THE GENERAL SOCIETY SONS OF THE REVOLUTION
GUIDELINES FOR MEETINGS

Originally compiled and organized by Richard Farmer Hess, 1996
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THE OVERALL PLAN

OBJECTIVES OF THE MEETINGS

The General Society's purpose in holding either Triennial or Board of Managers meetings is to conduct the business at hand with dispatch and have time to relax and enjoy the company of fellow members as much as possible. In doing the latter, the enjoyment of the meetings will be increased if opportunities are presented to learn about the history and lifestyles of the community and area visited.

SCHEDULING THE MEETINGS

In recent years (mid-1990s), both the Triennials and Board meetings have been held the weekend closest to October 19. (Exception: The 1997 Triennial, held in Annapolis, MD, was held during the weekend of October 30 – November 2).

Starting with the 1998 board meeting, all Triennial and Board meetings shall be held ending on the second Sunday in October. By so doing, conflict with the celebration of the Yorktown Victory each October 19th will be avoided. Note that exceptions to this ruling have been made in order to secure suitable hotel facilities, as other dates were unavailable at the location, or incurred significant price increases.

"Meetings of the General Board of Managers shall be held yearly in the two years between regular meetings of the General Society, the date and place of the meeting at all times to be determined by the General President." ----
Please see: **By-Laws, Article I, Sect. 4 – Meetings.**

PROCEDURE FOR SUBMITTING A PROPOSAL BY A HOST SOCIETY

The following steps will be taken in the submission of a proposal:

1. Annual Sites Chairman, working with his committee, solicits from state societies for their interest in hosting any annual meeting.
2. State Society representative indicates interest in hosting an annual meeting.
3. "Guidelines," as provided by the General Society, are then furnished to that state society by Chairman, Annual Sites Committee and/or Headquarters.
4. State Society furnishes preliminary details to Annual sites Chairman and his committee with copy to Headquarter Office, Independence, MO.
5. Annual Sites committee responds to State Society proposal. (ASC asks for additional information, changes, clarifications, etc. or accepts proposal as it is presented).

6. General President responds to State Society draft proposal as approved by the

Annual Sites Committee.

7. State Society submits final proposal for review by General President with copy to Headquarter Office, Independence, MO.
8. General President reviews the final proposal and either accepts with revisions or declines society's offer to host.
9. If the General President is satisfied with the proposal, he will acknowledge to the hosting society and will call (confirm date and place) the annual meeting.

TAX-EXEMPT CONSIDERATIONS:

Bear in mind when determining costs for an event that taxes can be a significant part of the total. In addition to sales tax, hotels and conference centers often have an additional room "tax" or "convention tax" if they are in an area where taxes have been added to support convention facilities. Gratuities also are often added automatically by the hotel to certain charges. The combination of these various taxes and gratuities can sometimes increase the cost of a function by as much as 25% added to the bottom line.

The Sons of the Revolution is a tax-exempt organization. If the host society has not already applied for a tax-exempt status from their state taxing agency, that should be one of the first tasks to be done in preparation to hosting. The society's treasurer or attorney can be most helpful in completing the tax-exempt process.

The host committee should place a copy of their tax-exempt letter or certificate on file with the hotel or caterer or other vendors at the time of contract. When reviewing bills for payment be certain to monitor for taxes since some bookkeeping departments will automatically add them without checking to see if a tax-exempt letter is on file.

Bear in mind that gratuities will still have to be paid. Be sure to allow for that in estimating costs and setting the registration fee.

DRESS CODE

Generally speaking, a coat and Society tie are worn for the business meetings. Formal dress with decorations should be the style at the banquets—white ties and tails for the General Officers and the host president are suggested. Luncheons at clubs usually call for gentlemen to be in coats and ties. Outings on Saturday and such evening events as barbecues can be most informal. All specifications for dress should be provided in the Schedule of Events.

GETTING STARTED

SETTING THE DATE

The General Society, as of May 1996, announced locations for meetings for 1997 through 2001. Succeeding Boards of Managers should endeavor to maintain a three-to-five-years' lead in selecting the locations of future meetings so that timely planning of them could be accomplished.

