

WELLINGTON PROVINCIAL FIRE BRIGADES

GOLD STAR ASSOCIATION (INC)

REQUIREMENTS FOR HOSTING CONFERENCE

The purpose of this information sheet is to ensure that all requirements of the Association are met and to assist the Host Brigade in the smooth running of the conference.

Once your invitation has been received and accepted the following matters need to be addressed.

PRIOR TO CONFERENCE

1. Establish your committee and the Association Secretary of your liaison person along with contact details.
John May
P O Box 37-003
Stokes Valley 5141
Phone: (04) 564 1135 Night
Cell: 027 212 6938
sj.may@xtra.co.nz
2. Confirm with the Association the date on which the conference will be held. (*Note: Our rules provide for the conference to be held during April each year. Where this is not suitable to the Host Brigade, Confirmation from the Association is to be sought.*)
3. Prepare Registration and Accommodation Forms.
(*Note: The Secretary will be able to provide you with copies of these forms which allow you to modify them for your own use.*)
4. Prepare a financial plan to ensure that you will have sufficient funds to cover all costs.
(*Note: A \$500.00 grant is available. It will be forwarded to the Host Brigade upon written request.*)
5. Prepare a program of activities for the weekend.
(*Note 1: Where a speaker has been arranged to ensure that sufficient time is allowed for the programme. The topic of the talk should be informative and entertaining where ever possible.*)
(*Note 2: A small gift is presented to the Speaker and this will be supplied by the Association*)
(*Note 3: The Guest speaker and wife/partner should be invited to the evening function where the presentation should be made.*)
6. When all forms are ready to be posted **ADVISE THE SECRETARY**.
(*Note 1: The Secretary has additional forms relating to the conference which must be sent with your registrations forms.*)
(*Note 2: The Secretary will provide the address lists for you to print your own labels via email or USB stick*)

(Note 3: It is recommended that Registrations Forms be sent out to the membership at least 10 weeks prior to the conference date.)

(Note 4: Where mail is returned to sender because of the death of a member or simply moved please ensure that the information is passed onto the Secretary.)

7. Post out the conference attendees acknowledge of registration, receipt and confirmation of where the accommodation is booked (if applicable)
8. Remember it is easier to get attendees to make their own accommodation bookings. When sending out the registration form allow for this with details on accommodation options
9. In the registration package include a copy of the program for the weekend.
10. Make provision for the Gold Star Executive to hold a meeting.
(Note: Room needs to be suitably sized to accommodate 15-20 people with a table and chairs.)

During the Conference

1. Keep members informed as to any changes to the program.
2. Use these opportunities to fund raise by way of quick fire raffles as appropriate through out weekend

Format for conferences

1. Friday evening a get-together for participants:
To include bar services, User pays.
Barbeque (Included as part of the Registration Fee)
2. Saturday
Executive Meeting 10.00am
Venue required with a table and seating for approximately 20 people
Conference speaker 1.30pm
Not compulsory but an entertaining speaker goes down well. Ladies would attend depending on the topic of the speaker.
Entertainment for ladies 2.00pm
This can be a bus trip to local sights, factory or potters etc.
Conference 1.30pm

Seating for delegates, depends on the number of Attendees.
Top table sufficient for 9 people.
Social Function:
If a band is engaged please ensure that the music is soft and the selection of the music is appropriate to the age of the attendees. The cost of this part of the conference is covered out the delegate's registration.
3. Sunday
Breakfast (Note: The last few years a breakfast has been held instead of Morning Tea and this has been really well supported.

After the Conference

1. Send a copy of the balance sheet to the Secretary.

(Note1: Please do not feel embarrassed about sending copies of the balance sheet, we are aware that some Brigades can turn a profit running these event, we will not be asking for our grant money back.)

(Note 2: By providing this information is an accurate method of keeping tabs on the conference cost and allows us to review our grant to Brigades. Often there is some very useful information for the other Conference hosts contained within the balance sheet.)