

Hosting

a Council of Governors Meeting



*Hosting a COG meeting is the sole responsibility of
the Sub-District and their participating Clubs.*

Why Host A Cog

Promote Your District

Show Other Governor Hospitality By Being Host

Raise Extra Financial Funds To Help Support Your Lions Projects

My background and past experience have been heading up or involved with 5 COG's, 3-MD4 conventions as well as 5 district conventions. All were successful and fun.

I owe my thanks in being mentored to do this from my governor when I was vice governor, also a good friend Tony Manual from 4-A3, as well as PIP Kay K. Fukushima who had urged an ad hoc committee as to how to hold down costs and possibly using north and south ends of the state alternately.

1. Decide which council of governors meeting you would like to host:
 - a. "Organizational" First weekend in August
 - b. "Fall" in October/November with Halloween makes for a fun event.
 - c. "Mid-Winter" in February is tied together with the MD4 convention, but separate
 - d. "Joint" in May/June is the largest with 4 councils and Student Speakers final contest.
 - e. Attendance is based on which committees are meeting; All committee members for the annual workshop.
2. Put together possibly 3 person committee with one Person in charge that you can work with, then step back and let them do their job working with you and your vice governors, keeping everyone involved with monthly meetings.
3. Investigate a couple of locations that would be convenient for travel, housing and size.
4. Make contact with the sales management with dates of your event, let them know that you are shopping for the best possible package they can arrange (you may use copy of prior cog agenda) the amount of meeting rooms needed, you are looking for the phrase "run of the house" the number of room night needed for your block (possibly Wednesday, Thursday, Friday and Saturday nights. these costs should be what a travel agent gets when looking for rooms general range from \$75.00 to \$90.00 per night let them know that you plan to do an override after they have quoted the price which would be applied (to your food bill) you need these funds to pay for your

possible entertainment and other expenses keep in mind usually every 40 room nights you are allowed 1 free room, that could be used for your international guest there should be no comps since everyone gets rules of audit with 3 councils you will have 45 room nights, council chair, MD4 secretary and maybe 1 or 2 others, plus committee chairmen who are scheduled to meet. Do not over book your block, you usually have to make 80% or pay for them yourself don't be afraid to go to another venue to shop their prices back and forth, you wouldn't buy a car from the first store you shop.

Years ago, a change from here to what was the Hyatt and now we are back here again, as I showed Steve Robeson with the leadership institute, due to a management change and they got greedy after the details are decided, before you agree, discuss food prices, try to hold costs down there is usually not a lot you can do with it, due to banquet costs, possibly look at a lunch menu for dinner, you could set a budget and let the chef put together some ideas. You must have an inclusive price; buffet meals usually cost more.

Don't make any commitments until all details are worked out. Other items, such as possibly free parking, Wi-Fi, locations for your hospitality room, your committee meeting rooms, rooms to accomplish your business meeting room (council business session) signage throughout the building, registration location, additional tables for registration, exhibits, cost of coffee microphone and podium, (2 needed for business session)

The room nights, the amount of food and beverages purchased are all to be used as bargaining chips in this negotiation.

After you have chosen your food menu it is time to put together your registration form, with possible theme name, meal choices with prices making certain that you have location for any dietary needs

Have all applications sent, with payments, to designated committee chairperson. check should be made to your district number with reference to the cog due date and cut-off should be listed, generally, 10 to 14 days prior to event. (food orders after that date should become chef's choice) only turn in your food count that you have reservations for. That is all you will be paying for, once count is turned in you might be able to add but you cannot subtract boldly print venue name, location, phone number, e-mail, your event code, along with your cut-off date. (rooms kept after cut-off date, if you don't drop them, you may be forced to pay for them develop and print food tickets (venue is to be told that they must pick them up) possibly use

ink stamps to enter the meal rooms develop a registration roster make 3 copies of each registration (this allows for receipt for rules of audit) place receipt and meal tickets into envelopes to give out when they register

HOSTING A COUNCIL MEETING

I. Site selection

The site selection is determined by the Vice District governors (no later than the February COG meeting) for the year that they will be governor with the exception of the August meeting and the February COG meeting which is held just prior to the MD-4 Convention site. The Immediate Past Governors selected the August meeting. The 1VDGs will in turn select the site for the August meeting of the following year.

Note: the June meeting must rotate from Area to Area each year in sequence, that is, Area 1, then Area 2, then Area 3, then Area 4.

- **Joint Meeting:** large number of attendees, 4 councils plus some committees; orientation for VDGE and DGE, small meeting rooms will be needed.
- **Organizational Meeting:** 1st weekend in August, large number of attendees, all committees meet; several small and large meeting rooms needed
- **Fall Meeting:** Late October or early November.
- **Mid-Winter Meeting:** the two days, Wednesday and Thursday, just prior to the MD-4 Convention.
- **Joint Meeting:** large number of attendees, 4 councils plus some committees; orientation for VDGE and DGE, small meeting rooms will be needed; Student Speakers Contest, Extra audio.

2017-18

Organizational	1 Sacramento 4-C5
Fall	4 Ontario 4-L5
Mid Winter	4 San Diego 4-L6
Joint	3 Visalia 4-A2

2018-2019

Suggestions:

Organizational	C2
Fall	L1
Mid Winter/MD4con	C3,4,6
Joint	L,2,3,4 So.E. for st sp chair

2019-2012 MD4con A3, A2

Fill out the application and present to the council for approval. Up charges are to only cover the comp meals and not to make a profit. So keep costs down.

