



Lutheran Women's Missionary League (LWML) Iowa East District (IED) Convention Planning Guide

The LWML IED Convention Planning Guide serves as a reference to assist with the planning of the LWML IED bi-annual convention. The Convention Manager is responsible for updating the guide as changes and/or recommendations are deemed necessary.

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1. LWML IED BOARD OF DIRECTORS

1.1 Appointments

The following are appointed by the LWML IED President with approval of the LWML IED Board of Directors (BOD), hereafter referred to as BOD, to assist with the planning of the LWML IED convention:

1. LWML IED Convention Manager
2. LWML IED Convention Committee, hereafter referred to as Convention Committee, includes the following BOD members. Additional members may be added at the discretion of the LWML IED President.
 - a. LWML IED President, Chairman
 - b. Recording Secretary
 - c. Pastoral Counselors
 - d. Convention Manager
 - e. Host Zone Convention Chairman/Co-Chairmen
 - f. Host Convention Zone President
 - g. Next Host Convention Zone President

1.2 Responsibility

1.2.1 President

1. Appoint a Host Zone Convention Chairman/Co-Chairmen from the host zone.
2. Appoint Convention Committee and serve as chairman.
3. Create convention agenda with an approximate timeline.
4. Create delegate orientation agenda.
5. Create the order for the opening processional.
6. Appoint Tellers for officer election and mission grant ballots.
 - a. There should be at least one person from each zone for each set of tellers.
 - b. Appoint a chairman for each set of tellers.
 - i. Ensure directions for counting ballots are in the hands of the teller chairmen and they are instructed to pass out copies to their appointed members.
7. Obtain a list of items that speakers need and forward to the Convention Manager and Convention Chairman/Co-Chairmen.

1.2.2 Convention Manager

1. Serve as a member of Convention Committee.
2. Schedule Convention Committee meetings, as necessary. Note: the President will call the meetings.
3. Assist in researching possible future convention sites.
4. Facilitate convention needs (i.e. servant events, Gifts from the Heart, special program needs, screens, projectors, etc.).

5. Identify Potential Exhibitors.
 - a. Compile list of Lutheran Church Missouri Synod (LCMS) Recognized Service Organizations (RSO) exhibitors to be approved by the BOD. This list will include BOD committees and members who may wish to have a display table.
 - b. Send convention invitation to BOD approved exhibitors. Invitation should include a letter that includes hotel information and registration form.
 - c. Provide list of BOD approved exhibitors to Convention Registrar and Exhibits and Displays Committee.
6. Develop registration spreadsheet and provide to Convention Registrar.
7. Supervise convention registration process.
8. Collect BOD and Special Guests Convention Registration Information.
 - a. Collect registration information from the BOD and special guests.
 - i. When registering the special guests, it might be easier to have the guests fill out their own form as there are many decisions to be made on the form. Include a self-addressed stamped envelope, if requesting response via postal mail.
 - b. Send the list of all BOD and special guest registrants to the Convention Registrar.
 - c. Notify the Treasurer the amount that needs to be sent and notify the Convention Registrar the fees will be paid in a lump sum check by the Treasurer.
9. Make hotel reservations for guest speaker, LWML representative, and other special guests whose room will be paid by the LWML IED.

1.2.3 District Pastoral Counselors

1. Serve as a member of Convention Committee.
2. Counsel the BOD and Convention Committee regarding convention planning.
3. Assist with planning the convention opening worship service, as needed.
4. Plan and lead convention Bible Studies.
5. Support members of the Convention Committee and BOD as they plan the convention.
6. Assist with selecting Mission Grants to present to the convention, as assigned by the LWML IED President.
7. Serve on the Bylaws committee, as assigned by the LWML IED President.
8. Review materials that require doctrinal review.
9. One counselor is assigned by the LWML IED President to each group of tellers and supervises the counting of the ballots.
10. Send letter in early March and Host the Pastors' Luncheon at Convention, if held

1.2.4 Vice President of Organizational Resources

1. Propose Bylaw Changes.
 - a. Request suggestions for possible bylaw changes from BOD, zones, groups and/or individuals.
 - b. Meet with Structure Committee to review potential bylaw changes and make recommendations to BOD.

