

# Iowa District Convention Planning Guide

Updated: 5/7/10

This is an Iowa District Convention Planning guide to help in planning a successful convention and is not policy. Policies are located in the District Handbook and they would supersede any conflicting information in this guide. This guide will help with the continuity of details that sometimes get overlooked because people didn't know. This guide should not only be used by the Convention Committee, but also the Governor, Governor Elect and PGA Chair/spouse. Some things may have been missed so please contact creator to provide suggestions.

*Never assume everyone knows.*

## The Convention Committee is required to:

- Provide a District Convention Chair from the Committee.
- Work with the District Convention committee see policy 46C.
- Work with the Governor and keep informed including entire agenda, times, schedules, activities, budget, etc.
- Work with the Governor Elect regarding:
  1. Training needs for Friday Lt. Gov. Elect training
  2. Saturday training needs
- Work with PGA Chair regarding Thursday night Dinner.
- Work with the PGA Chair's spouse/designate on the PGA Friday breakfast.
- Provide a budget (see policy 15) to be included in the District Budget at the 1<sup>st</sup> Quarter Conference of the year convention is to be held. *Convention Chair, District Finance Chair, Governor and District S/T all involved.*
- Finance report after the convention (see policy 15). To be reported by the past District S/T and/or Convention chair at 1<sup>st</sup> quarter conference.
- Budgeted on a non-profit, breakeven basis (policy 12). Make sure contingencies are considered. Any left over monies is to be paid to the District.
- Check with the O.I.F. District Chair to see if they want to have any kind of silent auction and/or live auction so you can have tables, procure possible volunteer auctioneer, etc.
- Next District Convention: Contact them to see if they want to promote next year's convention and what they might need. Also coordinate the Hospitality Room—see *Hospitality Room under event info.*

## The Convention Committee should:

- Read district policies related to conventions to best understand the dynamics of a District Convention. *See policies: 12, 13, 14, 15, 16, 17, 21, 22 and 23.*
- Review previous convention budgets and attendance.
- Visit with previous Convention Committee any recommendations and things to watch out for.

## Visitor's Bureau

- Contact the Visitor's Bureau for help in possible convention locations. Some will take the information and send to motels to see if dates are available and if they want to bid.
- See what they might have to offer if you host the convention. Council Bluffs is going to provide \$500 towards food or lodging for 2011 and provide other stuff including personnel to help with registration, name tags, name tag ribbons, etc.
- Ask for any complimentary freebie gift bags, etc. to give registrants upon arrival.
- Ask for any door prizes, silent auction stuff.
- Ask for Video to promote location.

## Sub-committees suggested:

- Meals
- Motel Reservations
- Hospitality Room (*See Hospitality Room under event information.*)
- Public Relations/Promotions/Registration
- Registration Table
- Table Decorations
- Youth Activities
- Committee for each Event—See events.
- Finance/Budget
- Drawings (door prizes)

## Convention Promotion

Convention Committee should promote their convention at all conferences starting at the preceding year's convention. Promote, promote, promote!!!

### Essential:

- Registration form including deadlines for Motel rooms and optimist registration.
- Request pre-registration deposit to help with Convention start-up costs and deposits. \$20 is normal. *Also consider asking for more at subsequent conferences (helps people budget).*

### Optional considerations:

- Show Convention Bureau Video of location. (Why should they want to attend?)
- Doing your own theme video or slide show. Consider doing copies to provide clubs to promote at home club or zone meetings.
- Provide a web site with info, etc.
- Brochures or promotional material.
- Presentation at Closing Business session of preceding convention—Ask for time from Governor.
- Provide a memento or something if pre-register of \$20 or more. Consider tying it in with Governor's theme of that Convention or your convention theme. Governor may be able to provide the items. *Example apple theme Governor provided Hostess apple pie. Governor "Light Your Way" theme gave a light bulb. "Be a Hum'r" provided jar of honey.*

## Motel Questions

**Relationship:** It is very important to have a good working relationship and communication with the motel. It is also important that only one person from Committee and one person from motel communicate. Otherwise there will apt to be confusion. People that order a pot of coffee don't realize that may cost you \$30 plus.