II. Hotel contracts

- Guarantees for rooms** - Recommend using conservative numbers for guarantees on the number of hotel rooms. Make sure reservations will be accepted at least up to two weeks prior to the meeting. Number of complementary rooms usually tied to overall room night block.
- Complimentary rooms** - Need one suite (does not have to be large) for the current or immediate past officer, one smaller suite for council chair and large suite for hosting governor. If an International officer is invited an additional suite needs to be reserved. If hotel will not give suites, but will only give complementary rooms, try to negotiate small fee for upgrade to suite. Hosting district will have to pay that cost.
- Meeting rooms** - There should be no charge for meeting room space. Meeting space is usually based upon room block and number of meals taken at the hotel. MD-4 will not pay for any meeting rooms. Each meeting room should come with one microphone at no charge. AV Expenses are the district's responsibility, including the Student Speakers contest. Other AV charges for the committees requesting the equipment will be paid by MD-4 with CC's approval. See the Policy and Procedures Manual.
- Coffee/Refreshments** - Depending on the meeting coffee/tea service will be ordered during the council caucus and business sessions. Price is usually by the gallon. MD-4 has not allotted a budget for this, so it is on the host to accommodate. If other refreshments are ordered by committees, MD-4 will reimburse these expenses ONLY WITH COUNCIL CHAIR APPROVAL and if it is in their budget. See the Policy and Procedures Manual.
- Corkage** - Check the contract and make sure that the hotel will allow you to serve cocktails and food out of a suite with no charge. Generally a hotel will not permit this out of one of their meeting rooms without charge.
- Penalties** - Check the contract for penalties that may be imposed if you do not meet your room night or meal commitments.

IV. Meals

- A. **Lunches** - Usually planned at the hotel on days when the council is meeting. It is preferable to keep these menus lighter, such as soup and salad, sandwiches, a deli buffet, pasta salad, etc. Skipping desert can bring the cost down
- B. **Dinner** - The first night can be outside the hotel with each council meeting individually. The hosting governor and vice governor should make arrangements for their own council at a local restaurant. Other alternatives: an outdoor barbecue by a local Lions club; dinner at a blind center or other facility owned by a district supported project. One dinner will probably have to be at the hotel. Sometimes local entertainment is provided. (Factor this cost into your budget). It is customary to comp meals for dignitaries if possible: IP, ID, CC.
- C. **Reservations** - Someone from the district should be appointed to receive all meal reservations. It is best to deposit this money in A NEW account and then pay the hotel or restaurant with a check from that account. Meal tickets are the responsibility of the hosting district. Keep a careful count on meal tickets sold, the guarantee given to the hotel, and the number of additional meals the hotel can provide at the last moment. Make sure the room is set for the correct number.
- D. Up charges on rooms and meals are to cover comps... there should not be a profit for hosting.

III. Hospitality

- A. The hosting district is responsible for providing a hospitality room prior to dinner each night during the weekend. Many districts ask local clubs to participate and provide some of the goodies as well as servers. Factor the costs of the liquor, ice, glasses, etc. into the budget for the meeting.
- B. **Welcome baskets** - It is a nice gesture from the hosting district to provide hospitality baskets to the administrative members (COG the vice governors along with any current or past international officers). Usually donated items can be obtained. The container for the goodies does not have to be an actual basket. Sometimes clubs can contribute donated or hand-made items. Be sure to provide for this in your budget.

VI. Budget for Hosting a Meeting

- A. **Income** - There are two ways to provide funding for hosting a meeting: 1) Place a small override on the meals, 2) Place an override on the room rate, if the hotel is willing to do this, or use a combination of the two. Some districts have a miscellaneous account that may be used, or the district governor may have a discretionary account. Keep accurate records, Excel spreadsheets work well.
- B. Check with the B&F committee first: MD-4 provides budgeted expenses for Committee's extra AV costs up to \$100. WITH PRIOR APPROVAL FROM THE COUNCIL CHAIR.
- C. It is not cost effective to host a meeting where the hotel is charging for meeting room space. Look for another hotel. Transportation (bus) to an off-site restaurant is usually rather expensive. Use car-pooling or try an alternative site for the meal.

V. Miscellaneous

- A. The hosting governor and perhaps one other Lion should be the only people with the authority to change an arrangement or add something during the council meeting. This will provide better control over the entire function and avoid additional financial charges.
- B. The hosting governor should be prepared to take an active role in the entire function. The governor may appoint another Lion to negotiate arrangements with the hotel or assist with the planning. Try to request low fees or freebies like parking, coffee, internet, easels, AV, re-setups of rooms, etc. If they say the price is \$X, suggest a lower fee and meet half way. Stick to your guns. Lions are non profit and helping communities.
- C. If you bid to host an August meeting be aware that you will not be governor at the time of that meeting. It is best if you consult with the vice governor this year and if that Lion is willing to be the host governor for an August meeting. This will help insure that the meeting will run smoothly.
- D. **PR** - This is your party, so if you want a greater attendance, spread the word, call the councils and committee members, request they push at their district and other meetings, send e-mail, post on websites; again and again and again.

