



THE SOUTH CENTRAL FEDERATION OF MINERAL SOCIETIES

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FEDERATION CONVENTION PLANNING INFORMATION

Planning for a Federation Convention

You do not need to change anything about the way you currently conduct your show, adding dealers or extending the days is not necessary, and in fact can have negative consequences.

You will, however, need to do a few things that you probably do not do on a regular basis.

You will need to put together a packet of information for the SCFMS Secretary that will then be distributed to each club in the SCFMS, SCFMS officers and chairmen, (and AFMS officers when necessary) no less than **120 days in advance** of the Convention.

- Registration forms for the Editors and Webmasters Breakfast and the Awards Banquet, including the price of a ticket, the return address for the forms and checks, and the deadline for registration.
 - A combination competitive and non-competitive display case registration form with a return address and a deadline for registering.
 - A show flier that includes an address where the show will be held and the times and locations of all events (i.e.; Breakfast, Annual meeting, Banquet, Rollin Rock Club meeting)
 - Information on any field trips or special presentations planned for the show.
 - A list of area hotels/motels and RV parks with rates.
 - Information on local attractions and restaurants, etc. Your convention and visitors bureau should have something you can use.
 - You will need to provide notice to the SCFMS newsletter editor and SCFMS webmaster and email attachments of all registration forms and a show flier for inclusion in the SCFMS newsletter and SCFMS website **six months in advance** of the Convention.
- You will need to:
- Provide a room and arrange for a caterer to provide a buffet style breakfast for the Editors and Webmasters Awards Breakfast on Saturday morning. Plan on seating 20 (more if AFMS Convention also).
 - This meeting is where the awards for the newsletter editors and webmasters will be presented so you will need to coordinate with the current BEAC & Webmaster contest Chair before printing the breakfast program and setting the agenda.
 - You will be requiring pre-registration for this, so your head count will come from those that have registered and paid by a certain deadline that you will set (about a month prior),
 - While not required, it is strongly recommended to arrange for a speaker to present a short (30 min) presentation that would appeal to editors of print and digital media. Everyone can benefit from advice and ideas to make their newsletter/website better.
 - The room should have a head table for the current SCFMS BEAC, SCFMS Webmaster contest Chair, your club's Editor, your club's Webmaster, and any guest speaker. A



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microphone and an American flag should be available at the head table. Additionally, a separate table for awards should be available.

- Be sure to have the breakfast early enough that all your members in attendance can get to the exhibit hall before your show opens.
- The Annual meeting should be held on Saturday afternoon. You will need to provide a meeting room with a seating capacity of 30 (more if AFMS Conference is included).
 - You will need to coordinate with the SCFMS President and Secretary to be sure you understand the agenda and order of business. The SCFMS Secretary will send the show packet to the delegates **60 days** in advance of the meeting, so you will need to inform the SCFMS President of the names of your representatives to be included in the agenda (Invocation, Pledge, Host President Welcome, Benediction, etc.).
 - The room should have a head table for the current SCFMS President, Executive Vice President, Secretary, Treasurer, and Executive Secretary
 - You will need to have a set up in place to hold the meeting on Zoom for those who cannot physically attend
- On Saturday evening you will need to provide a *room/place to have the Awards Banquet and arrange for a caterer to provide a meal starting at around 7:00 pm. Seating for 30-45 (more if AFMS Convention). Pre-registration is required for this meeting.
 - There are various awards presented at the banquet, from the competitive displays to the AFMS Scholarships that will be awarded. If possible, the person that was selected to award the scholarships and the awardees should be in attendance and make a presentation (or at least say thank you).
 - You may want to arrange for a speaker or other entertainment for the meeting as well.
 - You will need to coordinate with the SCFMS President and Executive Secretary before printing the banquet program and setting the agenda to be sure everyone understands the plan for the evening.
 - The room should have a head table for any dignitary you would like to seat (SCFMS officers, your club's President, the keynote speaker and spouses?) that may be in attendance. A microphone and an American flag should be available at the head table.
 - Additionally, a separate table for awards should be available.
- Centerpieces for the tables at both meals can be constructed by local club members. These could be anything that has to do with the hobby, or the local area. At the end of the meal they can be given in a drawing or by other means to those in attendance as favors.

