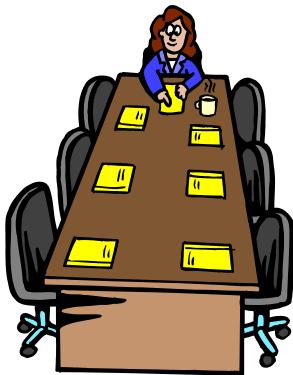




MEETING PLANNER



Patti Stankevicius

MEETING PLANNER INFORMATION

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CJW MEETING PLANNER RESPONSIBILITIES

1. Secure hostess clubs for the following meetings:
 - a. b) September Executive Board
 - b. c) Fall Conference
 - c. d) March Executive Board / President's Dinner
 - d. e) Spring Conference

All conferences need to be booked at least one year in advance and Executive Board meetings at least six months in advance.

2. Book meeting place for CJW Board of Director meetings.
3. Attend 2 executive board meetings when conference proposals are submitted for approval.
4. Report the Call information to the Director and CJW Corresponding Secretary at a minimum of ten (10) weeks before meeting or conference.
5. Bring CJW banner, podium sign and direction signs to all meetings.
6. Make sure all conference chairs submit receipts within 30 days after a conference.
7. Be a liaison between the Treasurer, Hostess Club and CJW Executive Committee.
8. Keep in constant contact with conference chairs and lend assistance where necessary.
9. Arrive before registration begins for all meetings and conferences to oversee on-site setup of meetings.
10. Perform other duties as requested by the CJW Executive Committee.

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DISTRICT DAY GUIDELINES & INFORMATION

1. Start planning early for your District Day.
2. Meet with district clubs:
 - a. Set two dates that are good for the majority of your clubs.
 - b. Clear the dates with the CJW Director.

The second date can be used as a snow date if necessary.
 - c. Divide the following responsibilities between your clubs:
(Note: Make sure to contact clubs not present at meeting.)
 1. Reserving a location.
 - a. Includes reconfirming location, checking kitchen facilities, if needed, availability and set up of chairs and tables.
 2. Entertainment
 - a. Including thank you gift or monetary donation.
 3. Credential gifts and/or other thank you gifts.
 4. Organize raffle and/or door prizes, if used.
 - a. Includes bringing necessary supplies.
 5. Refreshments - Includes paper goods and serving pieces.
 6. Printing of programs.
 7. Registration of clubs and registration table.
 - d. Schedule another meeting with clubs if necessary.
3. Put District Day on CJW Calendar and announce at Board Meeting.
4. Check with clubs to make sure they are able to fulfill their responsibilities.
5. Ask to be informed of any guests attending so you can make introductions.
6. Keep track of income and expenses and complete a "Profit & Loss Statement."
- 7 Forward call with detailed directions to CJW Director and CJW Corresponding Secretary for final approval and distribution to CJW Board and club.
8. All CJW Board members attending District events will register through the Meeting Planner. Meeting Planner will forward the registrations to the Treasurer who will issue one check for the respective District event.

CHECKLIST FOR DISTRICT DAY

1. Microphone, podium, American flag
2. Registration table needs:
 - a. 1 or 2 members
 - b. Name tags
 - c. Registration list of clubs attending
3. Refreshments - 2 or 3 members
4. Printed programs
5. Door prizes and/or raffle table - 2 members
6. Entertainment
7. List of guests – please invite CJW Director or representative of CJW Board to say a few words of upcoming events.
8. Two-minute speeches by club presidents (summing up their club activities).
9. Cameras and forward pictures to CJW Publicity Chair for website updates and the CJW Director's press book.

