

GUIDELINES FOR DIRECTOR OF THE GENERAL DANCE PROGRAM COMMITTEE

The General Dance Program Committee Director is responsible for an important phase of the USAWEST Square Dance Convention – the planning and arranging of a well rounded dancing program covering three full days and four nights of almost continuous dancing, for the beginner as well as for the experienced dancer.

This Director works very closely with the Director of Square Dance Committee and the Director of Round Dance Committee and all should attend each others meetings, as they all interact together.

One or more members of the USA WEST Policy Board (WPB) have been assigned as Advisors to each of the several areas of programming. The Advisors should be consulted for help and suggestions. The Program Chairmen from previous conventions can also be of tremendous assistance with their advice, knowledge and experience. Local and National preferences need to be considered.

QUALIFICATIONS FOR GENERAL DANCE PROGRAM COMMITTEE DIRECTOR:

1. Person or Persons with considerable experience as dancers.
2. Have worked on Festivals or large dances.
3. Have danced in other areas or states to know preferences in all sections of the country.
4. Able to guide Committee Members to work harmoniously together.

JOB REQUIREMENTS

1. Appoint an Assistant Dance Program Director (if you decide you need one) and a Secretary by 18 months before the convention.
2. Work with the Director of Square Dance and the Director of Round Dance to create a well-rounded Program. These Directors will fill the positions of Chairman of Square Dance and Chairman of Round Dance on the Committee.
3. Appoint all seven of the other Dance Chairmen by 15 months before the convention with attention to interests of each, and so they can attend upcoming conventions to meet, discuss and learn from their counterparts.
 - A. Chairman of Contra (and Workshops)
 - B. Chairman of Clogging (and Workshops)
 - C. Chairman of Singles Dance (and Workshops)
 - D. Chairman of Youth Activities
 - E. Chairman of Advanced and Challenge Square Dancing (and Workshops)
 - F. Chairman of Exhibitions
 - G. Chairman of Ceremonies (and Formalities)
4. A BUDGET should be prepared for all the Program Committees and for each of the sub-committees, and submitted to the Board of Directors for approval. The budget can be revised from time to time as required by the number of registrations received.
5. Must co-ordinate all the dancing program for all ages and all dancing participation at the convention.
 - A. Square
 - B. Round
 - C. Contra
 - D. Clogging
 - E. Singles
 - F. Youth
 - G. Advanced and Challenge Square Dancing
 - H. Exhibitions
 - I. Ceremonies
 - J. Any other dance program scheduled

6. It is suggested that a folder be made up for each Chairman containing the following:
 - A. Statement of Policies for conducting a USAWEST Square Dance Convention.
 - B. List of USAWEST Policy Board (WPB) Advisors assigned to each specific area of program.
 - C. General Organization Chart
 - D. Program Committee Organization Chart
 - E. Job descriptions for Directors, Chairman and Vice Chairman
 - F. Suggestions received from the USAWEST Policy Board (WPB) Advisors and/or other members.
 - G. Any material from past conventions felt to be helpful, with the suggestion that all these ideas may be copied and passed on to Chairmen, Vice Chairmen and workers, if appropriate.
 - H. Minutes of meetings, notes, etc., may be included in these folders, along with questions, answers, ideas, etc., from general meetings, conferences, etc.

ITEMS FOR GENERAL DANCE PROGRAM DIRECTOR TO KEEP IN MIND REGARDING CALLERS AND LEADERS:

1. Work together with the Square Dance Committee Director and the Round Dance Committee Director to compile a list of Callers/Leaders from past major Convention's Program Books and similar sources, paying special attention to "National" (traveling) callers.
2. Decide if the General Dance Program Director will send out the invitations or if the Square Dance Director and the Round Dance Director will send out their respective invitations.
3. About 18 months before Convention, the first letter is sent out to the National Callers, and Round Dance Leaders. General Dance Program Director will send out letters to Youth Leaders, Contra Cuers, Exhibition Group Leaders, Exhibition Groups, etc. They all are to be reminded of the Convention and invited to come and participate.
4. Out of Area or out of State Callers/Leaders will be sent questionnaires, with a cut-off date for its return, if they wish to be programmed for the Convention. This cut-off date should coincide with the final date established beyond which newly registered callers/leaders will not be programmed, so that the list will not contain any names who may have in the meantime cancelled out.
5. Out of Area or out of State Callers/Leaders who are relatively new to the activity should also have an opportunity to take part even if it is only a minor part.
6. The Square Dance Committee and Round Dance Committee Directors need to keep the General Dance Program Committee Director informed and up-to-date as to the Callers and Leaders who respond to the letters of invitation.
7. An accurate list of all Callers/Leaders who have registered should be given to the Convention Program Book Chairman
8. Make sure each Caller/Leaders name is listed in the Caller/Leader roster of the official Convention Program Book. It also becomes a convenient reference for dancers to contact same callers/leaders.
9. Local and state Callers/Leaders (unless they are also "National" callers) will be used as Aides, M/Cs and Alternates at Convention time. This policy should be explained to the local Callers/Leaders at their association(s) meetings, etc.; where it can be pointed out that they will

- probably be called upon to fill in for “no-show” callers. etc., and will very likely get as much exposure as most of the callers from far away.
10. Be sure to list their names and addresses in the Program Book also.
 11. Callers must be provided for round dance rooms where needed.
 12. If no response is received to the questionnaire, and a follow-up letter still receives no reply, you should not program that Caller/Leader.

AFTER REGISTRATIONS START TO COME IN, the following suggestions may be helpful:

1. Most everything now days, is handled by computer. Accurate Data entry by the Registration Committee is essential, with an online viewing process for all of the Directors and Chairmen to utilize. Thus all will be able to obtain information regarding their area of the Program.
2. If there are some individuals who prefer hard copy, then each registration form that comes in with the participation part filled out should be copied and sent on to them.
3. A method of listing these program participants, with evaluation and scheduling date should be utilized.
4. In February preceding the Convention, contact CALLERLAB, the USAWEST Policy Board, and any other wide area organization, asking for help in rating all the callers/leaders who have registered. (Only those registered can be programmed).
5. Keep close contact with the Publicity Committee on all phases of programming. Good publicity creates interest and attendance at conventions.
6. Accurate lists of names and addresses of participants in all nine areas of the Dance Program Committee are essential as these will be printed in the Official Convention Program Book (and the pull-out sheets).
7. At Convention time, the General Dance Program Director (and Assistant) work with the Chairmen in the coordinating room, with check-ins and substitutions.
8. After the Convention is over, thank you notes or certificates of appreciation should be sent to all those who participated as Callers/Leaders.

GUIDELINES FOR CHAIRMAN OF CONTRA

Contra Dancing is going through a tremendous re-growth in popularity and it should receive equal importance with square and round dancing at the USAWEST Square Dance Convention. There are an increasingly larger number of excellent callers and teachers of Contra in the country. If none are available in your area, start at the beginning of Convention planning to introduce and develop Contra in your local, square and round dance clubs.

QUALIFICATIONS FOR CHAIRMAN OF CONTRA

1. Be familiar and enthusiastic about Contra Dancing.
2. Appoint Vice Chairman ___months before Convention.
3. Start early to create enthusiasm for Contra in yourself, your Vice Chairmen, and dancers. A well danced, well called Contra program will never be dull.
4. Arrange for information from Registration Committee to receive all pertinent information from Registration Forms relative to the Contra Program.
5. Familiarize yourself with the Policies for conducting a USAWEST Square Dance Convention. Previous Convention Leaders will help you, as will the USAWEST Policy Board (WPB) Advisors who have knowledge and experience to assist you.
6. Obtain a lot of help. You can use M/Cs, host, hostesses, statisticians and dancers.