### Motel rooms

- What organization name should be used when Optimists call in to reserve a room? *Normally "Iowa District Optimists". Note this on PR stuff.*
- Motel room rate? What are any additional taxes (lodging tax, sales tax, etc.)?
- What is the release date deadline for the blocked rooms? *Ask for no longer than two weeks. Some motels ask for one month.*
- For those reserving a room after the deadline, and if there are rooms available, will they receive the same quoted rate? *Most motels do.*
- If room rates change to a lower rate than quoted, will we receive the lower rate? *This occurred in 2009 with some Motels.*
- Complimentary rooms. Ask the motel if they will provide complimentary rooms for the OI Rep/spouse and Governor/spouse for Wed, Thursday, Friday and Saturday nights (total 8 room nights). *You may not need Wed., depending on their travel plans.* Motels will normally give you complimentary room nights, if you ask. Usually for every so many room nights rented they provide a complimentary room night. But first ask them if they will do all 8 of those room nights, then go from there. Make sure if you don't hit the rented room nights expected what the penalty, if any may be. A lot of times if you ask in advance they will waive all, but afterwards they rarely do. If you can get more room nights please do and see policy 16.

### Hospitality room:

- Ask if this would be complimentary?
- If not complimentary ask for rate (Thursday, Friday & Saturday)?
- Check room out and ask if any bed can be removed for more room and table chairs added? If so, would there be any additional costs. Some charge a minimum of \$50 for modifying.

### Meals:

- What is the deadline for final meal numbers to be called in? *Extremely important.--If you don't call in they may go with what you previously advised and you will pay for all of those. A past convention had over \$4,000 in excess charges because they didn't or poorly communicated changes to the motel and the motel took great advantage.*
- Most motels, using your expected numbers, will give you the meeting rooms at no extra charge, but what happens if you don't hit those numbers—Will there be a penalty.
- **Deposit:** Most time Motels will ask for a deposit such as \$500 or a Credit Card guarantee. If so, ask what the cancellation policy is? Right to cancel with returned deposit up to 90 days before convention is typical.

**Service Charge (tip) and Taxes:** What are these charges? *Make sure to include all in budget and fees.*

- Service charge or fee is a tip to staff and is normally 18-22%; sales tax (as of 2009) is 7% additional to rates plus the service charge. *I.e. you have to add on approx. 31%.*

**Other Motel Considerations:** Make sure to find out if there are any charges for these items. If there are you may want to consider bringing in your own black table covering. Be cautious and upfront otherwise unwelcome charges can be prevalent.

- **Sunday AM Memorial Service:** Need one table up front with black table covering if possible.
- **Flags:** Ask Motel to have US flag and Iowa flag in standards in each room there is a meeting. If any guests such as O.I. Rep is Canadian we will need as well. Check with Governor.
- **Banners:** District has 6 banners to be located behind the Head Table and then there will be 25-35 club banners coming in by Clubs Saturday morning that will need to be hung. Some motels allow us to hang them ourselves, but others want to hang them for us. *Banners are approx. 3' wide by 5' tall with a yellow cord to hang from a hook.*
- **Registration Area:** Usually outside the main meeting room, but has occasionally been in the Hospitality room if close to the motel entrance or main meeting room. Usually need two 8' rectangle tables with 4-6 chairs. Will need the space for registering, nametags and hospitality bags, etc.
- **Silent Auction:** O.I.F. chair may need at least 6 tables (check with OIF chair) around the room or in a separate room for Silent Auction fundraiser. Should be in a secured room when Optimists are not around. Never in open public area.

