

Notes: PALOMAR DISTRICT CONVENTION (For Clubs)

To: Palomar District Club Presidents/Deans	From: Rosalia Zamora
Date: February 28, 2023	Event: Palomar District Convention

Special notations for Clubs are in dark red.

EVENT SPECIFICS

Event	65 th Annual DISTRICT CONVENTION
Date	April 25, 2023
Time (event only)	10:00AM to 2:00PM
Time- Set Up	All volunteers to arrive by 8:30 a.m.
Times	8:30AM- Set up, vendors arrive. 8:30-9:30 Registration. 9:30 Doors open. 9:45-9:50 Processional. 10:00AM Call to Order
Location	California Center for the Arts, Escondido (CCAЕ)
Ticket Cost	\$43 includes: Registration, morning coffee/tea, lunch, goodie bag, door prize drawings. Program given at Registration with 1 door prize ticket stapled.
Deadline for Reservations	April 11, 2023
Reservations sent to	Rosalia Zamora
Seating capacity	100 - estimate 60-75 attendees
Questions? Contact	Rosalia Zamora (general/reservations) Sherry Lutes (art show) Pam Hermansader (basket drawings/vendors) Jan (door prizes)

THEME ETC.

Theme/focus	"Teddy Bear Picnic"
Event Colors	Red napkins, White tablecloths
Dress	Dressy Casual
Food	Parmesan Roasted Chicken; Vegan is Grilled Vegetable Stack. Dessert choice is chocolate mousse or fruit cup. Special dietary requests must be ordered in advance on registration form.
Dist President Service Project Donations	- Shot@Life. Clubs can collect funds at their meeting(s) and bring donations to the Convention.

ORGANIZE EVENT...PAPERWORK...MISC. ACTIVITIES

Assignments:	Committee Member:	Who's responsible:
Registration FORM	Rosalia	Rosalia
"Volunteer of the Year" (each club) and "Rookie of the Year" (each club)	Sherry Lutes	Each club submits name of Volunteer and Rookie to Sherry. If no one selected, notify Sherry.
Project Recap from Club Presidents- Report up to 2 minutes	Club Presidents	Report on ONE favorite club project. Club President reads at convention and then provides written copy to Nancy.

CONTACT:

Rosalia (760) 532-8181 rosalia1947@att.net
 Sherry Lutes (619) 504-3508 sherrylutes.palomardistrict@gmail.com
 Pam Hermansader (760) 451-9234 av8rpam@gmail.com

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DOOR PRIZES

Assignments:	Committee Member:	
Door Prizes, \$10 or more value	Jan Imonti	All clubs to donate at least one Door Prize.

SET-UP...ROOM & TABLES

Assignments:	Committee Member:	Volunteers/Notes:
Pinwheel Garden displays	Bev (pinwheels)	Attendees are asked to bring pinwheels or those made at the Sept Board meeting in Julian.
Greeters	Ask clubs - Rosalia	Three volunteers are needed!
Vendors	Pam Hermansader	Clubs can have a table as a vendor. Contact Pam if interested.
District Vendor Table Proceeds benefit Palomar District!	Pam Hermansader	Pam will accept donations from clubs. We need two or three volunteers to accept and display items. Also to staff the table.

OPPORTUNITY DRAWINGS

Assignments:	Committee Member:	Volunteers:
Opportunity Basket Ticket Sellers (6 for \$5)	Pam Hermansader	Three volunteers are needed.
Receive & Set Up Opportunity Baskets	Pam Hermansader	One volunteer is needed.
Deliver Opportunity Baskets to Winners	Pam Hermansader	Three volunteers are needed.
Opportunity Baskets	Pam Hermansader	\$25 or more value All clubs to donate at least one item.

AMENITIES

Assignments:	Committee Member:	
Amenity (1 st Timers at Convention) – *contact club presidents; they must indicate on reservation form or no gift!	Sherry Lutes	All First Timers must be listed on the Club's Reservation Form.

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Volunteer Assignments

District Convention Volunteers	Total # Volunteers needed per task
Date: April 25, 2023	Time: Starting at 8:30 AM – <u>Call to Order at 10:00 AM</u>

Task & Arrival Time	#	Name	Telephone/email	Club Name
Tables, Table Amenities, Raffle Baskets etc. Set Up and Clean Up	1			
“	2			
“	3			

Registration Check in for Attendees: 8:30-9:30 AM

Registration-Check In	1	Roxann Clouse		Fallbrook
“	2	Diane Jansen		Fallbrook

Door Prizes - set up & deliver	1	Alicia Del Toro		Inland Valley
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Opportunity Baskets- Set Up (receive them)	1			
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Opportunity Ticket Sellers	1			
“	2			
“	3			

Deliver Opportunity Basket Winners	1			
“	2			
“	3			

Staff District Vendor Table	1			
“	2			
“	3			

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Project: Palomar District Convention
VOLUNTEER HOURS (INCLUDING COMMITTEE)

Event Date: April 25, 2023

(to be given to the District Leadership Chairman)

Name PLEASE PRINT	Club (for reference only)	TOTAL NUMBER OF HOURS
Rosalia Zamora	Inland Valley	
Nancy B Jones	District President (Vista)	
Jan Imonti	Inland Valley	
Bev York	Bonsall	
Joye Davisson	Poway	
Sherry Lutes	Julian	
Pam Hermansader	Fallbrook	
Judy Pantazo	Vista	
Roxann Clouse	Fallbrook	
Alicia Del Toro	Inland Valley	
Diane Jansen	Fallbrook	
Linda Lovett	Fallbrook	