VICE CHAIRMAN OF CONTRA DANCING PROGRAM – JOB REQUIREMENTS

1. Schedule all Contra Dancing.
2. Coordinate with General Dance Program Committee Director and the Chairman of Contra, the requests for halls, sound and all other facilities and equipment necessary. The General Dance Program Committee Director then refers the requests on to the appropriate Committee Director in charge of these items.
(Contra requires a hall with the length permitting the lines necessary to perform the figures.)
3. Obtain a list of participating Contra Callers from previous conventions for your invitation list of those you want to attend and call.
4. Obtain a list or copies of registration forms from Registration, of registrants who indicate interest in the Contra Program.
5. After conferring with the Chairman of Contra and the General Dance Program Director about the Callers who will be invited, the invitations are then sent out. The Callers should be instructed to fill out an enclosed Registration Form and check off the appropriate place in the participation box on the form that they have an interest or ability in Contra calling and dancing.
6. Work closely with coordination room for caller availability. Avoid scheduling any one caller so frequently in the Contra program, as most of the Contra Callers are also Square Dance Callers and would like to be programmed as such.
7. Schedule some Contra Dances in the main square dance halls.

VICE CHAIRMAN OF CONTRA WORKSHOPS – JOB REQUIREMENTS

1. Schedule all Workshop activities.
2. Work closely with Vice Chairman of Contra Dancing Program and with the Chairman of Contra.
3. Confer with the Vice Chairman of Contra Dancing Program to include an invitation to Callers to indicate on their Registration Forms their interest in Contra Workshops.
4. Work closely with coordination room for Caller availability.
5. Work for a Contra Caller Clinic for an hour a day, either before or after the regular Callers' Seminar, or possibly a section of the Seminar could be devoted to Contra calling. (Must be coordinated with the Education Committee).

VICE CHAIRMAN OF CONTRA LIAISON WITH EDUCATION COMMITTEE – ON PANELS AND WORKSHOPS – JOB REQUIREMENTS

1. Coordinate the scheduling of Contra Panels and Clinics with the Education Director. (Workshops remain under the jurisdiction of the General Dance Program Committee).
2. Suggest and furnish Education Committee Director a list of Contra Callers and Leaders as possible Panel and Clinic Vice Chairmen and work closely with them to have at least two panels or clinics on Contra included in the educational portion. Well known Callers and Teachers of Contra could serve as panelists and clinicians.
3. Arrange with the Showcase of Ideas Committee (in Education Committee) to have a display of Contra literature in the Showcase area.

VICE CHAIRMAN OF CONTRA TRAIL-END DANCES & AFTER PARTY DANCES – JOB REQUIREMENTS

1. Schedule and coordinate a Contra Dance After Party.
2. Schedule and coordinate a Contra Trail-End Dance.
3. Contact and schedule capable Contra Callers for these dances.
4. Make sure Publicity Chairman receives all information about these dances.
5. Make arrangements for all necessary facilities and equipment to be available for these dances. Requests must be channeled through Chairman of Contra Dancing Program, General Dance Program Director, to the Services Committee, to the Facilities Chairman.
6. These dances are to be a scheduled part of the Convention activities and presented at no charge to participants. Trail-End Dances on Wednesday night should end about 11:00 P.M. and After Party Dances on Thursday, Friday (and possibly Saturday) by about 1:00 A.M.
7. Arrange with Hospitality Vice Chairman (In Social and Special Events Committee) for Hosts and Hostesses to be in attendance. (Unless the General Dance Program Committee has elected to provide its own hospitality for all phases of the Program).
8. The Vice Chairman or a member of the committee is to attend all of these dances.

VICE CHAIRMAN OF CONTRA HOSPITALITY (If Needed) – JOB REQUIREMENTS

If the Contra Dance Chairman and or General Dance Program Chairman prefer to make their own hospitality arrangements, it is suggested they do so; however complete discussion needs to be held with the Chairman for Hospitality, under and channeled through the Director of Social and Special Events Committee, and with the full knowledge of the General Chairman, to make sure that all the hospitality assignments pertaining to the Contra Dance Program are carried out and that none is overlooked.