## Event Information

### Special Notes:

- Have a committee person in attendance be able to control sound, HVAC and lighting or knows whom to contact with motel.
- Consider having registered names in a drawing and have drawings throughout the Convention-Fun. Ask for free prizes from local merchants, Convention Bureau, members, zone clubs, etc.
- Check the rooms during events to make sure all is comfortable and for any needs.
- Check with Governor and Governor Elect in advance of convention if there are any special needs in rooms for training, etc. Such as a LCD, computer, white board, easel, markers, etc. Try to procure volunteer stuff, as motel will charge for these extras.
- **Credentials Reporting:** See policy 23. *Only includes Iowa District Optimists.*
  - Convention Chair or designate shall report credentials
  - Committee needs to get the clubs "not in good standing" before the Convention from the Governor or District S/T as they will not be able to vote or be included in the credentials report.
  - Credentials shall include (those in good standing and attending) the number of:
    1. Clubs
    2. Registered delegates
- **Ballot or roll call vote:** Just in case this happens (rarely occurs) it is important that the Convention Chair or designate have for the District S/T and Governor:
  - Number of votes each club can cast (see policy 23)
  - Have ballot cards (index cards work well)

### Past Governor's Dinner (Thursday evening):

- Host and Emcee: Past Governor's Association (PGA) Chair. This is the Past Governor preceding the Past Immediate Governor (2 years ago).
- PGA Chair to specially invite OI Rep./spouse and current Governor/spouse as special guests.
- Convention Committee shall work with the PGA Chair on acceptable location, time and meal. A private meeting room at a restaurant is normal or on-site at Motel. *Off site is generally preferred as we are in the Motel for three days.*
- Attendees shall include: all Past Governors and spouse/guest, O.I. Representative/guest and outgoing Governor/guest. *Sometimes their children have attended.*
- Outgoing Governor is the guest of honor.
- The OI Rep./guest and outgoing Governor/guest shall be complimentarily paid for by the Convention. Balance paid by the attendees. *(Historical Note: Before the 2009 convention the entire event was completely paid for by the Convention. But due to financial strains on the Convention budget with low numbers the PGA voted to change this).*
- Convention shall include on the convention registration form for number of attendees, but may either charge a fee per attendee or note as Dutch treat (pay your own) depending on what you have set up.
- Normally people have car pooled to the location by themselves, but we have had a bus take us on occasion. If bus, costs should be charged to the attendees.

**Golf:**

- Registration should include golfing and cart.
- You can ask people to car pool or bus. The golfers should pay for bus costs in registration. *Usually everyone drives and make sure to have directions available if they do.*
- Golf course may provide some prizes. Don't hurt to ask.
- Consider procuring golf prize donations to be given sometime during convention. *Sunday AM breakfast is a good time.*
- Consider having someone take pictures (include funny pictures) to show slideshow at Sunday morning breakfast.

**Past Governor's Golf Thursday:**

- 10 AM to noon is best time to start to get people time to get there.
- Should be timed to be complete in time to clean up for the PGA Dinner.
- Golf is mainly for Past Governors/spouses, current Governor/spouse, O.I. Rep/spouse, but may include those that have to attend Lt. Gov. training on Friday.
- Golf for O.I. Rep/spouse is complimentary paid for by the Convention. *Sometimes the OI Rep. doesn't arrive in time to golf. They also usually don't golf if involved on training on Friday, but spouse may. Check with Governor on OI Reps preferences.*

**Open Golf Friday:**

- 10 AM to noon is best to start to get people time to get there.
- Should be timed to be complete in time to clean up so some are able to attend the Executive Board meeting.
- All Optimists and guests are allowed.

**Lt. Governor Elect Training:**

- Normally Governor Elect will have training for Lt. Governors with select District Chairs and the O.I. Representative.
- Governor Elect will have to advise on training time and whether meal needed. Any meal should be paid by the attendees or in the registration form.
- Training room paid for by Convention.

**Executive Board meeting Friday:**

- Schedule with Governor and allow time consideration for Friday night activity and people that are golfing previous to meeting. Golfers need time to clean up. Attendees may need to change clothes for the Friday night activity.

