

DISTRICT 62 SPRING CONFERENCE

Begin	End	Room	Event	Personnel	Requirements
<b>Tuesday 4/25: Meal guarantees to hotel</b>					
<b>Friday 4/29</b>					
1:00 PM		TC Airport	Mark Brown Arrives	Jennifer Donohue	Lodging confirmed; VIP basket requested 4/7/11; Jennifer picking up Mark at airport.
3:00 PM	4:00 PM	Mtn Grand Lobby (Registration area)	Registration set up	Jennifer Szabo, Chair +	Two 8-ft tables, 3 chairs, wastebasket; Cash box; on-site registration forms; registration packets with name badges, meal tickets and ribbons. Blank name badges for walk-ins. Goody Bags. <b>Inform all club presidents, VP education, or those holding their proxies, plus district officers to check in at the credentials table after registration check in. Solicit participants for storytelling and euchre tournament.</b>
		Mtn Grand Lobby (Registration area)	Credentials set up	Chuck Wriska	One 8-ft table; 1 chair Chuck Wriska bringing these materials
3:00 PM	4:00 PM	Vienna A	Silent Auction set up	Jennifer Donahue, Chair +	Five 8-ft tables - perimeter
		Vienna A	Bookstore set up	Margaret Sieh and Maxine Ettinger	Two 8-ft tables - perimeter (with drapes for down time); materials, cash, credit machine. <b>Volunteers - Maxine Russell, Terry Rogers, Teresa Pennington. Sharon will train for cc payment processing. (One table for Mark Brown sales near bookstore; this may increase traffic)</b>
		Vienna A	General session set up	Mary Goodhall, Conference Chair	Head table for 4 on centered stage; one set stairs, lectern with microphone (portable hand held) in middle; 2 wireless lavalier mic;
3:30 PM	4:00 PM	Mtn. Grand Lodge	Walk through/Set up	Mary Goodhall, Conference Chair	BEO; check signage
4:00 PM	8:00 PM	Mtn. Grand Lobby	Registration Opens	Jennifer Szabo, Chair +	
			<b>Greeters</b>	<b>Tim Bay _ Still waiting for confirmation (John Kasza is my BackUp)</b>	
6:00 PM	7:00 PM	Vienna A	Pizza Buffet	<b>SAA call to order - Diana Mammen</b> Lisa welcome - introduce Margaret Mary Gibbs, First Timers Chair	Margaret, invite all to Suite #252 after contest. Let's Eat! First timers get food first. Go to Everetts Restaurant to eat and meet. Announce 10-minute warning for end of buffet. <b>Very tight time line! Please be cognizant and stay on schedule!</b>
7:00 PM	7:45 PM	Vienna A	Transition Storytelling	John Riley, Renee Denison	John is emcee. Renee is timer. Begin activity at 7:00 and wrap up by 7:40 and announce briefings at opposite corners of Vienna A. Contest audience members move to Vienna B. <b>John - please move two wireless lapel mics from Vienna A to Vienna B for contest.</b>

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7:30 PM	7:45 PM	Vienna B	Set up for Contest	Grechen Smith, Contest Chair +	Theater seating; Small stage with stairs, lectern with microphone; 2 wireless lapel mics (from Vienna A); extra batteries, small table for trophies, contest forms, timing device. <b>Set up checked previously during walk through.</b>
7:45 PM	7:55 PM	Vienna A	Contestants Briefing	<b>Gretchen Smith, Contest Chair + Diana Mammen, Kelly Gumelot Rebecca Drury</b>	<b>At opposite ends of Vienna A.</b> Scripted Briefings for CM/TM. Brief all Contestants, Draw number for speaking order - <b>STILL Looking for another person to assist with Contest for Sgt at Arms</b>
			Judges Briefing	TBD, Chief Judge + Looking for one more person yet	Scripted Briefings for Chief Judge. Brief all Judges, Timers, Counters (envelope for Tie-Breaker Judges ballot – Tie Breaker Judge known only to Chief Judge)
7:45 PM	7:55 PM	Vienna B	Spectators move to Vie	Diana Mammen, SAA Chair +	Ensure prompt entry and seating of all spectators
8:00 PM	9:30 PM	Vienna B (Room for Evaluation Contestants for Preparation = GRAZ Room)	<b>Evaluation Contest</b>	Gretchen Smith, Contest Chair + TBD, Chief Judge + Diana Mammen, SAA Chair + <b>(See Above)</b>	Call to order, introduce Contest Master/Toastmaster.
			Welcome, overview of contest proceedings	Contest Master/TM	Brief summary of rules (scripted) 2-Timers, 3-Vote Counters, 5-7 Judges, 1-Tie Breaker Judge known only to the Chief Judge, 2-SAA's. Clipboards and pens for Evaluation Contest. Results to Contest Master/TM
			Introduce target speak	Contest Master	Name of Speaker, Title of Speech, delivery of speech
				Contestant #1	
				Contestant #2	
				Contestant #3	
				Contestant #4	
				Contestant #5	
				Contestant #6	
				Contestant #7	
	Contestant #8				
	Count ballots	Chief Judge/ballot counters	Interview contestants (1 minute each) and present Certificates of Participation.		
	Announce winner	Margaret Sieh	Thanks officials, participants, invite to hospitality suite; reminder for one-hour breakfast buffet Saturday AM		
9:30 AM	11:00 PM	St. Mortiz Suite	District Governors Gathering	Margaret Sieh	<b>#252</b>

