BETA SIGMA PHI CONVENTION GUIDELINES



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These guidelines should be followed by all official Beta Sigma Phi conventions, mini-conventions and area meetings. Certain of these rules, noted with an asterisk, must be followed in order to be recognized by International and to receive a speaker, mailing list and other materials from the International office.

*1. The meeting must be bid for and accepted at the previous event of the same event bid on, that is, state conventions at state conventions, area meetings at the same area meeting. Bidding may be held several years in advance, but an accepted bid stands and does not need to be re-bid each year. Mail bids may also be conducted if bidding at the meeting is not possible. The mail bid must include any other bids for the same year and must be sent to all chapters in the state or area being served.

*2. The International guest must speak and if possible participate in a forum, or a speaker will not be sent.

3. At least half the forums should be on Beta Sigma Phi topics; the guest from International is an excellent resource.

4. If a state decides to have area meetings, the areas must be decided by the members in the state and can only be changed by members in the state voting to change the areas. The number of area meetings to be held each year is up to the states and should be decided before bids for more than one area meeting are accepted.

*5. Excess funds must be used in the following ways: 1. Donated to charity 2. Sent to the next convention to defray costs 3. Refunded to the attendees 4. Kept in a special convention fund for the next convention in your city to hold registration down 5. Any combination of these.

6. Conventions are never to be used as a ways and means project for the city giving the convention. An acceptable break even level should be set and costs kept to a minimum to insure that most members can afford to attend.

7. Entertainment and functions should be kept within tasteful limits. Remember that all members have different views of what is acceptable, so try to ensure that no members will be offended.

8. If asking states other than your own to convention, try to set an early deadline for state members only and then begin to accept out of state registrations. A 2-week period is probably sufficient to give the state an early chance; then it is first come, first served.

LAMP PASSING CEREMONY

(Optional)

On behalf of your sisters from *(last convention city)*, I give to you, *(hostess city name)*, the *(state name)* Beta Sigma Phi convention lamp. It is our hope that you will accept this lamp and that you, (name of convention chairman), as convention chairman of this beautiful convention, will carry it to the next year's convention and present it to the new convention chairman.

May the lighting of this lamp be the symbolic opening of this and all other conventions. May it serve each day as a remembrance of the bond of friendship that exists between all Beta Sigma Phi sisters and International who began this tradition. May it be passed from convention to convention as a symbol of our endeavors, our love one for the other.

Accept this lamp and the light it sheds as a shining example of all that is good and true and beautiful about Beta Sigma Phi and our sisterhood, for which this convention will be a living tribute.

INTRODUCTION

How does a convention come into being? It is not born whole in a fiery shimmer of cosmic action, like a new planet taking its place in the universe—although this would be a bright prospect for hostess chapters to contemplate!

Large or small, it enjoys convention birth, with a set period of planning, growth, and expectation. This normally is of one to two years' duration, and dates from a time just prior to the extending of an invitation by prospective hostess chapters. In very large states or territories, the getting-ready period may, of necessity, be longer.

Who, in effect, are the convention's parents? In preliminary planning stages, they are the officers of the particular chapter or city council which proposes to be the hostess group. Later, after the convention organization becomes a reality, parentship shifts to a General Chairman, an over-all Planning Committee, and to a number of special working committees named by these people.

The delicate shifting of leadership and responsibility as growth burgeons is brought out in the following pages. The material is so designed that any chapter or city council, with or without previous convention experience, can follow its easy step-by-step progression to the ultimate happy experience of delivering a convention in complete triumph.

9. Meet with each working committee, outlining its duties in detail. Direct the holding of committee meetings and work sessions to accomplish individual committee duties. Hold periodic Planning Committee sessions to assess the progress being made.
10. Take care of "not to be forgotten" convention details that fall outside the scope of regular convention working committees.
11. Present the convention proper.
12. Follow promptly with tidying actions of thank-you notes, payment of all convention bills and preparation of convention financial statement, a copy of which should be sent to International.