- c. Prepare and present proposed bylaw changes to the BOD.
 - d. Once the BOD approves the bylaw change recommendations, submit proposed bylaw changes to the LWML Structure Committee for input and approval.
 - e. After LWML Structure Committee approval is received, report proposed bylaw revisions to the BOD.
 - f. Publicize proposed changes to groups.
 - g. Provide copy of proposed bylaw changes for convention delegates.
2. Serve as LWML IED President, in the absence of the president.

1.2.4.1 Member Development Committee

- 1. Collect Young Woman Representative (YWR) Convention Registration form and payment. Once all YWR information is collected, send to Convention Registrar.
- 2. Make YWR hotel reservations and roommate assignment.
 - a. The amount for the YWR portion of the room will be billed to her sponsoring zone. Room rate is based on two per room unless their Zone sponsor elects to pay the extra amount for a single room.
 - b. Zone Treasurer's should send payment for their YWR's hotel room to the LWML IED Financial Secretary or other designee that is securing payment of the room.

1.2.5 Vice President of Gospel Outreach

- 1. Propose Mission Grants.
 - a. Request mission grant proposals from groups and individuals.
 - b. Obtain a list of possible grant recipients from the LCMS Board of Mission.
 - c. Meet with Mission Grant Committee, including the LWML IED President as an ex-officio member, to review and recommend potential mission grants. Submitted grant proposals are reviewed for mission emphasis.
 - d. Submit proposed mission grants meeting LCMS mission status to the LCMS Iowa District East (IDE) President for approval.
 - e. Submit the LCMS IDE President approved Mission Grant list to the BOD for approval and inclusion on the ballot.
 - f. Publish the list of approved Mission Grants in the LWML IED newsletter and LCMS IDE newsletter.
 - g. Provide copy of proposed mission grants to convention delegates.
 - h. Prepare Mission Grant convention ballot.
 - i. Prepare Mission Grant Presentation in a format suggested by the BOD.

1.2.6 Vice President of Christian Life

- 1. Assist with convention planning as needed, such as skits, humorist interrupter, etc. as part of the program. Note: One of the skits is usually a promotional one for the next national convention provided by national LWML.

1.2.7 Vice President of Human Care

- 1. Contact possible Gifts from the Heart (GFTH) recipients regarding needs and logistics of getting items to them.

2. Meet with Human Care Committee to select potential GFTH recipients.
3. Submit potential GFTH recipients to BOD for approval.
4. Solicit assistance in boxing GFTH materials during the convention from the zones and/or YWRs.
5. Create list of GFTH items needed for publication in the LWML IED newsletter and website.
6. Obtain packing materials for GFTH items, as necessary. See that the GFTH items reach the proper recipient in a timely fashion.
7. Prepare the convention GFTH dedication with assistance of LWML IED Pastoral Counselors.

1.2.8 Recording Secretary

1. Serve as a member of Convention Committee.
2. Keep a record of the delegate and alternate names for each unit.
3. Communicate with the Convention Registrar to make sure delegate registrations match. Delegates and alternates need to be registered both with the Recording Secretary and the Convention Registrar.
4. Give credential report at the start of each convention session.

1.2.9 Treasurer

1. Solicit suggestions for convention offerings that will be voted by the BOD.
2. Work with Convention Hostesses/Pages to collect offerings.
3. Work with Zone Convention Committee regarding counting offerings (a secure location must be used).
4. Make sure offerings are stored in a secure location.

1.2.10 Convention Committee

The purpose of the Convention Committee is to work with the host Zone, making sure communication flows between the BOD and the Zone regarding all facets of planning the convention. The Convention Committee meets at the call of the LWML IED President, as needed.