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<b>Saturday, May 1 Morning</b>					
7:00 AM	7:00 PM	Vienna A	Bookstore	Margaret Sieh/Maxine Ettinger+	Existing set
7:00 AM	2:30 PM	Mtn Grand Lobby	Registration open	Jennifer Szabo, Chair +	Existing set
7:00 AM	2:30 PM	Mtn Grand Lobby	Credentials Desk	Chuck Wriska +	Existing set
7:00 AM	5:30 PM	Vienna	Silent Auction	Jennifer Donahue, Chair +	Existing set
7:00 AM		Graz AB	Breakout room check and moderators briefing	Tricia McDonald, Chair +	Classroom seating, water/glasses, pens/paper, lectern/microphone, table for LCD projector; screen. (adequate cable for laptop to projector; ext.cords; clicker for laptop) Speaker gifts, moderator packets; <b>verify who is setting up AV with your speakers using computers</b>
		Vienna B	Breakout room check and moderators briefing	Tricia McDonald, Chair +	Classroom seating, water/glasses, pens/paper, lectern/microphone, table for LCD projector; screen. (adequate cable for laptop to projector; ext.cords; clicker for laptop) Speaker gifts, moderator packets; <b>verify who is setting up AV with your speakers using computers</b>
		Vienna A	SAA briefing	Diana Mammen, SAA Chair +	Doors for breakfast don't open until 7:30 AM; collect breakfast tickets; reserved tables at back for those with no breakfast
7:00 AM		Vienna A	Opening ceremony preparation	Mary Goodhall, Conference Chair	<i>Room set is rounds. Risers for Head table (facing audience) US Flag, standing microphone, lectern. Sound check. District banner. <b>Club banners video (Cherie is bringing)</b> Head Table: District Governor, LGET, Mary, Mark Brown</i>
7:15 AM		Vienna A	Doors Open	<b>GREETER = Paula Berens &amp; Diana Mammen</b>	Collect breakfast tickets; <b>show rolling club banner video until 7:30 MAKE SURE COFFEE AND JUICE AVAILABLE! Tables reserved at the back for non meal guests.</b>
7:30 AM	Sergeant at Arms William Fisk			Call to order, Introduce toastmaster	
7:32 AM	Lisa Waalkes			Introduce head table, welcome first timers, Div. Govs., Dist.Treas. and Sec.by name, Area Govs. and Club Presidents as groups, guests and dignitaries in audience. <b>Please stay on schedule with time!</b>	
7:34 AM	Invocation - Michele Theisen			Universal/General Invocation, be considerate of everyone <b>Invocator introduce national anthem</b>	
7:36 AM	National Anthem			<b>MP4 played on Lisa's computer with house sound</b>	
7:40 AM				Let's Eat! Announce flow of tables to buffet	
8:25 AM	Lisa Waalkes			Toastmaster announcements: Visit the Bookstore, Club Officers go to Credentials Desk for ballots, Upcoming educational sessions, Keynote, C & L Luncheon, International Speech Contest, business meeting. <b>Short and sweet please; stay on time with schedule! Call for Invocation.</b>	
8:30 AM	9:15 AM			Vienna A	Keynote
9:15 AM	9:30 AM	Transition	Move to breakouts	Diana Mammen, SAA Chair +	