PRELIMINARY PLANNING

This material will reach most convention planners *after* they have extended the convention invitation and received acceptance. Accordingly, it is to be assumed that certain aspects of preliminary planning already will have been completed. In those instances where they have not, it will be wise to take immediate action.

1. Alert the entire local Beta Sigma Phi membership to the pleasures and responsibilities of convention sponsorship. One person or one clique, however enthusiastic, cannot plan and carry out a thoroughly successful convention alone. It takes 100% unified effort, and this is accomplished by keeping the members informed and thus enthusiastic and ccoperative.

2. Select a tentative convention week-end date, avoiding national and family-type holidays and celebrations, such as Easter, Founder's Day, Mother's Day, and Father's Day in the spring, and Thanksgiving in the fall. Check with the Convention Bureau of the Chamber of Commerce to determine if the preferred date is open. If not, consider others. **Also, to insure good attendance, check with the International Office of Beta Sigma Phi for date clearance to avoid conflict with nearby state or area conventions.**

3. Decide on a convention hotel or motel, and consult the management. Ideal arrangements are those where all functions can be held either under one roof or in a concentrated area, and where all convention guests can be housed at the convention headquarters facility; however, other arrangements can be worked out.

When these initial aspects of preliminary planning have been reviewed and have received indicated attention, the city council president (or chapter president if the convention is a small area get-together being sponsored by a single chapter) initiates action in three other areas:

The actual number of committees any given hostess group can best work with is dictated by the estimated size of the proposed convention, and the membership (large or small) of the sponsoring chapters.

With this in mind, the committee structure is broken down in the following lists in two ways: (1) For the larger convention where the work load will be heavy and will require maximum distribution; and (2) for the smaller convention where the duties of two or more committees easily can be combined, since the workload of each will not be unduly heavy.

Large Convention	**Medium or Small Convention**
300 to 500 (or more) registration	Under 300 registration
Arrangements	Arrangements
Communications	Finance
Decorations	Forums
Exhibits & Awards	Hospitality
Favors & Prizes	*Meals & Entertainment
Finance	Program
Forums	Publicity
Hospitality	Registration
*Meals & Entertainment	Closing Ritual
Printing	
Program	
Publicity	
Registration	
Closing Ritual	

A close look at the two lists of proposed committees discloses that six—Communications, Decorations, Exhibits and Awards, Favors and Prizes, Information, and Printing—have been deleted in planning for the smaller convention. Who does the work normally handled by these committees?

Communications, in all probability, would be handled directly by the General Chairman, although she may name a convention "secretary" to assist her with correspondence.

Decorations would be handled by the chairmen of individual Meals and Entertainment functions. For example, the chairman of the Banquet Committee would have decorations added to her normal duties, as would the chairmen of Tea, Brunch, and similar committees.

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*It is impossible to assemble here a list of meals and entertainments that would be nearly identical to that planned by any given hostess group, since the variety is so infinite and the final selection often governed by regional preference. On actual committee organization sheets, hostesses should substitute the names of functions such as Banquet, Tea, Swimming Party, Tour, Breakfast, Brunch, and so on—naming a chairman for each.

Where this is deemed to be the best solution, it is suggested that a convention directory (including names, addresses, and telephone numbers of convention personnel, and the capacities in which they are serving) be compiled from membership survey questionnaires and distributed at the earliest possible moment to each member of the hostess group. In this way, committee members not previously acquainted through identical chapter affiliation will know how to contact each other with the minimum of effort. This method also promotes inter-chapter friendship.

Interminably, or so it will seem, during the process of convention organization, Planning Committee members will be asked just what each working committee does. Many Beta Sigma Phis will be reluctant to accept either the chairmanship or regular membership of a committee unless they have some idea of what will be expected of them.

To help Planning Committee members answer these questions without hesitation (a ready answer goes a long way towards dispelling a prospective committee chairman or member's doubts regarding the work to be done), a brief description of committee duties follows.

Arrangements Committee—Makes arrangements regarding guests' housing. Also arranges for equipment, auxiliary personnel, space or rooms for convention entertainment, meals, exhibits, forums, closing ritual, registration and information desks, and so on.

