

2022 & 2023 DKG-NJ State Convention Assignments Chapters/Individuals

Event	Chapter	Basic job Description
Please note: Responsibilities with ** must fill out AV forms found on http://www.dkgnj.org and communicate with the convention facilities coordinator to request and plan room set-up.		
Preparation of convention material (Pre-convention)	Alpha	Prepare convention materials in envelopes and arrange envelopes in alphabetical order.
On-site Registration Friday 4:00 p.m. – 7:30 p.m. Saturday 8:00 a.m. – 11:30 a.m.	Gamma Pi Rho	<ol style="list-style-type: none"> 1. Assign members from the chapter to assist registrants during the registration process Friday afternoon and Saturday morning. 2. If a chapter member is planning to arrive on Saturday afternoon, please have someone from the chapter pick up the registration packet in the morning.
Dessert Social Friday Evening	Beta	<ol style="list-style-type: none"> 1. Provide hostesses to check tickets at the door. 2. Provide hostesses to circulate/assist members with seating or service.
** Fundraising Raffle/Auction Friday Evening 5 p.m. set up Opening session begins 7:30 p.m.	Nu Lambda	<ol style="list-style-type: none"> 1. Supervise setting up of items prior to the event on Friday evening. 2. Prepare/assemble materials needed for the event, including chapter name cards, bags, tickets and change. (set up prior to event) 3. Notify each chapter of guidelines for the activity. 4. Sell tickets/collect money/coordinate drawings and announce winners. 5. Secure a raffle license for the convention (it is legally required).
** Orientation for Inductees Saturday 9 a.m.	Leadership Chairs Kimberly Falcone (Lambda)	<ol style="list-style-type: none"> 1. Plan/present orientation for initiates. 2. Invite International guest to join/participate in the orientation presentation for initiates, if one is attending.
Breakout Session Presiders Saturday 10:30–11:45 a.m. and 2:30-3:45 p.m. ** State Program Planning Chair will be responsible for breakout session AV form.	Zeta Iota Xi Omicron	<ol style="list-style-type: none"> 1. Provide 2-3 presiders from each chapter for the a.m. and p.m. breakout sessions, as requested by the program-planning chair. The state chair will provide the schedule and necessary forms to be completed and returned to her. 2. Be certain that each room is set up and AV materials are in place at least 15 minutes before the scheduled session. 3. Check with the convention facilities coordinator if assistance is needed on Saturday. 4. Distribute/collect evaluation forms. 5. Introduce and assist the presenter. 6. Distribute a certificate of appreciation to the presenter at the conclusion of the session. 7. Distribute PD Hours certificate to attendees requesting them. 8. Return all collected evaluation forms in the envelope provided and return to the container designated by the state chair.

2022 & 2023 DKG-NJ State Convention Assignments Chapters/Individuals

Event	Chapter	Basic job Description
<p>** Information Fair, International DKG Convention/Regional Conference display & Record book display</p> <p>Saturday 9 a.m.-5 p.m.</p> <p style="text-align: center;">Not this year</p>	<p>Exhibits and Record Books TBD Position unfilled</p>	<ol style="list-style-type: none"> 1. Work with chapter presidents and/or state committee chairs to plan and organize information fair/record book display. 2. Communicate with facilities coordinator to plan set-up and removal of display at hotel. 3. Notify each chapter of guidelines, times, and location of displays, no later than the January state meeting. 4. Coordinate preparation and awarding of participation certificates.
<p>** Chapter Sales</p> <p>Saturday 8-9; 10:30-11:45 a.m. and 2:30-4:30 p.m.</p> <p style="text-align: center;">None this year!</p>	<p>Delta</p> <p>Lambda</p>	<ol style="list-style-type: none"> 1. Contact chapter presidents planning to sell DKG related items-one item per chapter. 2. Seek approval of state president/executive committee for items to be sold by January 15th. 3. Following approval, develop an electronic list of the items to be sold by the chapter; include the price and a photo. Send information to the Webmaster and state newsletter chair. 4. Notify chapter presidents of guidelines, time, and location of sales. 5. Coordinate schedule for chapters to maintain tables and items. 6. Conduct any approved special sales designated for state funds.
<p>Saturday</p> <p style="padding-left: 40px;">Birthday Luncheon</p> <p style="padding-left: 40px;">Banquet</p>	<p>Zeta Place cards</p> <p>Epsilon Centerpieces</p> <p>Sigma Programs</p>	<ol style="list-style-type: none"> 1. Design, prepare and place centerpieces for tables. (No open flames.) 2. Prepare and position place cards for the head table and dais. 3. Prepare and distribute programs, including menus. 4. Select one "point person" for lunch and one for the banquet to serve as liaison between chapters and convention chairs. 5. Work with the convention chair to arrange for placement of special favors/gifts. 6. Costs should be shared equally among participating chapters. In the second year, notify the state convention chair of any chapter experiencing financial hardship, prior to the chapter meeting about luncheon or banquet.
<p>** Induction</p> <p>8 a.m. rehearsal 5:45 p.m. line up preparation for ceremony</p>	<p>Mu</p>	<ol style="list-style-type: none"> 1. The committee chairs will organize and plan the rehearsal and ceremony. 2. The assigned chapters assist the chairs in implementing their plans and make sure all attendees are registered for the convention.
<p>Business Meeting Saturday 9-10:15 a.m.</p> <p>Closing session Sunday 9:45 a.m.</p>	<p>Eta</p>	<ol style="list-style-type: none"> 1. Assist officers during the general sessions as requested, including distribution of materials and assistance with voting. 2. Act as hostesses during meetings.

2022 & 2023 DKG-NJ State Convention Assignments Chapters/Individuals

Event	Chapter	Basic job Description
General Convention Chair cbsrosered@gmail.com	Carol Schwartz	Oversee and evaluate all phases of convention planning and the execution of all plans.
Facility Coordinator/Event Planner sdavis84@optimum.net	Susan Davis	<ol style="list-style-type: none"> 1. Work with the state convention chair, registrar, program planning, music, necrology, initiation, and other convention-related chairs, and the state president to secure/order all AV needs and event set-ups for state convention. 2. Coordinate/oversee hotel room locations for workshops and events. 3. Make arrangements for hotel room block and banquet facilities for members, state president, and international guests. 4. Serve as the facility communication liaison between the registrar and state convention chair. 5. Monitor hotel rooms related to reaching room block to avoid penalty. 6. Serve as the communication liaison between AZS and the hotel banquet manager. 7. Maintain ongoing communication with state convention chair and attend state meetings regarding convention.
Convention Registrar alphazetastate@gmail.com	Jan Paxton	<ol style="list-style-type: none"> 1. Develop convention registration form for state newsletter and online registration. 2. Coordinate/collate/collect registration data/materials/fees. 3. Oversee preparation of registration materials with assigned chapter. 4. Delegate responsibilities to chapters in charge of on-site registration and distribution of materials. 5. Collect convention evaluations. 6. Maintain financial records.