**GUIDELINES FOR HOSTING AN EASTERN ZONE AUXILIARY CONFERENCE**

**Updated May 2016**

**PLEASE BE AWARE….**

**That both the Aerie & the Aux. must be in compliance with the Grand Aerie/Aux. and the State Aerie/Aux in order to host the Conference.**

Upon notice of zone bid going to an Aerie, the Zone Secretary will send a copy of these guidelines to the local Aerie & Auxiliary Secretaries. It is recommended these guidelines be brought up in a joint meeting prior to the conference.

The Eastern Zone By-laws will supersede these guidelines. For any questions hosting a conference, refer to the by-laws along with these guidelines. It is your responsibility to follow these suggested guidelines.

The Eastern Zone Secretary and the Eastern Zone President will confer to recommend whom they would prefer for a Grand Auxiliary Representative. They will select two names and the Eastern Zone Secretary will send a letter to the Assistant to the Grand Madam President stating their recommendations. This letter should be sent at least six months before the next zone conference.

EASTERN ZONE SECRETARY: Please include the names and addresses of the Host Auxiliary President and the Host Auxiliary Secretary and Eastern Zone President as well as dates of the conference and where it will be held.

The Host Auxiliary Secretary will receive a letter from the Assistant to the Grand Madam President announcing who the Representative will be. Please make sure that the Host Auxiliary Secretary or Madam President contact the Grand Auxiliary Representative immediately with information as to the time of the first meeting, name of hotel, and location, location of club, what accommodations are available and approximate time the last meeting will be over, so she can make the necessary travel arrangements. The Grand Auxiliary Representative should be told what attire is needed for the conference as well as sharing the membership theme for that year.

The Host Auxiliary arranges to meet the Grand Auxiliary Representative, whether by air or auto. The arrangements for hotel, meals, registration, getting to and from the hotel for meetings, meals etc, is the Host Auxiliaries responsibility. All accommodations while attending the conference are the responsibility of the Host Auxiliary. The Grand Auxiliary Representative will be the only one required to receive these accommodations. Please make sure that someone is always available as an escort for the Grand Auxiliary Representative. If these arrangements cannot be met, please contact the Madam State Secretary ASAP. She will then work with others to help to accommodate the Grand Auxiliary Representative.

The Host Auxiliary President will be asked to give a welcome at the Saturday afternoon meeting and the Saturday night banquet. She will introduce all local officers in attendance at the Saturday Night Banquet. The Host Aerie President will do the same.

In working with the Host Aerie, please make sure that the state bulletin editor and the state web master has been made aware of all information announcing the conference. The info should include registration costs and times, list of hotels with phone numbers, times of meetings, banquet, breakfast and any other pertinent information that may be helpful to the visiting Aerie and Auxiliaries. This information will be sent out at least three months in advance to allow the visiting Aeries and Auxiliary to make the necessary hotel accommodations.

Additional Helpful Info:

Registration: Pre-registration is recommended, as it will help you to know a count of attendees. The Registrations times to include Friday Evening And Saturday Morning. Auxiliary and Aerie Registrations are to be kept separate, as the Aerie is required to pay $ 1.00 of their registration to the state aerie. A registration sign in book is helpful and attendees are required to show their paid up dues receipt. As of this writing (May 2016) The Zone Auxiliary Registration fee is $ 16.00 per zone bylaws. The Zone Aerie Registration is $ 20.00.

Local Aerie and Auxiliaries are welcome and urged to have a raffle or items to sell near the registration table. Snacks, ditty bags, etc.

There will be an informational meeting that all are welcome to attend on Saturday morning at 9am. If deemed necessary, the State Aerie and State Auxiliary will hold separate board meetings at 10 am. The hosting aerie/auxiliary is urged to serve a lunch from 11-1, with the meetings starting at 1pm.

The Host Auxiliary to provide corsages to the Grand Rep, Auxiliary Zone President, Iowa Grand Aux. Rep. and the Iowa State Aux. President. A bill can be submitted to cover this fee up to $ \_\_\_\_\_\_\_\_\_\_. (This is left blank at this time; the Zone Bylaws Committee is looking at making changes to this, with possibly having the hosting auxiliary offering a monetary gift in a beautiful card, instead of a corsage, as they may only wear it less than 24 hours)

If the State Membership Chairman or Entertainment Chairman has an activity or entertainment planned, they will notify the hosting club. This will immediately follow the banquet and precede any entertainment or music provided by the hosting Aerie.

A suggested banquet seating arrangement follows these guidelines.

THESE GUIDELINES WERE VOTED AND APPROVED BY THE EASTERN ZONE CONFERENCE HELD IN CLINTON IOWA IN APRIL OF 2016.

GUIDELINES COMMITTEE ………… PSP’S CINDY BRINSON & MARILYN MINTUN

**A recommended seating arrangement for the Saturday Night Banquet is as follows:**

Eleven Nine Seven Five Three ONE/TWO Four Six Eight Ten Twelve

One/Two Master of Ceremonies and spouse

Three Grand Aux Representative and spouse

Four Grand Aerie Representative and spouse

Five Grand Representative from Iowa and spouse

Six Regional President and spouse

Seven State Auxiliary President and spouse

Eight State Aerie President and spouse

Nine Eastern Zone Aerie Chairman and spouse

Ten Eastern Zone Auxiliary President and spouse

Eleven Local Auxiliary President and Spouse

Twelve Local Aerie President and Spouse

Additional guests, grant recipients, speakers or Past Grand Presidents should be sat in a place of honor near the head table, as availability allows.

As you can see …it is customary to work from the center out with highest-ranking officers, regional, state and then local, alternating back and forth with Aerie and Auxiliary representation.