



NVON Annual Conference Guidelines

Purpose:

Conduct the business of NVON; provide program assistance to state leaders, and educational opportunities for the general membership.

Aim/Goals:

Provide NVON members an opportunity for networking, and for an educational and friendship experience.

Planning:

Conference Chair shall be appointed by the Host State Organization and approved by NVON President. NVON President works with Host State Conference Chair for arrangements of annual conference. The President-Elect works with Host State Conference Chair for arrangements of annual conference for the year that he/she assumes the role of President.

Conference Date:

Held in July, either weekend or mid week dates. Dates for annual conference to be selected by the State hosting the Conference and NVON President. Announce conference date three years in advance at annual conference.

Conference Chair:

Conference Chair shall be appointed by the Host State Organization and approved by NVON President. It is recommended that the Conference Chair be a past state president or board member. The Conference Chair, Co-Chair, Registration Chair and Committee Chairs may not be a member of the NVON Board during the conference. If a person is elected to the NVON Board, that was appointed as a Conference Chair, the State with approval of the NVON President, will appoint a new Conference Chair. In the case of the other chairs mentioned, the Conference Chair will appoint a new person to the position held by the NVON Board Member. Conference Chair shall immediately upon appointment begin investigating and arranging for a conference site, date and hotel rate subject to NVON Executive Committee approval at least two years in advance of the conference. Conference Chair will contact NVON President to seek NVON Executive Committee approval for conference site, date and hotel rate with information and specific details about the suggested site. The site should be easily accessible. Conference Chair will request a contract for the NVON President or President-Elect (when applicable) and Host State President to co-sign after receiving NVON Executive Committee approval. NVON President and/or President-Elect will work closely with

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Conference Chair to plan conference.

Conference Location: Each state shall select a location in a different city than the previous NVON conference.

Conference Site: Facility should be a hotel/motel, conference center or meeting facility that:

1. Will seat approximately 175 -200 banquet style and general session Check NVON Conference Budget Planner for past attendance numbers.
2. Will lodge approximately 150 people in the same facility (ideally) or another hotel/motel within close proximity. Average number of rooms per night is 40-60 rooms. Check NVON Conference Budget Planner for past number of rooms booked.
3. Have breakout areas for workshops/seminars – minimum of four (4) – six (6)
4. Rooms or areas may be needed for silent auction, state exhibits and a commercial trade show
5. Have an elevator if more than one floor

Conference State Rotation: States will take turns hosting annual conference using the following rotation:
Kentucky, West Virginia, Illinois, North Carolina, Wisconsin, South Carolina, Indiana, Arkansas

Suggested Format: **A 3 day conference is suggested:**

Day One - State Day
Craft Workshops or Educational Seminars opposite NVON Board Meeting
Afternoon tour - Evening Event

Day Two: NVON Day
Morning - Opening Session – Business Meeting
Lunch with speaker/entertainment
Afternoon - Educational Seminars
Dinner with speaker/entertainment

Day Three: NVON Day
Morning - General Session/speaker
Lunch with speaker/entertainment
Afternoon - Educational Seminars
Banquet with speaker/entertainment

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**Financial
Responsibility:**

Conference Chair will work on budget with the Host State. Refer to NVON Conference Budget Planner for previous year's records to estimate number of attendees to determine budget so conference is self-supporting by registration fee. Registration fee is approved by NVON Executive Committee. All money collected will be deposited in the Host State and designated as NVON Conference Funds. All bills will be paid by Host State. Conference Chair shall send post summary with final conference expense sheet to NVON President six (6) weeks of close of conference. Conference Co-Chairs or Conference Chair and Registration Chair (2 people, half room each) may have their registration fees/meals/lodging paid from conference income if proceeds are available. Annual conference, net proceeds shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the Host State. Proceeds due to NVON should be submitted to NVON Treasurer within thirty (30) days of close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%) being paid by the Host State. Conference Chair shall send records including signed vouchers with receipts if a deficit occurs.

**NVON Officer
Conference
Registration Fee**

NVON officers, President, President Elect (when applicable), Vice President, Secretary and Treasurer as well as appointed positions of advisor, editor, webmaster and parliamentarian's conference registration fees are the responsibility of NVON.

Theme:

Conference Chair will work with Host State to select Conference Theme. Conference theme shall include NVON President's theme. Conference Chair will submit Conference Theme to NVON President to seek Executive Committee approval two years in advance.