1. Recommends the following to the BOD for approval:
 - a. Convention site
 - b. Convention theme
 - c. Convention logo
 - d. Convention registration form and fees
 - e. Convention exhibitor registration form and fees
 - f. Registration deadlines
 - g. Menu
 - h. Servant events
 - i. Evaluation form
 - j. Special song leader
2. Tour the convention site prior to the convention for final setup.

1.2.11 District Registrar

1. Distribute delegate registration packets to each active LWML IED group.
 - a. Delegate Registration Packet Information
 - i. Letter from the Host Zone Convention Chairman/Co-Chairmen inviting them to attend the convention
 - ii. Information on how the delegate/alternate process works
 - iii. Information on servant events and GFTH
 - iv. Delegate/alternate notification form
 - v. Hotel room reservation information
 - vi. Convention registration form

1.3 Zone Presidents

1. Provide a zone banner for opening procession. Refer to Appendix A for zone banner guidelines.

1.4 BOD Approvals

The BOD approves all convention plans, including, but not limited to:

1. Speaker(s)
2. Gifts from the Heart (GFTH)
3. Convention offerings
4. Recommendations from the Convention Committee as defined in Section 1.2.10

2. HOST ZONE

2.1 Host Zone President

The Zone President should be included in Host Zone Convention Committee meetings to keep her informed regarding the convention.

2.2 Host Zone Convention Chairman/Co-Chairmen

1. The host zone selects the Host Zone Convention Committee Chairman or Co-chairmen and the LWML IED President appoints her/them to the BOD.
2. Serve as a member of the Convention Committee.
3. Work with the Convention Manager.
4. Meet or visit with the hotel to assure plans are proceeding. Provide any special requests and meals.
5. Lead Host Zone Convention Committee meetings.
6. Communicate with Host Zone Convention Committee chairmen.
7. Write letter of invitation to the convention.
8. Develop evaluation form with Host Zone Convention Committee.

2.3 Host Zone Convention Secretary

1. Record minutes of all Host Zone Convention Committee meetings and distribute them to all committee members.

2.4 Host Zone Convention Treasurer

1. Open a checking account for the convention with seed money from funds remaining from previous LWML IED convention, when available.
2. Record all convention expenses incurred by the Host Zone.
3. Work with the Host Zone Convention Chairman/Co-Chairmen to create a form for requesting reimbursement and a process for approving reimbursement.
 - a. Donations and registration fees are used to finance the convention.
4. LWML IED bylaws detail disposition of excess convention funds. Note: After all bills are paid (including the payout of seed money for the next convention), excess convention funds are to be submitted to the LWML IED Financial Secretary for district mites and expenses.

2.5 Host Zone Convention Committees

Depending on the size of the zone, multiple committees might be combined into a single committee. A Host Zone Convention Committee Chairman will be identified for each committee.

2.5.1 Registration

1. Identify a Convention Registrar that will receive registration and exhibitor forms and fees.
2. Develop Convention Registration Form and Exhibitor Registration Form with assistance of the Convention Manager.
3. Track meals, meal preferences, and registration type such as delegate, guest, exhibitor, etc. as well as servant event registrations using spreadsheet provided by Convention Manager.
4. Work with the Convention Manager to obtain the BOD and special guest registration information. The registration fees are paid in a lump sum from the LWML IED Treasurer.

5. Create name tags for convention attendees. It is suggested that voting members have name badges of a different color than general registration.
6. Create meal tickets for convention registration packets.
7. Provide exhibitor information (name, number of tables required, electricity required, etc.) to Exhibit Hall Chairman at least one month prior to convention.
8. Send all registration money to the Host Zone Convention Treasurer.