VICE CHAIRMAN OF CONTRA STATISTICS AND REPORTS – JOB REQUIREMENTS

1. Compile and furnish Chairman of Contra all facts and statistics on participation in all Contra events.
2. Compile and deliver all information to Chairman of Contra for WPB Final Report and Questionnaire.
3. Write publicity items on Contra and delivers it to Publicity Committee.

GUIDELINES
FOR
CHAIRMAN OF YOUTH ACTIVITIES

The following is a suggested list of positions needed for the Youth Activities Program. Every effort should be made to use capable young people:

CHAIRMAN OF YOUTH ACTIVITIES – JOB DESCRIPTION

1. Coordinate the activities of all the Vice Chairmen.
2. Report results, problems and progress to the General Dance Program Director.
3. Appoint these Chairmen (if applicable):
 - A. Vice Chairman of Youth Square Dancing
 - B. Vice Chairman of Youth Round Dancing
 - C. Vice Chairman of Youth Workshops
 - D. Vice Chairman of M/Cs, Aides and Alternates
 - E. Vice Chairman of Chaperons (Adult) and Hospitality
 - F. Vice Chairman of Trail-End, After Party Dances and Special Activities
 - G. Vice Chairman of Statistics and Reports
4. Work with all Vice Chairmen listed above to ascertain their facilities needs, which include sound equipment, chairs, tables and any other equipment deemed necessary.
5. Work with the General Dance Program Chairman so that the Facilities Chairman (in The Services Committee) will be aware of their needs.
6. Make sure all of the Vice Chairmen in the Youth Program try to arrange their time tables so that any Youth Exhibition Groups will be able to attend as many of the other Youth Activities as possible, keeping in mind the Groups need for practice time.

SUGGESTED JOB DESCRIPTIONS:

1. VICE CHAIRMAN OF YOUTH SQUARE DANCING
 - A. Set up Square Dance Program for the Youth dances.
 - B. Work with Vice Chairman of Youth Round Dancing to select round dances for the Youth Square Dance Program.
2. VICE CHAIRMAN OF YOUTH ROUND DANCING
 - A. Set up Youth Round Dance Program for round dancing.
 - B. Work with Youth Square Dance Vice Chairman.
3. VICE CHAIRMAN OF YOUTH WORKSHOPS
 - A. Set up various square and round dance workshops.
 - B. Do a study of past convention reports to see what worked and what didn't.
 - C. Determine if Workshops that were popular could be enlarged.
4. VICE CHAIRMAN OF YOUTH M/C'S, AIDES AND ALTERNATES
 - A. Work with the Vice Chairmen of Youth Square Dancing, Round Dancing and Workshops for their needs in M/Cs, etc.
 - B. Work with any other area that needs M/Cs, etc. for Youth Activity.
5. VICE CHAIRMAN OF CHAPERONS (ADULT) AND HOSPITALITY
 - A. This should be an adult couple.
 - B. They will work with the various Youth Vice Chairmen to determine an adequate number of Chaperons.
 - C. Proper selection of adult Chaperons is vital, as the Youth activity begins at the time of the Convention.
 - D. Could solicit clubs to ask members to sign a list (Name and mailing addresses) if they would like to chaperon. Lists could be forwarded and then selections made. Chaperons should then be notified of their selection.
 - E. If the Youth Program Chairman (and/or the Program Director) prefer to make their own hospitality arrangements, it is permissible, if discussions with the Chairman of Hospitality (through the Director of Social and Special Events Committee) and the General Chairman agree.

6. VICE CHAIRMAN OF YOUTH TRAIL-END, AFTER PARTY DANCES AND SPECIAL ACTIVITIES
 - A. Arrange for Youth trail-End and After Party Dances through the Vice Chairman of Adult Trail-End Dances and Vice Chairman of Adult After Party Dances.
 - B. Could arrange a special style show for Youth, coordinated with the Special Events Chairman and their Style Show Vice Chairman.
 - C. Other special activities might be planned.
7. VICE CHAIRMAN OF YOUTH STATISTICS AND REPORTS
 - A. Keep complete records of Statistics on the number of persons attending the various Youth Activities.
 - B. Keep other records deemed pertinent to the Youth activity, as this information becomes a great help to following Conventions in their planning stage.