While the locations and years have been decided for the 1996 and 1997 meetings, the succeeding dates have not been detailed as to exactly on what days of what month they should be held. Some subsequent meeting dates have been changed to meet various needs of hotel availability or to avoid conflicts with other national organizations. Whenever possible, however, the host committee is to make every effort to secure the dates ending with the second Sunday in October.

DEVELOPING A HOST COMMITTEE

After the proposed host society has decided upon a date, it then should appoint a Meeting Chairman and a Program Committee to work with the chairman. Including the chairman, the committee should number about six people. Additional helpers will be needed, but this small, core committee can function effectively to plan the event.

The Program Committee should first develop a schedule that specifies the time and location of each element of the sessions. Once that is determined, individual assignments then should be made for the handling of each aspect of the program. All committee chairpersons should be responsible to the Meeting Chairman and he should, at all times, be constantly updated on progress being made on the various projects involved. If a co-chairman of the meeting committee is named, the two chairpersons need to resolve who is to handle what and how communications between them should be handled.

Hotel Arrangements: Responsibility for dealing with the hotel and the General Society should be centralized with the chairman. While it is deemed prudent to secure a tentative working reservation for the hotel as quickly as possible, all other arrangements should be put on an estimate basis until final decisions on the whole program, including fees, can be made. A final approval from the General President or the Executive Committee should be sought as early as possible. No contracts should be signed until final approval is given.

In the selection of a hotel, attention must be given to the distance from airport to hotel. It is strongly recommended that the travel time should not exceed 30 minutes.

Liability Insurance: Coverage should be reviewed with the hotel, outside meeting locales, and bus companies.

Appointment of the following committees has been found to be helpful to earlier host societies:

Registration: Requires a team to establish an accurate master list of attendees, plan who is to do what, prepare delegate packets, including appropriate session admission tickets, prepare identification badges, and schedule personnel to man the registration desk for the hours specified.

Hosts: In addition to the Registration Committee, a team of hosts should be appointed to locate themselves, one at a time, to greet registrants and their guests as they arrive and be in a position to answer whatever questions these people may have about the arrangements.

The Registration Table: The hotel should provide at least one, preferably two—six- or eight-foot tables, at least four chairs, a telephone connection to the telephone switchboard, a water carafe and beverages (soft – for staff only). These tables should be placed near the hotel registration desk where there is space behind the chairs so that registrant packets can be stored until given to the registrants and members can also temporarily store personal items. Some larger convention hotels have a registration center, a room which opens onto a counter (similar to a cloakroom) which they assign for this purpose.

A typewriter or other label-making devise such as P.Touch is desirable to make last-minute registrants' nametags or replace ones already made with errors.

The Registration Packet: Registrants usually are given a variety of items in a plastic or canvas bag immediately upon checking in with the Society Registration Desk staff. This generally contains a pad of paper (various sizes have been used), a pencil and/or pen and printed material on the host city.

This material usually can be obtained in quantities from the City Tourists Bureau (or whatever it is called).

1. A schedule of events that indicates where attendees are to meet and at what time also should be included.
2. A map of the hotel showing locations of meeting rooms and rest rooms is essential.
3. A registration list of attendees, including wives' first names, should be included, as should a list of host society committee members.

Identification Badges: At the last few meetings, badges that are worn like a necklace have been used. They, of course, provide admission checks to all functions as well as introduce each member or guest to their fellow attendees. This kind of badge is preferable to those with pins or extended plastic tabs. They should have space for name of the registrant, a nickname, if available, the position held in the organization and State Society membership.

Special Programs: Should be responsible for making arrangements with the local facilities managements for holding whatever meetings are planned for non-business hours and non-business-session-attendees. This should include arranging for the arrivals of the guests at the various locations, establishing menus, bar arrangements, table arrangements and, where appropriate, arranging for guides, lecturers, etc. It also should arrange for appropriate contributions to museums, etc., when they are used as sites for receptions.