Silent Auction:

Attendees should be encouraged to donate an item(s) to the silent auction. Moneys from the auction benefit the ACWW Pennies for Friendship Fund. Monies will be sent through NVON Treasurer in the name of NVON

Booths/Exhibits:

Any outside groups participating in the conference must be approved by NVON Executive Committee. A commercial trade show is allowed and encouraged. Tables should be provided for Member NVON states to set up a State Display to highlight a program area or activity, and for a Project in Common and ACWW exhibit.

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Selling of Merchandise:	The Host State may have a sales table of hand-crafted items, cookbooks, or other fund raising items. Income is the property of the Host State.
Conference Committee:	Conference Chair will appoint conference committees as needed. The Conference Committee is responsible for paying their own registration fees and rooming charges.
Complimentary Rooms:	The first complimentary room goes to the Conference Chair to be shared with the registration chair. Other complimentary rooms will be given to the NVON Executive Committee.
Workshops/Seminars	Conference Committee will identify possible workshops, seminars and programs/speakers. Refer to resolutions and recommendations passed at triennial for seminar topics. NVON President and/or President-Elect shall review selections prior to publication. A hostess and facilitator shall be appointed for each workshop/seminar to introduce and be of help to presenter.
Additional Host State Responsibilities:	Conference registration fees will be used to provide name badges for all attendees, prepare registration packets, table decorations, favors, audio visual needs, speakers, entertainment, meals, facilities, program printing, etc.
Program Book:	Layout and printing of conference program book will be the responsibility of the NVON President. Printing costs will be funded from registration fees.
Evaluation Form:	NVON President shall develop an evaluation form with help from present Conference Chair. Printing of evaluation form will be the responsibility of the NVON President and included in registration packet. Extra copies are to be placed on the registration table. Host state will tabulate responses and send results to NVON President within thirty (30) days of close of conference. NVON President will share information with the NVON Board and future Conference Chairs. Conference Chair shall retain the evaluation forms until the next conference for possible review if deemed necessary.
Gifts:	Conference Committee is responsible for providing thank you gifts to presenters and others as deemed necessary and budgeted.
NVON Logo, Name, etc:	Any use of NVON name, initials or logo must be approved by NVON Executive Committee.

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Newsletter and Web Site:

Conference registration form, hotel registration form, descriptions of workshops, seminars, tours, and other pertinent information available must be in Winter NVON Newsletter and on the NVON web site. Information for the NVON VISION is due December 1st to President or President-Elect (when applicable) for approval. The NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, and Workshop & Seminar Descriptions) to NVON Webmaster the date it is sent to the printer. Member states are asked to publicize conference information and include registration forms for NVON Conference in their state newsletter. The Conference Host State may request twenty-five (25) copies of the January Conference Issue. Additional copies may be requested by January 1st. Host State will pay printing and postage cost for additional copies requested.

Promotion:

An invitation will be presented at the Conference by the host state for the following year's conference. Check with current Conference Chair for number registered to estimate number of promotion materials/packets to be distributed.

Reports to NVON:

All conference reports to NVON must be made in writing. The President shall forward copies of this information to NVON Board and future Conference Chairs.

Refunds and Expenses:

Fees for Registration, Meals and Tours are nonrefundable, BUT are transferable after the late fee date. Before the registration late fee date members can request in writing to the registration chair refunds as stated. Thirty (30) days before late fee date refund 100% of total payment.



NVON Conference TimeLine

State _____ Date _____

Location: _____

Theme: _____

4 Years Prior to Conference (Ex. in 2006/2010 appointment)

- December**– Conference Chair shall be appointed by the Host State Organization and sent to NVON President by December 1st for approval

3 Years Prior to Conference (Ex. in 2007/2010 appointment)

- April** - Conference Chair shall use NVON Annual Conference Bid Information Form and send Conference Site Selection recommendations for sites, dates and hotel selection and rates to NVON President by April 1st to seek Executive Committee approval. (Submit a minimum of 2 recommendations)

3 Years Prior to Conference (Ex. in 2007/2010 selection)

- July** - Conference Chair shall announce date and location at Board Meeting and Business Meeting
- August** - Conference Chair shall send Conference Theme to NVON President by August 1st to seek Executive Committee approval. (When upcoming conference falls into a new President's term – theme is due as soon as President-Elect's theme is announced)
- September** - Conference Chair shall research tours, speakers and entertainment