EXECUTIVE BOARD MEETING **GUIDELINES & INFORMATION**

1. Secure a suitable meeting place, such as:
 - a. school cafeteria, auditorium & classrooms for September Workshops
 - b. Restaurant or banquet hall March Board / President's Dinner
2. Check with Meeting Planner / Director to see what rooms will be needed.
3. Directions and information should be sent to the CJW Director and the CJW Corresponding Secretary ten (10) weeks before the meeting. Please include GOOD driving instructions from all areas of the state.
4. The printing and mailing of the Call is the duty of the CJW Corresponding Secretary and is a CJW expense.
5. Place visible CJW signs along the route leading to the meeting place.
6. Registration
 - a. September Board - clubs will register with CJW Meeting Planner. The conference chair should contact CJW Meeting Planner one week before the meeting for the final counts.
 - b. March Board / President's Dinner – clubs will register with the host club. Host club will provide the CJW Director with a list of club attending one (1) week prior to the dinner meeting.
7. Needed at meeting:
 - a. American Flag
 - b. Podium & microphone
 - c. Table for CJW File Boxes
 - d. Tables and chairs to be set up in front of room or on stage for CJW Officers
 - e. Table and 2 chairs at entrance for registration
 - f. Table & 2 chairs for Ways & Means Chair to display sale items
 - g. Refreshments and paper goods
8. If a workshop meeting is scheduled, provide a master sign with room numbers, as well as identification signs on each room.
9. The hosting club needs to provide the following personnel:
 - a. 1-2 greeters at the door to encourage only Club Presidents to stand in the registration line
 - b. 2 members to "stuff" the CJW files with information from CJW Chair
 - c. 2-3 members to staff the refreshment area
10. Be aware that school/church electrical wiring does not always handle several large coffeepots at once. The custodian can be of help in these cases.
11. Additional items needed for planning March Executive Board Meeting*
 - a. 1 table to collect CJW reports – Report Writing Chair will provide containers.
12. Additional items needed for planning September Executive Board Meeting
 - a. 2 tables for District Reps to handout CJW Blue Book CD's.
 - b. Check with Director for any other needs.
13. At the board where Long Term Affiliation / State Project proposals will be presented:
 - a. Set up one table and two chairs for each organization presenting a proposal.
 - b. Check with the Long Term Affiliation Chair for needs of presenters (ie: electrical outlets, extension cords, computer ports, etc.).
 - c. Check with Director for any other needs.
14. Allow at least one (1) hour start-up time for brewing of coffee.

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PROPOSAL TO HOST CJW EVENT

The _____ Club

wishes to host:

- | | |
|---|------------|
| <input type="checkbox"/> September Board | Date _____ |
| <input type="checkbox"/> CJW Fall Conference | Date _____ |
| <input type="checkbox"/> March Board / President's Dinner | Date _____ |
| <input type="checkbox"/> CJW Spelling Bee | Date _____ |
| <input type="checkbox"/> Juniette Spring Conference | Date _____ |
| <input type="checkbox"/> CJW Spring Conference | Date _____ |

Location: _____

Cost (rental fee) of Building (school, church): _____

Custodian's Fee (estimated) _____

Cost of refreshments (estimated): _____

Club Contact: _____

E-mail: _____

Phone number: _____

This form should be submitted to the Meeting Planner 6 months to 1 year prior to the event.

SPRING AND FALL CONFERENCE **GUIDELINES & INFORMATION**

1. Secure a place large enough to accommodate approximately 200 people.
2. Proposals for plans including speakers, programs, menus, prices, etc. are to be brought before the CJW Executive Committee at the August meeting for the Fall Conference and the proposal for Spring Conference should be presented at the January Executive Committee meeting.
3. Financial expenses must be submitted in 30 days after conference. The CJW Treasurer will prepare the Profit and Loss statement within 60 days and forward copies to CJW Director, Meeting Planner and host club.
4. Invite special guests. Keep Director informed on guests invited and attending.
5. The Call and Program are to be approved by the Director.
6. The Call must be sent to the CJW Corresponding Secretary at least 10 weeks before the conference. Please include GOOD driving instructions from all parts of the state. A list of any guests who should receive Calls (this should be in addition to personal invitations) must be given to the CJW Corresponding Secretary 10 weeks prior to conference.
7. The printing and mailing of the Call is the duty of the CJW Corresponding Secretary and is an expense of CJW.
8. The printing of the program is the responsibility of the hostess club and is figured into the "cost of the day" expenses.
9. The Director sets the agenda. Please keep her informed of time CJW needs to vacate the premises.
10. There is a suggested seating plan included in this section of the Blue Book, however, the final seating plan for Board of Directors and guests should come from the Director.
11. A guest list (Past CJW Directors, former CJW board members, speakers, etc.) should be compiled by the conference chair and given to the Director one week before the conference for introductions.
12. The CJW Director, Assistant Director and Immediate Past Director's meals and the cost for the Director's overnight accommodations are paid for by CJW.

SPRING AND FALL CONFERENCE **GUIDELINES & INFORMATION**

13. CJW pays the conference meal expenses of the conference co-chair(s) and the charges for their overnight accommodations for one room/night.
14. All members of the CJW Executive Board are voting delegates. The CJW Treasurer will supply the delegate list by club.
15. Past Honorary Directors should be seated together at a special table; possibly with the District Reps. They also receive voting privileges if they are still members of CJW clubs.
16. Conference chair(s) will be reimbursed for expenses as stated within the proposal to the CJW Executive Committee.
17. It is VERY IMPORTANT to have good communication skills during the planning stages through to the final phase with all involved. If questions arise at any time, the chairmen must contact the CJW Meeting Planner.
18. The contract must be reviewed by the CJW Director, CJW Meeting Planner and Conference Co-Chairs. The Director is the authorized signatory for the contract.
19. All monetary expenses must be reviewed with the Meeting Planner.

