



We are pleased that your club and/or division have expressed an interest in hosting the Ohio District Convention. While it can be an exciting possibility, it also will require much planning and participation by local Kiwanis members. There are several items to consider before determining whether your area should host a convention.

The first thing you will need to do is determine the interest and support of the division(s) and clubs in the area that will be hosting the convention. We have prepared a brief list (See Addendum #1) of the positions on the convention planning committee that will need to be staffed. Please note that a local Kiwanis member will need to serve in each of these positions.

Second, you will need to determine whether a facility exists in your area that has the meeting room space and sleeping rooms required to host the convention comfortably. Addendum #2 lists the space needs of the convention and Addendum #3 gives you a brief glimpse of the last five (5) district convention sleeping rooms used with registration counts. Both of these forms will be important when discussing the convention with local hotels and convention centers.

The process of deciding to host a convention and contracting with an adequate facility typically takes place two to three years in advance of the convention year. This process will likely take several months to accomplish and will require a committee to accomplish. Once a suitable meeting and lodging facility is selected, the district office staff will complete the negotiations with that facility.

Finally, we have prepared a brief checklist for you below to complete and return at your earliest possible convenience. This checklist will help us determine whether your area has the personnel and facilities to host our annual convention. Thanks again for your interest in hosting a district convention.



**DISTRICT CONVENTION HOST SITE RESPONSE FORM**

Name of person completing this form \_\_\_\_\_

Club or Division \_\_\_\_\_

Proposal is for district convention for administrative year \_\_\_\_\_ - \_\_\_\_\_

Please check each item below that is in place at the time of submitting this form:

\_\_\_\_\_ We have reviewed the packet of material sent to us.

\_\_\_\_\_ Our proposed site is appropriate in terms of the specifications in the packet.

\_\_\_\_\_ The proposed facility for the convention is:

Name of facility (hotel, convention center) \_\_\_\_\_

Street Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Contact Person (If known) \_\_\_\_\_ Phone \_\_\_\_\_

Note: The site committee and district secretary will arrange a visit to the proposed facility. The district secretary is responsible for negotiating contracts.

\_\_\_\_\_ At least one club is willing to serve as host club.

Name of club \_\_\_\_\_

\_\_\_\_\_ The division supports this application.

\_\_\_\_\_ A Kiwanis member is willing to serve as convention chair.

\_\_\_\_\_ We understand the district site committee will visit the site, interview local Kiwanis members regarding the proposal, and then will make a recommendation to the district Finance and Structure committee who will, in turn, make a recommendation for approval to the District Board.

Please submit completed form to the District Secretary at the District office or to [executivedirector@ohiokiwanis.org](mailto:executivedirector@ohiokiwanis.org)

The following positions will need to be filled by local Kiwanis members from the surrounding divisions. More detailed Job Descriptions/Responsibilities are available in the district office. These brief descriptions are intended to give you a general idea of the duties each position carries.

#### **District Convention Chairman**

- Oversee the planning of the district convention.
- Recruit and appoint, subject to approval of the District Governor, a district convention committee composed of Kiwanis members in good standing as chairs of various working committees.
- Work with staff at convention site in coordination with District Governor, Governor-Elect and District Office to plan and facilitate the convention.
- Attend District Board meetings to report on the planning of the convention.
- Prepare a budget and submit it to the Finance & Structure Committee for review at their January meeting and then to the District Board for approval at their March meeting. The chair should be available at those meetings to answer questions about the budget.
- The Ohio District Executive Director (District Secretary) will serve as convention Treasurer and advisor relative to contractual and financial matters.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Committee on Exhibits**

- Exhibits Chair is responsible for overseeing all aspects of displays and exhibits at the District Convention.
- Exhibits Chair will recruit additional members as he/she deems appropriate.
- Exhibits Chair will coordinate space requirements with the District Convention Chair and the Chair of the District Convention Committee on Facilities.
- Exhibits Chair will receive exhibit space requests from the District Office. The District Office will solicit exhibits and forward the requests to the Exhibits Committee.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Committee on K-Family Store**