2 Years Prior to Conference (Ex. in 2007/2009 selection)

- July** - Conference Chair shall give update at Board Meeting and extend a short invitation/skit at Business Meeting
- October** - Conference Chair shall use NVON Annual Conference Budget Planner and send NVON President a budget based on past conference records by October 1st
- October** - NVON President shall add Conference 2 years out budget to NVON Annual Conference Budget Planner and send to all Conference Chairs by October 15th
- November** - Conference Chair shall finalize tours, speakers and entertainment

Next Upcoming Conference (Ex. in 2007/2008 selection)

- July** - Conference Chair shall give update at Board Meeting and Conference Committee shall extend invitation/skit at Banquet

Present Conference

- August** - Conference Chair shall send Conference Schedule to NVON President (President -Elect when applicable) that include tours, speakers and entertainment by August 1st for approval
- August** - Conference Workshop/Seminar Chair shall begin work on securing workshops and seminars
- September** - Conference Chair shall send NVON President a Conference Schedule Draft to preview and be presented at CWC NVON Meeting by September 15th
- September** - NVON President shall update Upcoming Conference budget on NVON Annual Conference Budget Planner and send to all Conference Chairs by September 15th
- October** - Conference Chair shall use NVON Annual Conference Budget Planner to send NVON President (President -Elect when applicable) an updated budget based on immediate past conference records by October 1st
- November** - Conference Workshop/Seminar Chair shall send Conference Chair Workshop/Seminar information with descriptions for Conference Registration
- December** - Conference Chair shall send Registration Form, Registration Information, Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON President (President -Elect when applicable) by December 1st for approval
- January** - NVON President shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Editor by January 1st for VISION
- January** - NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Webmaster the date it is sent to printer for website
- February** - - Conference Chair shall send NVON President the names of the Conference Committee for Conference Program by February 1st
- February** - Conference Chair shall send NVON President the names of the persons issuing the Welcome and Greetings at the Opening Session by February 1st
- March** - Conference Chair shall send NVON President the names of two (2) responsible people to serve as Pages during Business Meeting and General Session by March 1st
- March** - Conference Chair shall send NVON President room assignments for Conference Program by March 1st
- May** - NVON President shall send a draft of Conference Program to Conference Chair for review.
- June** - NVON President shall send agenda of annual conference (Conference Program) to NVON Board, Advisor and Editor at least thirty (30) days prior to conference.
- July** - Conference Workshop/Seminar Chair shall send Workshop/Seminar presenters number attending their session and room location

Immediate Past Conference

- August** - Conference Chair shall complete the NVON Annual Conference Post Summary and send post summary with final conference expense sheet to NVON President within six (6) weeks of close of conference. Proceeds realized by Conference shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the host state. Proceeds due to NVON should be submitted to NVON Treasurer within thirty (30) days of close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%) being paid by the Host State.

- **August** - NVON President shall use the NVON Conference Post Summary to update NVON Annual Conference Budget Planner and send to all Conference Chairs by August 30th



NVON Annual Conference Site Selection Planner

- ◆ Conference Chair shall be appointed by the Host State Organization and approved by NVON President.
- ◆ Dates for annual conference to be selected by the State hosting the Conference and NVON President.
- ◆ Conference Chair shall immediately upon appointment begin investigating and arranging for a conference site, date and hotel rate subject to NVON Executive Committee approval at least two years in advance of the conference.
- ◆ Conference Chair will contact NVON President to seek NVON Executive Committee approval for conference site, date and hotel rate with information and specific details about the suggested site. The site should be easily accessible.
- ◆ Conference Chair will request a contract for the NVON President and Host State President to sign after receiving NVON Executive Committee approval.
- ◆ NVON President and President-Elect (when applicable) will work closely with Conference Chair to plan conference.