Getting Started

Preplanning

- Determine the meeting or event purpose (board meeting, etc.).
- Consider the size of the group, and any special needs.
- Determine meeting dates. Avoid dates that coincide with other company or industry events or holidays.
- Are the dates and/or days of the week firm or flexible?
- Plan the meeting or event in advance to secure the most desirable space.
- Create an outline for each session or activity, including expected attendance, seating arrangements, required setup times, starting and ending times, and audiovisual and production needs.
- List food and beverage requirements for each occasion, including meals, receptions and breaks.
- Consider air and ground transportation needs.
- Plan entertainment and recreation needs, group activities and/or team-building exercises.
- Prepare a timeline for producing invitations, event promotion, registration and production of meeting materials.
- Designate an administrative person to create name badges and coordinate written material.
- Budget for all sponsor expenses and calculate expenses for meeting participants.
- Schedule speaker(s), if required.

Budgeting

- Determine which expenses will be assumed by the meeting or event sponsor and by the attendees.
- Create a balance sheet listing expenses for all functional areas of your meeting or event, such as staff time, marketing expenses, air and ground transportation, accommodations, food and beverage, entertainment and recreation, taxes and gratuities, service charges, audiovisual equipment and production costs.
- Build in a contingency fund for unanticipated, last minute expenses.
- Don't forget expenses for licenses (music, written materials) and insurance (liquor and general liability, business cancellation and interruption).
- Check budgets from similar meetings and events to gauge cost.
- Make sure funds are allocated to pay all suppliers. Establish a holding account for accrued program expenses.
- Consult with your company's accounting office or financial officer on formatting the budget so it's compatible with internal accounting systems.
- Secure the signature of a financial officer or other person with fiscal responsibility in your company, for any expenditures above what you have budgeted.

Booking

Selecting a Destination

- Determine if there are any goals or needs that might make a particular destination more preferable.
- Choose a convenient location based on where your guests are traveling from, their travel time and cost to reach a destination, and a site near air and/or ground transportation.
- Adhere to your organization's travel program and current arrangements with preferred hotels and airlines.
- Be aware of seasonal hotel occupancy rates, room taxes and recent changes in supply or demand that will affect your expenses. Schedule around big conventions or festivals that could limit hotel room supply and services during your meeting or event dates.
- Check flight schedules/frequency to your destination - most participants prefer direct, nonstop flights.
- Consider factors such as weather, security, political/social climate and labor considerations that may affect participation and/or costs of the event.

Finding the Right Hotel

- Determine the type of hotel that will best suit your meeting or event needs (an airport hotel, convention and meeting hotel, resort, conference center or all-suite hotel).
- Determine the type and number of guest rooms needed (singles, doubles, suites, specially equipped business rooms or rooms accessible for people with special needs.)
- Determine the number and size of meeting rooms needed; use past programs as a benchmark.
- Choose a hotel with facilities that meet your needs, such as sleeping and meeting rooms, restaurants, sightseeing and recreation options.
- Keep in mind the comfort of your attendees. Consider hotel services that will enhance the stay of special guests or VIPs.

Submitting Meeting or Event Specifications or a Request for Proposal (RFP)

After the preliminary research is complete, create a Request for Proposal (RFP). This allows a property to see, in writing, the information about your group. Preparing the specifications is a valuable process because it requires you to think about all the needs of the group. Be sure to document all site requirements, including:

- Preferred dates and optional dates (if available)
- Number and types of guest rooms
- Number, size and usage of meeting rooms and the times they are needed
- Range of acceptable rates
- Dates and types of meal functions and breaks
- Exhibits and any other special events or activities
- Any related information such as complimentary requirements

Inspecting the Site

No facility will look the same in person as it will on paper, nor will you be able to get a sense of service without going to the site. If your budget or time does not allow you to visit the site, the following options are available to you:

- Check with other people, including other planners, to see which properties they've used and which ones they would recommend.
- Use the Internet to view sites, and/or contact the local convention and visitors' bureau for materials, including facility descriptions, city maps, transportation information, etc.

Planning Your Meeting

Food & Beverage

Making Cost-Effective Choices

- Evaluate the cost and time savings for a small group to eat in a private section of the restaurant, as opposed to having a catered meal.
- Write out the due dates for guarantees. Typically, guarantees are due 48 to 72 business hours prior to the event.
- Specify the "overset" in the contract. An overset is the number of people beyond the guaranteed number for which the facility will set tables and places. This amount varies from 0 to 5% or more; the industry average is 3%.
- You will usually be billed for the guaranteed number or the number served, whichever is greater.
- Find out what service charges and/or gratuities will be added to the price of the meal and taxed, to avoid any surprises.
- Don't compromise on quality. However, if your budget is restrictive, consider reducing the number of food functions you are planning for your meeting or event.
- Consider flowers, decorations and entertainment. Your hotel can provide ideas for floral arrangements, table and room decor and quality entertainment.

Planning the Meals

- At events offering food and beverage service, allow enough time for guests to eat leisurely, network or socialize with colleagues or friends and family, and enjoy all presentations or ceremonies, if there are any involved.
- Generally allow 30 to 40 minutes for breakfast, 45 to 60 minutes for lunch, and 20 minutes per course for dinner. For refreshment breaks, allow a minimum of 15 minutes for up to 100 people, 30 minutes for up to 1,000 people and 30 to 45 minutes for groups larger than 1,000.
- Plan on two cups of coffee or tea per person for a morning break and one cup of coffee/tea or one soda per person during an afternoon break.
- Consider a luncheon buffet for small group working sessions. Buffets offer variety and faster service.
- Consider requesting one server for each table, for more formal meals and/or VIP tables.
- Most facilities allow one server for every two tables, for standard, three- or four-course meals. Check with the facility to determine if there will be additional labor charges for the extra servers.
- Always plan to serve a variety of foods during cocktail receptions. The food should be healthy, appetizing and visually appealing.
- Provide one bartender for every 75-100 people.
- Offer nonalcoholic beverages in addition to beer, wine and premium liquor.
- Consider donating leftover food to homeless shelters or distribution organizations for the needy.

