



Events Reference Guide

For Tennessee Federation of Garden Clubs

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Events Reference Guide for TFGC

Introduction

This reference guide is meant to provide guidance for all Tennessee Federation of Garden Clubs, Inc. (TFGC) events. It is especially written for Convention, Conservation Camp, and Event chairs, but can be used also as a sourcebook for all committee members and all TFGC events.

Planning Conventions

As TFGC plans for annual conventions, it is good to keep the purposes of National Garden Clubs, Inc. (NGC) in mind as we establish our goals and objectives. Most people attend TFGC conventions to learn, to meet, and to greet other members, and for recognition, entertainment, or other reasons. Since most members pay their own way, it is important that the conventions are worth their time and money.

Establishing Goals

By establishing goals first, we can then state our objectives, which are designed to carry out the stated goals. Objectives should be SMART (specific, measurable, achievable, relevant, and time-based). Goals must reflect the purpose of the conventions while the objectives state how those goals can be achieved. Refer to [TFGC Bylaws, Article II, Purposes.](#)

Planning the Venue

Immediately after the election of the TFGC President, the president makes initial plans for the convention that is held during odd-numbered years by appointing a Convention chair from the district where the annual meeting will be held. This chair serves as a member of the Board of Directors for the two-year term.

The president also requests the directors, along with the Convention chair, to secure a venue for the convention and to obtain a contract for the time and place.

The [TFGC Bylaws \(Article XI. Representation, Section 1\)](#) state that the Annual Meeting of TFGC may be held before the DSGC and NGC conventions or after the DSGC and NGC conventions, with some flexibility when DSGC and NGC conventions are in Tennessee.

The convention chairs and the convention dates are approved by the Board of Directors at the post-convention board meeting.

Securing the Venue

The president signs the contract for the convention and may submit a credit card to hold the convention dates or requests an advance payment from the TFGC treasurer and the venue fund.

If a venue requires additional contract funds, the president approves the TFGC treasurer to send the funds from the convention venue fund to the venue.

The convention dates should not be set on a holiday or weekend. The director of the host district is the official hostess for the convention.

Timeline Example

The convention committee should set dates to complete each task. Below is only an example and must fit the needs of the convention. Timelines help keep people on task.

- ☐ Develop convention goals and objectives
- ☐ Determine decision-makers & chain of command
- ☐ Assign committee chairs
- ☐ Draft program topics & an agenda
- ☐ Prepare the budget
- ☐ Determine policies & procedures
- ☐ Do venue research
- ☐ Prepare a site request for proposal
- ☐ Establish site contacts
- ☐ Conduct site visits
- ☐ Negotiate site contracts
- ☐ Research and select speakers
- ☐ Negotiate speaker contracts
- ☐ Negotiate vendor contracts
- ☐ Check on insurance coverage
- ☐ Decide if need music licenses
- ☐ Develop a marketing plan
- ☐ Schedule committee meetings
- ☐ Determine/order promotional giveaways
- ☐ Create communication/marketing pieces for attendees
- ☐ Decide on a registration process
- ☐ Implement the registration form
- ☐ Make meeting room assignments
- ☐ Make VIP & chair room assignments
- ☐ Print onsite materials
- ☐ Decide on food & beverage
- ☐ Decide on & arrange for audio-visual equipment
- ☐ Decide on meeting room setup
- ☐ Review banquet event orders
- ☐ Handle VIP requests
- ☐ Prepare contingency/emergency plans
- ☐ Train staff members
- ☐ Determine/order onsite supplies
- ☐ Determine onsite office needs
- ☐ Review the room list periodically
- ☐ Meet with the hotel staff periodically
- ☐ Send thank-you letter to all vendors
- ☐ Review & approve all billing for payment

Duties of Convention Chairs

The Convention chair appoints the Convention co-chair and other committee chairs. The chair, co-chair, treasurer, and Program chair formulates a budget. A bank account for the convention should be established with a \$1,000 advance for conventions and \$600 for the conservation camp requested at either the June or November board meeting.

The co-chair works with this chair and assumes the duties of the Convention chair if the chair cannot serve. It is not the purpose of the convention to make money, and events should be as near cost as possible.

Convention Chair

- The Convention chair studies the duties and responsibilities of the various chairs who work with this chair. This chair also:
- Distributes electing chairs and committee members among as many clubs in the district as possible
- Needs a notebook with pockets or an expandable folder for transporting files to meetings and the convention
- Obtains at least a dozen copies of the TFGC Tennessee Department of Revenue Sales & Use Tax Exempt Certificate from the TFGC president
- Copies this *Events Reference Guide for TFGC* to distribute to committee chairs or refers them to the website link.
- Informs each chair of the duties of all other chairs to avoid confusion of duties
- Consults, along with the co-chair, with the hotel (venue) on the following: fire regulations as to decorations, wall plugs, complementary suites, prices of meals including tax and gratuity, when work rooms will be ready, numbers that can be seated at the head table, microphones, storage space for decorations and workshop materials, piano, flag, and establish open times for all rooms for board meetings and workshops, registration space, and exhibit spaces, etc. They should know where the switches for lights and air conditioning are located in each meeting room. The Convention chair, co-chair, and the Properties chair are the only persons directing the hotel staff.
- Creates the Convention Registration form, working with the hotel staff, and establishes the cost for the convention, meals, programs, and all other convention expenses. The list of credentials on the form follows the list of past convention registration forms unless there are credential changes.
- Submits the form to *The Volunteer Gardener* (TVG) editor for publication. See sample forms on the TFGC website under [Forms, Events](#).