2.5.2 Hospitality

1. Duties of hostesses:
 - a. Direct delegates to appointed seating before opening worship.
 - b. Direct seating for all meals.
 - c. Check identification for all meals served.
 - d. Gather convention offerings (assign tables/rows).
 - e. Distribute brochures, handouts, etc. as needed.
 - f. Be prepared to answer logistical questions.
 - g. Prepare/obtain offering baskets or buckets.
2. Decide on special attire to be worn by helpers.
3. Obtain helpers. All helpers should become familiar with facility and know directions to registration, ingathering, display and servant events. Everyone should offer assistance to those needing assistance as they are able.
4. Number of workers below are suggestions and may change depending on number of registrations expected.
 - a. Welcome guests and exhibitors – 5
 - b. Hostess – 5
 - i. Display – 1
 - ii. GFTH – 1
 - iii. Servant event – 1
 - iv. Registration table – 2
 - c. Take tickets/check badges for each meal – 2-4 (more if needed, depending on service style)
 - d. Direct delegates to Delegate Orientation room – 10
 - e. Deliver notes/messages usually from the LWML IED President or BOD to the Host Zone Convention Committee. Deliver messages to the stage from anyone on the floor. Have spare pencils and writing pads for message writing. – 2 pages

2.5.3 Signs and Properties

1. Prepare signage. Can use previous convention signage if desirable and available.
 - a. Display and Exhibits – sign outside room and sign directing to room.
 - b. Gifts from the Heart – sign outside room and sign directing to collection room.
 - c. Registration

- d. Servant events – sign outside room and sign directing to room.
 - e. General Session seating
 - i. Designated seating for Delegates and Voting BOD
 - ii. Non-Voting BOD
 - iii. Young Women Representatives
 - iv. Guests – Discuss with Convention Manager as they may be seated with BOD
 - v. Special Guests – Discuss with Convention Manager as they may be seated with BOD
 - f. Signage for rooms (2) to count ballots and offerings
 - g. Clergy robing, processional lineup
 - h. Zone banner placement
 - i. Restrooms
 - j. Meeting rooms
 - k. YWR room
2. Signage needs to be portable so it can be moved and/or changed as necessary since one room might be used for several different functions during the convention.
 3. Work with the convention center regarding setting up the signage, etc. The night before would be most helpful, if possible.
 4. Obtain properties that might be needed
 - a. Screens, projectors, etc. Need to know what special properties are needed for speakers as well as meeting room(s). Obtain list of needs from Convention Manager.
 - b. Work with technical people. Assist as necessary with moving equipment, etc.

2.5.4 Publicity

1. Use convention logo in publicity.
2. Develop publicity materials.
3. Prepare skit to be approved by Host Zone Convention Committee and Host Zone Pastoral Counselor to publicize convention.
4. Distribute publicity to zones and groups. Note: Publicity can be distributed in multiple formats e.g. posters and electronically.

2.5.5 Packets and Materials

1. Order materials
 - a. Convention bags or folders.
 - b. Some materials might be ordered by the LWML IED from national LWML.
2. Schedule time for volunteers to assist with stuffing bags or folders with materials.
 - a. Convention manual. Manuals may or may not be placed in the packets depending on when they are available from the printer. If they aren't available in time to place in the packets, they will be at the registration table to give out to those registered as they check in.
 - b. Evaluation form

- c. Materials ordered by LWML IED
 - d. Materials sent by exhibitors
 - e. Pencil or pen
3. Note: Make sure items received are meant for the packets and not for the LWML booth. Some materials may need to be re-distributed to proper people.
 4. Deliver filled bags to Registration table at convention so they can be given to registrants as they check in.
 5. Arrange for last-minute filling of additional bags for last-minute registrations, if necessary.
 6. After convention, return unused bags to Packets and Materials Committee Chairman, with materials removed, sorted and inventoried. Some materials might be stored for use at the next convention.

2.5.6 Theme, Arts, Decorating

1. Create stage backdrop based on the theme, if used. Work with the hotel for logistics.
2. Create table decorations and favors. Verify the number of tables needed to be decorated and plan centerpieces and favors based on the convention theme.

2.5.7 Exhibits and Displays

1. Verify with hotel when the room used for exhibits will be available and communicate to Convention Manager. Note: some exhibitors need a large amount of time to set up, preferably the evening before.
2. Obtain exhibitor information (name, number of tables required, electricity required, etc.) from the Convention Registrar at least one month prior to convention.
3. Plan layout of exhibit room with the hotel.
4. Provide the floor layout and list to Exhibitors and Convention Manager.