Hospitality: This group should arrange for any special requests made by the principals of the specially sponsored receptions, if any. They also should arrange for appropriate floral decorations at the banquet and for flowers for the General Officers and their spouses.

Tip Boxes: These should be forbidden at function bars or food tables and removed promptly if any appear. This exclusion needs to be noted in the hotel contract and contracts or agreements with caterers for off-site activities.

Meeting Rooms: Responsible for assuring that the proper tables, chairs, pencils, pads, audio-visual equipment, microphones for speakers and the dance band, as well as other appurtenances are in place for each session, as scheduled with the hotel or other facility.

Special Meeting Room Equipment: Each business meeting room should have a microphone setup to be used by the General President and the Secretary at a head table. Floor mikes might be useful if more than 50 people attend the meeting. Need of slide projectors, video tape projectors, screens, digital projectors, light pointers and the like should be determined individually when speakers are scheduled. The meeting room should be set up classroom style (tables in rows with chairs facing the head table). They should be equipped with pads, pencils, water flasks and glasses. An SR sign outside the door is helpful. United States and Sons of the Revolution flags should be properly placed at the front of the room -- the United States flag to the left and the Society flag to the right as one faces the speaker's table.

Attendance Lists: Must be taken during the first business meeting by the General Secretary. This is for income tax backup. A tablet of paper and a pen should be designated for this purpose and passed about the room for signatures.

Transportation: Arranges for bussing people to and from all non-hotel events and arranges can be a very expensive part of an overall program. Before signing a contract with a bus company, the committee should have its other costs well in mind. Providing appropriate tips to bus drivers and others who provide services are also a part of the overall registration fee.

Favors: Determines what remembrance favors (if any) for this meeting are to be included in the delegate packets, secures approval of same from the chairman and makes certain the appropriate quantity is delivered in timely fashion to the Registration Team.

Flags: Coordinates local flags with those of the attending delegations.

Sunday Church Service: Completes arrangements for the Sunday church service, coordinating it with both the church's pastor and the General Society's Chaplain. This should include the making of whatever arrangements are possible for the General Society Chaplain's participation in the church service, the supplying of appropriate information about the General Society and the host society to the pastor and others involved with development of printed programs for that service and arranging whatever is desirable for the placing of flags within the church, if such placement is permitted. This committee also plans and presents any monetary gift that is deemed to be appropriate for the church as a token of appreciation for inviting the Society to its service.

Publicity: Responsible for dissemination of appropriate information to the local press and full information to the editor of the *Drumbeat*. Deadline for information to the *Drumbeat* must be observed, with details or other publicity provided for the spring issue, full descriptive article and registration insert in the summer issue and a brief final enticement in the autumn issue.

Printing: Responsible for getting the convention programs, banquet programs, name tags, attendees lists, press releases and general information sheets printed on time with the correct information. He should be familiar with printing formats and other printing items.

Printed Banquet Program: The design of a printed banquet program is up to the committee. It should include the evening's program, the names of officers of the host society and the committee members as well as a brief background statement on the speaker. Inclusion of the dinner menu is optional.

IMPLEMENTING THE PLANS

CONTRACTING WITH A HOTEL

With a three-year lead, it is desirable to contact several local hotels to be sure the best prices are obtained consistent with the high quality of rooms and service desired. Generally, if a listing is provided to the area Convention & Visitors Bureau telling the date, nature of meeting, anticipated attendance, and requirements, they will circulate the information and hotels will contract the Chairman. The Committee Chairman, in dealing with the hotels, should provide the basic program plan and an estimate of the number of likely attendees. The last three Triennials (2000, 2003, 2006) ranged in total attendance from 187 to 290 with the 1985 New York meeting holding the record with 325 attendees. These figures include those not staying in the hotel because they are members of the host society and live locally. The total number attending interim board meetings ranges from 60 to 199.

For a more complete update on attendance, please see attached chart: **Data Comparison of Costs & Attendance for Annual Meetings**.

