



Ontario Horticultural Association District 16

CONVENTIONS AND SEMINARS – DUTIES OF HOST SOCIETIES

1 YEAR IN ADVANCE

VENUE

1. Reserve a meeting place which will accommodate approximately 150 – 190 people with seating at tables for dining. There must also be space for display tables in or outside the dining area.
2. Cost of venue is borne by the host society. The District 16 subsidy for societies is a basic \$200 plus 50% of the remaining cost up to a maximum of \$500 for a maximum subsidy of \$700.
3. The room must have suitable slide/PowerPoint showing facilities, i.e. a room which can be darkened and have a table for the projector. Also include a speaker's podium and a table for the secretary.
4. If you are hosting a Spring AGM, you will also need space and extra tables for the Youth Competition.

COMMITTEE

1. Establish a coordinator and a special committee to organize the convention.

6 MONTHS IN ADVANCE

LUNCH

1. Select a caterer for the lunch if the venue does not have caterers. Lunch may be hot or cold depending on the facilities.
2. Advise and get the approval of the District Director and the District Treasurer for the cost of the meal -- **including tax and gratuities.**
3. Arrange for table covers, dishes and cutlery. This may be included by the caterer.

4. Arrange for area guests such as mayor, councillor, etc.

2 MONTHS IN ADVANCE

SUB-COMMITTEES TO ESTABLISH:

1. Table crew
2. Create centre pieces for tables
3. Create parting gift/favours for delegates. (Optional) E.g. bulbs, seeds, plants etc.
4. Create name tags for delegates. Host society members may identify themselves.
5. Provide coffee and muffins, bagels, or sweets for morning registration hour and mid-morning break.
6. Welcoming and directing (2)
7. Registration assisting the District treasurer (2)
 - 1 to assist District treasurer to distribute lunch tickets
 - 1 to distribute lucky draw tickets. Obtain these from president; this person may also conduct the lucky draws.
8. Publicity
9. Placement of District signs
10. Obtain loud speaker system

1 MONTH IN ADVANCE

The host society may want to present awards or special certificates to one or two members at this time. Be sure the Director is aware of the presentation. If the award must be signed by the OHA secretary or president, allow up to 6 weeks. (optional)

1 WEEK IN ADVANCE

1. Check that all of above committees have completed tasks.
2. Publicity person should notify media of the event.
3. Contact someone to say grace before lunch.

DAY OF CONVENTION COMMITTEES

1. District signs
 - Place signs to direct participants to the event site at appropriate location in town. At end of event collect signs and give to host of the next event.
2. Table Crew
 - Enough tables to accommodate delegates

- Tables for: 1) Registration 1-2
2) Supplies 1
3) Serving lunch 4
4) Youth Displays or Competition 3-4
5) Draw prizes
3. Meeting and greeting
 - Direct delegates to welcome and ticket pick-up desk and meeting room
 - Direct speakers to table where they will sit and assist in set-up of their equipment
 4. Lunch ticket collectors
 - 2 people to collect lunch tickets
 - Return these tickets to District treasurer
 4. Lucky draw tickets
 - Each society is asked to bring a door prize valued under \$25 of a horticultural nature.
 - Host may draw some of these after lunch and some at end of event.
 - Tickets are supplied by the host society
 5. Provide an area for the display of society banners
 6. District 16 Treasurer will pay the caterer

OPTIONAL

1. Youth/Adult Competitions – **at Spring AGM** – tables and space will be needed.
2. Fund Raising
Any society wishing to fund-raise (sell tickets) must notify the District Director well in advance and conduct the activity during lunch hour only.
3. Vendors Tables
Speakers or other vendors may be invited to sell their products.

IMPORTANT -- Your society will receive \$1.00 from each delegate's fee. Guests and District 16 Board are not included in this grant.