DATA FROM PREVIOUS YEARS—OBTAIN FROM CONFERENCE POST SUMMARY

Date/Year _____ State _____ Room Rate _____ Number of Rooms Booked/Paid First Night # Rooms _____ Second Night # Rooms _____ Third Night # Rooms _____ Fourth Night # Rooms _____ Tour - # attending _____ Tour - # attending _____ Spouse/Friends Tour - # attending _____ Spouse/Friends Tour - # attending _____ Meal Counts Luncheon # _____ Dinner # _____ Luncheon # _____ Banquet # _____ Other Events - # attending _____	Date/Year _____ State _____ Room Rate _____ Number of Rooms Booked/Paid First Night # Rooms _____ Second Night # Rooms _____ Third Night # Rooms _____ Fourth Night # Rooms _____ Tour - # attending _____ Tour - # attending _____ Spouse/Friends Tour - # attending _____ Spouse/Friends Tour - # attending _____ Meal Counts Luncheon # _____ Dinner # _____ Luncheon # _____ Banquet # _____ Other Events - # attending _____
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CONFERENCE YOU ARE HOSTING:

Room Rates

Single _____ Double _____ Triple _____ Quad _____

Rooms Reserved

First Night # Rooms _____ Second Night # Rooms _____

Third Night # Rooms _____ Fourth Night # Rooms _____

of possible complimentary rooms _____

Date hotel requires for canceling unused rooms _____

Meal Confirmation Dates

Meal #1 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #2 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #3 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #4 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #5 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Conference Schedule/Needs

Evening Before

Registration Table (manned)

Break out room for NVON Board Meeting and/or Conference Committee meeting.

Day One – State Day

Registration

Break out rooms in the morning – probably 2 for craft workshops and 1 for Board Meeting
9 a.m. – 10:15 a.m. AND 10:30 a.m. – 11:45 a.m.

Locked room – Silent Auction (manned)

Afternoon tour off site

State – Evening Event

Day Two – NVON Day

Registration

8:30 a.m. – noon – Opening Session/Business Meeting - large room – seating for voting delegates

Locked room – Silent Auction

State Displays & Trade Show

Lunch with head table and speaker

Break out rooms in the afternoon – probably 5

2:00 p.m. – 3:00 p.m. AND 3:30 p.m. – 4:30 p.m.

Dinner with head table and podium with microphone

Day Three– NVON Day

Registration

8:30 a.m. – noon – General Session - large room

Locked room – Silent Auction

State Displays & Trade Show

Lunch with head table and speaker

Break out rooms in the afternoon – probably 5

2:00 p.m. – 3:00 p.m. AND 3:30 p.m. – 4:30 p.m.

Banquet with head table and podium with microphone



NVON Annual Conference Conference Bid Information

Date of Bid _____

Name of Hotel: _____

Location/Address: _____

Dates Available: _____

Room Rates

Single _____ Double _____ Triple _____ Quad _____

Present Accommodation Tax Rate _____ Anticipated Tax Increase maximum _____

Items available in room i.e coffee pot, iron, refrigerator, microwave, _____

Complimentary Rooms: (How many per sleeping nights?) Suite? _____

Meeting Rooms: (Free with how many meals/sleeping rooms?) _____

Is there an additional meeting space charge, if so how much? _____

Meals: (Range of prices - Include tax and gratuity during calculations) _____

Can lunch menu be used for evening meals? _____

When can meal prices be locked in (a year in advance?) _____

Date to confirm meal count: _____

Complimentary Breakfast: _____

Special dietary constraints: _____

Walking distance to restaurants? (for meals other than the planned conference events)

Transportation Logistics: (airports, trains, shuttle, etc.) _____

Cost and times (or schedule) of airport shuttle to hotel: _____

Hotel parking fees? _____

Audio Visual Costs: _____

Can equipment be brought in? _____

Area Attractions/Tour Possibilities: _____

(attach additional information: if necessary)

Approximate Costs: _____

Additional Comments about Site: _____



NVON Annual Conference Budget Planner

Date/Year				
State				
Income				
# Registered				
Registration Fee				
Room Rate				
# of Rooms Booked				

Expenses				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Printed Programs				
Classes/Workshops				
Audio/Visual				
Publicity/Printing				
Decorations/Favors				
Gifts to Presenters, etc				
State Day/Welcome Reception				
Misc.				
Total				

Projected Funds:

$$\begin{array}{rcccccc}
 \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{\#Participants Expected} & \times & \text{Registration Fee} & = & \text{SubTotal} & + & \text{Donations} & = & \text{Projected Funds}
 \end{array}$$



NVON Annual Conference Conference Chair Planning Sheet

Conference Dates – Contact the President to get NVON Executive Committee approval at least two years in advance of the conference. _____

Conference Location – Contact the President to get NVON Executive Committee approval at least two years in advance of the conference. _____