2.5.8 Servant Events

1. Contact possible recipient organizations and collect ideas of needs.
2. Gather supplies and materials prior to convention.
3. Organize volunteers to assist with providing direction for the servant events.
4. Collect boxes for packing completed projects.
5. Deliver completed projects to the recipients or send with recipients at the end of convention.

3. CONVENTION EXPENSES

This section identifies which convention expenses are paid directly by the LWML IED, paid by the Host Zone and reimbursed from the registration fees, or items that the Host Zone may desire to due in order to enhance the convention but will not be reimbursed for their expenses.

3.1 LWML IED Covered Expenses

The LWML IED is responsible for the following convention expenses:

1. BOD's mileage expenses, upon request per LWML IED bylaws.
2. BOD convention registration.
3. Exhibit table fees for BOD committees that are having a display table.
4. Travel, room, registration, and honorarium for guest speaker.
5. Travel, room and registration for LWML representative.
6. Travel, room and registration for Gifts of Love.
7. Registration for other invited presenters.
8. Room used for BOD meeting prior to convention.

3.2 Host Zone Expenses Reimbursed Through Registration Fees

The host zone is responsible for the following convention expenses, which are reimbursed from convention registration.

1. Venue cost e.g. meal package and room(s) rental
2. Meals as a result of registration. Usually, meeting room(s) rental is based on the number of meals purchased.
3. Convention bags or folders
4. Name tags
5. Convention manuals – content provided by LWML IED and assembled and printed by Host Zone
6. Convention banner (with a cap set by the LWML IED Convention Committee)
7. Directional Signs
8. Evaluation form (consider including in the convention manual, put on website, or send via email)
9. Equipment rental, piano, projectors, screens, extra sound equipment, microphones, etc.
10. Audio visual (A/V) personnel registration, hotel, and transportation
11. Special song leader registration, hotel, and transportation
12. Music copyright fees (e.g. CCLI license)

3.3 Host Zone Non-Reimbursed Expenses

The host zone is responsible for the following convention expenses, which are not reimbursed from convention registration.

1. Servant events
2. Backdrop
3. Table decorations, centerpieces

4. Favors

4. CONVENTION TIMELINE

This section serves as a general recommended timeline and may not be inclusive of all activities. Any materials that require doctrinal review, will be provided to the Pastoral Counselors at least two weeks prior to when the materials are needed.

4.1 24 Months or More Prior (June of Even Year)

1. Convention Site and Dates
 - a. Convention Manager and Host Zone will identify potential convention site(s) and dates.
2. Identify Convention Speaker(s)
 - a. The Convention Speaker may be suggested by members of the LWML IED at large. The speaker is then selected by vote of the BOD and contacted by the LWML IED President. If the suggested speaker declines, the process begins again until a speaker is obtained. There may be more than 1 speaker suggested, with an order of contact voted by the BOD. Many speakers schedule at least 2-4 years in advance, so early planning is important.
 - b. Note: mission speakers are to furnish knowledge and inspiration for mission activities, not promote immediate contributions.
3. Appoint Host Zone Convention Chairman/Co-Chairmen
 - a. The Host Zone Convention Chairman/Co-Chairmen are volunteers either elected or selected by the Zone hosting the convention.
4. Appoint Convention Committee
5. Identify Host Zone Convention Committees' Chairmen
 - a. The Host Zone must supply Committee Chairmen to handle planning and executing the various portions of the convention with assistance from the members of the Host Zone.

4.2 22-23 Months Prior (July/August of Even Year)

1. Convention Site and Date
 - a. Convention Manager and Host Zone Convention Chairman-Co-Chairmen present list of potential convention sites and dates to Convention Committee. Convention Committee selects the convention site and date to be presented to the August BOD meeting for approval.
2. Select theme
 - a. A variety of suggestions are submitted by the Host Zone Convention Committee to the Convention Committee. The Convention Committee selects the theme to be presented at the February BOD meeting for approval. The theme must have a Bible Verse reference.