Meeting Room Setup/Configurations

- **Conference and Hollow Square:** Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant boardrooms for 10 to 20 people; equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.
- **E-shape, U-shape and T-shape:** Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual equipment is usually set up at the open end of the seating.
- **Ovals and rounds:** Generally used for meals and sessions involving small group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats 10 people comfortably.
- **Theater:** Appropriate for large sessions and short lectures that do not require extensive note taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.
- **Schoolroom or Classroom:** The most desirable setup for medium to large-size lectures. This configuration requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.

Audiovisual Equipment

- Be aware of factors that can directly affect the quality and cost of an AV presentation: ceiling height, walls, floors, obstructions, windows, lighting, mirrors, doors, air conditioning, and fire exits.
- Ask the AV company's representative to walk through the space with you. This person will be able to explain how to best use the meeting or event space.
- Communicate with speakers/presenters to confirm AV needs. Plan for a minimum of a 35mm projector, an overhead projector, screen and flip chart(s) for smaller breakouts. More often, presenters are using computer LCD projectors and high-intensity overheads. Determine the availability and cost of this equipment.
- Be aware that all rooms are not equipped with sound systems, nor do all sessions need sound. Determine which rooms need sound and which can be used with the systems in place. Try to negotiate a flat rate or a percentage off the daily rate when renting a system.
- Consider that screen height generally should be the distance from the screen to the back wall

divided by eight; chairs should be no closer to the screen than 1.5 times the screen's height; ceilings should be at least 10 feet high. Rely on your AV technician for assistance.

Meeting Details

Negotiating

Getting the best deal

- Schedule negotiations early, ideally six months or more in advance.
- Prioritize what's truly important for your group's success before you enter into the negotiations.
- Ask about the facility's peak, off-peak and shoulder seasons, and the days of the week on which it would prefer to book business. If your meeting dates are flexible, you may be able to shift to a time slot providing greater leverage.
- Be aware that hotels typically give one complimentary room night for every 50 rooms occupied.
- Consider upgrades and/or special amenities and services as important as negotiating dollar savings. For example, upgrading VIPs/special guests to Executive Level rooms or suites at the group rate might be more important than obtaining a greater percentage off the room rate.

Enhancing Your Meeting's Value

- Meet during a time period when the hotel's business is slow, such as holiday weeks.
- Schedule a meeting within a gap in the hotel's schedule. For instance between two other meetings, or when there has been a cancellation or less-than-expected attendance from another group.
- Alter your arrivals and departures to occur on days of the week when occupancy rates are typically lower (Thursday, Friday, and Sunday).
- Choose a hotel that's reopening after renovations or an acquisition by new owners. Try selecting a hotel that's new to the market; they often offer special rates to encourage business. (Note: Make sure your contract covers all contingencies, such as incomplete renovations or properties that don't open as scheduled.)

Contracts

- If you're booking space for a business meeting, have your corporate travel manager, company internal purchasing or legal department, or outside legal counsel review all contracts for your meeting or event. Even if you do not sign a contract, you raise your level of liability simply by being involved.
- Ask to see a facility's standard contract, noting deposit, payment, attrition, and termination and cancellation policies. Negotiate a final agreement that incorporates their standard language, your company's and the negotiated agreement.
- Make sure you have a binding contract. To be enforceable, a contract must specify definite terms, be accepted by both sides and be signed by people with authority to enter into the agreement.
- Check into any additional costs that may occur due to attrition or shortfall in revenue. Attrition, sometimes referred to as "slippage," can be applied to sleeping rooms and to food and beverage events. A conference facility, having protected space for your meeting, may be due financial remuneration if your group does not perform as expected.
- Look for termination clauses, often referred to as "Acts of God" clauses that apply when a meeting is stopped because of forces beyond the control of the group or the facility. Generally, there are no penalties assessed to either party in these circumstances.

Preparing for Unexpected Situations

- Send your rooming list well in advance, at least seven to 30 days prior to arrival.
- Inform guests of the hotel's location and amenities.
- Send your meeting specifications to the hotel two to four weeks before a meeting. List every meeting requirement, day-by-day, hour-by-hour.

- Don't forget to reserve space for your meeting office, pressroom, and speaker-ready room. Remember to make preparation for all food and beverage activities and events held off-site. Include billing instructions and lists of VIPs to whom complimentary rooms should be allocated.
- Check the Event Orders (EOs) and Banquet Event Orders (BEOs) from the hotel. Check against your specifications and advise the hotel promptly of any changes or of your approval.
- Hold a pre-convention meeting 24 to 48 hours in advance of the meeting to review event expectations, procedures and to provide an opportunity to meet staff contacts who will help you with any problems.
- Never assume that a request has been taken care of - always double check.
- Work with the hotel to resolve any last-minute changes.
- Things to do daily:
 1. First thing each morning, secure a printout of all rooms in house and a report of any "no-shows" or cancellations.
 2. Early in the day, and again in the afternoon, meet with your hotel contact to review any changes in the program and/or meal counts.
 3. Each afternoon, set aside time to meet with accounting to review the bills from the day before and verify that your charges are correct.