Site Arrangements Contact Person _____

Mailing Address _____

Email _____

Phone Number _____ **FAX Number** _____

Conference Theme - Contact the President to get NVON Executive Committee approval at least one year in advance of the conference. _____

Conference Tour(s) _____

Spouse/Friends Tour(s) _____

CONFERENCE COMMITTEES

Conference Chair shall appoint Conference Committees. Suggested committees are:

Registration _____

Speakers _____

Workshops and Seminars _____

Hostesses and Facilitators _____

ACWW Silent Auction for Pennies for Friendship _____

Tours _____

Spouse/Friends Tours _____

Trade Show _____

State Displays _____

Table Decorations _____

Favors _____

Door Prizes _____

Host State Sales Table _____

Publicity _____

Pages _____

REGISTRATION

- Registration Chair shall work with Conference Chair to prepare registration form, with approval by NVON Executive Committee, including registration fees and deadline dates.
- Suggested date for registration late fee is thirty (30) days before conference.
- Registration Chair after receiving registrations, will prepare a packet for each registered member to include name tag, meal/workshop/seminar tickets, conference program, list of attendees with addresses and email, minutes, treasurer’s report, proposed budget, and other pertinent information on the conference.
- Registration Chair after receiving registrations, will prepare workshop and seminar signs.
- Registration Chair will place original registration form in a book to be available for reference at the registration table. Registration Chair will send registration money to the Host State Organization Treasurer as collected in a timely manner.
- Depending on need, prepare names of those registered for box for door prize drawing.

- Committee Chair and Committee members names _____
- Location & Times _____
- Sign of registration times
- Electricity and/or extension cords
- Tables
- Registration packets
- Gift Bags & Items
- Book with original of all registration forms.
- Stapler and Staple remover
- Pens, pencils, Pads for notes
- Extra Registration forms and name tags
- Scotch tape
- Calculator
- Bulletin Board, Easel, Stick pins, Paper & Pen
- Box to collect Evaluation Forms
- Box of change

Speakers / Entertainment Committee

- Committee Chair and Committee members names _____
- State Day Speaker/Entertainment _____
- Luncheon Speaker/Entertainment Day 1 _____
- Dinner Speaker/Entertainment Day 1 _____
- Luncheon Speaker/Entertainment Day 2 _____
- Banquet Speaker/Entertainment Day 2 _____
- Info for Registration/Programs
- Bio for Introduction
- Follow-up Reminder
- Note of thanks or gift (monetary or other –check with President for protocol)
- Check voucher for expenses – fee / mileage
- Are any Speakers / Entertainment staying for Meals? _____

Workshops and Seminars Committee

- Committee Chair and Committee members names _____
- Craft Workshops _____

- Seminars _____

- Info for Registration/Programs
- Follow-up Reminder
- Reimbursement Voucher
- Thank you

Hostesses and Facilitators Committee

- Committee Chair and Committee members names _____
- Hostesses to collect workshop/seminar tickets _____
- Hostesses to collect meal tickets _____
- Give final count of workshop/seminar attendees to Conference Chair _____
- Give final count of dinner and lunch attendees to Conference Chair _____
- Facilitator will introduce the speaker/read or give resume of speaker
- Facilitator will determine time and end the workshop on time
- Facilitator will present thank you gift to presenter

ACWW Silent Auction Committee

- Committee Chair and Committee members names _____
- When items are delivered to Conference _____
- Where items are delivered to Conference _____
- Display items _____
- Sheets for bidding _____
- Opening times _____
- Dismantle time _____
- Procedure for announcement and delivery of items _____
- Report total amount collected _____

Tour Committee

- Committee Chair and Committee members names _____
- Tour 1 _____
- Tour 2 _____
- Cost of Tours (include meal cost, gratuity, tax and tip in cost) _____
- Minimum / Maximum Number _____
- Descriptions for Registration _____

Spouse/Friends Tours Committee

- Committee Chair and Committee members names _____
- Spouse/Friends Tour 1 _____
- Spouse/Friends Tour 2 _____
- Cost of Tours (include meal cost, gratuity, tax and tip in cost) _____
- Minimum / Maximum Number _____
- Descriptions for Registration _____

Trade Show Committee

- Committee Chair and Committee members names _____
- Vendors _____
- _____
- _____
- Vendor Location _____
- Vendor Hours _____
- Vendor Cost (include tables skirted and use of electricity) _____

