

NOVA SCOTIA ASSOCIATION OF GARDEN CLUBS (NSAGC) HOSTING A DISTRICT MEETING

District Meetings are held annually and are either hosted by one club or several clubs in the district. There are no hard rules for hosting a District Meeting and therefore the purpose of this document is to provide general guidelines that might be considered while planning the Meeting.

Requirements

1. Send a letter giving authorization to solicit persons/companies for prizes.
2. Up to a year in advance, determine a venue for the meeting, pay a deposit and sign a contract if required.
3. Send a letter of invitation to each of the Garden Clubs, two months in advance of the date, with travelling directions, and requesting the number of attendees.
4. Send an invitation to the NSAGC Chairperson, at least two months in advance of the meeting, including travelling directions.
5. If appropriate, send an invitation to the District Director, at least two months in advance of the meeting, including travelling directions.
6. Submit information to the NSAGC newsletter editor regarding time, date, and place.
7. Identify a Guest Speaker(s) and book early.
8. Identify someone to introduce the speaker(s) and to thank the speaker(s) with an appropriate cheque or gift.
9. Organize a mixer, an activity to have Club Members mingle and get to know one another.
10. Contact vendors who may wish to have displays, two months in advance of the date. The number will depend on how much room is available.
11. Identify a Chairperson for the meeting. The Club President will not necessarily be the Chairperson as he/she may be busy overseeing the entire event.
12. Ask the Club President to give a Welcome Speech.
13. Ask the District Director to take part in the beginning of the meeting. This could include:
 - Welcoming everyone to the meeting
 - Bringing greetings from the entire district and from NSAGC, if the NSAGC Chairperson is not able to attend.
 - Mentioning anything that was discussed at the NSAGC Board Meeting that would be of interest to the garden clubs.

- Presenting the Outstanding Members Awards.
14. Decide on the cost of admission. This can be any amount that the hosting club thinks they will need to defray costs of facility, guest speaker(s), and food.
 15. Establish a committee to design and print the Program for the meeting,

Activities

The following are the tasks associated with the District Meeting. Committees can be established to deal with each of these activities. The Club President should be kept informed on progress or issues by each committee chair. The President should keep the District Director informed and invited to planning meetings.

1. Set Up
 - tables for those attending, if tables are to be used, and chairs
 - display and vendor areas
 - sound system, projector, laptop table, access to power supplies
 - podium
 - contact person in charge of facility as to what time building can be accessed to set up
2. Decorating
 - table decorations
 - places to hang banners
 - room decorations
3. Lunch
 - what to have and how much is required
 - is food to be made by club members, donated or purchased?
4. Door Prizes
 - list of persons or companies to be contacted and who will make contacts
 - maintain a record of who donates which items
 - special door prizes and/or raffles
 - list prizes in order of being given
 - numbers for draws
5. Goodie Bags
 - items to go in them
 - what to make the bags of or purchase already made
 - method of distribution
6. Registration
 - record attendees names and clubs, and assign numbers
 - create name tags with numbers

- accept admission money
- meet and greet

7. Special Event or Speaker(s)

8. Clean Up

Agenda

The agenda is entirely up to the club(s) hosting the meeting. The following is a suggestion of what might be included:

1. Registration of attendees
2. Club reports presented by Presidents or representatives of the clubs
3. Outstanding Members Awards Presentations
4. Speaker
5. Coffee/tea break and vendor time
6. Speaker
7. Lunch and vendor time
8. Speaker
9. Wrap up and presentation of door prizes

May 1, 2016