Suite Arrangements: Prior to discussing arrangements with hotel managements, it is desirable for the Committee Chairman to determine whether the General President wishes to be placed in a suite or other kind of room. If he wishes to have such accommodations, they should become part of the initial discussions with the hotels. The cost of such arrangements should become part of the total hotel cost for the host society. Any other arrangements for suites, special meeting rooms over and above those engaged for the meetings, or other facilities, should be at the expense of the person making such arrangements. Further, any charges for food or beverages served in such facilities also should be the responsibility of the person making the arrangements for those facilities.

Gratuities for Meal/Bar services: These should be included in any arrangements for same made with the hotel or other catering facility.

Arrangements For Late Sunday Checkout: These should be made at the time of engaging the hotel to assure that the Farewell Sherry part of the program can be held without penalty charges to those who participate.

When a decision on hotel has been made, the following individuals must be advised in writing of the selection, variable room costs, etc. (a check-list for items to be reported is at the end of this document):

The General President
The General Secretary
The Executive Secretary at GSSR Headquarters
The Coordinator of the Publications Committee & editor.

SETTING THE REGISTRATION FEE

When all the function planning is completed, including meals, transportation, printing, dance band, favors, flowers, drinks, gratuities to service people, and cost estimates have been obtained for each element on which expenditures are to be made as well as estimates of contributions expected from reception-sponsoring state societies, the final programming can be determined along with the fee to be charged each registrant. The chairman should be well aware of the previous registration fees listed on the **Data Comparison** chart.

The Friday daytime activities for the ladies and any of the men who wish to join them should be charged separately for that service, since most members will be attending the business meetings. It is preferable to include all costs for the Saturday daytime activities in the basic registration fee.

Since some members of the host society will not be able to attend all of the program events, a set of fees for individual events should be established for those wishing to attend only a few events. An estimate of the expected attendance of local Society members should be made and the likely income from such attendance added to the estimate of income from full subscribers.

Once the total cost for the meeting has been compiled, a five percent (5%) cushion should be added for each year away from the meeting date so as to cover those unexpected expenses that most generally arise. Deducting the anticipated income from both the local members attending only a portion of the events and that anticipated from reception-sponsoring State Societies and then dividing that total by the estimated number of full registrants should result in the estimated per person cost for the registration fee.

When these tentative calculations have been completed to the satisfaction of all host committee members, these fees/costs must be presented to and discussed with the General President and with final charge figures agreed upon by the Executive Committee. When that point is reached, all persons named above should be sent written statements on the costs/fees to be charged attendees.

THE BACKUP FUND

Once the contracts for various services have been set, the host society should set aside a sizeable reserve fund as a cushion to be certain that all commitments can be paid

The Virginia Triennial, in 1991, created a fund of $4,000 over and above its expenditures. It subsequently turned this amount over to the Georgia Society as a cushion against which unexpected charges could be paid. In 1994, the Georgia Society set aside $3,500 for this purpose, none of which had to be used. The Georgia Society, in turn, expected to transfer this amount to the Maryland Society for use as needed in the 1997 Triennial in Annapolis.

At the May 9, 1996 Executive Committee meeting, a request was made to the Georgia Society to turn this fund over to the General Society Treasurer so that it could be maintained and enlarged as a cushion for all General Society annual meetings—Triennial and Board of Managers alike.

MEETING *DRUMBEAT* PUBLICATION REQUIREMENTS

It is absolutely necessary for the Society's newsletter, ***DRUMBEAT*,** to publish details of the upcoming October meeting in its summer edition. The following winter edition includes a report of the meeting.

All details of the annual meeting should be sent to the editor at General Headquarters by March 1st of the year of the meeting. This should include the information listed on the Calendar of Events pages accompanying this guideline as well as on the Reservation Forms Information Questionnaire. Additional items, such as pictures of important local interest, likely weather conditions, how to get to the meeting city by car or public transportation, and how to get to the hotel from the airport should be included. A brief history of the area also should be included. Samples of three recent *Drumbeat* meeting publicity articles are attached.

IT IS IMPORTANT THAT ALL ITEMS ON THE INFORMATION FORMS BE ANSWERED IN ORDER THAT APPROPRIATE ATTENTION CAN BE GIVEN THE MEETING IN THE ISSUE.