**Past Governor's Breakfast (includes spouses) Friday AM:**

- Before 2010 this used to be only a Past Governor spouses' breakfast, but starting 2010 it will include the Past Governors as well.
- Host and Emcee: PGA Chair's spouse/designate.
- Normally in a private meeting room at Motel, but there have been variances.
- PGA Chair's spouse/designate to specially invite OI Rep./spouse and current Governor/spouse as special guests.

**Friday Night Entertainment/Meal**

- This event is a chance to show off your community. It should be fun and relaxing. It usually sets the tone for the convention. Have FUN!!!

**Hospitality Room**

- The host convention committee shall procure and pay for the Hospitality room from the Convention budget, but next year's convention committee is the actual host of the Convention Hospitality Room during the entire convention.
- After this year's 3<sup>rd</sup> quarter conference Hospitality Room, next year's Convention Committee shall collect all the left over Iowa District hospitality supplies for use at the upcoming District Convention Hospitality Room and all the District Hospitality rooms until the next rotation. *Courtesy note: The Host Convention may work with the Convention Hospitality Host to inventory and carry the supplies to the convention hospitality room for convenience. It is important to work together.*

- Next year's Convention Committee shall operate, manage and supply the Hospitality room at the following:
    1. Preceding convention. This is where you start promoting next year's convention and promote pre-registrations throughout. Supplies shall be paid by the upcoming Convention Committee (use monies from pre-registrations). *Host Club(s) will have to upfront money for the Convention until pre-registrations come in.*
    2. \*1<sup>st</sup> quarter conference Friday night (*If held in the District. In 2011 it will be held outside IA therefore may not need to host. See Governor*).
    3. \*2<sup>nd</sup> quarter conference Friday night (*If there are District regionals instead, sometimes held, there will be no hospitality room needed. See Governor*).
    4. \*International President's Visit, Saturday night.
    5. \*3<sup>rd</sup> quarter conference Friday night.
  - Concessions paid by the Convention Committee responsible for Hospitality room from their convention budget. *Early registrations should help.*
  - Costs for Hospitality Room's room rental paid by the District Conferences except at the Convention it is paid by the host Convention Committee budget.
- \*These Hospitality Rooms are to be rented by the Governor's and paid for by that conference's budget.

### **Registration**

- Hours should be noted in program.
  - \*Name tags: Should include first name large, last name, club and/or District title.
  - \*Ribbons on name tags: Title ribbons optional. Governor may want for First Timers at minimum so they may be easily recognized.
  - Collect any final payments.
  - Minimum fee for non-meal attendance shall be \$10 (see policy 13).
- \*Convention Bureau may complimentarily provide, check with them.*

### **President Elects and S/T Elects Training-Saturday**

- Governor Elect will have work with Governor and Convention Committee on scheduling agenda.
- Governor Elect will have to advise if only one room needed or a separate second room for S/T's and the numbers to work with for room size and room set up. Will also have to make sure Committee can make such Motel arrangements.
- Governor Elect will have to advise what they may need for equipment. May need microphone depending on room and group size. Screen? LCD? Etc.

### **Model Club Luncheon-Saturday noon**

- Your Club's time-to-shine.
- Consider a keynote-interesting speaker. Previous conventions have had astronaut, motivational speaker, interesting program or project, kids program, etc.

### **Governor's Reception**

- Work with the Governor. This is primarily the Governor's responsibility.
- This is the Governor's "invitation only" event before the Receiving Line. Usually the Governor will send out personal invitations to Past Governors, District Chairs, District Committees and Lt. Governors.
- Governor's budget normally pays for the hourdevours/drink or the Governor makes arrangements. Governor may ask for help from the Committee.
- Normally use the Hospitality Room paid by Convention, but some motels have offered a room or reception area or Governor may pay for a special room. A lot depends on the size of room needed also.