4.3 16-17 Months Prior (January/February of Odd Year)

1. Select logo
 - a. A variety of logo suggestions are submitted by the Host Zone Convention Committee to the Convention Committee. The Convention Committee selects the logo to be presented at the February BOD for approval. The logo should have at least 3 versions to choose from. The artist for the logo is selected by the Host Zone.
2. Provide list of Host Zone Committee Chairman Assignments
 - a. The Host Zone Convention Chairman/Co-Chairmen reports the Host Zone Convention Committee Chairman assignments to the Convention Manager.

3. Identify Nominating Committee
 - a. Zone Presidents submit contact information of selected District Nominating Committee Members to the LWML IED President by January 31. Each zone should have a representative on this committee.
4. Appoint Nominating Committee Chairman
 - a. The LWML IED President appoints a chairman of the Nominating Committee from the list supplied by the zones, with approval of the BOD at the February BOD meeting.
5. Send Call for Mission Grant Proposals
 - a. The Vice President of Gospel Outreach requests Mission Grant Proposals from groups and individuals.
6. Request LWML Representative
 - a. The LWML IED President will request a LWML representative to attend the convention through the LWML president.

4.4 13 Months Prior (May of Odd Year)

1. Zone Convention Committee
 - a. Identify workers
 - b. Request contributions to offset costs from:
 - i. Lutheran Church Extension Fund
 - ii. Other organizations and individuals
 - c. Plan publicity with assistance of the BOD
 - d. Prepare list of potential servant events and provide to Convention Committee by July 1
2. Solicit bylaw amendments with a due date of July 31 to the Vice President of Organizational Resources.
3. Solicit LWML IED Pastoral Counselor Nominees
 - a. The BOD identifies several pastors serving within the LCMS IDE who have consented to be possible nominees for LWML IED Pastoral Counselor. The LWML IED President submits the list to the LCMS IDE President for approval.
 - b. The BOD selects two (2) Pastoral Counselor Nominees from the approved list for the ballot. The LWML IDE President forwards the names of the nominees to the Nomination Committee to be placed on the ballot.

4.5 12 Months Prior (June of Odd Year)

1. Convention Menu
 - a. Convention Manager and Host Zone Convention Committee Chairman/Co-chairmen work with convention site to develop convention menu selection proposals.
2. Publish convention skit prepared by Host Zone Publicity Committee that has been approved by Host Zone Convention Committee and Host Zone Pastoral Counselor.

4.6 10-11 Months Prior (July/August of Odd Year)

1. Convention Registrar provides proposed Convention Registration Form and Exhibitor Registration Form to Convention Committee.
2. Convention Committee meets to prepare recommendation of registration forms, fees, registration deadline, menu, and servant events to be presented at the August BOD meeting for approval.
 - a. Registration Fees
 - i. 1 day (each) / 2 day Attendance
 - ii. Delegates
 - iii. Guests
 - iv. Exhibitors – table and electrical hookup
 - v. Note: Convention registration for the Zone Host Committee participants are not discounted. Groups may wish to have fundraisers to defray their personal expenses for convention.
3. Bylaws
 - a. The Vice President of Organizational Resources brings proposed bylaws changes to the BOD for approval.
4. Present Registration Fee and Registration Forms proposals from the Convention Committee for BOD approval.
5. Exhibitors
 - a. The Convention Manager brings a proposed Exhibitor list to the BOD for approval.
 - b. The Convention Manager sends invitation to Exhibitors.
6. Young Women Representatives
 - a. The Member Development Committee distributes Young Women Representative forms to Zone Presidents and plan YWR convention events.
7. Gifts from the Heart
 - a. The LWML IED Human Care Committee begins planning for Gifts from the Heart options to be approved by the BOD.
8. Zone Banner
 - a. Zone Presidents solicit banner designs and prepare banner.