GUIDELINES
FOR
CHAIRMAN OF CLOGGING COMMITTEE

This Chairman is responsible for the success of the entire clogging program, and reports directly to the General Dance Program Director, who is responsible to the General Chairman. All business of the Clogging Committee should be conducted through this line of organization.

Clogging is becoming a popular addition to the USAWEST Square Dance Convention, however it should not compete with other areas, but rather compliment them. USAWEST Square Dance Conventions are not to promote individual gain or recognition. Awards, either material or monetary for outstanding performance are forbidden, as is the encouraging of a contest atmosphere. This is not to prohibit the introduction of new steps or the demonstration of them for the dancers to learn and enjoy.

CLOGGING CHAIRMAN – JOB DESCRIPTION

1. Plan and coordinate the clogging program for each day of the Convention.
2. Attend all General Dance Program Committee meetings.
3. Submit all necessary reports to the General Dance Program Director.
4. Advise the General Dance Program Director of all necessary sound requirements, signs, ribbons, decorations, or other properties needed in the clogging hall.
5. Submit request to the General Dance Program Director for all coordination needed with other Committees.
6. Appoint suggested list of positions ___ months before Convention. Assistants may be appointed if necessary.
 - A. Secretary, Clogging Committee
 - B. Vice Chairman of Programmed Clogging
 - C. Vice Chairman of Clogging M/Cs and Aides
 - D. Vice Chairman of Clogging Statistics and Reports
 - E. Vice Chairman of Clogging Printed Material (Syllabus)
 - F. Vice Chairman of Clogging Hospitality
 - G. Vice Chairman of Clogging Trail-End Dances and After Parties

JOB DESCRIPTIONS:

SECRETARY – CLOGGING COMMITTEE

1. Assist Clogging Chairman with any correspondence or Secretarial tasks.
2. Maintain a file of all reports and correspondence.
3. Attend all Clogging Committee meetings and record the minutes.
4. Assist the Clogging Chairman in preparing all requested reports.

VICE CHAIRMAN OF PROGRAMMED CLOGGING

1. Works with Vice Chairman of Clogging M/Cs and Aides to Schedule same.
2. Assist Clogging Chairman in contacting instructors registered for the Convention.
3. Assist the Clogging Chairman in coordinating the workshops, clinics, and special events.

VICE CHAIRMAN OF CLOGGING M/C'S AND AIDES

1. Works with Vice Chairman of Programmed Clogging to schedule M/Cs and Aides.
2. Instruct M/Cs and Aides of their duties at check-in time.
3. Responsible for keeping the Clogging Program moving and on time.

VICE CHAIRMAN OF CLOGGING STATICE REPORTS

1. Keep a complete record of all necessary statistics during the Convention.
2. Assure that forms are available, and adequate instruction has been given to all workers.
3. Assist the Clogging Chairman with any reports upon request.

VICE CHAIRMAN OF CLOGGING PRINTED MATERIAL (SYLLABUS)

1. Prepare all the material to appear in the Clogging Syllabus
2. Obtain bids from at least three printers for the best price.
3. Submit the Syllabus in final form to the Clogging Chairman for approval before sending it to the printer.
4. Distribute the Syllabus according to the previously determined procedure.
5. Prepare other material (handouts, forms, etc.) as required.

VICE CHAIRMAN OF CLOGGING HOSPITALITY

1. Requests, through the Clogging Chairman, all needed supplies, such as: chairs, pencils, tables, water pitchers, or special considerations required by the Clogging Hall.
2. Appoint workers to assist as needed.
3. Appoint Chaperons if deemed necessary.
4. Prepare flyers and hand-outs to assure Cloggers are aware of all events related to their hall, or the Convention at large, that they might be interested in attending.