- K-Family Store Chair is responsible for overseeing all aspects of the operation of the K-Family Store at the District Convention.
- K-Family Store Chair will recruit additional members as he/she deems appropriate.
- K-Family Store Chair will coordinate space requirements with the District Convention Chair and the Chair of the District Convention Committee on Facilities.
- K-Family Store Chair will recruit workers to staff the store during the agreed upon hours of operation.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Committee on Convention Facilities**

- Convention Facilities Chair will assist the District Convention Chair and District Secretary in scheduling, and arranging for appropriate space and equipment for each activity in the convention program.
- Convention Facilities Chair will recruit additional members as he/she deems appropriate.
- Convention Facilities Chair will establish a relationship with the hotel/convention center staff and become familiar with all facilities. He/she will need to be aware of each room set up options and capacity.
- Determine the space requirement and room set up, as well as the equipment needs, of each convention activity. He/she will be responsible for having all equipment in place.
- Provide appropriate banners, flags, podiums, projectors, screens, gongs, gavels, etc. for each event. Coordinate with the host club for each event.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Committee on Partner/Family Activities**

- Partner/Family Activities Chair will plan and coordinate appropriate activities for Kiwanis partners and family members attending the District Convention.
- Partner/Family Activities Chair will recruit additional members as he/she deems appropriate.
- Partner/Family Activities Chair will supervise the area for entertaining youth of Kiwanians attending convention activities, especially meal functions and general sessions.
- Determine equipment and refreshment needs for family activities.
- Coordinate with Convention Facilities Chair to make certain hotel/convention center space is available and activities do not conflict.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Sergeant at Arms Committee**

- Sergeant at Arms Committee Chair will assist the District Governor, District Convention Chair, and the District Secretary in assuring that all convention events are staffed by informed, attentive Kiwanis members to assist in providing direction, taking tickets, and assuring orderly operation of convention events.
- Sergeant at Arms Committee Chair will recruit additional members as he/she deems appropriate.
- Sergeant at Arms Committee Chair will coordinate with the District Convention Host Committee.
- Sergeant at Arms Committee Chair will determine sign needs and notify Facilities Committee Chair.
- Sergeant at Arms Committee will monitor the doors at each ticketed event and make sure the each person being admitted has a ticket. No one is admitted without a ticket unless approved by the District Convention Chair or the District Secretary.

- Sergeant at Arms Committee will assist the Elections Committee at the House of Delegates (must be a registered delegate).
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Meals Committee**

- District Convention Meals Committee Chair will plan and coordinate all meal events for the District Convention in coordination with the District Governor, District Secretary, and District Convention Chair.
- District Convention Meals Committee Chair will recruit additional members of this working subcommittee as he/she deems appropriate.
- District Convention Meals Committee Chair will recommend the menu and costs (including tax and gratuity) for all food functions to the District Convention Chair.
- District Convention Meals Committee Chair will coordinate printing of meals tickets with the District Office.
- District Convention Meals Committee Chair will provide on-site supervision and coordination with the hotel staff at each meal function.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Program/Printing Committee**

- District Convention Program/Printing Committee Chair will complete design and layout of the convention program and other printed items as assigned by the District Convention Chair.
- The District Convention Program is to be the official description of convention activities, events, and time schedule. It is important that it be attractive, functional, and accurate.
- District Convention Program/Printing Committee Chair will recruit additional members of this working subcommittee as he/she deems appropriate.
- District Convention Program/Printing Committee Chair will work closely with the staff of the District Office as some items may be printed in the District Office.
- District Convention Program/Printing Committee Chair will secure quotes and recommend a printer for all convention materials that are to be printed by an outside vendor. Use a Kiwanis member business wherever possible.
- District Convention Program/Printing Committee Chair will develop a schedule with deadlines to assure time for accurate review and printing. The Governor should review and approve all printed materials.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Publicity Committee**

- District Convention Publicity Committee shall promote the convention activities throughout the Ohio District with local Kiwanis Clubs and will offer publicity services during the convention.
- District Convention Publicity Committee will assist the District Convention Chair in submitting articles for publication in a variety of resources.

- District Convention Publicity Committee will coordinate with the District Convention Chair to promote the convention at the Mid Year Education Day with an Exhibit table and promotional materials.
- District Convention Publicity Committee shall arrange publicity for the convention activities in the local media and with local Kiwanis Clubs.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Photographer**

- District Convention Photographer shall take pictures throughout the convention to be used as a historical documentary to be on file in the District Office. Include photos of every session speaker and each convention activity.
- District Convention Photographer will work with the District Technology Coordinator to provide electronic pictures for display during the convention.
- District Convention Photographer will provide photos for the chair of the Publicity Committee and the District Convention Chair to use in promotion before, during, and after the convention.