State Displays Committee

- Committee Chair and Committee members names _____
- State Displays Location _____
- State Displays Setup Time _____
- Opening times _____
- Dismantle time _____

Table Decorations Committee

- Committee Chair and Committee members names _____
- State Day _____
- Luncheon Day 1 _____
- Dinner Day 1 _____
- Luncheon Day 2 _____
- Banquet Day 2 _____

Favors Committee

- Committee Chair and Committee members names _____
- State Day Favor _____
- Luncheon Day 1 Favor _____
- Dinner Day 1 Favor _____
- Luncheon Day 2 Favor _____
- Banquet Day 2 Favor _____

Door Prize Committee

- Committee Chair and Committee members names _____
- How many _____
- When given out - Inform President for printing in Program _____
- Who gives them out _____
- Names of attendees in box for drawing-prepared by registration chair _____
- Where are they delivered at Conference _____

Host State Sales Table Committee

- Committee Chair and Committee members names _____
- Sales table location and setup time _____
- Opening times _____
- Dismantle time _____

Publicity Committee

- Committee Chair and Committee members names _____
- Invitation skit/announcement prior year _____
- Invitation flyer _____
- Info to states _____

Pages

- Advise President of two (2) people to serve as Pages during Business Meeting and General Session. _____
- Pages will be responsible for the chair covers, state flags, flag display bar and podium cloth during the Conference.
- Pages will place chair covers on chairs for delegates and flag display bar on head table. At Opening Session and/or Business Meeting state flags will be given to state presidents for presentation and posting on display bar.
- Pages will make sure the podium cover is at the podium at Business Meeting, General Session and all events that have a podium.
- Pages will place flag display bar and flags on head table for the Retiring of Flags Procession.
- Pages will be responsible for returning the above items to the NVON President at the close of the conference.

Evaluations Forms

- Box for collecting forms
- Place box on Registration Table and/or suitable location.
- Tabulate responses and send results and forms to NVON President within thirty (30) days of close of conference.

SUGGESTED CONFERENCE SCHEDULE FOR HOTEL ARRANGEMENTS

Pre-Conference

3:00 – 7:30 pm Registration
7-9 pm NVON Board Meeting

Day 1

6:00 – 8:00 a.m. Breakfast
8:00 – 1:00 p.m. Receive Silent Auction
8:00 – 1:30 p.m. Registration
8 am NVON Board Meeting
9 – 10:15 a.m. Craft Workshops (2)
10:30 – 11:45 a.m. Craft Workshops (2)
_____ Tour(s)
_____ Silent Auction Open
_____ Welcome Reception

Day 2

6:00 – 8:00 a.m. Breakfast
7:30 – 8:30 a.m. Registration
7:30 – 8:30 a.m. Silent Auction Open
7:30 – 8:30 a.m. Set up State Display
8:30 – 11:30 a.m. NVON Conference Opening Session / Business Meeting
_____ Spouse/Friends Tour
_____ Trade Show
12:00 - 1:30 p.m. Luncheon
1:30 -5:00 p.m. Silent Auction Open
2:00 – 3:00 p.m. Seminars (4 or 5)
3:30 – 4:30 p.m. Seminars (4 or 5)
6:30 p.m. Dinner

Day 3

6:00 – 8:00 a.m. Breakfast
7:30 – 8:30 a.m. Registration
7:30 – 8:30 a.m. Silent Auction Open
8:30 – noon General Session
_____ Spouse/Friends Tour
_____ Trade Show
12:30 – 1:30 p.m. Luncheon
1:30 -2:00 p.m. Silent Auction Open
2:00 p.m. Silent Auction Closes
2:00 – 3:00 p.m. Seminars (4 or 5)
3:30 – 4:30 p.m. Seminars (4 or 5)
6:30 p.m. Dinner - Banquet

Hotel Arrangements for Meals

- Estimated attendance _____
- How many per table _____
- Table cloths (colors) _____
- Napkins (colors) _____
- Centerpieces Options _____
- Place “Reserved” signs (clearly visible) _____

Head table for Meals – Contact NVON President for Suggested Seating

- How many people _____
- Podium - Table or stand alone, location _____
- Microphone _____
- Meal #1 _____
- Who _____
- Place cards or seating arrangement _____
- Meal #2 _____
- Who _____
- Place cards or seating arrangement _____
- Meal #3 _____
- Who _____
- Place cards or seating arrangement _____
- Meal #4 _____
- Who _____
- Place cards or seating arrangement _____