VICE CHAIRMAN OF CLOGGING TRAIL-END DANCES AND AFTER PARTIES

1. Arrange through the Clogging Chairman for Trail-End Dances and After Parties.
2. After above items are approved, make sure that all needed information is forwarded to the sponsoring group(s).

SPECIAL NOTE: Trail Dances – on the way to the Convention, are not the responsibility of any Convention Committee.

GUIDELINES
FOR
CHAIRMAN OF EXHIBITION GROUPS COMMITTEE

An important and much appreciated part of any USAWEST Square Dance Convention is the Exhibitions Program. The scheduling of this program in prime dancing time in the main halls for each of the three days of the Convention is proof enough of this, as is the fact that the spectator seats are usually filled for all three nights (with dancers as well as spectators).

QUALIFICATIONS FOR CHAIRMAN OF EXHIBITIONS

1. Person or Persons who have been a part of an exhibition group, worked on Exhibitions for Festival Programs or who have attended several major Square Dance Conventions and observed their Exhibitions Program.

CHAIRMAN OF EXHIBITION GROUPS – JOB DESCRIPTION

1. Consider Exhibition Groups available and tries to not repeat the previous years Exhibition Program. Variety is quite important. Outstanding groups should be solicited if their appearance would help to round-out the Program. Groups related to Square Dancing should be considered first.
2. Contact Exhibition Groups, inviting them to register and perform. This can be started the year before your convention, at the previous convention and it would be good to have a packet of information to hand to them. This Exhibition Group Packet should include:
 - Housing
 - Dressing Rooms
 - Security
 - Registration
 - Performance halls or sites
 - Length of each performance
 - Special Effects
 - Contacts
3. Program Exhibition Groups
4. Check with Programming to make certain that Callers, Cuers and Prompters are not programmed in conflict with or too close to an Exhibition.
5. Try to avoid scheduling the mediocre. Exhibitions should not just be a series of routines which most of the dancers watching could do, but instead worked out so they appear outstanding and unusual. There are no specific limits to size of groups.
6. Try to keep the "hams" under control. If a group requests to split their performance into two or more different times, suggest that they do only one number.
7. Special Effect requests must be explained in writing and/or by video tape to see how their performance could be more enjoyable and worth the extra time, money and effort for the Convention to provide same.
8. Consider using a well-know leader or caller as Master of Ceremonies, because they are at ease with a mike, and do a good job of introducing and "building up" the performers.
9. A time limit may be necessary if you have a number of groups. The Exhibitions Program should not be over 1 to 1 1/4 hours each evening. Timing is vital. Do not let one group run overtime, and then cut off the next group. Be certain that all Groups are aware of the time schedule so they have time to make their entrance, do their number and make their exit.
10. Most of all put on a GOOD show. Cooperation with the groups should be a high priority.

VICE CHAIRMAN OF LIAISON AND HOSPITALITY – JOB DESCRIPTION

- A. When an Exhibition Group has written to you for information, answer the letter immediately. If you do not know the answer at that moment, at least acknowledge the letter – telling them that you will get the answer and will advise them as soon as possible.
- B. Need to find out through the Housing Chairman if there will be any home housing, dormitory housing or motel housing available to these groups.
- C. Each group should have a liaison person/s assigned to it that needs to know all of the information pertaining to all of the facets of needs.
- D. Work with liaison person/s coordinates their activities to avoid confusion and duplication of effort.
- E. Each liaison person/s should write to their Exhibition Group, informing them of their position, and asking if they have any advance questions that need to be answered.
- F. Give each liaison person or persons the Exhibition Group Packet that the Exhibition Groups received so that they all have the same information.
- G. Find out when the group plans to arrive and arranges for the liaison person/s to meet them and stay with them for as long as necessary.

VICE CHAIRMAN OF PUBLICITY – EXHIBITION GROUP PROGRAM

1. As soon as the Exhibition Groups attending your Convention are known, a list should be given to the Director of Publicity Committee, reporting back through the Chairman of Exhibitions and the General Dance Program Director.
2. Obtain pictures and write-ups for each of the Groups for the Official Program Book. This information should be forwarded on to the Program Book Committee.