Communications Committee—Handles pre-convention communications (excluding direct mail releases) and post-convention 'thank-yous.'

Decorations Committee—Selects and processes flowers, greenery, candles and decorative accessories for entertainments, meals, and closing ritual.

Exhibits and Awards Committee—Solicits and processes exhibit materials (scrapbooks, yearbooks, etc.); works up rules or point system for judging; provides committee of judges; selects appropriate awards.

Favors and Prizes Committee—Secures door prizes and favors, souvenir-type enclosures for registration envelopes, and complimentary note pads, pencils and book matches for forum and business sessions.

Finance Committee—Collects estimated cost data from each committee; prepares convention budget; arrives at suggested registration fee; pays convention bills; and prepares convention financial report.

MEMBERSHIP SURVEY FOR BETA SIGMA PHI CONVENTION

Name _____

Address _____

Residence Phone _____ Business Phone _____

Chapter _____

Indicate first, second, or third choice following three committees on which you would most like (or are most qualified) to serve:

Arrangements _____ Hospitality _____

Communications _____ Information _____

Decorations _____ Meals & Entertainment _____

Exhibits & Awards _____ Printing _____

Favors & Prizes _____ Program _____

Finance _____ Publicity _____

Forums _____ Registration _____

Closing Ritual _____

Can you operate a typewriter? _____ Mimeograph? _____ Multilith? _____

Personal Computer? _____ Copier? _____ FAX? _____

Which do you have available for your use? _____

Do you play a musical instrument? _____ If so, what? _____

Have you had modeling experience? _____ Singing? _____

Public Speaking? _____ Dancing? _____

Public Relations? _____ Writing? _____

Advertising or lay-out? _____ Accounting? _____

Planned Entertainment? _____ Decorating? _____

Flower arranging? _____ Meal planning? _____

Any phase of convention management? _____

6. **Finance**—Review the financial status. Are there sufficient funds on hand to set aside an adequate amount for a beginning convention account which will take care of convention obligations until registration fees are received?

   If not, can hostess chapters donate a small amount to a working fund to take care of initial expenses? And, would it be advisable either to have City Council sponsor one or two large ways and means projects to get additional funds, or to have chapters sponsor smaller, individual projects and advance additional amounts to the working fund?

7. **Sympathetic Community Project**—Ask City Council to consider the feasibility of planning a community service project which will place Beta Sigma Phi pleasantly in the minds of people whose assistance will be needed in the pre-convention and convention-proper periods.

   These are some of the "favors" Beta Sigma Phis will be asking:

   Cooperation of law enforcement officers in handling increased traffic loads around the convention hotel.

   Cooperation of transportation companies.

   Favorable response from local personages tapped for guest-speaking spots on the convention program.

   Publicity breaks from news media.

   Door prizes and samples to be used as favors from merchants.

   Chapters expecting utmost community cooperation should attempt to make it clear by their deeds that Beta Sigma Phi is an organization that gives as much community assistance as it asks.

PHASE TWO—Committee Directions and Coordination

Out of this phase either a successful or mediocre convention is born. The key to success is exemplary direction, including the ability to make working committee members *enjoy* their association with each other and the tasks they are called upon to perform. Supervision unfolds like this:

1. Planning Committee members should thoroughly familiarize themselves with the duties of each working committee. This can be done by studying the committee operating procedures arranged in alphabetical order in this section.

4. Write or delegate the writing of letters of invitation to guest speakers, to the area representative of Beta Sigma Phi, and to International Honorary Members residing in the area. Invitations to International must be received by November 30th in the year prior to your convention. Be sure to send all details of your convention to International early, so we can list it in The Torch several months in advance of the meeting.

5. Select or approve the selection of table hostesses for tea. Draw up seating arrangements for speakers' tables and the composition of receiving lines.

6. See that all pre-convention inquiries are promptly answered.

7. Furnish the International Office with two copies of all convention publications. Registration forms will be copied and sent out to out of state inquiries if furnished.