### **Governor's Receiving Line**

- Immediately following the reception and before banquet.
- Have a Convention Committee person keep all on time, guide them to the receiving area from the reception, line people up, etc.
- People already sitting should be asked to get in line.
- Shall include in this order (starting with first greeting in line)
  1. S/T Designate/spouse
  2. Governor Elect Designate/spouse
  3. S/T /spouse
  4. O.I. Representative/spouse

## 5. Governor/spouse

### Governor's Banquet

- Business and formal dress.
- **Promenade**
  - **Line Up:** Committee or Governor designate to line everyone up, especially the Past Governors, by year. Have a pre-made list by year, which can also be used by Announcer. After lining up this same person should be at the entrance door to let people know when they should enter during introduction.
  - **Announcer:** Committee or Governor designate should announce the promenade with their title and name(s) as they enter. For Past Governors include their year and also recognize if they were an O.I. Vice President or President. Have a pre-made list by year, which can also be used by person lining people up. When Governor is introduced Announcer should ask for all to rise.
  - Lights turned down in room are a nice elegant touch.
  - Having tables reserved for all those in the promenade and Committee to have someone direct them to their table as they come in so they are looking for a table.
  - A spotlight on the promenade people being introduced is a nice touch, but not required. *Note that with spotlight in a subdued lighted room can make it difficult to find their reserved seat so having someone directing is very helpful.*
  - Start with:
    1. Past Governors/spouses from most distant year forward.
    2. S/T Designate/spouse
    3. Governor Elect Designate/spouse
    4. S/T /spouse
    5. O.I. Representative/spouse
    6. Governor/spouse (All should rise)
- All in the Receiving Line shall sit at the head table.
- Meal service preferred is plated due to it being formal, but buffet is acceptable.
- Head table served first.
- Any special guests (family members, etc.) of anyone at the head table should be sat close up front with reserved seating. Committee to direct them to their seating and make them feel welcome and comfortable.
- **Silent Auction** is usually closed at the end of this event.
- **O.I.F. auctioneer** may be requested by O.I.F. Chair for a live auction of some items. Can be an Optimist or another volunteer auctioneer. Work out with O.I.F. Chair. May be a non-auctioneer Optimists.

### Old Timer's Breakfast Sunday AM

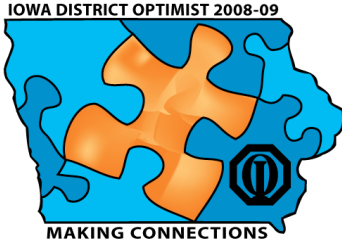
- Casual to business casual is the normal dress (ready to travel).
- Entertainment (usually including kids is a favorite).
- It is highly recommended that a designated time after the breakfast time not be done, but go right into the Memorial Service with the shortest of break then on to the closing session. Breaks or prolonged breaks will have many people leaving.

### Memorial Service Sunday AM

- A table up front draped in black for the opening if possible.
- Lights turned down during opening if possible.
- Opening: honoring all deceased Optimist members that passed since last convention.
  1. Lighting of the candles by the Governor Designate.
  2. Reading of the names by the S/T.
  3. Toll the bell by the Governor.
- Local minister providing opening prayer, short sermon (relative to the Optimists and what they do is always good), benediction.

### Closing Business session

**Have Fun!!!**



## Optimist Club of Underwood

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10/30/09

### Iowa District Optimist Convention 2011

#### Motel RFP (Request for Proposal)

Dates: **August 4-7, 2011** (Thursday-Sunday)

*We can't do any other weekends in August due to Iowa State Fair 8/11-21 and school starts.*

#### Motel Room Block Request until 7/20/11 (2 weeks before Convention)

Date	Blocked Room Request
8/3 Wednesday	4
8/4 Thursday	25
8/5 Friday	50
8/6 Saturday	50
<b>Total</b>	<b>129</b>

Actual used in 09
1
14
29
28
<b>72</b>

For reference only. Don't need to show these numbers to Motel.

**Motel Room rates:** Our average has been \$75-\$85.

**Hospitality Room:** Need a room that people can visit, etc. for at least 30-40 or more. If the room were next to sleeping rooms then we would want fellow Optimist members on either side of it so we don't bother other Motel guests.