Post-Meeting/Follow-Up

- Hold a post-convention meeting with the same people who attended the pre-convention meeting. Evaluate what worked and what did not; review the bills and solicit feedback immediately from the facility.
 - Ask your attendees to provide feedback about the program content and format, meeting facility, speakers, meal functions and other special activities.
 - Administer evaluations immediately after the meeting while opinions are still fresh and your staff can be present to collect the information. Otherwise, mail surveys or evaluations from the meeting so they are on participants' desks when they return to work.
 - Solicit feedback from the meeting sponsor. Determine whether the meeting goals were met. Evaluate the financial implications of the meeting. Identify next steps. Consider a more formal measurement tool to measure a meeting's return on investment. The following are some ways to approach this:
 1. Consider unique goals of individual meetings.
 2. Test attendees before and after training sessions to document how much and what was learned.
 3. Share Return on Investment (ROI) information with senior management and meeting sponsors.
 - Write a meeting report and file it away and provide a copy to senior management.
 - File contracts for future meetings.
- Write thank-you letters to staff, speakers, hotel staff and other vendors.

American Flag



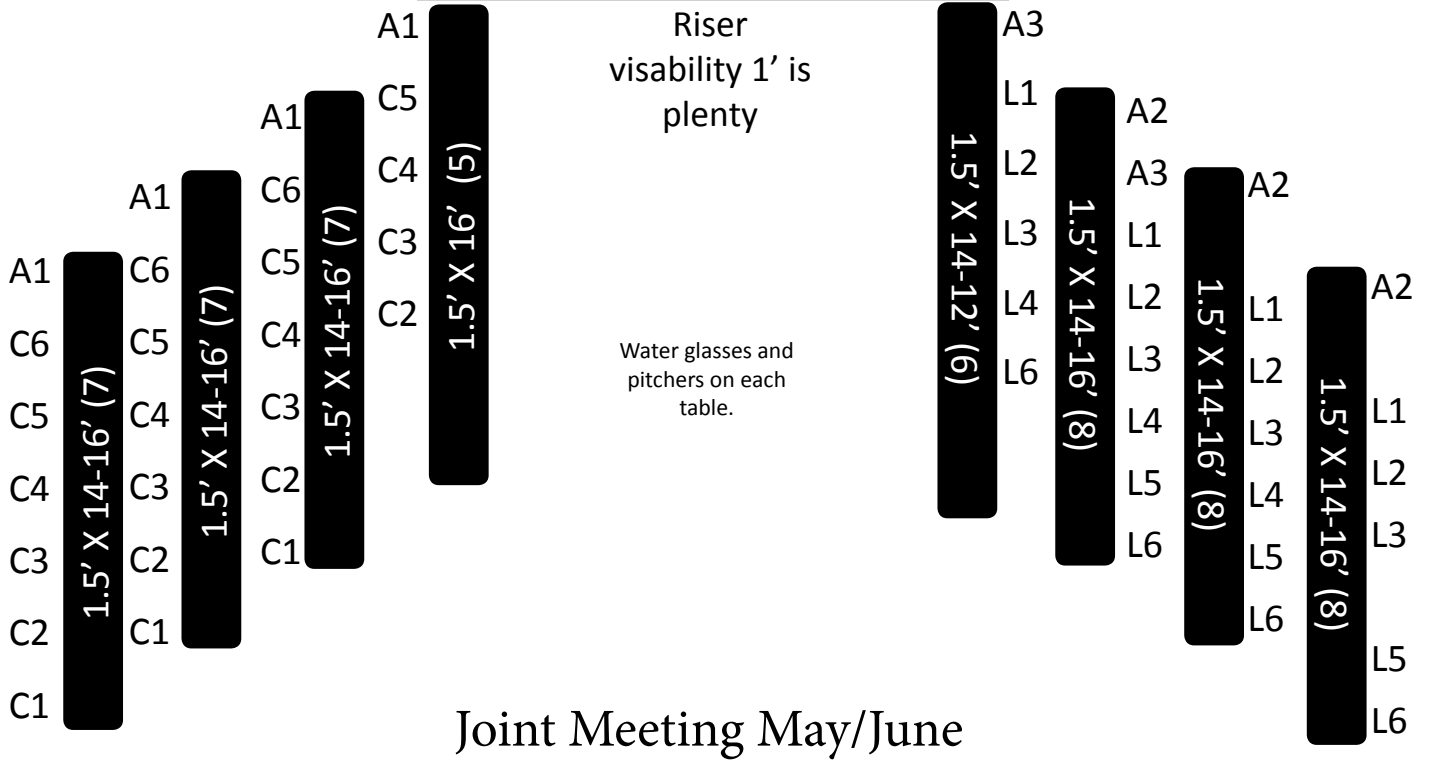
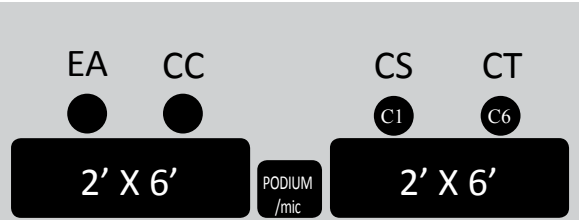
Steps