#### **District Convention Registration Committee**

- District Convention Registration Committee shall plan and organize an efficient registration process for the convention attendees.
- District Convention Registration Committee Chair will recruit additional members of this working committee as he/she deems appropriate.
- District Convention Registration Committee Chair will develop a registration form in coordination with the District Office and the District Convention Chair.
- District Convention Registration Committee shall establish pre-registered and on-site registration areas in coordination with the District Office Staff and the District Convention Facilities Chair.
- Various other duties as spelled out in the detailed Job Description.

#### **District Convention Silent Auction Committee**

- District Convention Silent Auction Committee Chair shall organize, promote, and operate the silent auction fundraiser for the Ohio District Kiwanis Foundation.
- District Convention Silent Auction Committee Chair will recruit additional members of this working subcommittee as he/she deems appropriate.
- District Convention Silent Auction Committee Chair shall promote donations of auction baskets and items from divisions, clubs, and individuals. Encourage donors to detail all the items in the basket.
- Develop a plan to record and display donations; for bidders to record their bids; and for winning bidders to be notified, pay, and collect their purchases.
- Coordinate space needs with the District Convention Facilities Chair.
- Various other duties as spelled out in the detailed Job Description.

### **District Convention Host Committee**

- District Convention Host Committee will welcome convention attendees and provide direction and assistance to assure that all attendees feel welcome and informed; provide other services that contribute to the overall hospitality of the convention.
- District Convention Host Committee Chair will recruit hospitality assistants as appropriate and will provide the District Convention Chair a list of those who will serve in hospitality roles.
- Arrange for a reception and information area near the hotel lobby and/or registration to be staffed at scheduled times. Everyone working in this area should be familiar with the hotel, the convention schedule and activities, and the local area.
- Staff the hospitality room at scheduled times.
- Various other duties as spelled out in the detailed Job Description.

### **District Convention Flowers and Decorations Committee**

- District Convention Flowers and Decorations Committee will coordinate the ordering a placement of flowers and decorations for designation convention events and locations.
- District Convention Flowers and Decorations Chair may recruit committee members as needed.
- District Convention Flowers and Decorations Chair will receive from the District Conventions Chair the schedule and type of floral arrangements needed throughout the convention.
- The Chair will coordinate with the District Convention Facilities Chair regarding storage space, facility access, and placement of flowers and decorations.
- Various other duties as spelled out in the detailed Job Description.

### **District Convention Entertainment Committee**

- District Convention Entertainment Committee will be responsible to work with the District Convention Chair to furnish entertainment required in the general program and at special convention events. (Note: A separate committee will plan and coordinate the “Friday Nite Fun” event.)
- District Convention Entertainment Chair will recruit additional members of this working subcommittee as he/she deems appropriate.
- Any and all contracts must be approved by the District Convention Chair and the District Secretary. When possible, Kiwanis members should be considered when arranging entertainment.
- Coordinate facility needs with the District Convention Facilities Chair and technology needs with the District Convention Technology Coordinator.
- Various other duties as spelled out in the detailed Job Description.

### **District Convention Technology Committee**

- District Convention Technology Committee will meet and coordinate the technology needs of the district convention.
- District Convention Technology Committee Chair will recruit committee members as he/she deems appropriate.
- The Technology Committee will coordinate with the District Convention Facilities Committee to be certain that all technology needs are met to the degree that the budget supports.
- A special effort will be made to utilize technology to inform, entertain, and increase efficiency. All other convention chairs should consider how technology may be applied to their respective areas of responsibility.

### **District Convention “Friday Nite Fun” Committee**

- District Convention “Friday Nite Fun” Committee is responsible for planning and coordinating a special “fun” activity at the convention. This event is to be open to all convention attendees and will replace the traditional District Board Dinner and the Past District Board dinner events.
- “Friday Nite Fun” Committee Chair may recruit committee members as he/she deems appropriate.
- The “Friday Nite Fun” Committee Chair will coordinate with the District Convention Facilities Chair and the District Convention Meals Chair.
- The Chair will strive to create an event that is moderately priced, entertaining, and honors the District Governor in an informal setting.



