

# DISTRICT CONVENTION (4TH) SAMPLE AGENDA

OBJECTIVE: To have a great celebration, prepare for a strong finish and to train next year's incoming officers.

## AGENDA OVERVIEW

<b>THURSDAY</b>	Optional social dining/theater/golf
<b>FRIDAY</b>	Convention/credentials Committee meets Recreational fun contests: Golf, shuffleboard, swim meet, billiards, table tennis
1-4pm	<u>Lieutenant Governor-Elect Training</u>
3-5pm	Skills Development Workshop (optional)
3-5pm	New Club Building Seminar (optional)
5:30pm	Governor's Appreciation Dinner
7-9pm	<u>Executive Committee Meeting</u>
7-10	Fun & Entertainment Party
<b>SATURDAY</b>	
7:30am	Lieutenant Governor Breakfast (1 hour max.)
7:30am	Past Governor's Breakfast (1 hour max.)
8am	First Timers Continental Bft./Orientation
?	Spouses Program/tour
?	Kid's program (rehearse singing "It's a Small World")
9-Noon	<u>Club President &amp; Secretary/treasurer-Elect Seminar</u>
9-10am	<u>General Session and Board of Directors</u>
10-Noon	<u>Breakout Sessions</u> - Growth Workshop (NCB, Mem, Int'l. Dev.) - Skills Development Module - Scrapbook Judging - Candidate Qualifications Committee
12-1:30	Luncheon
2-4pm	<u>Convention Delegates Session</u> Free Time (games, walks, sun & fun)
7-10pm	<u>Governor's Banquet/Installation</u>
<b>SUNDAY</b>	
7:30am	Memorial Church Service
8am	Old Timers Fun Breakfast
9-Noon	<u>Club President Elect Seminar (Continues)</u>
9-Noon	<u>Club Sec/Tres-Designate Seminar (Continues)</u>
9-Noon	<u>Personal Development Seminar (Guest Speaker)</u>

## DETAILED AGENDA

### FRIDAY

#### Registration & Credentials Tables Open

Credentials/Balloting Committee Meets

Convention Committee Meets - Review plans with hotel & host area

#### Golf/Tennis/Fun Activities

**1-4pm Lieutenant Governors-Elect Seminar** (continues from previous retreat)

**1-4pm New Club Building Seminar** (by invitation only)

"Building Cause or Identity Clubs" - "Coring"

Roundtables: a) "Getting Started", "Getting Unstuck"

b) "Completing Your Project"

Hospitality Suite/Area Opens

**5:30pm Appreciation "Thank You" Dinner** for Lieutenant Governor's and a few key Committee Chairs w/ spouses. Appreciate those who have been working the hardest (by invitation only – gifts/tokens of appreciation)

**7-9pm EXECUTIVE COMMITTEE MEETING** (fire-up management meeting)

Invocation & Pledge

Welcome & Introductions

Special recognition for productive Lieutenant Governor's

Governor's Opening Remarks

Awards Progress Review - Club & Zone status

Fourth Quarter Awards Progress

Growth Progress - Membership, Club Services & NCB

Review/practice promotional events that will take place tomorrow

Approve Minutes of previous Executive Committee Meeting

Approve Minutes of previous Board of Director's Meeting

Review Budget & authorize purchases

Authorize opening an account for next year

Review Convention Business

Address by visiting Optimist International President's Representative

Governor's Closing Remarks

#### SUPER SOCIAL FUN ACTIVITY/ENTERTAINMENT

## **SATURDAY**

**7:30am Lieutenant Governor Breakfast** (1 hour max.)

**7:30am District Committees Breakfast** (if they need to meet)

**7:30am Past Governor's Breakfast** (1 hour max.)

**8am Continental Breakfast & Orientation for First Timers**

Registration & Credentials Tables Open

Hall of Optimism (Committee display tables & club project demos)

**9-Noon Club President & Secretary/treasurer-Elect Seminar**

**9-10am GENERAL SESSION – Board Meeting** - (atmosphere of jubilation)

District Theme Song

Invocation & Pledge

Welcome & Introductions (Lt. Gov's. intro with fanfare!)

Governor's Address (Vision, fire-up for strong finish)

Highlight a few special club projects from CPA booklets

Recognize "Life Members" by having them stand

Approve Minutes of previous meeting

Approve report of Expenditures by Secretary/treasurer

Other Board Business (if any)

Awards Rally (fanfares/cheering/noise)

- A & A 3rd Quarter Winners

- Membership Awards for 3rd Quarter

- "Multiple Recruitment" winners

- New Clubs & Builders

- OI Foundation & Childhood Cancer Campaign

Remarks by Optimist International President's Representative

**10-Noon Breakout Sessions**

a) Current Officer's Workshop - Growth, Honor & Distinguished Club,  
New Clubs, 4<sup>th</sup> quarter promotions & strategy

b) Personal Development or Skills Development Module

c) Scrapbook Judging

e) Candidate Qualifications (if necessary)

**Noon LUNCHEON** - Optimist International Foundation raffles/awards/promotions

- Entertainment or skit (short), Laughter

**2-4pm CONVENTION DELEGATES SESSION**

Opening Ceremonies - (with music)

Last year's Honor Clubs parade with banners down the aisle

Lieutenant Governor's, Secretary/Treasurers & Governor parade down  
aisle as introduced

Introduction of Past Governors who sing (serenade joined by all)

"Hail to Optimism" to "first timers"  
Address by Governor - Theme, vision & status (positive)  
Talk of what has been done for kids this year!  
Report of Credentials Committee  
Election of Governor-Elect  
Selection of future Convention sites & dates  
Resolutions (to Optimist International Board or other)  
Club Scrapbook Awards  
"Parade of Honor" - Clubs march to front by zone while emcee rewards growth  
& they make their commitments for growth toward end of year (fanfare/  
cheering/noise) (enter tally on flip-charts and take photographs)  
Brief Comments by Optimist International President's Representative  
Children's Parade - All kids (from their programs) march into, around room, and  
to the front singing "It's a Small World" - Optimists join in.

### **Free Time (or) Fun Activity Outdoors**

#### **7pm GOVERNOR'S BANQUET**

- Governor's Address (What we've done & thank you) (15 minutes)
- Installation of Board by Optimist International Representative (10 min.)
- Governor-Elect's Address (10 minutes)
- Entertainment, Barbeque and/or Dance Party

## **SUNDAY**

**7:30am Memorial Church Service** (Non-denominational)

**8am Old Timers/First Timers Fun Breakfast** - Recognition of oldest & youngest, most attended, etc., & jokes/skits/entertainment

**9-Noon GENERAL TOPIC FOR ANYONE** - Skills Development Module  
such as "Choosing Optimism as a Philosophy of Life"

**9-Noon PRESIDENTS-ELECT TRAINING** (continues from Sat.)  
(See Faculty Guide for Curriculum)

**9-Noon SECRETARY/TREASURERS-DESIGNATE TRAINING**  
(See Faculty Guide for Curriculum) (continues from Sat.)