Suggested Convention chairs are as follows:

- ☐ Co-chair
 - ☐ Badge
 - ☐ Decorations/Table
 - ☐ Door Prizes (optional)
 - ☐ Exhibits
 - ☐ Favors
 - ☐ Gift Bags “Goody Bag”
 - ☐ Hospitality
 - ☐ Hostess/Tables at Meals
 - ☐ Pages
 - ☐ Photography (optional)
 - ☐ Program Booklet
 - ☐ Programs/Speakers/Entertainment
 - ☐ Properties
 - ☐ Protocol
 - ☐ Publicity (optional)
 - ☐ Registration
 - ☐ Resolutions
 - ☐ Sales Room
 - ☐ Seating (optional)
 - ☐ Signs/Place Cards
 - ☐ Sponsors
 - ☐ Tickets
 - ☐ Treasurer
 - ☐ Welcome Theme
 - ☐ Workshops
- Each chair selects the necessary number of workers for that committee. Each chair gives the list of these workers, along with their club membership, to the Convention chair.
 - In the convention year that the TFGC officers change, the incoming president appoints who installs the incoming president.
 - At the close of a convention, the Convention chair works with the Convention treasurer to close the books within 60 days and finalize the records.
 - The Convention chair is also responsible for sending courtesy notes to speakers, donors, workers, and advertisers, etc., as soon as possible after the convention. The chair’s final duty is to report at the June (or next) board meeting, pass on files, materials, and the *Events Reference Guide for TFGC*.
This final report includes a financial statement, attendance record, and other pertinent information.

Convention Co-Chair

The Convention co-chair works with the Convention chair and assumes the duties of the Convention chair if the chair cannot serve. This co-chair should review Convention chair duties.

The Convention co-chair also:

- Plans, along with the Convention chair, the theme and assists in coordinating this planning through each committee listed under the Convention chair
- Oversees, if needed, the printing of the program booklet and works with the Registration chair to determine the number of booklets to print
- Organizes, if needed, the Club President march according to districts
- Serves as the contact person for workshops in determining their place and needs. The co-chair should know the hotel staff, have cell phone contacts, and be prepared to find these contacts in case of emergencies.
- Knows the location of the room lights, door locks, AC switches, water, and electric outlets

Badge Chair

The Badge chair orders convention badges for all attendees and selects computer symbols in different colors to designate member credential statuses.

- Badge credentials follow the list on the Convention Registration form. The Convention and Badge chairs select credential symbols. The credentials key is printed in the program booklet.
- First and last names are in large print on each badge. Ensure that blank badges are available at the registration desk in case of new registrations or errors.

NOTE: Use ribbon or decorative string for the badges to avoid pinning on clothing.

Decorations Chair

The Decorations chair works closely with the Convention, Badge, Favors, Program, Signs, and Ticket chairs to ensure a well-coordinated theme that carries through the whole event.

The printed program booklet, badges, table decorations, favors, all signs, tickets, and even music are coordinated to guarantee a beautiful convention.

The Decorations chair also:

- Considers having a separate chair for each event
- Ensures that the theme is carried out
- Asks individual clubs to be in charge of a special event or meal, if needed
- Decides how the tables are to be arranged, whether tables are round or rectangular, and the number at each table and the head table

NOTE: The head table's decorative arrangements should not interfere with viewing.

- Informs the presiding officer, if decorations will be sold, well in advance to make this announcement
- Gives the price and to whom the money should be given
- Arranges for tags or envelopes to be marked "SOLD" and placed with each item stating the name of the buyer
- Turns this money in to the Convention treasurer promptly

Door Prize Chair (optional)

The Door Prize chair arranges for enough door prizes to be presented at each function. Each club is responsible for prizes worth a designated amount.

The Door Prize chair also:

- Solicits donors and keeps a record of these donors (not the clubs)
- Gives a list to the Convention chair for inclusion in the program booklet
- Gives donors a program booklet with their names listed and "thank you" letters after the convention

Exhibits Chair

The Exhibits chair arranges, through the Convention chair, for a suitable place for educational exhibits and floral designs.

The Exhibits chair also:

- Solicits exhibits from TFGC chairs but may also bring in other groups of special interest
- Arranges for Flower Show Judges to create floral designs that are placed in the lobby and other places where members congregate.
- Places a card with each design that designates who the design honors, along with the exhibitor's name, garden club, and district

Favors Chair

The Favors chair works with district garden clubs that wish to create or provide a table favor for attendees at each meal event. Favor ideas follow the convention theme and are submitted to the Convention chair for final approval.

Gift Bag (Goody Bag) Chair

The Gift Bag chair works with the Convention chair in selecting gift bags to give to all event attendees. Gift items must follow the event theme, and donated items are encouraged. If items are purchased, they must be approved by the Convention chair.

The Gift Bag chair also:

- Submits invoices or expenses to the Convention treasurer using [Form B—Expense Reimbursement Request](#)
- Organizes a committee to assemble the gift bags prior to the event
- Distributes gift bags at the registration desk, along with convention envelopes

Hospitality Chair

The Hospitality chair works with the Convention chair and Program chair.

- The hospitality committee provides transportation for VIPs and guests, when needed.
- This committee creates small gift baskets for dignitaries. These baskets can be given to the pages for presentation to the district directors, state president, Deep South and NGC representatives, and any other special guests. Alternately, the gift baskets can be presented at the Pre-Convention Hospitality event.
- The Hospitality chair assists the NGC, Deep South, and TFGC president with any special parties or entertainment events during the convention.

Hostess Chair

The Hostess chair secures local hostesses for each table at meals from the host district.

The Hostess chair also:

- Ensures that each hostess knows the location of restrooms, coffee shops, softdrink machines, local geography, etc.
- Trains hostesses to encourage attendees to introduce themselves, tell where they are from, and ensure all are included in conversation
- Discourages garden club members from sitting at one table and encourages them to mix and mingle at all events, except at the awards event

Pages Chair

The Pages chair selects pages to serve assigned officers or guests. The page is an aide who is prepared to answer questions, is courteous, and is prompt in all tasks.

A page also:

- Reports to their assigned person as soon as possible
- Carries a notebook, pencil, and cell phone
- Checks for mail, picks up the assignee's registration packet, checks tickets, and runs errands, etc.
- Watches for signals from the assignee during meetings and meals

Photography Chair (optional)

The Photography chair receives an awards list from the Awards chair in advance. Photos are made immediately following the meeting where awards are given.