Ohio District Kiwanis International, Inc.  
 Typical District Convention  
 Space Requirements

Addendum #2

Date:	Time:	Function:	Seating:
Thursday/Sunday	6:00 PM Thursday to Noon Sunday	Office/Storage (District) Office/Storage (District Foundation)	2-3 6' Tables (Secured Overnight) Conference Table Setup
<b>Friday/Sunday</b>	9:00 AM Friday to Noon Sunday	Registration	2-3 6' Tables
<b>Friday/Saturday</b>	9:00 AM Friday to 6:00 PM Saturday	Kiwanis Merchandise Sales	3 Six Ft. Tables (Secured Overnight)
<b>Friday/Saturday</b>	9:00 AM Friday to 6:00 PM Saturday	Kiwanis Basket Auction	15-20 Six Ft. Tables (Secured Overnight)
<b>Friday/Saturday</b>	9:00 AM Friday to 6:00 PM Saturday	Exhibit Table Area	16 Six Ft. Tables
<b>Friday/Saturday</b>	9:00 AM Friday to 11:45 PM Saturday	Hospitality Room	30 persons
<b>Friday</b>	9:00 AM to 10:30 AM	Past Treasurers Meeting	Conference for 10
	10:30 AM to 12:30 PM	Foundation Board Meeting	28 in U Shape with Head Table of 7 at top of U 40 Visitors set Theatre Style
	12:30 PM to 2:00 PM	Board Luncheon	Rounds for 50
	2:00 PM to 4:00 PM	District Board Meeting	28 in U Shape with Head Table of 7 at top of U 40 Visitors set Theatre Style
	4:00 to 5:30 PM	Lt. Governor Elect & District Chair Training	28 in U Shape with Head Table of 7 at top of U 40 Visitors set Theatre Style
	2:00 to 5:30 PM	CLE Makeup Session	Open U for 20 plus Speakers Table
	6:30 PM to 8:00 PM	Friday Evening Dinner (Fun Event)	Rounds for 150
	8:00 PM to 8:30 PM	Meet the Candidates	Cocktail Seating for 150
	8:00 PM to 10:00 PM	Fun Evening Activity	Reception/Cocktail Seating for 150
<b>Saturday</b>	7:00 AM to 7:45 AM	Kardinal's Meeting	Rounds for 100
	8:00 AM to 9:00 AM	Breakfast - SLP General Session	Rounds for 150
	8:00 AM to 9:30 AM	Past Gov Partners Breakfast	Rounds for 15

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Addendum #2

<b>Saturday (Continued)</b>	9:15 to 10:00 AM	Workshops	5 Rooms set Theatre Sytle for 30 to 100
	10:15 to 11:00 AM	Workshops	5 Rooms set Theatre Style for 30 to 100
	11:10 to 11:55 AM	Workshops	5 Rooms set Theatre Style for 30 to 100
	12:15 to 2:30 PM	Fellowship Luncheon	Rounds of 8 for 325
	3:30 PM to 5:30 PM	Delegate Session	Theatre for 250 Delegates plus Visitor Gallery for 75 plus Head Table for 10
	7:00 PM to 9:30 PM	Governors Banquet	Rounds for 180 plus Head Table for 20
<b>Sunday</b>	8:30 to 9:30 AM	Prayer/Memorial Service	Theatre for 150
	9:45 to 11:45 AM	Foundation Annual Meeting & Brunch	Rounds of 8 for 150

Year: **2014**  
 Location: Crowne Plaza Columbus North  
 City: Columbus, OH  
 Dates: August 8, 2014 to August 10, 2014

Registration Fees:  
 Early Bird \$70.00  
 Regular \$80.00

Room Rate: \$99.00

# Paid Members **332**  
 # Delegates **308**  
 # Guests **36**

Rooms Used:  
 8-Aug-14 **14**  
 9-Aug-14 **99**  
 10-Aug-14 **80**

Year: **2015**  
 Location: Doubletree Cleveland East-Beachwood  
 City: Beachwood, Ohio  
 Dates: August 14, 2015 to August 16, 2015