**Main Room:** We normally have the large group meals and meetings in this room. We can use this room also for Elects training if another room not available or would cost more.

**V.I.P.'s:** We will need complimentary rooms for below in this order of importance.

1. Optimist International Representative: Thurs, Fri, Sat. (suite?)
2. Governor: Thurs, Fri, Sat. (suite?)
3. S/T: Fri, Sat.
4. Gov. Elect: Thurs, Fri, Sat.
5. S/T Elect: Thurs, Fri, Sat.

## Motel Approx. Event Schedule

Date	Event	Time Range	Equip	Approx People	Notes
8/4 Th	Registration	2:00 PM - 8:00 PM			Need two 8' tables.
	Past Governor Dinner	6:00 PM - 9:00 PM		40	Maybe held off-site or on-site. Please provide proposal on-site separately.
	Hospitality Room	7:00 PM - Midnight			
8/5 Fr	Registration	8:00 AM - 6:00 PM			Need two 8' tables and 6 chairs.
	Lt. Gov. Elect Training	9:00 AM - 3:00 PM		20	Need light lunch noon meal. Attendees pay for own meal. Provide options, as we are flexible to suggestions such as eating at Motel restaurant, buffet line or box lunch.
	Executive Board Meeting	3:15 PM - 5:00 PM	M, F, podium	40	Class room style normally. Can be in same room as Lt. Gov. training if needed to keep cost down.
	Entertainment & Meal Event	6:00 PM - 9:00 PM		120	Likely held off-site depending on entertainment event selected. Buffet style if held at Motel, dress casual.
	Hospitality Room	9:00 PM - Midnight			
8/6 Sat	Registration	7:00 AM - Noon			Need two 8' tables and 6 chairs.
	First Timers Session	7:45 AM - 8:20 AM		20	Classroom or rounds OK.
	Opening Business Session	8:30 AM - 10:00 AM	HT, F, AV/S	120	Round tables. Normally we use this room for meals also. Main room may need approx. 6 rectangle tables for OI Foundation Silent Auction all day and evening.
	Pres. & S/T Elects Training	10:00 AM - 11:30 AM	M, AV/S	80	Can use main room or another room. Prefer rounds.
	Other Training 1	10:00 AM - 11:30 AM	S	25	Classroom or rounds OK.
	Other Training 2	10:00 AM - 11:30 AM	S	25	Classroom or rounds OK.
	Zone Meetings	11:30 AM - Noon			12 zones meetings that we randomly spread out around the facility using the main room and training rooms. No set up required. We make do.
	Model Club Luncheon	12:15 PM - 1:45 PM	HT, F, M, AV/S, LM	140	Rounds, buffet.
	Pres. & S/T Elects Training	2:00 PM - 3:15 PM	M, AV/S	80	Can use main room or another room. Prefer rounds.
	Other Training 3	2:00 PM - 3:15 PM	S	25	Classroom or rounds OK.
	Other Training 4	2:00 PM - 3:15 PM	S	25	Classroom or rounds OK.
	Past Gov. Meeting	2:00 PM - 3:15 PM		15	Classroom or rounds OK.
	2nd Business Session	3:30 PM - 4:30 PM	HT, F, AV/S	140	
	Governor's Reception	5:00 PM - 5:45 PM		50	Room with few tables and chairs separate from the main Banquet room. Invitation only. May use Hospitality room depending on what Motel facilities available.
	Governor's Receiving Line	6:00 PM - 6:15 PM			Line outside Banquet room
	Governor's Banquet & Promenade	6:15 PM - 9:00 PM	HT, F, AV/S, LM	110	Need cash bar. Sit down meal normally, but buffet possible per costs. Dress is formal or business casual.
Hospitality Room	9:00 PM - Midnight				
8/7 Sun	All Optimists Breakfast	8:00 AM - 9:30 AM	HT, F, AV/S, LM	70	Can all be held in main room. Some conventions have changed rooms so plates could be picked up.
	Memorial Service & Closing Business Session	9:30 AM - 11:00 AM	HT, F, AV/S, LM		

