lost money (at the chapter's expense) on the banquet.
- The fee should cover mailing out pre-convention packets to all the chapters in the District, including the cost of copying registration forms, fliers, etc.
- The fee cannot cover entertainment in any form. That must be provided by the host chapters at their own expenses.

### Fundraising

- For a large district convention, the host chapters should have \$1000 (if possible) each to cover expenses up front.
- Fundraising can take place before the convention by the chapter if needed. If you need ideas, contact your Chapter Field Representative, look for ideas in The PODIUM, ask for help on the national listserv, or read your local newspaper for what other groups in your area are doing.
- As host chapters, you have the privilege of selling District Convention T-shirts to help offset any expenses that won't be covered. First, check out everyone's collection of past Convention T-shirts and make sure that yours will be different! Avoid using the crests of KKY and TBS because that means membership candidates and colony members would be ineligible to purchase the shirts. Use your theme and convention logo, including the date and location of the convention as well as your District's name. Include a T-shirt order form with the pre-convention mailing; if they order their shirts when they send in registration money, you will have a better idea of how many of each size to order. Avoid pre-ordering small sizes!
- Be sure that everyone in the host chapters purchases a T-shirts that includes the theme but allow you to stand out so that you can be recognized as the host chapter. Wears it at Convention Registration and have the T-shirt sales table next to the Registration table.

## *2. Bidding on Next Year's Convention*

### Bid Packet

- Put together a hard copy bid packet to present to the Convention Site Committee at District Convention.
- Put together an electronic copy to present to the Convention Site committee and also for the delegation at District Convention.
- Contents in your bid presentation should include but are not limited to the following:
  - i. Budget & Cost of Convention
  - ii. Location, Maps, Parking
  - iii. Dates & Times
  - iv. Hotel location & costs
  - v. Outline of your chapter membership and financial status
  - vi. Registration Fee based on number of attendees
  - vii. Any important information related to your convention that has not been mentioned and check your District Constitution for a more thorough list

### Sponsor/Director of Bands Endorsement

- Provide documentation in your bid packet and bid presentation that you have Sponsor and/or Director of Band approval. This should be in a letter form and be included in all of your materials.

- You should also include any pertinent documentation of support from your University office of Student Life or Student Activities

### Bid Presentation

- Be prepared to discuss your bid during District Convention to the Convention Site Committee while presenting your hard and electronic copies. Work on delivery and presentation skills.

## *3. Financial Matters*

### Creating a Budget

- Create a budget for your bid presentation. If you are awarded the convention bid and your budget changes for whatever reason, create a new budget and make sure your Director of Bands/Sponsor, Counselor, Governor, District Councils, and Chapters are notified.
- Look at other chapters' budgets to help use as an example to build your own.
- When presenting your bid and at the actual convention, make sure it is clear how the cost per person was determined.
- Your Budget should include cost breakdown of all items of your convention. Example of items accounted for in budget, but not limited to:
  - Banquet Costs
  - District Convention Mailings, copies, paper, envelopes, etc.
  - Computer/AV/Audio costs during convention
  - T-shirt or other gift items (glassware at banquet, etc.)
  - Equipment rentals (for events, dances, instruments, entertainment, misc.)
  - Room costs for meeting space
  - Any other items that may cost money to run your convention; make sure you include in a cost breakdown per person in your Registration

### Registration Costs

- The number of attendees varies from year to year for your District Convention, you might include a cost breakdown for various amounts of attendees. For example:
  - 400 attendees may cost "x" amount of dollars per person
  - 500 attendees may cost "y" amount of dollars per person
  - 600 attendees may cost "z" amount of dollars per person

### Hotel Costs

- Hotel costs per room per night will be separate from your Convention Registration Costs because your attendees will pay for this separate.
- If you have multiple hotels for your convention, make sure all location and room costs are clearly advertised and communicated in all of your materials for bid presentation and during the year of hosting.

### Director of Bands/Sponsor/Governor/Counselor

- Ensure that your Director of Bands/Sponsor, Counselor & Governor are all included in all financial matters.

## 4. Deadlines

*\*The December 1<sup>st</sup> Deadline is for your District Councils to complete their convention schedules. The Host Chapters work with the District Councils on the logistics; however the schedule is to be completed by the District Councils.*

### District Council Deadlines

#### Deadline #1: December 1<sup>st</sup> Convention schedules are due

- All convention schedules are due to National Councils of Kappa Kappa Psi & Tau Beta Sigma from the District Councils.
- Host Chapters must work with the District Council to finalize their District Convention Schedule. This includes Joint and Separate schedules.
- These schedules should be sent to National President(s) & National VPCM of each National Council, respectively.
- Governors, Counselors, Director of Bands/Sponsor shall approve schedule prior to sending to National Council and also be included (cc'd) when sending schedules to National Councils.

#### Deadline #2: December 1<sup>st</sup> Workshop selection for schedules are due for Kappa Kappa Psi & Tau Beta Sigma

- Host Chapters must work with their district councils to finalize all workshops logistics and material planned for District Convention in order to meet their deadline.

