

USAWest – Guidelines – Business Outline

General Chairman appoints:

Chairman of Business & Treasurer

1. Incorporate this convention as a non-profit in your state.
2. Establish a budget, revise as necessary & take proper care of petty cash
3. Select which financial computer package to use.
4. Obtain an IRS tax Status of a 501 (C) 3 corporation.
5. ALL contracts to be signed by General Chairman or Business Chairman.
6. Obtain Insurance to cover from beginning to final wrap-up.
7. Seek help and ideas from the Policy Board members who have experience.
8. Stats and all data for final report.

Chairman of Business – Good solid business head – may combine treasurer’s work if necessary.

Treasurer’s work must also be a fit with the Registration Chairman.

Chairman of Business appoints:

Chairman of Purchasing - supplies, equipment, ways and means, & fund raising items (including forms for buying & printing as well as storage of items)

1. Stats and data for final report
- 2.

Chairman of Vendor Booths – Maintains priority list, contacts, contracts, parking and unloading and supervises same. Work with Service Chairman for power and cleaning. Know that the exhibitors always complain about everything

1. Stats and data for final report
- 2.

Chairman of Convention Program Book – Planning & Publishing same. Advertising should be sold as necessary to cover the costs.

1. Stats and data for final report
- 2.