VICE CHAIRMAN OF STATISTICS AND REPORTS

1. Keep a complete record of statistics regarding the Exhibition Groups, including number of groups, time slots provided, dressing rooms provided, security provided, etc.
2. Some of the information should be obtained from the Vice Chairman of Liaison and Hospitality, who has gathered it from the Liaison person/s.
3. Could also include estimates of spectators attending each performance.

GUIDELINES
FOR
CHAIRMAN OF CEREMONIES AND FORMALITIES

Ceremonies highlight the opening of each evening's activities in the main hall at the Convention site, when attendance is at its peak and the dancers have gathered to relax and be entertained before dancing begins.

One to one-and-a-half hours prior to the openings is the perfect time to feature some crowd-pleasing exhibition groups, giving them the opportunity to perform before a mass audience who hopefully is seated. Concluding the ceremonies with a few more exhibition groups has been successful and tends to hold the audience until the Master of Ceremonies, concludes the event.

The Chairman of Ceremonies and Formalities should be appointed ___ months prior to the Convention. This position reports directly to the General Dance Program Director, but will be working with the General Chairman and the Assistant General Chairman, as this portion of programming is a coordinated effort.

QUALIFICATIONS FOR CHAIRMAN OF CEREMONIES AND FORMALITIES

1. Must be very organized and able to handle time schedules.
2. Must be prompt in making requests to other committees.
3. Must be personable and cooperative.
4. Originality is helpful.

DUTIES

1. Work with General Chairman and Assistant General Chairman to formulate a plan.
(See suggested schedule)
2. Write letters of Invitation to various Ceremony Personnel and Dignitaries.
3. Work with other committees.

CERTAIN ITEMS WHICH MUST BE INCLUDED IN THE CEREMONIES; i.e.

1. Welcomes by special dignitaries
2. Introductions of the Convention General Chairman
3. Introductions of the Convention Board of Vice Chairmen
4. Introduction of the next General Chairman and their invitational presentation
5. Introduction of the President of the USAWEST (WPB) Policy Board
6. Introduction of the USAWEST (WPB) Policy Board Members
7. The announcement on Saturday night of the next Convention
8. The States on Parade

SCHEDULING (A sample schedule is as follows):

THURSDAY

- A. Exhibition Group(s)
- B. Master of Ceremonies
- C. Presentation of Colors
- D. National Anthem
- E. Invocation
- F. Welcome – Convention's General Chairman
- G. Welcome – City Official(s)
- H. Exhibition Group(s)

FRIDAY

- A. Exhibition Group(s)
- B. Master of Ceremonies
- C. Presentation of Colors
- D. National Anthem

- E. Invocation
- F. Welcome – Convention’s General Chairman
- G. Welcome – State Official/Celebrity
- H. Next Convention’s General Chairman and invitational Presentation
- I. Exhibition Group(s)
- J. Grand March

SATURDAY

- A. Exhibition Group(s)
- B. States on Parade – Parade Marshall (Optional)
- C. Presentation of Colors
- D. National Anthem
- E. Invocation
- F. Introduction of Conventions General Chairman
 - a. General Chairman’s introduction of Board of Directors
- G. Introduction of USAWEST Policy Board (WPB) President
 - a. President’s introduction of Committee Members
 - b. President’s announcement of future Convention sites
- H. Exhibition Group(s)

TIPS FOR SUCCESSFUL CEREMONIES:

If at all possible, use more than one entrance simultaneously for the Grand March and States on Parade.

Select dynamic, well-known personalities to serve as Masters of Ceremonies and the optional Parade Marshall for the States on Parade.

Book special dignitaries and personalities a year or more in advance of the Convention. Invocations should be handled by a leader representing a different faith each evening.

Color Guards can range from branches of the Military to Boy and Girl Scout Units. The National Anthem is always featured however a number of popular “American” musical selections are acceptable at other times.

Closely adhere to the timed schedule, avoid too many introductions of public officials unknown to the majority, and try to avoid keeping the States on Parade participants standing to long.