**M** = Wired microphone at podium.

**LM** = Lavalier Microphone might be needed depending on speaker and entertainment.

**AV** = Will need AV cart. We can provide our own projectors.

**S** = Screen

**HT** = Head Table on risers with podium and wired microphone at podium (wireless OK if no extra costs)

**F** = US and Iowa Flag. *May need Canadian Flag if we have any Canadian visitors such as our O.I. Representative.*

## 2009 Convention Budget and Actual from Davenport -Terry Hendershott

RECEIPTS	09 Est \$	09 Est. #	09 Budget	09 Actual #	09 Actual	Notes
District Allocations	\$0.70	2,700	\$1,890	2700	\$1,890	
Full Registrations	\$90	90	\$8,100	68	\$6,120	
Full Child Registration	\$45	0	\$0	2	\$90	
Full Late Registrations	\$100	10	\$1,000	0	\$0	
VIP Friday	\$25	10	\$250	25	\$625	
Friday Fun Night Only	\$30	25	\$750	28	\$840	
Model Club Luncheon Only	\$25	25	\$625	41	\$1,025	
Saturday Night Banquet Only	\$25	25	\$625	31	\$775	
All Optimist Breakfast Only	\$15	25	\$375	5	\$75	
Donations, no shows, etc...	\$0	0	\$0	0	\$145	
<b>TOTAL RECIEPTS</b>			<b>\$13,615</b>		<b>\$11,585</b>	
<b>DISBURSEMENTS</b>						
Complimentary Registrations	\$90	10	\$900	6	\$0.00	No expense, counted in meal counts
Complimentary Rooms	\$90	4	\$360	3	\$265.44	
Convention Promotions/Printing			\$250		\$280.78	
Postage/Website			\$100		\$0.00	
Hospitality Room Supplies			\$0		\$0.00	Purchased \$445.38 by Club, but can be from Conv. Budget.
Decorations			\$400		\$0.00	
Training Sessions			\$300		\$0.00	
VIP Friday	\$25	10	\$250		\$442.28	
Opening Business Session			\$260		\$140.00	
Entertainment - Friday Night			\$200		\$1,000.00	
Model Club Luncheon			\$100		\$0.00	
Entertainment - Saturday Night			\$200		\$300.00	Quartet and Choral Department
Memorial Service			\$50		\$37.18	
<b>Meals - Friday Night</b>	\$22.00	125	\$2,750	<b>116</b>	\$2,503.94	\$21.40 actual cost
Friday Dessert			\$300		\$492.41	
<b>Meals - Model Club Luncheon</b>	\$14.00	125	\$1,750	<b>120</b>	\$1,659.06	\$13.83 actual cost
<b>Meals - Governors Banquet</b>	\$19.00	125	\$2,375	<b>103</b>	\$1,944.21	\$18.88 actual cost
Saturday Dessert	\$5.00	125	\$625		\$513.69	
<b>Meals - All Optimist Breakfast</b>	\$15.00	125	\$1,875	<b>70</b>	\$994.30	\$14.21 actual cost
Misc/Office/Supplies/Folders			\$150		\$12.84	
Bus Transportation			\$0		\$0.00	
Convention Center Rent/AV			\$320		\$64.20	
Meeting Rooms			\$0		\$0.00	
Golf Prizes (Hats)			\$100		\$100.00	
Governors Expenses			\$0		\$30.00	
OI Rep meals			\$0		\$30.00	
Donation to 2010 Convention			\$0		\$100.00	Goodwill offering
Donation to youth organizations			\$0		\$400	Jr. Theatre and Metro Youth
Return to district			\$0		\$200	
<b>TOTAL EXPENDITURES</b>			<b>\$13,615</b>		<b>\$11,510</b>	

## Notes