8. Call for and supervise rehearsals of all entertainment functions, the Closing Ritual, and all parts of forum sessions except those having audience participation.

9. Compile a list of special convention courtesies, and forward copies to local chapter presidents so they can refresh members on the subject of convention protocol. (For amplification of this subject, see special PROTOCOL section at the end of the Planning Committee Division of Operating Procedures.)

10. During the actual convention days, use working personnel wisely. Guests don't want to have time to think about what is coming next, but hostesses must have brief periods of rest. Two hours is as long as any member should be expected to work without relief at the registration or information desks. Toastmistress duties should be shared so no one convention officer has to do practically all the talking.

11. After the convention, immediately send letters of appreciation to guest speakers, Honorary Members who have given talks or otherwise entertained, and all those who have given special services—newspaper editors, radio and television personnel, for example.

12. If a roving photographer were employed to photograph convention functions, fill orders for prints promptly. Send photos to The Torch for convention coverage.

13. Forward exhibit materials inadvertently left behind by convention guests.

14. Return at once all borrowed or rented equipment—tape recorder, motion picture projector, screen, educational films, and so on.

15. Urge committee chairmen to prepare itemized reports of expenditures promptly and present them (with bills, invoices, or vouchers attached) to the convention treasurer. Have the treasurer pay all bills as soon as they are approved. See that she files her financial report with City Council and closes out the convention account within a reasonable length of time. Please send a final copy to International. This will help advise future conventions in your area.

Speakers' table guests who are to receive corsages and boutonnieres should be given the courtesy of having these delivered to their rooms before each meal or entertainment function. These are, of course, optional.

Members and guests to be seated at the speakers' table should be introduced to each other before being seated. Dinner partners can begin conversation a bit more easily in this manner.

Members and guests at the speakers' table should be seated all at one time—after the convention body has been seated.

Members of the Hospitality Committee should make a special effort to introduce as many convention guests as possible to the representative from the International Office, and to introduce convention newcomers to veteran convention goers.

Honorary Members and other guests of honor should meet the representative from the International Office.

Honored guests should be called for and accompanied to the various convention functions. The International Representative will appreciate having a hostess escort her to all functions, and keep her on time for everything.

During some part of the convention program, Honorary Members in attendance should be recognized in appreciation of their efforts in behalf of Beta Sigma Phi.

If a special entertainment for distinguished guests can be arranged, this is an extra nice touch.

Hostess members' husbands should be asked to help provide special entertainment for guests' husbands and dates.

One item of convention protocol can be particularly important in some circumstances. That item is the choice of an invocation or grace to be used at convention meals. The Beta Sigma Phi Grace is a non-sectarian form and is recommended for your use for that reason. There are, of course, other invocations or graces which can be used which are not specific to one religious group or another. Beta Sigma Phis belong to many religious groups and the use of a non-specific, non-sectarian prayer will enable you to avoid giving any member the feeling that she is left out.

ARRANGEMENTS COMMITTEE

Arrangements Committee members will find it easy to understand exactly how they fit into the convention effort if they keep sight of the name of their committee. This is the group that does exactly one thing: makes all the *arrangements!*

4. As soon as a definite schedule of activities is set by the Planning and Program Committees, the Arrangements Committee notifies the Hotel Convention Manager of functions to be held in the hotel—giving complete details: date, hour, approximate attendance and equipment required. The committee also gets the names and/or exact locations of dining rooms, meeting rooms, ballroom, and exhibit space to be used.

5. Finally, the committee arranges for a lobby bulletin board at the convention hotel (if the convention is large enough to warrant this); desks, chairs and wastebaskets for the Information and Registration Committees; a hotel suite or bedroom large enough for hostess chapters' daily use during the convention; and auxiliary personnel.

During the convention proper, one committee member is charged with conferring each day with chairmen whose committees will be active—determining last minute changes, and seeing that the bulletin board and information desks are furnished with up-to-date information.

Another member checks temperature and ventilation in each meeting room before it is used, and sees that equipment is in place and in operating condition.