The Photography chair also:

- Provides, if needed, a backdrop with a sign stating the theme of the convention or TFGC, place, and date. An alternate backdrop is asking the district directors to bring their banners and using them.
- Encourages the TFGC president, district directors, or other presenters to promptly arrive at the designated area for pictures
- Names an assistant to quickly and efficiently list addresses, names, and awards of top winners

Program Booklet & Ads Chair

The Convention chair or the Convention co-chair assembles the information for the Program Booklet & Ads chair and arranges for the printing of the convention program booklet. All of the information in the booklet should come from or be approved by the Convention chair.

- The program booklet follows the convention theme and includes venue information, general information, venue floor plan (optional), convention rules, convention committees, list of exhibits and floral designs, vendors, donors, patrons, sponsors, and a badge list of credentials. Program ads, if sold, support the printing of the booklet.
- The Program Booklet & Ads chair can create the Convention Program Ad Application form, which is submitted to the TVG Editor. This chair receives the ads and monies. Ads are edited and inserted into the program booklet by this chair.
- The Program Booklet & Ads chair sends ad monies to the Convention treasurer with [Form A2—Funds Collected Transmittal Sheet](#) for respective records.

- The Program Booklet & Ads chair also creates the convention envelope for the program booklet with final approval from the Convention chair. The envelope includes the district number, registration number, name of attendee, badge, meal tickets, special tickets, program booklet, special instructions for seating or duties, and any other information.
- This chair arranges for printing of the program booklet and convention envelope after final approval from the Convention chair.
- This chair checks with the Registration chair for an attendance count and adds extra copies to the final print count for both booklets and envelopes.

Program Chair

The Program chair maintains a file of all suggested speakers. The chair gets a written contract from the speaker, even if the speaker is free.

The Program chair also:

- Ensures that all dates and times are clear, how many nights are required (and for how many), how many meals are needed, the amount of transportation expenses, flower expenses, and budgeting for these items
- Informs the Hospitality chair when speakers are due to arrive. Complimentary tickets are given to spouses accompanying guest speakers.
- Gives a list of speakers and guests to the Convention chair and Registration chair for meal counts
- Notifies the Properties chair about any needed equipment and submits a list of such items to the Properties chair for each event
- Ensures that each speaker's biography is given to the Convention chair in ample time for inclusion in *The Volunteer Gardner*

Properties Chair

The Properties chair works with the hotel staff to secure items needed for exhibits and each meeting, programs, and speakers, such as flags, microphones, pianos, screens, computer carts, power extension cords, risers, and tables. This chair is responsible for any item not available. A list of required items for events and phone contact numbers are shared with the convention venue staff.

- The Properties chair works closely with the Program chair to ensure appropriate room arrangements and any required items.
- The Convention chair, speakers, and TFGC officers can contact this chair well in advance of each meeting or program for last-minute details.

Protocol Chair

The Convention Protocol chair may also be the TFGC Protocol chair. If a protocol chair is not appointed, the Convention chair appoints a Protocol chair. This chair, along with the TFGC president, district director, and Convention chair, compiles a list of those to be seated at the head table and honor tables for each business meeting and meals.

Seating is arranged regarding rank according to parliamentary procedure. The Protocol chair also:

- Sends names of those at the head table and honor tables to the Sign chair well in advance with the date for each special seating event or meeting
- Ensures that place cards are put in their proper places for the head table and honor tables after receiving the cards from the Sign chair, who can assist the Protocol chair with placing the signs
- Places notes in convention envelopes for each person who has special seating that tells them where to meet in advance (15 minutes) for each event or meeting and where to sit. These notes are best sent in advance to the Registration chair (registrar) for the committee assembling the convention envelopes and program booklets.
- Notifies the presiding officer if a change is made to ensure that the change is made in the order of introductions.
- Requests all present to stand and recognize the president at all events when introducing the president

Publicity Chair

The Publicity chair obtains information and photos from the speakers and VIPs of the convention for publication. Photos and information can be used in *The Volunteer Gardener*, the TFGC website, newspapers, radio, and television to promote the Tennessee Garden Clubs and the convention.

The Publicity chair also:

- Informs the TFGC president, Convention chair, and the district director when photographers are expected
- Meets all media representatives promptly and is always available to answer questions from any media source
- Ensures that a list of names, offices, honors, titles, and any other necessary information is ready for anyone who is photographed or interviewed

Resolutions Chair

If a TFGC Resolutions Chair has not been appointed, the Convention Resolutions chair presents the courtesy resolutions for the annual convention. Resolutions may express gratitude for exceptional work in areas of service. See a [sample Courtesy Resolution](#) in this document.

Registration Chair (Registrar)

The Registration chair (registrar) works closely with the Convention chair, Convention treasurer, Badge chair, and Ticket chair. This chair assumes the responsibility of the Convention chair, if needed, and is kept informed of all plans.

The Registration chair also:

- Receives all monies from the TFGC Convention Registration forms and forwards the monies to the Convention treasurer using [Form A2—Funds Collected Transmittal Sheet](#) to act as a cross-reference for the registrar and treasurer
- Keeps an alphabetical record that includes all information stated on the TFGC Convention Registration forms, including credential information and meals. Original registrations (including envelopes) are kept according to districts for easy reference. All fees charged on the registration form are determined by the Convention chair.
- Sorts and compiles information for the Convention chair, venue staff, district directors, Convention treasurer, and creates the Credentials Report
- Acknowledges receipt of all convention registrations by email or postcard. The acknowledgment includes the date received, amount received, name of the attendee, and registration number. Acknowledgements are emailed or mailed as soon as possible upon receipt of each registration.
- All who attend any convention function must pay the registration fee and register using the TFGC Convention Registration form. Attendees will receive goody bags, if offered. If a delegate is unable to attend, an alternate may attend.
- Lists speakers and special guests for meal counts. This list is provided by the Programs chair and the Protocol chair. The convention pays for speaker fees, meals, and any other expenses.
- Before the convention, the Convention chair and the Registration chair form a committee to assemble the convention envelopes containing the program booklets, badges, meal tickets, special instructions from the Protocol chair, and any other additional information.
- When the registrants pick up their convention envelopes, they should check the tickets for accuracy. Each registrant is encouraged to sign all their tickets at the registration

desk in case of loss. The Registration chair and committee works at the registration desk during the hours stated in the convention program booklet.