CHECKLIST FOR SPRING CONFERENCE

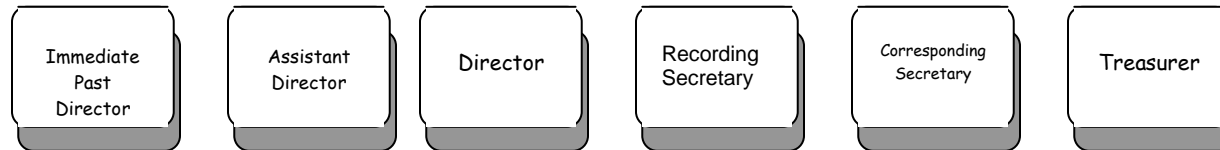
1. Microphone, podium, American flag, CJW Banner, podium sign with CJW logo and directional signs.
 - a. Check with Meeting Planner to see if 1 or 2 microphones and/or podiums are needed.
 - b. The host club should check with Meeting Planner for CJW Banner podium sign with CJW logo and directional signs.
2. Posters directing members to: Registration Table and Arts & Crafts Registration Table
3. Registration table needs:
 - a. Name tags
 - b. Registration list of clubs
 - c. Delegate count – provided by CJW Treasurer
 - d. Ballots for elections or other voting are provided by the CJW Leadership – Parliamentarian.
4. The CJW Arts Chair is in charge of Arts & Crafts, please have the following available for her and check on any other needs.
 - a. Separate room large enough for competition.
 - b. 2 tables outside of room for Arts & Crafts registration by District Representatives.
 - c. 3 judges (please check with Arts chair at least 1 month before competition).
 - d. Tables inside room for competition (check with Arts chair for number needed).
 - e. 1 table inside with 3 or 4 chairs, & 2 pitchers of water & 6-8 glasses.
 - f. 5-6 runners available for Arts & Crafts (members to work until not needed)
 - g. Gift for each judge. Include judges in your lunch count if they are staying for meal.
5. Easel & poster showing location of display or raffle tables and seating for lunch by club/
6. Name placards for head tables and sub-head tables (CJW Board Members and guests)
7. Flowers for CJW Director and Assistant Director (optional)
8. Printed programs at all tables
9. Centerpieces (can use hotel centerpieces)
10. Credentials report & gifts
11. Table for CJW file boxes inside banquet room
12. Entertainment for the day - notify CJW Treasurer of check amount needed.

CHECKLIST FOR FALL CONFERENCE

1. Microphone, podium, American flag, CJW Banner, podium sign with CJW logo and directional signs.
 - a. Check with Meeting Planner to see if 1 or 2 microphones and/or podiums are needed.
 - b. The host club should check with Meeting Planner for CJW Banner podium sign with CJW logo and directional signs.
2. Posters directing members to: Registration Table
3. Registration table needs:
 - a. Name tags
 - b. Registration list of clubs
 - c. Delegate count – provided by CJW Treasurer
 - d. Ballots for elections or other voting are provided by the CJW Leadership – Parliamentarian.
4. Easel & poster showing location of display or raffle tables and seating for lunch by club.
5. Name placards for head tables and sub-head tables (CJW Board Members and guests)
6. Flowers for CJW Director and Assistant Director (optional)
7. Printed programs at all tables
8. Centerpieces (can use hotel centerpieces)
9. Credentials report & gifts
10. Table for CJW file boxes inside banquet room
11. Entertainment for the day - notify CJW Treasurer of check amount needed.

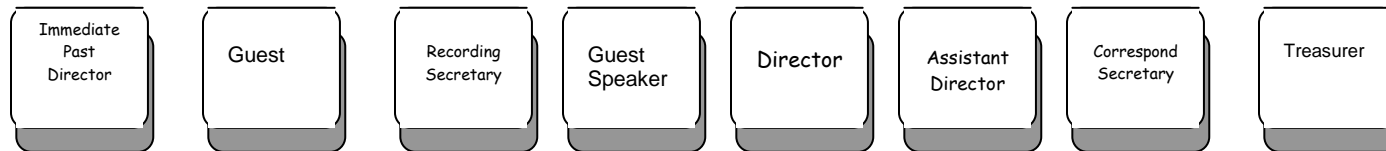
SUGGESTED SEATING PLANS

Seating Plan for **CJW BOARD OF DIRECTORS MEETINGS:** Executive Committee



Seating Plan for **CJW CONFERENCES:**

1. **HEAD TABLE - Officers & Guests (Should not exceed eight People)**



2. **Sub-Head Tables**

- A. CJW Department Chairs, Conference Chairs
- B. District Representatives
- C. Past CJW Directors and other Special Invited Guests

NOTES:

- 1. Head table/Sub Head Table seating assignments for BOD Meetings & CJW Conferences can be changed by the presiding officer
- 2. Sub Head Table locations are to be determined by the presidina officer

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