On the last day of the convention, the chairman confers with the General Chairman and the Hotel Convention Manager about tips, and requests an itemized bill from the hotel for incidental expenses.

Following the convention, the chairman arranges for the immediate return of rented or borrowed equipment, and at the earliest possible moment submits to the chairman of the Finance Committee an itemized report of expenditures.

COMMUNICATIONS COMMITTEE

The Communications Committee has the delightful responsibility of presenting a gracious image, through correspondence, of the convention hostess chapters.

The committee's first job is to determine the scope of its operations from the Planning Committee, and then present an EXPENSE ESTIMATE SHEET to the Finance Committee covering estimated expenses. Items to be considered are postage and stationery.

The committee handles all pre-convention communications, such as individual guest inquiries regarding various aspects of the convention (but does not handle direct mail publicity releases, which are the responsibility of the Publicity Committee).

The committee looks over the space reserved for their operation by the Arrangements Committee at the convention hotel and begins to devise a display that will present entries in the most attractive manner possible.

Next, the committee works up and submits to the Finance Committee an EXPENSE ESTIMATE SHEET. Major cost to be considered: Price of awards for winning entries in the various categories to be given consideration.

The committee furnished the Arrangements Committee with a list of equipment needed, such as tables, display racks, a spotlight, etc., and requests the Printing Committee to have an identifying placard "BETA SIGMA PHI EXHIBITS" made up for the exhibit space.

A list of rules (or a point system) for judging either has to be reviewed from former years or a new one devised. When this is settled, the Publicity Committee is furnished with detailed information as to categories in which entries will be accepted (and perhaps a resumé of the rules) for publication in convention direct mail releases. It is very important to include in this information a deadline for receipt of exhibit materials, and the name and address of the person to receive them. Guidelines available from International.

A committee of judges is selected, and awards ordered.

The Exhibits and Awards Committee chairman conducts the presentation of awards during the convention proper. IMPORTANT PLUS: Display Winning Yearbooks and Scrapbooks when making awards. An enterprising awards committee gave top winners a helium balloon bouquet with certificates—so it was easy for members to spot winning chapters and review books after the meeting!

Immediately following the convention, the committee chairman promptly prepares an itemized list of expenditures and presents it to the chairman of the Finance Committee.

FAVORS AND PRIZES COMMITTEE

The Favors and Prizes Committee has to maintain a delicate balance between providing this light and usually highly popular note to the convention, and yet not permitting it to become a burden to local businessmen through excessive demands for door prizes and souvenir-type items, and a burden to the convention—too time-consuming!

The committee confers with the Planning Committee regarding the number of functions requiring door prizes and place favors, as well as the number of souvenir-type enclosures wanted for registration envelopes, and the number of complimentary note pads, pencils, and book matches needed for forum and business sessions.

While waiting for the EXPENSE ESTIMATE SHEETS to be delivered to her, the Finance Committee chairman busies herself with the following details:

1. Most hostess chapters donate money, initially, to a convention working fund until additional and more substantial revenues can be raised. Immediately upon receipt of this money, the chairman opens a convention account at a local bank and arranges for the signing of signature cards for herself and the convention General Chairman. (All checks should be signed jointly by these two convention officials.)

2. The chairman and her committee review past convention operations in the area to determine approximate annual attendance and prevailing registration fees. Also, they may write the International Office to obtain additional budgetary information. Convention financial sheets are being preserved by that office and valuable fiscal information correlated when supplied by previous conventions.

3. The chairman sits in with the Planning Committee and chapter presidents in any sessions they might have relative to raising convention operating revenues until registration fees are received in the latter part of the convention project.

When all EXPENSE ESTIMATE SHEETS are in, and all other information has been reviewed and evaluated, the Finance Committee works up its convention budget. Members might consider this formula:

> Individual registration fees multiplied by anticipated registration. This should exceed by a comfortable margin the total of Expense Estimate Sheets from all committees, plus a small percentage "pad" for incidental expenses.

