

## Host Camp (Local) Convention responsibilities

- Reserving the Convention Meeting Room, such as the ANB Hall, which would include a table for each camp that will be in attendance. This includes a microphone and speaker system.
- Convention has at least 8 committees, so space for these committees needs to be identified.
- Meals
  - Dinners for Tuesday (such as a warming of the hands/Welcome Dinner) night dinner to officially greet delegates.
  - Friday night is usually the Native Food Sale put on by Grand Camp ANS, with local camp assisting.
  - Wednesday and Saturday night dinners are by other Native Organizations or individuals and need to be sponsors.
  - Saturday Night is Grand Ball and responsibility of Grand Camp
  - Lunches are sponsored by other organizations, individuals, groups or local camps and they may do it as fund raisers
  - Breakfast is a Continental Breakfast by sponsor or Host Camp
- Housing for delegates, guest speakers and special guests is a possibility
- Convention Booklet is optional
- Transportation is provided to those needing it for local transportation
- Entertainment, except for grand ball and Native Dancing

# Grand Camp Convention Local Committees

## Steering Committee

Responsible for the overall planning and overseeing the entire convention on activities that belong to the host (local) camp. Chairs coordinate with GC planning Committee.

## Housing Committee

Locates housing for delegates requesting provided housing and identifies alternative housing for delegates wishing to provide their own. Checks and negotiates with hotels on rooms, rates and availability. Locates housing for delegates, speakers, and special guests who have no previous housing arrangements. Committee needs to have a questionnaire for each camp and Executive Officers and Committee members on their housing needs if they want the local camp to handle.

## Transportation Committee

Negotiate air travel with airlines. Check to see if ferry Schedules fit with convention dates, beginning and ending . Also provide ground transportation at convention site for delegates and speakers when possible.

## Food Committee

- Tues night is Host Camp Night. Registration day may have a 'Warming of the Hands' type social dinner/get together or sponsored meal.
- Wednesday night is usually an opportunity for a sponsored dinner. Consider other Native organizations to sponsor dinner such as CCTHITA, Village or regional Corporations, Dance Groups, IRAs or other camps local
- Thursday night usually is Memorial Service so there is usually no meals unless time is expected to be made. A light snack meal may be provided.
- Friday night is the ANS GC Native Food/Dance night. Local camp may need to help along with alternates.
- Saturday night is the Grand Ball night and is handled by Grand Camp Kagwaantaans, but local camp may need to help some. A dinner may be provided by a sponsor prior to the ball.
- Lunches, committee may approach Churches, individuals, groups and organizations who may wish to fund raise or other such organizations.
- Breakfast is a continental breakfast put on by local camp or sponsor

## **Grand Camp Convention Local Committees**

(continued)

### Convention Booklet - Program

If possible fix up a convention booklet with convention agenda inserted. Solicit from businesses advertising for the booklet. Try and find pictures of previous conventions or delegates or anything the committee feels that would be of interest to delegates. This can be a big part of fund raising.

### Entertainment

Generally, focus on dinner hosted by camp and anytime their assistance is needed by Grand Camp or others who may host a dinner. Things such as kids performances, individuals like Gene Tagabon, performers interested in donating, or other appropriate entertainment. If speakers need to present during dinners or lunches make allowances for that.

### Floor Manager

Makes sure hall is always ready for convention activities. Responsible for loudspeakers, setting up tables, locating committee meeting rooms and so forth. Could be a Hall manager with Grand Camp/local Sargent-at-Arms assisting. (A suggestion would be to have local camp elect 2 SA for convention)

### Items Needed for Convention

- List of local ministers that could assist convention Chaplain for morning devotions and/or Memorial services
- Piano, guitar or/and player. Needed for the Battle Song
- Name Tags for Delegates. Need these ready for Credentials Committee
- Copy Machines. Grand Camp will pay for the paper that they use.
- Typists for the Boiler Room (GC responsibility to run, we provide help)
- At least 8 committee meeting rooms or meeting spaces for committees

### Boiler Room

The boiler room is the area provided for making copies, collating copies, sorting papers, typing documents, having clerical support for convention. Works for the ANB and ANS Grand Secretaries and this is where the copier would be located. Can also support a wireless LAN if feasible for the convention.