- When the registration deadline has passed, the Registration chair gives the complete list to the Convention chair and district directors. This chair may share the list with other committee members. This list is updated regularly up to the final hour.
- Compiles and reports the *Interim & Final Credentials* reports at the convention and gives copies to the TFGC president, Convention chair, and the Convention treasurer

Sales Room Chair

The Sales Room chair secures vendors suitable for a TFGC convention. Each vendor signs a contract stating a percentage of profits or a flat rate they will pay to the convention when the room is open.

- The Sales Room chair assigns a space for each vendor and is able to lock or secure the room when not in use.
- The Convention chair establishes when the sales room is open and notifies this chair, the Program Booklet & Ads chair, and the Sign chair.
- The Convention chair or venue management assigns the sales room.

Seating Chair (optional)

The Seating chair is an optional chair. It is the decision of the Convention chair to have *open seating* or *select seating*.

Open seating means that members select their seats, except for the head table and honors tables.

Select seating means that the seating chair prepares numbers for drawing at the door for each meal.

- Tables are numbered on a tall stake. (The venue may have these stakes.)
- Tickets are prepared for each table, e.g., there are several tickets based on the number seated at each table, less one ticket for the hostess.
- Garden Club members are discouraged from sitting at one table and encouraged to mix and mingle to promote fellowship at all events, except at the awards event.
- On the last night when the top awards are presented, districts can be seated together. Tables can be designated as District I, District II, District III, and District IV.

Sign Chair

The Sign chair makes signs for all events and meetings.

The Sign chair also:

- Works with all committee chairs to ensure that signs are created for the welcome theme, registration, meeting rooms, sales rooms, exhibits, place cards, etc.
- Ensures that signs coordinate with the theme, decorations, and favors

Sponsors Chair

The Sponsors Chair position was created at the 2018 TFGC Convention. The Sponsors chair encourages all clubs in the host district to solicit sponsors of TFGC. This chair and host garden clubs seek sponsorship from local, state, and national businesses as a way to defray convention costs.

- The sponsor receives a letter and form from the Sponsors chair. The letter describes the TFGC organization. The form covers the levels of sponsorship and give the sponsor the option to place an ad in the convention program booklet. (See sample letters and forms on the [TFGC Forms webpage](#).) To see sponsor records, the Convention treasurer downloads IRS Form W-9 (www.irs.gov), and then completes and signs the form.
- This chair sends sponsor ads to the Program Booklet chair to place in the booklet. An exhibit sign is created by this chair to acknowledge all sponsors and is displayed at the convention. The Sponsors chair sends courtesy notes at the end of convention.

Tickets Chair

The Tickets chair has the tickets printed for each meal or event. Each ticket is a different color. Tickets have the event, time, and place printed on them, according to the TFGC Convention Registration form.

One week before the convention, the Registration, Badges, Ticket, and the Convention (or co-chair) chairs meet to arrange for:

- Printing all name badges (first names in large print)
- Attaching convention ribbons and designate stickers on badges
- Assembling the convention envelopes to include badges, meal tickets, special tickets, program booklets, special instructions for seating or duties, and any other required information
- Inserting any invitation from districts for parties. These are sent to the registrar two weeks before the convention.

All attendees present a meal ticket before entering the dining room. There is no admittance without a meal ticket. Meal tickets are collected for convention records and given to the Registration chair or Convention treasurer.

Convention Treasurer

The Convention chair works with the TFGC treasurer once the venue, date, and contract has been signed by the TFGC president.

The Convention treasurer:

- Opens a separate bank account with the money advanced by the TFGC treasurer.
- Receives all monies from the Registration chair (registrar) weekly on [Form A2—Funds Collected Transmittal Sheet](#) and documents all monies. Donations, sales, and any other money immediately goes to the Convention/TFGC treasurer.
- Submits all expense payment requests using [Form B—Expense Reimbursement Request](#). Individuals itemize and sign all bills with their titles or chair designations. The Convention chair or co-chair co-signs all bills.
- Pays all bills and prepares a report of income and disbursements, including any surplus convention funds
- Sends a copy of this report to Convention chairs and the TFGC president
- Makes a final accounting of all finances prior to the June Board Meeting (or next meeting) for the Convention chair's report

At the end of the event, the Convention treasurer turns over all files to the TFGC treasurer, who makes all convention expense details available for the annual TFGC audit (due in August).

NOTE: It is not the purpose of the convention to make money.

Welcome Theme Chair

The Welcome Theme chair creates the welcome theme at the entrance to the convention and close to the registration desk. The theme must be approved by the Convention chair for space allotted and items used to create the theme. The Convention chair provides a budget amount for the theme entrance.

The Welcome Theme chair also:

- Sets up the welcome theme before the event's opening and is responsible for taking down the theme
- Submits invoices or expenses to the Convention treasurer using [Form B—Expense Reimbursement Request](#)

Workshop Chair

The Workshop chair works with the Convention chair to create workshops centered around the convention theme.

The Workshop chair also:

- Lines up speakers and establishes a program with the speakers for the workshops
- Obtains a written contract from the speaker, even if the speaker does not have a fee
- Ensures that all dates and times are clear and that any transportation expenses and workshop expenses are covered
- Submits a budget for any workshops to the Convention chair
- Notifies the Properties chair of needed equipment
- Submits a list to the Properties chair for each workshop
- Obtains each speaker's biography and submits the bio to the Convention chair in enough time for inclusion in *The Volunteer Gardner*

Conservation Camp

Conservation Camp is a two-day informal member meeting held in October during even-numbered years. TFGC members usually meet in state parks and have educational sessions on conservation and state environmental issues. There are also nature hikes, arts and crafts related to nature, outdoor activities, and fellowship. Locations rotate through the four districts.

After the election of the TFGC president, the president makes initial plans for the conservation camp held during the even-numbered year during the president's two-year term of administration. The president appoints a camp chair from her district. This chair serves as a member of the Board of Directors for the two-year term.