Why should total registration fees "exceed by a comfortable margin" the total of EXPENSE ESTIMATE SHEETS from all committees? Certainly, the convention project is not a money-making project, but the margin should be allowed to take care of any unpredictable drop in registration. "Off" years, for no explicable reason, sometime occur. It is better to have some profit than to go into the hole. See convention guidelines for rules governing use of excess convention funds.

When the budget is completed, it is submitted to the Planning Committee for its approval. It should be pointed out that occasionally revisions have to be made in the convention budget as plans progress, and the Finance Committee chairman, with the approval of the Planning Committee, should not feel any hesitancy in making these, so long as they are in line with sound fiscal practices.

As convention work progresses, the Finance Committee presents vouchers for all major expenses to the Planning Committee for its approval prior to making payment.

HOSPITALITY COMMITTEE

While all members of the sponsoring chapters are convention hostesses, to the members of the Hospitality Committee falls the distinction of being specially designated "hostesses." Members may be sure they have been chosen for their charm and graciousness.

The committee works up a program of courtesies. These include the following:

1. Manning the Hospitality Suite—offering company, refreshments, emergency materials (sewing kit, iron, hair dryer, transportation).

2. Arranging for welcoming groups with cars, to meet incoming trains, planes and buses transporting convention guests.

3. Providing entertainment for guests' husbands and escorts, enlisting the aid of hostess members' husbands.

4. Handling entertainment for very important guests, if the convention schedule should permit time on their hands.

5. Arranging for committee members to be on hand with cars for emergency use during the convention.

6. Arranging for free or convenient parking for the cars of guests who drive.

7. Planning for members to be stationed about the convention hotel to give directions to the Information and Registration desks; to see that younger guests are introduced to veteran convention guests; to see that as many guests as possible meet the representative from the International Office; and that members and guests to be seated at the speakers' table are introduced to each other before each function.

8. Getting firmly fixed in mind that the paramount function of the committee is to make convention guests comfortable, happy, and welcome.

When details of the program have been settled, an EXPENSE ESTIMATE SHEET is worked up and presented to the chairman of the Finance Committee (expenses will include special transportation and special entertainment), and a request is made of the Printing Committee for "HOSTESS" identification badges for Hospitality Committee members to wear during the convention.

Immediately following the convention, an itemized list of expenditures is prepared and presented to the chairman of the Finance Committee.

Immediately following the convention, committee chairmen prepare and present itemized lists of expenditures to the chairman of the Finance Committee. There must be a list of meal tickets and total cost of food per meal.

Three things that take place at convention meals provide a small, but significant chance of creating problems for some members. Those 3 things are the prayer at the meal, the choice of the entree itself, and non-smoking and smoking members. Ideally, the prayer should be a non-sectarian, non-specific prayer which does not exclude any religious groups. The Beta Sigma Phi Grace is a good example of a non-specific, non-sectarian prayer and can be used without worry.

While it is probably impossible to accommodate all the dietary requirements of the members who will attend, you may wish to provide an alternate meal when the food served will be one prohibited to some religious groups. When the food to be served is something you know is prohibited by religious regulations, you would, of course, try to avoid repeating that food at other convention meals, if at all possible.

Smoking and non-smoking sections may be something you want to consider. Some conventions handle the smoking issue by asking that there be no smoking in the banquet room. Those members who wish to smoke then leave the banquet room when they wish to smoke. If a smoking/non-smoking seating arrangement can be made, this is easier on all members.

ENTERTAINMENT

There are so many different forms of entertainment that we can't possibly cover them all. Just remember that whatever entertainment you decide on should appeal to the largest possible audience and be appropriate for a Beta Sigma Phi function.

Do plan to have your speakers on before any entertainment. It is difficult to speak following entertainment and often if it is a long period for the entertainment, your audience will be anxious to leave and won't give the speaker full attention.

The best times for the speaker from International are usually Saturday morning, Saturday lunch or on Sunday. Saturday evening at the banquet is appropriate still, but be sure that they speak before the entertainment. Most speakers need only 15–20 minutes at the most. Much longer and the audience loses interest.