Hotel Arrangements for Opening/Business/General Sessions

- Estimated attendance _____
- How many at head table _____
- United States of America Flag _____
- Podium - Table or stand alone, location _____
- Microphone _____
- Voting Delegate Seating (when needed) _____



National Volunteer Outreach Network, Inc.
NVON Conference
Speakers / Entertainment

Sample Letter

DO NOT FILL IN BLANKS

Date _____

Dear _____,

Speaker/Entertainment (Name) _____ (Title) _____

Thank you for agreeing to be a part of our National Volunteer Outreach Network, Inc. Annual Conference at the _____ in _____ on _____ (Name of State Organization hosting) is coordinating this conference.

You have been scheduled to Entertain/Speak on _____ starting at _____ We would like you to keep to a time of about _____ Monetary compensation of _____ will be given when you finish.

Do you have any special set up needs? _____

Do you need a meal ticket? _____ How many? _____

We are making plans for our Registration Form and Publicity. We need this form filled out as soon as possible and/or agreed upon so we can go to print. We will need a digital PHOTO and a PARAGRAPH description of your program when you sign and return this form.

Thanks again for being a part of our NVON Conference. Please contact me if I can be of further assistance.

Sincerely,



NVON Annual Conference Presenter Information

Please return this form to: _____

By: _____

Contact

Person/Presenter: _____ Title _____

Address: _____ Phone: _____

_____ EMail: _____

_____ FAX: _____

Title of Workshop/Seminar: _____

Description: _____

_____ Cost _____

Attendance: Maximum: _____ Minimum: _____

Please indicate if you will need any of the following:

Table(s) _____ Wall Space _____ Chairs _____ Electricity _____

AV equipment: (list) _____

Other: _____

Seating arrangement: Theater Style _____ Classroom Style _____

_____ I will furnish my own display, AV equipment, supplies, etc. Please let us know what you will be bringing so we may assign proper space. _____

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Please state the day _____ and time slot _____ you prefer.

Please write a bio about yourself for the person introducing you.

Signature _____ Date _____



NVON Annual Conference
Sample Presenter Letter to be used for anyone
within the organization.

Compose a different letter for anyone outside of NVON.

DO NOT FILL IN BLANKS

Date _____

Dear _____

Thank you for agreeing to do a (presentation/workshop/seminar) at the National Volunteer Outreach Network, Inc. annual conference at the _____ in _____ on _____. We appreciate it very much.

You are scheduled for _____ from _____ to _____ for your (presentation/workshop/seminar) titled _____.

Please send a brief introduction by _____.

We will print up to five pages if you will send your material by _____. At this date we have _____ registered for the conference. Your session will hold up to _____.

According to information already received you have requested the following equipment for your (presentation/workshop/seminar):

If there are any changes, please contact me.

I look forward to seeing you in _____

Sincerely,
(Conference Chairman or Workshop/Seminar Chairman)

Make a note if they will be receiving a meal ticket, expenses or other honorarium



Sample Presenter Information Card

HOSTESS: Cheryl Stewart

DAY/TIME: Thurs, July 20, 3:30 p.m.

ROOM: 104

SPEAKER: Jason Pederson (pronounced Peterson, I think)

PROGRAM: On Guard: Avoiding Scams and Scam Artists

HELLO MY NAME IS: Cheryl Stewart and on behalf of the NVON Planning Committee welcome to Arkansas and Hot Springs.

THIS PROGRAM IS ABOUT: avoiding scams and scam artists.

I'M PLEASED TO INTRODUCE: Jason Pederson who is the consumer affairs reporter for television station KATV in Little Rock. He works with a staff of volunteers to help Arkansans understand their rights as consumers so they do not fall victim to dishonest business schemes. Jason was raised in Wisconsin and received his BA in Broadcast Journalism from the University of Wisconsin at River Falls. His career in Arkansas journalism began in El Dorado, Arkansas, in 1993 and two years later he moved to Little Rock.

PLEASE WELCOME: Jason Pederson.

AT 4:30 SAY: "THANK YOU JASON FOR A GREAT PROGRAM" and hand him the gift.