The president also requests the camp chair to secure venues for the camp and to obtain a contract for the time and place. The camp chair and the camp dates are approved by the Board of Directors at a board meeting.

The president signs the contract for the camp and may submit a credit card to hold the camp dates. If a venue requires additional contract funds, the president approves the TFGC treasurer to send the funds from the convention venue fund to the venue. The Camp treasurer replaces the contract funds to the TFGC treasurer before closing the camp account. Dates for the camp should not be set on a holiday or weekend. Director of the host district is the official hostess for the camp.

For Conservation Camp, the advancement and surplus funds are returned to the TFGC treasury, within 60 days following the close of the camp (refer to [*TFGC Standing Rules, Section XIII, Conventions, Conservation Camps & Other Meetings*](#)).

Camp Chair

The Camp chair appoints the Camp co-chair and other committee chairs. The chair, co-chair, treasurer, and Program chair formulate a budget. The bank account for camp should be established with a \$600 advance for conservation camps requested at either the June or November board meeting.

The co-chair works with this chair and assumes the duties of the Camp chair if the Camp chair cannot serve. Events should be as near cost as possible.

The Camp chair also:

- Studies the duties and responsibilities concerning the various chairs who work with this chair. Selection of the chairs and committee members are distributed among as many clubs in the district as possible.
- Needs a notebook with pockets or an expandable folder for transporting files to meetings and the camp
- Obtains at least a dozen copies of the *Tennessee Department of Revenue Sales & Use Tax Exempt Certificate* tax form from the TFGC president
- Copies the *Events Reference Guide* to distribute to committee chairs or sends links to the guide, which is available on the TFGC website
- Informs each chair of the duties of all other chairs to avoid any misunderstanding about specific chair duties
- Consults, along with the co-chair, with the venue to determine: fire regulations as to decorations, wall plugs, meal prices (including tax and gratuity), when workrooms are ready, microphones, storage space for decorations and workshop materials, flags, and establishing open times for all rooms for board meetings and workshops, registration spaces, and exhibit spaces, etc.
- The chairs should know where the switches for lights and air conditioning are located in each meeting room. The Camp chair, co-chair, and the Properties chair are the only persons directing the venue staff.
- Creates the Conservation Camp Registration form and establishes the cost for the camps, meals, programs, and all other camp expenses. See a sample registration form on the [*TFGC Forms*](#) webpage under Events.
- Submits the form to *The Volunteer Gardener* (TVG) [*Editor*](#) for publication

- Suggested Conservation Camp chairs are as follows:
 - a. Co-chair
 - b. Badge
 - c. Decorations/Table
 - d. Decorations/Stage
 - e. Exhibits
 - f. Hospitality
 - g. Nametags
 - h. Program Booklet (agenda)
 - i. Programs/Speakers/Entertainment
 - j. Registration (Registrar)
 - k. Signs
 - l. Tours
 - m. Treasurer
 - n. Welcome Theme
 - o. Workshops
- Consults with Convention chairs to determine job duties of the suggested chairs listed above. Each chair selects the necessary number of workers for that committee. Each chair gives a list of these workers, along with their club membership, to the Camp chair.
- Works with the Camp treasurer to close the books within 60 days and finalizes the records. The Camp treasurer delivers all of the camp papers to the TFGC treasurer for the CPAs.
- Sends courtesy notes to speakers, donors, workers, and advertisers as soon as possible after the camp
- Reports at the next board meeting, passing on files, materials, and the *Events Reference Guide*. This final report includes a financial statement, attendance record, and other pertinent information.

Camp Co-chair

The Camp co-chair works with the Camp chair and assumes the duties of the Camp chair if the Camp chair cannot serve. The co-chair also:

- Reviews the Camp chair duties
- Plans the theme
- Assists in coordinating this event through each Conservation Camp committee
- Oversee, if needed, the printing of the program booklet and works with the Registration chair to determine the number of booklets to print
- Serves as the contact person for the workshops, if needed

- Knows the venue staff, has cell phone contact numbers, and is prepared to find these contacts in case of emergencies
- Knows the location of the room lights, door locks, AC switches, water, and electric outlets

Special Events & TFGC Meetings

Immediately after the TFGC president is elected, the president makes initial plans for TFGC meetings. Special events may be held during the two-year term of administration by appointing chairs from each district.

These chairs serve as members of the Board of Directors during the two-year term. The president also asks these chairs to secure venues for special events. The dates of these special events are submitted to the Board of Directors.

The chairs and committees for TFGC meetings and special events are selected from the Convention chair and committee chairs.

Special Events surplus funds remain in the host district unless it is a special project of the TFGC president. The TFGC president directs special project funds.

Sample Forms

Events forms may be updated to fit specific events. For example, an Events chair might want to add off-site trips and expenses to the *Convention Registration* form.

The following sample forms are included to assist the Events chairs:

- *Sample Agenda for Meetings*
- *Conservation Camp Registration*
- *Convention Program Ad form**
- *Convention Registration form**
- *Convention Rules*
- *Courtesy Resolution*
- *Credentials Report*
- *Speaker Contract*
- *Sponsor's Form*
- *Sponsor's Letter*
- *Vendor Contract*

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

SAMPLE AGENDA FOR MEETINGS

BOARD OF DIRECTORS MEETING

- Location
- Date and time

AGENDA

Call to Order:

Invocation:

Pledge of Allegiance:

Welcome and Introductions:

Declaration of a Quorum:

Appointment of Committee to Approve Minutes: 3 people

Appointment of Timekeepers: 2 people, time method

Report of Committee to Approve the Minutes of Previous Board Meeting:

Reports of Executive Committee (Officers & District Directors):

Reports of District Directors: 5 minutes

- District I:
- District II:
- District III:
- District IV:

Reports of Chairs: 3 minutes

Break for Lunch:

Unfinished Business:

Other Unfinished Business:

New Business:

Other New Business:

Announcements:

Benediction:

Adjournment:

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

CONSERVATION CAMP REGISTRATION

TFGC Conservation Camp
Sunday–Thursday, October 23–26, 2022
Paris Landing State Park
16055 Highway 79N, Buchanan, TN 38222

Damsels in Distress Leaving Only Footprints (theme name)

Last Name _____ First Name _____

Address _____ City _____ ZIP _____

Email _____ District No. _____

Garden Club Name _____

Contact info: Cell Number _____

Attending TFGC Executive Board Meeting? Yes or No

Full package plan includes registration, speakers, workshops, lunches & dinners on Oct. 3–4

- Register for entire camp: \$125
- Camp T-Shirt: Circle size XS ___ S ___ M ___ L ___ XL ___ XXL ___

One-day only (includes one lunch & one dinner)

- One day only: \$70
- Circle one: Weds. Oct. 3 or Thurs. Oct 4

Mail this completed form & make out a check to TFGC by Sept. 15 to:

Kathleen Boryla-Payne, Registrar
225 County Road 185
Athens, Tn 37303-6848

To use a credit card, call Kathleen at 423-381-9727, or register online on the TFGC website.

To reserve rooms at the TFGC rate of \$92.25 for a double, call the inn at 1-800-250-8613 and use the 9176 code. This code is valid until all rooms are reserved.

NOTES: The room rate remains the same after Sept 5 only if rooms remain in the TFGC block.
Breakfasts and Tuesday night dinner **are not** included in the registration fee.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

CONVENTION PROGRAM AD FORM

The fees for ads in the Convention Program are:

Full page \$100.00

½ page \$50.00

¼ page or business card \$35.00

Ads must be camera ready, black and white, and may contain photos.

Email ads to MaggiTGC@epbfi.com (Maggi Burns) or send to Maggi Burns, 8258 Chula Creek Rd, Chattanooga TN 37421-3283 before March 1, 2014. Phone: 423-499-9751. Make checks payable to "TFGC 2023 Convention."

Be sure to include contact information in case there are questions. If sending your ad by email, put "TFGC 2023 Convention Ad" in the subject line and include the following information in the body of the email.

By regular mail, please copy this form and include it with your ad payment.

Name: _____

Garden Club Name: _____ **District Number:** _____

Business Name in Ad: _____

Contact Information: _____

Ad size (circle one): full page ½ page ¼ page business card

Ad sizes (includes borders):

Full page = 8 inches tall x 5 inches wide

½ page = 3-3/4 inches tall x 5 inches wide

¼ page = 3-3/4 inches tall x 2.5 inches wide

Business card = 2 inches tall x 3.5 inches wide (horizontal); 3.5 inches tall x 2 inches wide (vertical)

These are the only acceptable sizes for ads. If your ad does not conform to any of these sizes, it may be adjusted, but it could be sent back to you for correction.

NOTE: The quality of the ad you send determines the quality of the ad that is printed. High-resolution artwork (300 dpi) works best; use this resolution to scan business cards and photos.

Send this completed form with your check to the above address.

This form is also available online at <https://www.tngardenclubs.org/forms>.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

CONVENTION REGISTRATION FORM

xxth Annual Meeting & Convention

"THEME NAME" April 5–6, 2023

Embassy Suites & Conference Center, 1200 Conference Center Blvd., Murfreesboro, TN 37129

Print or type the following:

Last Name: _____

First Name (to be printed on your badge): _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Email:** _____

Garden Club Name: _____ **District No:** _____

Credentials (circle all that apply):

State Officer	National Life Member	Racheff House Board Member
State Chair	NGC Board Member	Landscape Design Consultant
Club President	Deep South Life Member	Gardening Consultant
Delegate	Deep South Board Member	Environmental Facilitator
Club Member	Former TFGC President	Guest
Flower Show Judge	TFGC Life Member	Spouse
First-Time Attendee	TFGC Member (25 years)	

Please consider the Full Convention Package plan, or select the events you plan to attend. Anyone attending any part of the convention and not choosing the Full Convention Package plan must complete a registration form, pay a single-day convention registration fee, and pay for meals.

NOTE: Meal tickets are required to enter the dining room.

Send registration form and check, payable to "TFGC 2023 Convention" to:

Kathryn Knapp, Registrar
9465 Snowhill Road
Ooltewah TN 37363-9696

Phone: 423-718-2056
Email: katknapp9@aol.com

NO REFUNDS AFTER MARCH 17, 2014

	Before 3/17	After 3/17	Amount
Full Convention Package:	\$160.00	\$170.00	\$_____
(includes full registration fee, 2 luncheons, 2 dinners, lectures & workshops)			

Single Day Registration Fee: Please circle days: Tuesday Wednesday

	\$25.00/day	\$_____
Guest/Spouse:	\$10/day	\$_____ (fee includes lectures and workshops)

PAGE 2—CONVENTION REGISTRATION FORM

NOTE: Meals are extra.

MEALS: (Each selection includes salad, fresh rolls, butter, coffee, tea and dessert.)

Wed. April 5, 2023

		Self	Guest	Amount
Design Luncheon	\$35.00	\$ _____	\$ _____	\$ _____
Informal Dinner	\$42.00			

Thurs, April 6, 2023

Speaker Luncheon	\$28.00	\$ _____	\$ _____	\$ _____
Formal Dinner	\$48.00	\$ _____	\$ _____	\$ _____

Total Amount \$ _____

FOR ALL ATTENDEES: Breakfast is on your own at the Terrace Grille or at BrewStarbucks® Café.

NOTE: There is a choice of entrees for the Formal Dinner 4/2/14. Please circle one and indicate one for your guest also: Herb Crusted Prime Rib **or** Creole Grouper.

SPECIAL DIETARY NEEDS: Meals are MSG-free. If you have special dietary needs, circle them here:

Meatless Meal Gluten Free Sugar Free Other _____

We will work with the hotel chef to plan for your needs.

HOTEL RESERVATIONS

Please contact the Embassy Suites by calling the reservations line 1-615-890-4464. Mention the dates of stay and ask for the group rate for "Tennessee Federation of Garden Clubs" (TFGC) to receive the rate of one King or two Doubles at **\$119.00** per night. Check-in starts Monday, April 4, 2023; check-out is Thursday, April 6, 2023.