4.7 8 Months Prior (October of Odd Year)

1. Submit Convention information and registration for Alive Winter publication by October 15.
 - a. LWML IED Webmaster will publish the registration form on the LWML IED website.

4.8 4-5 Months Prior (January/February of Odd Year)

1. The Convention Committee and Host Zone Convention Committee meet at the hotel to continue planning. Meeting allows ability to see where various portions of the convention will take place and work with hotel personnel with details of room setup, etc.

2. Evaluation Form
 - a. Host Zone Convention Committee prepare Evaluation form and submit to Convention Committee by January 15. Convention Committee reviews and updates accordingly to be presented at the February BOD for approval.
3. Mission Grants
 - a. Vice President of Gospel Outreach distributes mission grant descriptions and amounts to groups, prepares Mission Grants ballot, begins mission grant ballot convention presentation.
4. Hotel Room Reservations
 - a. The BOD members need to reserve their own room. The LWML IED pays for BOD members based on four (4) per room upon request. Members may request fewer in a room, paying the difference themselves.
 - b. Meeting Manager makes room reservations for guest speaker, LWML representative, and other special guests whose room will be paid by the LWML IED.
 - c. Member Development Committee Chair makes room reservations for YWRs.
5. Proposed Bylaw Amendments
 - a. The Vice President of Organizational Resources distributes the proposed bylaw amendments via the LWML IED newsletter, LWML IED website, and/or other means.
6. List of Nominees for the ballot
 - a. The Nomination Committee Chairman publishes the list of nominees via the LWML IED newsletter and LWML IED website.
7. A Financial Review Committee is appointed by the BOD to review the financial records at the end of the fiscal biennium (March 31).
8. The BOD determines the convention offering recipients. There may be 1 or 2 convention offerings and the designation must be an approved LCMS RSO. According to LWML IED Bylaw Standing Rule 18, the first convention offering is designated to go to the LWML IED mission goal.
9. Notify members and Zones that any additional business to be brought before the convention shall be submitted in writing to the LWML IED President at least two (2) weeks prior to the convention, this includes nominations from the floor.
10. District Registrar provides delegate packets to Zone Presidents for distribution to each active group.

4.9 3 Months Prior (March of Even Year)

1. The LWML IED Financial Secretary and Treasurer begin working on the mission grant, in reach, and outreach goals to be submitted to the BOD for approval and adoption at convention.
2. Host Zone Convention Committee
 - a. Participate in additional planning and preparation.
 - b. Verify plans.
 - c. Discuss last-minute details.
3. Convention Committee meet at convention site, if possible
 - a. Discuss last-minute details.
4. LWML IED President creates the Processional list.

5. The Senior District Pastoral Counselor sends invitation to Pastor's Luncheon.
6. Host Zone Convention Chairman/Co-Chairmen and Committees
 - a. Tie up loose ends.
 - b. Verify all plans are in place.
 - c. Check with Convention Treasurer and Registration Committee regarding number of registrants, finances, and payments.
 - d. Work on final details with the LWML IED President, LWML IED Convention Manager, BOD.

9.1 1 Month Prior (May of Even Year)

1. Convention Registrar provide exhibitor information (name, number of tables required, electricity required, etc.) to Exhibit Hall Chairman. Exhibit Hall Chairman provide exhibitor layout to Convention Manager.
2. Stuff convention bags/folders with materials.

10. APPENDIX A – ZONE BANNER GUIDELINES

The Banner Processional sets the tone for the convention as it beautifully expresses the convention theme and highlights the God-given talents of our zones. Banner specifications are noted below.

1. Finished banner size is to be no more than 36” x 54” (3’ x 4.5’).
2. You may not use the convention logo on your banner. You may base your design on the convention theme.
3. Your zone’s name must be on the front of the banner, though it may be abbreviated.
4. Your banner may be constructed in any manner that allows it to be displayed for viewing at convention. Provide your own pole, hanger, and stand for the banner at the convention as these will not be provided by the Host Zone Committee.