Timing for your entertainment is important, both for when they appear and for how long. Again, most entertainment should be after the meal and after any speeches that are to be given. The exception to this is any background music that might be played or fashion shows. These are often put on during the meal and the speaker is the final entertainment then.

This committee works in extremely close harmony with the Planning Committee and all its efforts receive Planning Committee approval before the final jelling process.

This committee is primarily a "paperwork" committee and will incur very little expense. However, an EXPENSE ESTIMATE SHEET should be worked up and presented to the Finance Committee.

The work pattern can be divided into three categories:

1. Working with the Planning Committee, a fixed schedule of convention activities is arrived at.

2. If the cost of printing the program booklet is to be partially underwritten by the sale of ads, this committee arranges for and handles the sale of all ads, turning over the money collected for the ads to the Finance Committee.

3. A mock-up of the convention program booklet then is prepared, including the advertising layout. When this has received Planning Committee approval, it is turned over to the Printing Committee for printing.

Immediately following the convention, an itemized list of expenditures is prepared and presented to the chairman of the Finance Committee.

Suggestions For Program:

Blank pages for member notes.

Information sheet on the upcoming bids for convention, as well as listing the dates, places and chairmen of those already accepted, and room to write in this information on for conventions whose bids get accepted.

(A personal computer is a real boon to this committee!)

PUBLICITY COMMITTEE

The Publicity Committee presents the convention project in such a manner that guest lists will be enlarged and the general public intrigued with its prospects. (Note: A packet with general press releases on Beta Sigma Phi is available from International; write *The Torch* for this packet.)

The committee primarily is concerned with:

1. Direct mail releases either to chapter presidents or to the entire state or area membership.

The committee next orders registration envelopes and registration badges in quantities compatible with the number of expected guests.

When registration blanks have been returned so guests' names are known, the committee fills in the names on the identification badges.

Next, registration envelopes are stuffed with the following: Identification badges, program booklets, meal tickets, city maps obtained by the Information Committee from the Chamber of Commerce, and souvenir-type enclosures collected by the Favors and Prizes Committee.

Names are written on the outside of each registration envelope—corresponding with the name on the badge inside, and the envelopes filed in boxes in alphabetical order for easy distribution at registration time.

Just prior to the convention, the committee contacts the Arrangements Committee regarding provisions which have been made for a registration desk (or desks), chairs, and wastebaskets necessary for the convention hotel lobby registration setup. The committee also contacts the Printing Committee regarding a "BETA SIGMA PHI REGISTRATION" identification placard (or placards) for the registration desk (or desks).

The committee operates the registration desk during the convention registration period, working out a system of shifts for committee members. At a large convention, where a crush of guests is expected at one time, three desks or tables may be arranged end to end, with placards indicating "A" through "G" registrations at the first desk, "H" through "O" at the second, and "P" through "Z" at the third.

Immediately following the convention, an itemized list of expenditures is prepared and presented to the chairman of the Finance Committee.

Hints:

- Chapter name and location are helpful on name tags.
- Name tags that hang around the neck on a ribbon or string are helpful and don't run the risk of damaging clothing like pins do.
- A personal computer is also a great help for this committee!

The committee furnishes the Arrangements Committee with a list of equipment requirements (public address system, piano or phonograph for background music, equipment for special lighting effects, etc.); also, auxiliary personnel requirements (skilled operator for lighting effects). The committee also contacts the Printing Committee regarding a "BETA SIGMA PHI CLOSING RITUAL" identification placard for the ritual room (if this is deemed necessary).

Immediately following the convention, an itemized list of expenditures is prepared and presented to the chairman of the Finance Committee.

The Closing Ritual is like your signature at the end of a letter to a friend. This above all other functions should be *well rehearsed.* Something as simple as how well the Ritual is read by the officiants will make a strong impression. Be sure your guests leave remembering a beautiful weekend that was crowned by a beautiful and moving Closing.

*Check with hotel—candles may be against hotel ordinances that guard against fire. Many conventions use small flashlights for the Closing Ritual (available from International Gift Department 1-800-821-3989).