The cutoff date for the Embassy Suites group rate is March 10, 2014 whether you call or make [reservations online](#).

Reservations are guaranteed by a major credit card. Check out the amenities by going to the website. **Reserve early to insure the convention group rate!**

More convention information is posted online under [Events, State Convention](#) and in *The Volunteer Gardener*.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

CONVENTION RULES

1. Members, guests, delegates and alternates register before entering the business meeting room.
2. Nonmembers of Tennessee Federation of Garden Clubs, Inc., are admitted by invitation only.
3. All meetings are called to order promptly. Delegates and members must be in their seats promptly for all sessions.
4. Members and visitors wear badges to all meetings.
5. A member addressing the chair rises and gives his/her name, club name, district, and city.
6. Motions are written in triplicate, signed by the maker who is a voting member, and sent to the president and recording secretary one week in advance of the convention for the agenda. Motion copies are presented to the president, president-elect, and recording secretary before presentation.
7. No member can speak in debate more than twice on the same question on the same day or longer than two minutes without permission of the convention, granted by a two-thirds majority vote without debate.
8. A warning time signal is given to each speaker.
9. Notices for announcements to the convention are in writing and signed. Pages pass notes and carry messages.
10. Cell phones must be off or on silent/vibrate mode while members are in business meetings and lectures.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

COURTESY RESOLUTION

xxth Annual Meeting & Convention

“THEME NAME” April 5–6, 2023

Embassy Suites & Conference Center, 1200 Conference Center Blvd., Murfreesboro, TN 37129

WHEREAS: The members of Tennessee Federation of Garden Clubs, Inc. (TFGC) attending the 87th Annual Convention at the Embassy Suites, April 5-6, 2023, have benefited from information that will create more constructive programs; and

WHEREAS: Tennessee Federation of Garden Clubs, Inc., President, Julie Wilson, the TFGC officers, chairs, and members have served this organization with distinction; now therefore be it

RESOLVED: That thanks be given to Maggi Burns, Convention Host, Director of the Host District, District III and Convention Chair. Thanks are also given to Janan Jones and Lelia Ware, Co-Chairs of the 2023 Convention and all District II members who participated in preparing hospitality bags and favors; created educational displays and contributed or supported the vendors and auction. To our patrons and donors, thanks are extended for their contributed support to this convention. Thanks are given to District II Flower Show Judges Association in designing the table designs. Thanks are extended to the TFGC members who created floral designs honoring TFGC officers and members. Thanks be given to those who served as pages and hostesses, and all the members of the District II who have assured the success by their hospitality and many courtesies extended; and

RESOLVED: That thanks be given to Central High School JROTC, Chattanooga TN for their presentation of the Colors, Mayor Andy Berke for his warm welcome and praise of garden club efforts and to the Chattanooga Boys Choir for their singing of the national anthem at the formal opening of the TFGC Annual Meeting; and

RESOLVED: That thanks be given to Gina Jogan and Tina Tuttle for reminding us of the beauty of nature in floral designs and to George Schimpf presenting a dream garden on a mountain top during the convention lunches. Thanks are also given to the Chattanooga Community Orchestra and Scenic City Chorale for entertaining us with music and song during the convention dinners. Thanks are extended to the workshop presenters, Ivanna Patterson, Crystal Rymer, and Sally Wencel for inspiring our minds and senses with their programs; and

RESOLVED: That Tennessee Federation of Garden Clubs’ President, Julie Wilson, through her gracious presiding; and the members, delegates, chairmen and officers, through their dedicated concern in the deliberations of this convention, be commended for their spirit of cooperation. Thanks are also given to Gena Manner, TFGC Chaplain, for her inspirational readings and to Gena Manner and Valerie Tipps for a lovely memorial honoring our deceased members; and

RESOLVED: That appreciation be extended to the management and the staff of the Embassy Suites & Conference Center in Murfreesboro for accommodating us so well in our physical needs and the services rendered; and

RESOLVED: That this resolution be incorporated in the minutes and that copies be sent to Julie Wilson, TFGC President; Maggi Burns, Janan Jones, and Lelia Ware, 2023 Convention Chairs; and the management of Embassy Suites & Convention Center, Murfreesboro, TN.

Debbie Shaver

Acting Resolutions Chair

Adopted by Tennessee Federation of Garden Clubs, Month, Day, Year

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

CREDENTIALS REPORT—FINAL

Category	Total
State Officer	
State Chairman	
Club President	
Delegate	
Club Member	
TFGC Life Member	
TFGC Member 25 Years	
Former TFGC President	
Deep South Member	
Deep South Life Member	
Deep South Board Member	
National Life Member	
National Board Member	
First-Time Attendee	
Flower Show Judge	
Racheff House Board Member	
Landscape Design Consultant	
Gardening Consultant	
Environmental Facilitator	
Guest	
Spouse	

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

SPEAKER CONTRACT

This speaker contract is for the personal services of an individual to speak at the event described below, is made between Tennessee Federation of Garden Clubs, Inc. (TFGC) and the undersigned speaker, and hereinafter is called the "SPEAKER."

Program/Lecture Description

Date: _____ Time: _____ Length of Talk: _____ Arrival Time:

Event Location:

Program Title:

Equipment & Room Setup Specifications:

Handouts (only if provided by speaker):

Speaker Information

Speaker Name:

Title/Credentials:

Address:

Phone Number:

Email:

PAGE 2—SPEAKER CONTRACT

Compensation

Fee/Honorarium: _____

Lodging: _____

Meals: _____

Transportation: _____

Other: _____

TOTAL COMPENSATION: _____

Payment

All payments are in the form of a check issued by the TFGC treasurer, _____, and are made payable to the SPEAKER as indicated by the speaker named above.

Cancellations

- A. Either party may cancel this SPEAKER CONTRACT without obligation to the other if the cancellation is received in written form at least 30 days before the appearance date.
- B. If, due to illness, accident, or other causes legally known as Acts of God, the SPEAKER is forced to cancel the SPEAKER CONTRACT, neither party nor any representative shall be liable for any payment.

