

NORTH FLORIDA TURNOVER MEETING GUIDELINES

HOST DISTRICT:

The Host District is confirmed by the Spring Assembly of the last year of the panel.

It is advised that plans be made without delay for the facility and date.

Seed money is given to Host District at Spring Assembly (last year of Panel)

Expenses of this event is paid by North Florida Area (not the District)

The District selects a Chairperson for this event as soon as possible (the first District Meeting after being confirmed by Assembly).

The chairperson visits several suitable sites (to accommodate at least 100 people)

Inspects the facilities; negotiates the price.

A deposit may be required to secure the date and location.

Has Outgoing Chairperson remind Outgoing Officers/Coordinators to bring their Service materials.

Has Outgoing Chairperson remind Incoming Alternate Delegate to have new 'baskets' and nametags ready for new panel.

COMMITTEES:

The Turnover Chair names committee members to chair subcommittees:

Food (continental breakfast, and lunch – consider a brunch)

Food decided on by Committee

Beverages are usually served all day

Volunteers needed to serve all day

Decorations/set up (something simple, nothing elaborate)

Choice of Host Committee

Balloons on signage helps out-of-towners spot entrances to facility and which door(s) to enter.

Registration

Pre-registration – mail-ins

On-site registration/pre-registration tables on date of event

Name tags optional

Housing

Finds housing for out-of-town members

No meals for guests; only a place to sleep

Furnishes host member and guest with each of their first names and phone numbers for directions, etc.

Parking

Set up/tear down

Take into consideration that the Incoming/Outgoing members will be working through lunch with each other.

Clean up

Program

Incoming and outgoing North Florida Officers and Coordinators, District Representatives, AISL's, Event Chairs are invited and should plan to attend.

Outgoing Panel Chairperson is responsible for the morning program including the start time.

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The Incoming Chairperson is responsible for the afternoon program, including end time.

We would like to see:

- 1. DR's all together for an orientation**
- 2. AISL's all together for an orientation**
- 3. All other outgoing and incoming counter parts together for an orientation**

To go over basic duties and responsibilities (how many times in Ocala, expenses) and time for questions and answers.

Panel members will be busy with their agenda; outgoing panel may leave after lunch.

PUBLIC RELATIONS

Flyers are prepared for distribution to the incoming/outgoing panels at the August AWSC Meeting and again at the Fall Assembly.

Time and location (include full address)

Contact person – name, telephone number, E-mail address

Simple Map

Registration Form (name, address, phone/E-mail, District, Job Title, any special needs requests for overnight lodging for Friday or Saturday nights (non-smoking, pet allergies); add cutoff date.

Put in Area Legacy

Put on North Florida Website

E-mail reminders with flyer attachment

It is suggested to shorten morning/afternoon sessions and have a working brunch.