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9:30 AM	10:30 AM	Graz AB	Breakout	Tricia McDonald, Chair +	Gretchen Smith, <i>The Art of Active Listening</i> <b>Moderator = Steve Green</b>
9:30 AM	10:30 AM	Vienna B	Breakout	Tricia McDonald, Chair +	Carol Prahinski, <i>Speaking with Power</i> <b>Moderator = John Riley</b>
10:30 AM	10:45 AM	Transition	Move to breakouts	Diana Mammen, SAA Chair +	
10:45 AM	11:45 AM	Graz AB	Breakout	Tricia McDonald, Chair +	Kathey Batey, <i>Jumping Off the Edge</i> <b>Moderator = Steve Green</b>
10:45 AM	11:45 AM	Vienna B	Breakout	Tricia McDonald, Chair +	Margo Jacobs, <i>Service is the KEY</i> <b>Moderator = John Riley</b>
10:45 AM	noon	Transition	Move to lunch	Diana Mammen, SAA Chair +	
<b>Saturday, May 1 Afternoon</b>					
11:45 AM		Vienna A		Conference chair	<b>Room checks (lunch and contest)</b>
12:00 PM		Vienna A	<b>Collect lunch tickets (2) Pamela Heberling Preston Mathews</b>	<b>Diana Mammen, SAA Chair +</b>	<b>Tables reserved at back for non-meal guests</b>
12:00 PM		Vienna A	Lunch	<b>SAA intro invocator - Jack Pyle</b> SAA	Lorie Lyons Welcome, lunch flow, let's eat!
12:30 PM			C L Award	<b>SAA intro Margaret - Jack Pyle</b> Jim Baumann	Announce CL award winner Award winner comments
12:55 PM	1:00 PM		Announcements	Margaret	Silent auction, credentials, sign up for euchre (Return to Vienna A for Mark Brown workshop at 1:15) ( <b>House clear tables quickly between 1:00-1:15</b> )
1:15 PM			Workshop	Margaret	Introduce Mark Brown
1:15 PM	2:15 PM	Vienna A	Be Your Best!	Mark Brown	Verify site lines for AV
2:15 PM	2:45 PM	Transition	Break, visit bookstore, silent auction, move to contest	Diana Mammen, SAA Chair +	SAA announce refreshments in Vienna A; Contestant and judges briefings at opposite ends of Vienna A; SAA ensure timely seating of all spectators in Vienna B
2:15 PM	2:30 PM	Vienna B	Set up for Contest	Grechen Smith, Contest Chair +	Theater seating; Small stage with stairs, lectern with microphone; 2 wireless lapel mics (one from Vienna A); extra batteries, small table for trophies, contest forms, timing device
2:30 PM	2:40 PM	Vienna A	Contestants Briefing	<b>Gretchen Smith, Contest Chair + Rocky Nicholas Diana Mammen Carla Clark/Sarah Uhle (Waiting to Confirm)</b>  <b>Diana Mammen, SAA Chair +</b>	Scripted Briefings for CM/TM. Brief all Contestants, Draw number for speaking order

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2:30 PM	2:40 PM	Vienna A	Judges Briefing	TBD, Chief Judge +	Scripted Briefings for Chief Judge. Brief all Judges, Timers, Counters (envelope for Tie-Breaker Judges ballot – Tie Breaker Judge known only to Chief Judge)
2:45 PM	4:15 PM	Vienna B	<b>International Speech Contest</b>	Gretchen Smith, Contest Chair + TBD, Chief Judge + Diana Mammen, SAA Chair + - <b>(SEE ABOVE)</b>	Call to order, introduce Contest Master/Toastmaster.
			Welcome, overview of contest proceedings	Contest Master/TM	Brief summary of rules (scripted) 2-Timers, 3-Vote Counters, 5-7 Judges, 1-Tie Breaker Judge known only to the Chief Judge, 2-SAA's. Clipboards and pens for Evaluation Contest. Results to Contest Master/TM
			Introduce target speaker	Contest Master	Name of Speaker, Title of Speech, delivery of speech
				Contestant #1	
				Contestant #2	
				Contestant #3	
				Contestant #4	
				Contestant #5	
				Contestant #6	
				Contestant #7	
	Contestant #8				
	Count ballots	Chief Judge/ballot counters	Interview contestants (1 minute each) and present Certificates of Participation.		
	Announce winner	Margaret Sieh	Thanks officials, participants, invite to hospitality suite; reminder for business meeting, movies,dinner		