MD-4 Banner

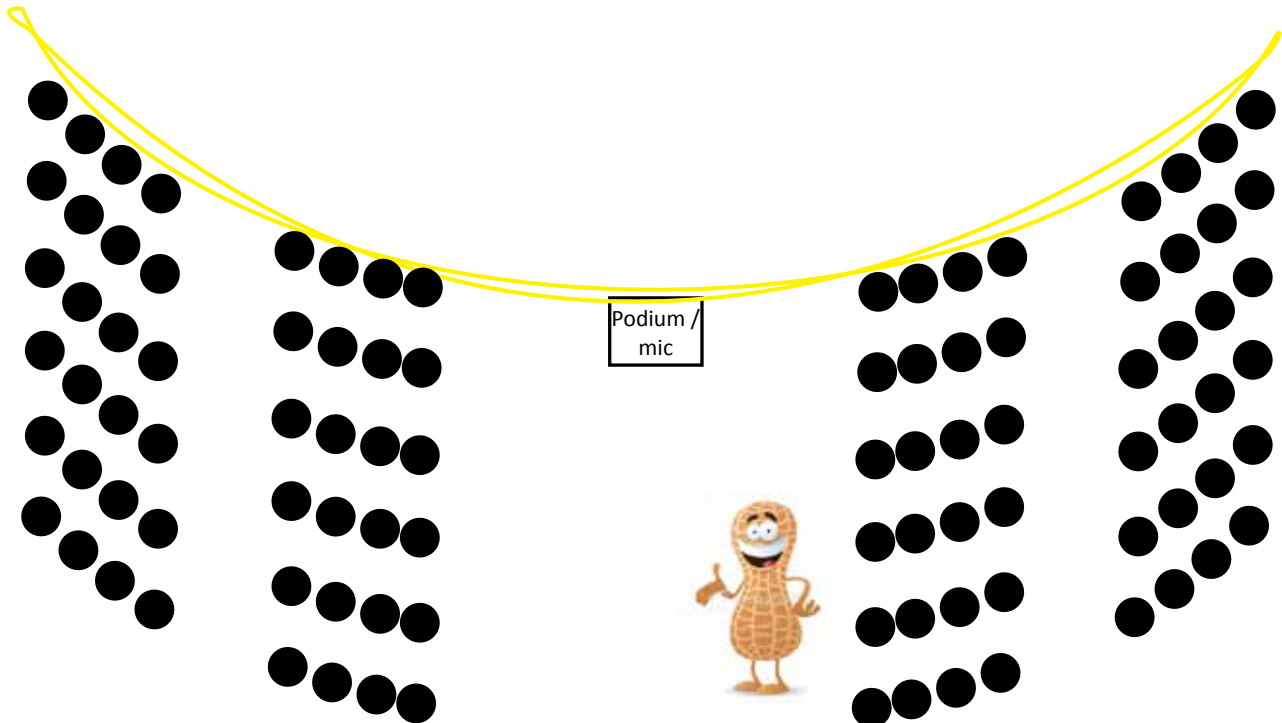


CA Flag

40' wide Room



Joint Meeting May/June



Audience: 50 - 70 - 120
 several isles will allow for movement and ease as well as help keep the center seats filled, where members tend to fill the outside seats.

Traystand or table for sign-in.

Water Station
 Coffee Station
 anywhere that is accessible for members

American Flag



Steps

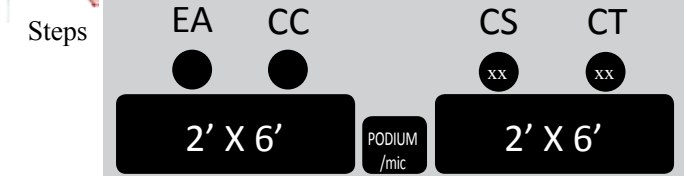
MD-4 Banner



CA Flag

40' wide Room

This door remains closed during meeting.