It is customary for each meeting to be discussed in the lead story of the summer issue. A program schedule and other pertinent items are included. Greater coverage is provided each Trienni-

al via more pictures, etc. The interim board meetings are covered in detail, also. The use of a four-page special information and registration insert will be published in the summer issue. Publication of the summer issue is scheduled for June 1st each year. Advance publicity information is encouraged for the spring issue. A final note can be included in the autumn issue, providing copy deadlines are met.

TRIENNIAL MEETINGS

Meeting Length: Thursday afternoon through Sunday just after noon.

Registration: Should be scheduled from 1:00 PM to 7:00 PM on Thursday and again on Friday between 9:00 AM and noon. The registration desk should be located on the main floor of the meeting hotel near the hotel's registration desk and should be manned by teams of host society representatives on 2- to 3-hour schedules.

Committee Meetings: Executive Committee and standing committee meetings should be scheduled for Thursday afternoon between 1:00 and 5:00 PM or earlier if necessary. Separate rooms should be provided for each committee. The Executive Committee should have a table around which seven (7) members can be comfortably seated with several additional chairs in the room.

As to the others, they generally will require space for three to six people.

The Society's Executive Secretary should canvass the committee chairmen at least one month prior to the meetings to determine their needs and report same to the Meeting Committee Chairman.

Business Meetings: The first business session should be scheduled for Friday morning between 9:00 AM and 11:45 AM. The second business session should be on Friday afternoon between 1:30 and 4:00 PM. A flexible third business session should be scheduled for Saturday morning, utilization of which would depend on the volume of business to be handled. This should be scheduled for the hours of 8:30 to 10:30 AM (with the option to go to 11:30 AM if necessary). These sessions should be scheduled in the host hotel.

Meals To Be Included: The host society should plan to have:

Continental Breakfasts: These should be provided every day –
Friday and Saturday mornings between 7:30 and 8:45 AM and
Sunday morning between 8:00 and 9:30 AM.

Luncheons: Only a Friday luncheon in the hotel, scheduled for 12:00 Noon and to last no more than an hour and one-half, should be included for all male registrants. This may be buffet or served. The ladies' luncheon would be taken care of by the tour of the day.

The Saturday program should include a luncheon on whatever tour is planned. (See below). Those guests who don't participate in the tours would be on their own for that meal.

Receptions and Dinners: Should be provided for Thursday, Friday and Saturday evenings. A longer reception with "heavy" hors d'oeuvers could replace a Thursday dinner, this cost a part of the registration fee unless some state society wants to underwrite or sponsor..

Receptions: Should be scheduled prior to each evening's dinner. At least one hour should be allowed between the scheduled closings of the afternoon sessions and the starts of the Thursday

and Friday receptions. On occasion, sufficient hors d'oeuvres have been offered throughout a three-hour period, along with the liquid refreshments, that dinners were not required. On other occasions, the receptions became parts of longer, informal sessions that included clambakes, barbecues, Low Country Boils and the like.

Locations of these Thursday and Friday receptions have varied greatly. They have been held right in the host society hotels but, just as frequently, they have been held in museums of various types, art institutes, historical society headquarters, law libraries, courtrooms, historical forts, private clubs and sky-high restaurants.

The Saturday evening formal receptions generally are timed to start at 6:30 PM. These usually are held in rooms adjacent to the evening's formal dinner. Hosting of these receptions varies. The New York and Pennsylvania Societies historically host one or the other of these receptions with the host society also hosting one of them.

Thursday and Friday evening dinners should be handled in a manner appropriately reconciled with the reception plans for those evenings.

Saturday evening should be a formal affair, usually in the ballroom of the host hotel following the reception. However, the 1985 Triennial held its formal reception and banquet in the Windows-on-the-World restaurant at the top of the World Trade Center, and the 1991 Triennial's banquet in Richmond was held in the Commonwealth Club. If the event is outside the host hotel, bus service to and from the outside location should be provided. Keeping the banquet in the hotel saves the cost of buses and wrap checking on the part of the host committee. Additionally, it saves out-of-town attendees—especially the ladies—the bother of carrying evening wraps from home.

