2026 & 2027 DKGNJ 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.***		
On-site Registration Friday 4:00 p.m. – 7:30 p.m. Saturday 8:00 a.m. – 11:30 a.m.	Lambda Pi	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	Rho	1. Provide hostesses at the door. 2. Provide hostesses to circulate/assist members with seating or service.
**** State Fundraising** Raffle/Auction Friday Evening 5:00 p.m. set up Opening session begins 7:30 p.m.	Omicron Xi License: State: Ellen Hahn (Beta) Municipality: Dr. Barbara Glazewski (Lambda)	1. Supervise setting up of items including chapter name cards for basket placement prior to the event on Friday evening. 2. Prepare/assemble materials needed for the event: ticket bags, tickets, price/QR label, and change. (set up prior to event) 3. Notify each chapter of guidelines for the activity. 4. Sell tickets/collect money/coordinate drawings/runners, and announce winners.
**** Orientation for Inductees** Saturday 9:00 a.m.	Leadership Chairs: Dr. Denise Furlong, Debbie Snyder (Lambda)	1. Plan/present orientation for Inductees. 2. Invite International guest to join/participate in the orientation presentation for inductees if one is attending.
Breakout Session Presiders The state program chair will work with the registrar to seek volunteers to act as presiders in workshops they have selected to attend. 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 and 8 convention workshop programs plus 2 book discussion leaders.	State Program Chair: Diane Roberts (Omicron) Convention Facility Coordinator/Event Planner: Sue Davis (Epsilon) Presiders: Alpha, Beta, Gamma, Delta, Epsilon, Zeta, Eta, Iota, Lambda, Mu, Nu, Omicron, Xi, Pi, Rho	1. Provide presiders from chapters 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 for assistance, especially with AV, as needed on Saturday.** 4. Remind attendees the evaluation form is online. 5. Introduce and assist the presenter. 6. Distribute a certificate of appreciation to the presenter at the conclusion of the session. 7. PD Hours certificate will be emailed to attendees requesting them. 8. Return sign in sheets to the designated state chair.

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**** Art Show Display** Set up- Friday 5:00 p.m. Saturday 9:00 -11:45 a.m. 1:00 – 4:00 p.m. Breakdown -Saturday 4:00 p.m.	Arts Chair: Patty Curtis (Epsilon) Suezette Given(Alpha) Gamma Delta Epsilon Zeta	1. Assist in set up/breakdown 2. Create a schedule to monitor exhibit 3. Communicate with facilities coordinator to plan set-up and removal of display at hotel.
Saturday **** Chapter Sales** 9:30 – 10:30 set up, Sales: 10:30-11:45 a.m. 2:30-4:30 p.m.	State President: Cathy Fortunato (Lambda)	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.
Saturday **Birthday Luncheon** **Banquet and Awards Ceremony**	Eta Place cards Nu Mu Centerpieces Alpha Programs	1. Design, prepare and place centerpieces for tables. (No open flames.) 2. Prepare and position place cards for the head table and past president's tables. 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.
Saturday **** Induction** 8:00 a.m. rehearsal 5:45 p.m. line up in preparation for ceremony	Induction Chairs: Angela Castaneda Carol Boehm (Barbara Pollex Manuela Petoia) (Gamma, Lambda)	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.

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Business Meetings Saturday 9:00 -10:15 a.m. Sunday 9:45 a.m. Closing Session/Convention Report.	Beta	1. Assist officers during the general sessions as requested, including distribution of materials and assistance with voting. 2. Act as hostesses during meetings.
Celebration of Life Sunday 9:00 a.m.	Necrology Chairs: Ceremony: Jane Murphy (Eta) Paperwork Pam Watkinson (rho)	1. Collect Form 6/tribute/photograph from chapters. 2. Organize speakers for tributes. 3. Set up rooms. **4. State Pianist: Music, Laura Perrius (Alpha), and Convention Chair: white roses, Carol Schwartz (Gamma)** 5. **Lambda Chapter, hand out programs.**
General Convention Chair cbsrosered@gmail.com	Carol Schwartz (Gamma)	1. Oversees and evaluates all phases of convention planning and the execution of all plans. 2. Provides all flower arrangements for the entire convention. 3. Organizes Banner Carriers for procession at Lunch.
Convention Facility Coordinator/Event Planner sdavis3984@gmail.com	Susan Davis (Epsilon)	1. Works with the state convention chair, registrar, program planning, music, necrology, induction, and other convention-related chairs, and the state president to secure/order all AV needs and event set-ups for state convention. 2. Coordinates/oversees hotel room locations for workshops and events. 3. Plans for hotel room block and banquet facilities for members, state president, and international guests. 4. Serves as the facility communication liaison between the registrar and state convention chair. 5. Monitors hotel rooms related to reaching room block to avoid penalty. 6. Serves as the *only* communication liaison between DKGNJ and the hotel banquet manager. 7. Maintains ongoing communication with state convention chair and attend state meetings regarding convention.
Convention Registrar alphazetastate@gmail.com	Jan Paxton (Alpha)	1. Develops convention registration form for state newsletter and online registration. 2. Coordinates/collates/collects registration data/materials/fees. 3. Collects/disseminates online convention evaluations. 4. Maintains financial records.