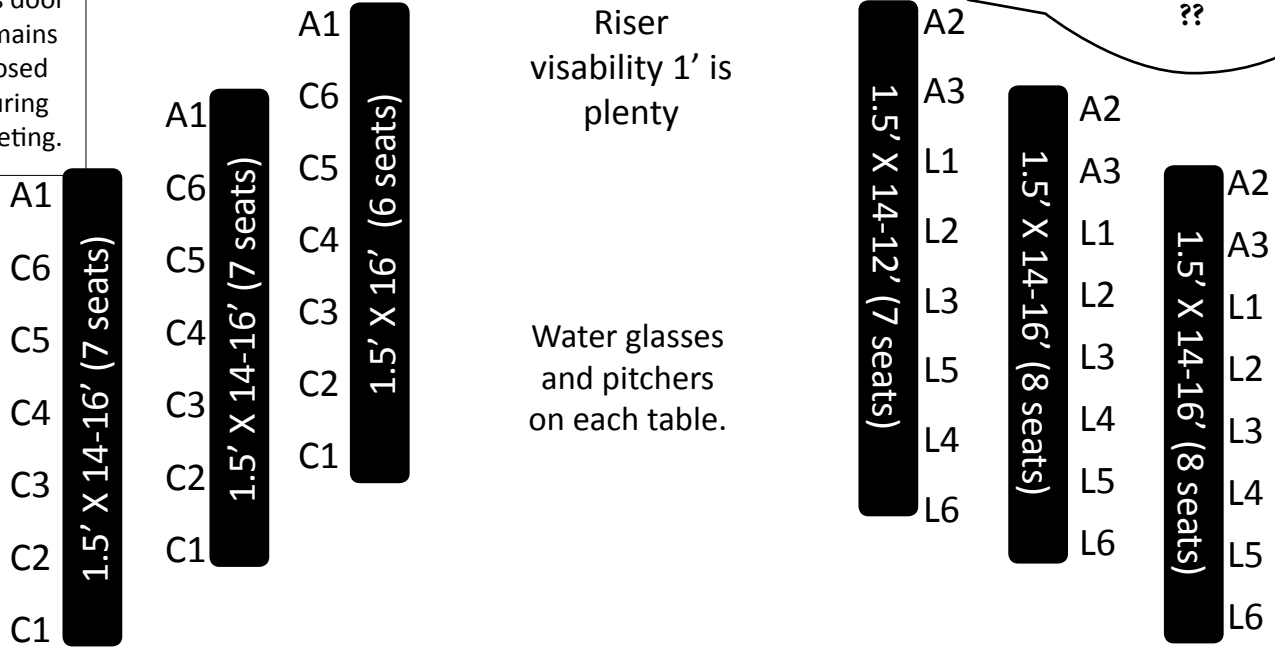


Steps

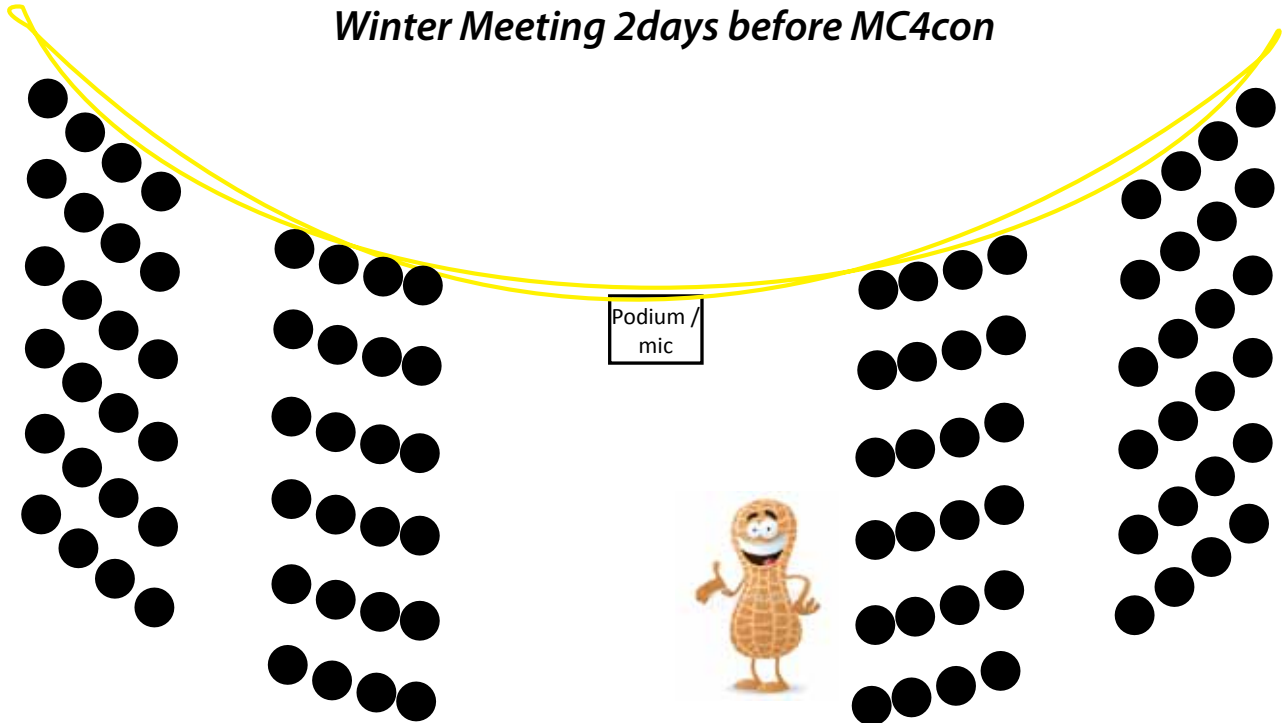
2 DGs will be moved to the riser. ??

Riser visibility 1' is plenty

Water glasses and pitchers on each table.



Organizational Meeting August 1st weekend
Fall Meeting October/November
Winter Meeting 2days before MC4con



Audience: 50 - 70 - 120
 several isles will allow for movement and ease as well as help keep the center seats filled, where members tend to fill the outside seats.

Traystand or table for sign-in.

Water Station
 Coffee Station
 anywhere that is accessible for members



California Lions Clubs

Multiple District Four

Council of Governors

Organizational - Summer Meeting

August xx-xx, 2020

2nd Vice District Governor GAT training August xx, Thursday

“Theme”

Hosted by District Governor XXX, 4-XX

at the Holiday Inn

xxx

Please make checks payable to: District 4-xx

Mail Reservations to: xxxxx

(xxx) xxx-xxxx

Deadline: _____

Room Reservations

(xxx) xxx-xxxx | www.xxxxxxxxxxxxxx.com

Mention Code: xxxx to receive discounted room rate of \$xxxx.00 plus taxes

Room price available Until xxxxxxxx

For information, questions, etc., contact CT xxxx (xxx) xxx-xxxx or

xxxxxx@xxxxxx.com For complaints, call someone else.