SPECIAL EQUIPMENT NEEDS: VCR/DVD

NVON SILENT AUCTION

Item: _____

Minimum Bid: \$ _____

Donor (optional): _____

State (optional): _____

BIDS MUST BE RAISED BY ONE DOLLAR OR MORE

Amount	Name	State	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

NVON SILENT AUCTION

Item: _____

Minimum Bid: \$ _____

Donor (optional): _____

State (optional): _____

BIDS MUST BE RAISED BY ONE DOLLAR OR MORE

Amount	Name	State	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____



NVON Annual Conference Post Summary

Conference Chair shall send records including evaluation forms, signed vouchers with receipts, proposed budget and post summary with final conference expense sheet to NVON President within thirty (30) days of close of conference.

Conference Dates _____

Conference Location _____

Lodging

Room Rate: _____ Single _____ Double _____ Triple _____ Quad

Number of Rooms Booked/Paid

First Night # Rooms _____

Second Night # Rooms _____

Third Night # Rooms _____

Fourth Night # Rooms _____

Registration:

Number _____ full time @ \$ _____ = \$ _____

Number _____ part time @ \$ _____ = \$ _____

Number paid registrations: _____

Number of comp registrations: _____

Total Number Registrations: _____

Total Registration Money Received \$ _____

Attendance Break down by State

Arkansas _____, Illinois _____, Indiana _____, Kentucky _____, North Carolina _____,
South Carolina _____, West Virginia _____, Wisconsin _____

Number of: 1st Timers _____ Guests _____ Members _____

OTHER INCOME (LIST IF ANY) \$ _____

DONATIONS (LIST, IF ANY) \$ _____

TOTAL MONEY RECEIVED \$ _____

Meals (list) including tax and gratuity

Reception _____ meals @ \$ _____ = \$ _____
First Lunch _____ meals @ \$ _____ = \$ _____
Second Lunch _____ meals @ \$ _____ = \$ _____
First Dinner _____ meals @ \$ _____ = \$ _____
Second Dinner _____ meals @ \$ _____ = \$ _____

Total Expense for Meals \$ _____

Conference Tours

Tour _____

Number attending _____ Amount Collected _____
Cost per Person _____ Total Cost Paid _____ Net \$ _____

Tour _____

Number attending _____ Amount Collected _____
Cost per Person _____ Total Cost Paid _____ Net \$ _____

Spouse/Friends Tour _____

Number attending _____ Amount Collected _____
Cost per Person _____ Total Cost Paid _____ Net \$ _____

Spouse/Friends Tour _____

Number attending _____ Amount Collected _____
Cost per Person _____ Total Cost Paid _____ Net \$ _____

Total for tours Net \$ _____

Trade Show: Number of booths _____ @ \$ _____ = \$ _____

Workshops/Seminars (details listed separately)

Total Money Received \$ _____
Total Expenses \$ _____
Net \$ _____

Speakers/Entertainment Expenses (details listed separately) \$ _____

Hotel and Audio Visual Expenses (details listed separately) \$ _____

Other Conference Expenses (details listed separately) \$ _____

Workshops/Seminars (list only those with expenses)

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

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Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____
Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Total Net \$ _____

Speaker/Entertainment (list only those with expenses)

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Total Speaker/Entertainment Expenses \$ _____

Hotel and Expenses

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Total Cost \$ _____

Audio Visual Expenses

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Total Cost \$ _____

Total Hotel and Audio Visual Expenses \$ _____

Other Conference Expenses

Registration Supplies (list separately) \$ _____

Postage/Phone \$ _____

Printed Programs \$ _____

Publicity/Printing (list separately) \$ _____

Decorations/Favors (list separately) \$ _____

Misc (list separately) \$ _____

Total other expenses \$ _____



NVON Annual Conference Final Conference Expenses

Date/Year	
State	
Income	
# Registered	
Registration Fee	
Room Rate	
# of Rooms Booked	

Expenses	
Meeting Rooms/Extras	
Meals Included in Registration	
Sleeping Rooms & Meals for Speakers and/or Presenters	
Speakers/Entertainment	
Registration Supplies	
Postage/Phone	
Printed Programs	
Classes/Workshops	
Audio/Visual	
Publicity/Printing	
Decorations/Favors	
Gifts to Presenters, etc	
State Day/Welcome Reception	
Misc.	
Total	
NVON Income sent to NVON Treasurer	

Summary of Evaluation Forms and Other Comments