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Begin	End	Room	Event	Personnel	Requirements
4:15 PM	4:30 PM	Transition	Move to business meeting; movies	Diana Mammen, SAA Chair +	
4:15 PM		Graz AB	Set up for business meeting	<b>Chuck</b>	Panel for 5; Margaret/Lisa bring LCD projector/laptop; need screen; Parliamentarian Helen Dotson
4:15 PM		Geneva	Set up for movies	<b>Kelly Grumelot - Confirmed</b>	Popcorn machine running (request ice water and glasses)
4:30 PM	6:00 PM	Geneva	World Champion movies	<b>Kelly Grumelot - Confirmed</b>	Continuous running
4:30 PM	5:30 PM	Graz AB	<b>Business Meeting</b>		
4:30 PM		Graz AB	Call to Order	Margaret Sieh	
4:32 PM					
4:34			Reading of the District Mission	<b>Tammi</b>	Appointed by DG
4:36			Credentials Committee Report	<b>Chuck</b>	
4:39			Adoption of Agenda	Margaret Sieh	Written and distributed
4:40			Secretary's Report	Tami Grebel	Written and distributed
4:42			Confirmation of Appointed District Officers	Ronald Musich	Written and distributed
4:45			Approval of District Governors Recommendations for Vacancies	Margaret Sieh	Written and distributed
4:47			Report of the Year-end Audit Committee	Amy Moored	Written and distributed
4:49			Treasurer's Report	Amy Moored	Written and distributed
			District Officer Reports		
4:52			Lt Governor Education & Training	Lisa Waalkes	Written and distributed
4:55			Lt Governor Marketing	<b>N/A</b>	Written and distributed
4:58			Central Division	Gretchen Smith	Written and distributed
5:01			Eastern Division	Rochelle Jones	Written and distributed
5:04			Western Division	Sherry Moore	Written and distributed
5:07			L Division S Division	Steve Green David Lowrey	Written and distributed
5:10		District Governor	Margaret Sieh		
5:13		New Business	Margaret Sieh		

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Begin	End	Room	Event	Personnel	Requirements
5:16			Announcements	Margaret Sieh	(ID presentation for office)
5:18			Time & Place of 2011 Fall District Council Meeting	<b>Margaret</b>	
	5:20 PM		Adjourn		
<b>Saturday, May 1 Evening</b>					
5:30 PM		Vienna A	Room Check	Mary Goodhall	
5:30 PM			End silent auction	Jennifer Donahue, Chair +	<b>Needs?</b>
			Greeters	<b>Diane Bedore Patricia Most (Waiting for Confirmation)</b>	
6:30 PM			Cash bar opens		
6:55 PM			Seat for dinner	<b>Wayne Russell</b>	Announce to be seated for dinner <b>March in: Mary Goodhall, Conference Chair, Lisa Waalkes Distict VP Education, Margaret Sieh, District Governor, Mark Brown, 1995 World Champion of Public Speaking</b> Remind folks to put meal ticket in front of them. Other announcements. Introduce invocator - <b>Will have a Greeter As Well at Door</b>
7:05 PM			Innvocation	John Kasza	Innvocation
7:10 PM			Let's Eat!	<b>Wayne Russell</b>	
7:50 PM			District Governor remarks	Margaret Sieh	DTM recognition
8:00 PM			District Governor remarks	Margaret, Lisa, etc	Induct new officers
8:20 PM			Silent Auction results	Jennifer Donahue, Chair +	Instruct where to pick up and pay; timeframe to do so
8:30 PM			Thank you to volunteers	Mary Goodhall	
8:35 PM			Announce Fall conference	Lisa Waalkes	
8:40 PM			Transition to entertainment	Pit bull	Final announcements; Sunday breakfast; introduce tournament pit bull
8:45 PM			Euchure tournament	TBD	snowflake lounge, hot tub pool etc
	10:30 PM		Close tournament	TBD	Announce winner; award prize

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Begin	End	Room	Event	Personnel	Requirements
<b>Sunday, May 2 Morning</b>					
8:00 AM		Vienna A	Room Check	Mary Goodhall	
8:15 AM			Doors Open	<b>Diana Mammen, SAA Chair + - Introducer - Margaret - Terry Rogers</b>	Collect meal tickets
8:30 AM			Good morning!	Margaret	Opening remarks. Introduce innvocator.
			Innvocation	<b>Lorraine Frendt?</b>	Innvocation than back to Margaret - "Let's Eat!"
9:30 AM			Team Building	Mary Goodhall, John Riley Activity Co-chairs	Margaret introduce John Riley. Begin presentation with team activity to follow.
10:30 AM			Glows and Grows	Lisa moderator, Chuck scribe	District laptop and projector
11:00 AM			Adjourn	Toastmaster	Final announcements. Electronic evaluation