### Host Chapter Deadlines

#### Deadline #3: December 1<sup>st</sup> Preliminary Budget from Host Chapter(s) are due

- Download and complete the District Convention Budget Proposal Form from the KKPsi & TBSigma District Convention Host Information subsection of the Both/Shared Documents area of [www.kkkytbs.org/forms.html](http://www.kkkytbs.org/forms.html). The completed form should be submitted to the National Accountant either by mail or email ([hqna@kkkytbs.org](mailto:hqna@kkkytbs.org))

#### Deadline #4: January 1<sup>st</sup> District Convention Fact Sheet from Host Chapter(s) is due

- Download and complete the District Convention Fact Sheet from the KKPsi & TBSigma District Convention Host Information subsection of the Both/Shared Documents area of [www.kkkytbs.org/forms.html](http://www.kkkytbs.org/forms.html). The completed form should be submitted to National Headquarters either by mail or email ([hqna@kkkytbs.org](mailto:hqna@kkkytbs.org) and [hqacc@kkkytbs.org](mailto:hqacc@kkkytbs.org))

#### Deadline #5: January 15<sup>th</sup> Convention Website Live & Mailers from Host Chapter(s) are due

- Host Chapter/Convention website live with information for registration, hotel, maps, costs, and all additional logistics known.
- All National Officers, Board of Trustees, National Headquarter Staff, Governors, Counselors, District Councils and Chapters within the District and invited guest shall be informed of the Convention information either through e-mail mailing or hard copy/address mailing by January 15<sup>th</sup>. (Postmark January 15<sup>th</sup> in using snail mail).
- The Host chapter must have the website and do one form of mailing. If the Host Chapter is not able to have a website to post District Convention information, they must contact their District Councils and have the information posted on their District Website.

**Deadline #6: May 5th Final Budget from Host Chapter(s) is due**

- Download and complete the District Convention Final Budget Report from the KKPsi & TBSigma District Convention Host Information subsection of the Both/Shared Documents area of [www.kkymb.org/forms.html](http://www.kkymb.org/forms.html). The completed form should be submitted to the National Accountant either by mail or email ([hqna@kkymb.org](mailto:hqna@kkymb.org))

## ***5. Publicity/Communication***

### **Communication & Announcements**

- Feel free to use all mediums to announce your Convention and promote all aspect once you win the bid. Here are ideas for promotion but not limited to:
  - Host Chapter Website (with on-line registration capabilities)
  - Snail Mail Mailings
  - National & District Listservs
  - National Website Forums
  - District Websites
  - E-mail announcements
  - Facebook
- January 15<sup>th</sup> is the DEADLINE for all Host Chapters to have a convention website live with completed registration and general information for their convention and complete a mailing to all National Officers, Board of Trustees, National Headquarter Staff, District Governors/Counselors, District Councils, Chapters within District and invited guest. The Host Chapter can choose whether to do this with individual e-mails or snail mail address.

## ***6. Relations with District Leaders***

### **Host Chapters & District Councils**

- Host Chapters Must Work with the District Councils on the following items:
  - Convention Schedule
  - Rooming for meeting space
  - Reading Band/Concerts/Musical Performances
  - Banquet Details
- Host Chapters cannot make final decisions on the above mentioned items without the approval of District Governors & Counselors and sharing with District Councils.
- Remember, it is the host's responsibility to provide the space and programming for the vision of the district leadership. Host chapters do not create or mandate programming aspects of a convention.

## *7. Hosting the Convention*

### Teams & Committees

- Divide your chapter members into different committees or groups to help delegate the work load.  
Decide the committees while creating a bid for convention or immediately after being awarded the bid.
- Have bi-monthly or monthly meetings for the entire year leading up to convention to check-up on progress
- Ideas of committees include but are not limited to:
  - Banquet/Entertainment
  - Registration/Mailings/Name Tags
  - Meeting Space/Workshops
  - Reading Band/Concert or Musical Performance
  - Hotel/Lodging
  - T-shirt/Convention gift, etc.
  - Communication/Website
- Create a schedule for all chapter members for the duration of convention. This will create accountability and track progress leading up to convention.
- Relax, Have fun and make sure you invite your Director of Bands, Sponsor, or other Music Faculty to assist and see your chapter(s) in action.

## *8. Work After Hosting*

### Review Finances

- Review your budget, income and expenses to make sure everything balances out.
- If T-shirts are done as a fundraiser, this money goes back to the chapter(s). If there is more than one chapter hosting, this is divided among the chapters accordingly.
- If you have surplus of registration costs (over \$100) this money goes back to your District as a donation. Host Chapters are not supposed to make money off of the convention itself.

### Review Convention Experience

- Review the “Host Convention” experience and document any changes, likes, dislikes, suggestions etc., and send to your District Governors, Counselors, & National Councils. This will be helpful for future Host Chapters.
- Please see sample bid.