NOTE: The same *room can be used for all three events on Sat. You will be requiring pre-registration for the meals, so your head count will come from those that have registered and paid by a deadline that you will set (usually about a month prior).



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NOTE: The entire expense of the room, breakfast, banquet, decorations, and any other things that are needed to make these events happen should be included in the ticket price of said meals. You will not lose money on these events as long as you are sure to include every cost in the price of the meal tickets.

- On Sunday morning you will need to provide a room/place for the Official Rollin Rock Club Meeting (2 hours before your show starts). The room should accommodate 30 people. You will need to coordinate with the RRC President and/or Secretary to be sure they are accommodated.
 - The room should have a head table for the current RRC officers and auction items. A microphone and an American flag should be available at the head table.
 - The host club usually provides donuts and coffee at the meeting just as they would for any other RRC unofficial meeting.
- The SCFMS operating procedures for the Annual Show state that the host club will coordinate with the Endowment Fund Committee to conduct a silent auction, where the funds will go to the Endowment Fund. Rather than having 2 separate silent auctions, (one for the endowment, and one for the club), many clubs opt to combine into one auction with a 50/50 split between host club and endowment fund. You will need to coordinate with the current Endowment Fund chair to see what they can provide in the way of material and manpower.
- You will need to coordinate competitive case entries with the SCFMS Uniform Rules Chairman (URC).
 - Competitive entry deadline is usually 30 days prior to judging. Be sure to include the cutoff date on the registration form.
 - Notify the URC of entries received – Division and Class information.
 - The URC will secure judges to fit the Division and Class entries.
 - Provide copies of judging sheets if necessary (check with URC).
 - Provide a private room or area for judges to confer and/or visit with entrants after judging.
 - The SCFMS provides trophies for competitive cases. You will need to coordinate with the SCFMS Executive Secretary so the correct number of trophies/plaques can be brought or shipped prior to the show.
 - The host club will provide 1st thru 3rd place ribbons for competitive cases and may want to provide a ribbon or memento for all non-competitive cases (although not mandatory).
 - Note: It is customary to pay the judges for their time and dedication, you will need to decide before hand on the amount and put it in your budget along with everything else.
- Registration packets (think goodie bags) for all Convention Delegates and anyone that registered for either meal should be put together and held for the Delegates at a registration table usually located near the ticket tables or club table. Registration of Delegates for the Annual meeting should be coordinated with the SCFMS Secretary.



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- You should publish a show brochure with an agenda for attendees that you distribute to everyone at the ticket tables and in registration packets. List the show opening and closing times and days, the times and locations of all events and whether or not they are open to the public. It would be a good idea to include a page that highlights your club (history & current information), and your affiliation with the SCFMS and the AFMS. Another good thing to include is a club membership form; people will join on the spot if you make it easy to do so.
- You will need to publish separate program agendas for the Breakfast and the Banquet and include them in your registration packets. You will need to coordinate with the current BEAC Chairman and the SCFMS President in making the agendas. You will only print as many as are needed based on your registered head counts.

A few recommendations: Consider setting up a committee for assigning individual & specific tasks to address the things that need to be handled. For example:

- One person should be in charge, coordinating all committees and individuals.
- Assign one person to receive all competitive and non-competitive entries, maintain a record of entries, and coordinate with the URC chairman.
- Assign one person to receive meal registrations and payments, maintain a record for the event and put together a registration packet for registrants.
- Assign a couple of people to design and provide centerpieces for the tables at the breakfast and banquet.
- Assign a couple of people to shop caterers or restaurants for the meals and report back to the committee for feedback on options.
- A good way to offset the cost of putting together and printing the 3 separate brochures is to ask for club/show sponsorship from local businesses'. They get a tax write off, and you can produce a better brochure at no extra cost to your club.
- If you don't already have a Facebook page for your club, you should set one up and assign a person to create an event page for the Convention and your Show and tag the SCFMS Facebook as co-host of the event. We will do our part to share and promote online as well.

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