Scrapbooks drop off at registration

SCHEDULE

Thursday – August 1 (Business Casual Attire) **Location**

12:00 - 5:00	Registration/Office	Room
8:00 – 5:00	GLT 2VDG Training	(20 conference)
7:00 all days	MD4 Office	(8 conference)

Friday – August 2 (Council Business Casual Attire) **Location**

8:00 – 5:30	Registration/Office	Room
8:00 – 9:00	DGs	(20 conference) Room
8:00 – 9:00	1VDGs.....	(20 conference)
8:00 – 9:00	2VDGs.....	(20 conference)
8:30 – 11:00	Spouses & Partners	(30 Rounds) Room
9:15 – 12:15	Committee Workshop	(100 rounds of 8) Ballroom

Spread out so conversations don't impend on each other.

9:15 – 11:30	California Lions Foundation Board Meeting.....	(20 conference) Room
9:15 – 6:00	Scrapbook viewing	(3 side tables for book viewing) Room
12:30 – 1:30	Lunch; Speaker xxxxxx	(70-100 = Rounds of 8-10) Room
2:00 – 4:00	Council Caucus	(head table of 17 podium/mic, theatre of 120) Ballroom
2:00 – 4:00	Partners Reception “xxxxxx” & Handbook Review.....	(30 Rounds) Room
4:15 – 5:00	Executive meeting	(8 conference) Room
5:00 – 6:30	CLF Auction ??	Suite # _____
5:30 – 6:30	Hospitality	Presidential Suite # _____
7:00 –	Dinner	(70-100 = rounds of 8-10) room

SAMPLE

2020-2021 COUNCIL OF GOVERNORS ORGANIZATIONAL MEETING

August X – AugustX, 2020 • xxx xxx, California

Saturday, August 3 (Council Uniform / Business Attire) **Location**

8:00 — 9:00	DGs.....	(20 conference) room
8:00 — 9:00	1VDGs.....	(20 conference) Room
8:00 — 9:00	2VDGs.....	(20 conference) Room
9:15 — 12:15	Budget Committee Hearings	(8 conference) Room
9:15 — 11:15	room
11:15 — 12:15	GAT Coordinator Interviews.....	(20 conference) Room
9:30 — 12:15	Student Speakers Topic Discussion	(80 Theatre) Ballroom
9:00 — 12:15	Scrapbook viewing	(A place to display books several tables lock up at PM) Room
<i>If the spouses have a room to use all weekend it can be in there. However the spouses won't be in the room all day.</i>		
10:00 — 12:00	Partners Service Project TBD.....	
12:30 — 1:30	Lunch.....	(70-100 = rounds of 8-10) room
2:00 — 4:00	Council Session I	Special Setup w/ a theatre of 100 Ballroom (After introductions, Partners and StSp Chairs are excused.)
2:00 — 4:00	Partners Meeting Scrapbook Judging CLOSED	(20 conference) Room
2:30 — 4:30	Student Speakers District Chair Training	(20 conference) Room
4:00 — 5:00	Council meeting DGs	(20 conference) Room
	Student Speakers topic discussion selection	
5:00 — 6:00	Executive Team Meeting.....	(8 conference) Room
5:30 — 6:30	Hospitality	Presidential Suite # _____
7:00	Dinner	(70-100 = rounds of 8-10) room

Sunday, August 4 (Council Business Casual Attire) **Location**

9:00 — 11:00	Council Session II	Special Setup w/ a theatre of 100 Ballroom
Adjournment		

2020-2021 COUNCIL OF GOVERNORS ORGANIZATIONAL MEETING

August X – AugustX, 2020 • xxx xxx, California

	atten dees	Room nigjts	Meals
ID Ken and Amy	2	3	8
PID Howard and Lynn	2	3	8
PID Bill and Pam	2	3	8
PID Larry and Jane	2	3	8
Council Chair TBD	2	4	8
IPCC Don and Susan	2	2	8
Admin Cass	1	4	4
DGs 15, Spouses/Partners 8-10	15	30	92
1VDGs 14, Spouses/Partners 5	19	30	76
2VDGs 14, spouses unknown	14	56	76
Committees 30, Spouces 10	40	60	160
ST District Chairs 15	15	15	15
Foundations:			
PCC Roger and Judy	2	2	2
PDG Chris Ohrmund	1	2	4
TLs	119	217	477

Others may come, as of now there is no way of knowing.

APPLICATION TO HOST A COG

Submission Date: _____

Organizational Meeting Fall Meeting Mid-Winter Meeting Joint Meeting

District _____ DG _____

1VDG _____

2VDG _____

Date of Meeting: _____

Venue/Hotel: _____

Street: _____

City: _____ Zip: _____

Reservation Phone: _____ Code: _____

Sleeping Room Cost per night: \$ _____

Treasurer/Reservationalist: _____

Contact info: _____

Lunch Cost \$ _____ Dinner Cost \$ _____ Parking: _____

Up charges of any: lunches _____, dinners _____, rooms _____

Extras:

AV: _____

Coffee/Refreshments: _____

Flags: _____

Re-Setup Fee: _____

Other: _____