Registration Fees:  
 Early Bird \$70.00  
 Regular \$80.00

Room Rate: \$109.00

# Paid Members **302**  
 # Delegates **240**  
 # Guests **50**

Rooms Used:  
 13-Aug-15 **15**  
 14-Aug-15 **105**  
 15-Aug-15 **94**

Year: **2016**  
 Location: Great Wolf Lodge  
 City: Mason, Ohio  
 Dates: August 12, 2016 to August 14, 2016

Registration Fees:  
 Early Bird 70  
 Regular 80

Room Rate: \$ 131.67

# Paid Members **312**  
 # Delegates **212**  
 # Guests **37**

Rooms Used:  
 10-Aug-16 **1**  
 11-Aug-16 **56**  
 12-Aug-16 **117**  
 13-Aug-16 **114**

Year: **2017**  
 Location: Dayton Convention Center  
 City: Dayton, Ohio  
 Dates: August 11, 2017 to August 13, 2017

Registration Fees:  
 Early Bird \$75.00  
 Regular \$85.00

Room Rate: \$109.00

# Paid Members **259**  
 # Delegates **195**  
 # Guests **43**

Rooms Used:  
 10-Aug-17 **26**  
 11-Aug-17 **99**  
 12-Aug-17 **87**

Year: **2018**  
 Location: Park Inn Toledo & SeaGate Convention Centre  
 City: Toledo, Ohio  
 Dates: August 10, 2018 to August 12, 2018

Registration Fees:  
 Early Bird \$60.00  
 Regular \$70.00

Room Rate: \$119.00

# Paid Members **234**  
 # Delegates **186**  
 # Guests **36**

Rooms Used:  
 9-Aug-18 **16**  
 10-Aug-18 **107**  
 11-Aug-18 **84**

Year: **2019**  
 Location: Sawmill Creek Resort  
 City: Huron, Ohio  
 Dates: August 9, 2019 to August 11, 2019

Registration Fees:  
 Early Bird \$70.00  
 Regular \$80.00

Room Rate: \$135.00

# Paid Members **263**  
 # Delegates **217**  
 # Guests **39**

Rooms Used:  
 7-Aug-19 Weds **3**  
 8-Aug-19 Thurs **27**  
 9-Aug-19 Fri **112**  
 10-Aug-19 Sat **105**  
 11-Aug-19 Sun **1**

Year: **2020** *NOTE: In Person Event Cancelled due to COVID-19*  
 Location: The Crowne Plaza Columbus North-Worthington  
 City: Columbus, OH  
 Dates: August 7, 2020 to August 9, 2020

Registration Fees:  
 Early Bird \$70.00  
 Regular \$80.00

Room Rate: \$99.00

# Paid Members **n/a**  
 # Delegates **n/a**  
 # Guests **n/a**

Rooms Used:  
 6-Aug-20 Thurs **n/a**  
 7-Aug-20 Fri **n/a**  
 8-Aug-20 Sat **n/a**  
 9-Aug-20 Sun **n/a**

Year: **2021**  
 Location: Cleveland Marriott East  
 City: Warrensville Heights, OH  
 Dates: August 13, 2021 to August 15, 2021

Registration Fees:  
 Early Bird \$75.00  
 Regular \$85.00

Room Rate: \$119.00

# Paid Members **204**  
 # Delegates **170**  
 # Guests **25**

Rooms Used:  
 12-Aug-21 Thurs **19**  
 13-Aug-21 Fri **72**  
 14-Aug-21 Sat **63**  
 15-Aug-21 Sun **1**

Please Note for our Free Virtual Special Convention via Zoom  
 September 18-19, 2020 we had the following:  
 # Members **222**  
 # Guests **10**

Year: **2022**  
 Location: Arden Shisler Campus Conference Center, The Ohio State University, CFAES Wooster Campus  
 Hotels: Comfort Suites & Hilton Garden Inn  
 City: Wooster, OH  
 Dates: August 12, 2022 to August 14, 2022

Registration Fees:  
 Early Bird ?  
 Regular ?

Room Rate: \$95.00

# Paid Members  
 # Delegates  
 # Guests

Rooms Used:  
 11-Aug-22 Thurs  
 12-Aug-22 Fri  
 13-Aug-22 Sat  
 14-Aug-22 Sun