Entire Agreement and Notice

This SPEAKER CONTRACT constitutes the entire agreement between the parties. The parties have agreed to and executed this SPEAKER CONTRACT as of the dates indicated below:

TFGC ACCEPTED BY:

(Print TFGC Name)

(Signature)

(Date)

SPEAKER ACCEPTED BY:

(Print Speaker's Name)

(Signature)

(Date)

NOTE: Attach a biography and photograph to this form.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

SPONSOR'S FORM—CONVENTION OR OTHER EVENTS

We invite you to partner with us in hosting Tennessee Federation of Garden Clubs' xxth convention. Attendees will include over 200 passionate gardeners from over 130 clubs across the state who are actively enhancing the natural beauty of Tennessee.

NOTE: TFGC is recognized as a 501(c)3 by the IRS; all donations are tax deductible.

How to Become a Partner

Patron (4 available)

\$1,000 each _____

Each patron will be recognized and promoted in all print materials, including programs, handouts, and signage, as well as during announcements and speakers. In addition, each speaker will receive:

- A full-page advertisement space in the official Convention Program
- A certificate of appreciation that can be displayed in your place of business

Sponsor

Sponsors will be recognized in the Convention Program, specific handouts, and signage. Sponsors will also receive certificates of appreciation that can be displayed in your place of business.

Program Sponsor (5 available)

\$500 each _____

- Supports the cost of programs, lectures, & workshops

Registration Sponsor (5 available)

\$200 each _____

- Supports administration costs
- Recognition at registration desk

Donor

Each donor will be recognized in the Convention Program and during appropriate events.

Cash Contributions (\$100, \$50, or other)

Amount _____

Program Ads

- Full Page \$100 _____
- Half Page \$50 _____

Name of Business/Individual: _____

Phone: _____ **Email:** _____

Name of Club Member Contact: _____ **Garden Club Name:** _____

Phone: _____ **Email:** _____

NOTE: Either fill out this form on the website, or mail this copy to the Convention co-chair & Sponsorship chair, ADDRESS, or to this EMAIL ADDRESS.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

SPONSOR'S LETTER—CONVENTION OR OTHER EVENTS

To Our Sponsor:

Tennessee Federation of Garden Clubs' xxth Annual Convention is coming to Murfreesboro on April 5–6, 2023. Founded in 1926, this nonprofit volunteer organization with approximately 2,122 statewide members is a charter member of National Garden Clubs, Inc., and Deep South Garden Clubs, Inc. Your business has an opportunity to sponsor this mission of educating the public and the membership about gardening and nature while promoting civic and environmental responsibility.

Our outreach is vast, touching many people in the state of Tennessee. We are engaged in diverse projects, including Youth Garden Clubs, historic preservation, conservation, environmental education, landscape design in public parks and spaces, and school grounds.

In the past year, our "Volunteers in Action" were involved in such programs as bird and pollinator protection, bluebird trails, monarch ways, Arbor Day tree planting, and litter control. We erect and maintain Blue Star markers across the state in honor of our military, including several at significant sites such as the 2015 Chattanooga attacks.

Classes are offered for certification through Garden Study and Environmental & Design Schools. Several scholarships are also distributed. We actively participate in the Cumberland Trail Conservancy and have donated to the restoration of the Gatlinburg community after the forest fires of 2016.

This annual convention, open to members, sponsors, and guests, seeks to educate attendees about all of the topics named above, share information about our communities' efforts, and spark opportunities for future involvement with TFGC.

Murfreesboro/District II is honored to host the 2023 TFGC conference at the Embassy Suites & Conference Center.

As a nonprofit 501(c)3 organization, we are all volunteers. Sponsors and donors can boost the work of all 101 clubs across the great state of Tennessee even further. We would welcome your generous support in these endeavors.

Thanks for your participation,

Name/Title/Garden Club

Address

Email Address

Phone Number

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

VENDOR CONTRACT

This VENDOR CONTRACT is for the personal services of an individual to sell merchandise at the event described below, is made between Tennessee Federation of Garden Clubs, Inc. (TFGC) and the undersigned vendor, and hereinafter called the "VENDOR" for the personal services of the VENDOR.

Event Description

Event Name: _____ Date: _____ Time: _____

Event Location: _____

Address: _____

TFGC Vendor Chair: _____

Chair Phone: _____ Email: _____

Vendor Name

Vendor Business Title: _____

Vendor Products: _____

Address: _____

Phone Number: _____

Email: _____

Conditions

TFGC and the VENDOR agree to the following conditions:

1. VENDOR agrees to participate in the event salesroom based on the Event Description above. Additional event information will be provided by the Vendor chair.
2. The salesroom will be closed during meals and locked each night at the end of the stated times.
3. VENDORS are responsible for their items. TFGC and the Vendor chair will take all reasonable care and precautions but cannot be responsible for losses due to fire, theft, or bad checks.
4. All VENDORS are responsible for paying their own Tennessee sales tax, if applicable.
5. One six-foot table will be provided for each VENDOR by the hotel and assured by the Vendor chair. VENDORS may bring additional folding tables or displays. Space information will be provided by the Vendor chair.
6. TFGC will expect a commission of 15 percent of total sales to be paid upon the last day of sales.
7. Make the check payable to: _____

PAGE 2—VENDOR CONTRACT

8. TFGC asks that VENDORS donate one item for our Silent Auction Fund Raising Event.
9. Either party may cancel this VENDOR CONTRACT without obligation to the other if cancellation is received in written form at least 30 days before the appearance date.
10. If, due to illness, accident, or other causes legally known as Acts of God, the VENDOR is forced to cancel the VENDOR CONTRACT, neither party, nor any representative, shall be liable for any payment.

The above parties will sign these contracts and return one copy to the chair listed above and keep one copy for their records.

VENDOR ACCEPTED BY:

(Print Name)

(Signature)

(Date)

CHAIR ACCEPTED BY:

(Print Name)

(Signature)

(Date)