Time start for the dinners should be at 7:30 PM. The balance of the evening should be flexible enough to have some dancing available after the evening program has concluded. The program should allow for award presentations and installation of officers following the dinner. The recipient of the Modern Patriot Award generally is expected to deliver a speech pertinent to the occasion. At all formal banquets, presentation and retreat of the Colors are part of the program. The General Society Color Guard Captain and the Captains of the State Society Color Guards sending representatives to the meetings usually handle these.

The printed notices of the formal dinner should include the statement

"White or Black Tie; Orders and Decorations."

Daytime Entertainment Programs: Should be provided for both Friday and Saturday.

Primarily for the ladies on Fridays (but gentlemen not attending the business sessions usually are invited), the programs generally start between 9:00 and 10:00 AM, break somewhere for luncheon and conclude before 4:30 PM. A bus, or busses—depending upon the number subscribing to the program when registering for the meetings—should be employed for the period starting and ending at the hotel. It is desirable to return the group to the hotel at least an hour before the evening functions begin. (See below for additional information on busses.)

Visits to historic houses, historic districts, special countryside areas, art museums, science museums, state capitols, historic military installations, special libraries, botanical gardens and similar locales are among the facilities that have been visited during the Friday tours. The luncheons usually have been held in private clubs. Fees have been charged for these tours over and above the basic registration fees. (See below for additional information on this subject.).

The **Saturday Programs** should start between 9:30 AM and 11:30 AM, go through luncheon and end anywhere from 2:00 to 4:00 PM in the afternoon.

These programs have varied widely and usually are attended by all registrants. They have covered similar locales to those listed above for the Friday tours. However, a luncheon on a boat cruise on the Savannah River was the Saturday feature included in the basic registration for the 1994 Triennial held there. The boat ride ended early in the afternoon and the balance of the afternoon was free. The next year, in Knoxville, a whole day was spent on a tour of two college campuses in and near Knoxville and a tour of the Great Smoky Mountains National Park. Luncheon at the Green Meadows Country Club, as well as the trip, was in addition to the basic fee for these meetings. The Friday tour, however, was included in the basic fee.

At the 1991 Richmond Triennial, a trip was taken from Richmond to Yorktown for the Yorktown Victory Day Celebration. After the celebration, a tour of the Yorktown Battlefield section of Colonial National Historical Park was arranged, and a box lunch aboard the buses supplied the noontime meal. All was included in the basic Triennial registration fee.

The Sunday Morning Church Service: This should be arranged at a church relatively near the host hotel. Historical churches frequently have been used. Denominations recently inviting the General Society to be featured guests at their services have included Episcopal, Presbyterian, Methodist and Catholic churches. The pastor of the host church should be consulted as to his preference for a flag parade. If permitted, the SR flag should be placed in the center of the array of flags, the United States flag on the left and the State flag on the right as the viewer faces the array. The host clergyman should be invited to the Farewell Sherry.

The Farewell Sherry: The time-start really depends on when the church service ends and how much time it will take for attendees to return to the hotel. This should be held in the hotel. No more than an hour should be scheduled. Late checkout arrangements should be made with the hotel at contract time. The food served has varied from snack-type finger foods to light brunch dishes. A Farewell Sherry session could begin at 12:00 Noon or earlier, following the church service.

IMPORTANT:

Please complete all parts of the questionnaire on pages 9 through 11, including the appended sheet requested at the bottom of page 10. Also please complete all parts of the questionnaire on page 14 and send all pages to the General Society's *Drumbeat* Editor by March 1st of the year of your state society' s hosting this Triennial.

These completed documents must be completed and returned by the stated date.

TRIENNIAL CALENDAR OF EVENTS

State Society _____

Triennial Dates_____

Thursday, October _____

1:00 PM - 7:00 PM	Registration – The _____ Hotel, main lobby
1:00 PM- 5:00 PM	Executive Committee Meeting Standing Committee Meetings
6:00 PM	Bus leaves for _____ Society Reception
6:l5 PM - _____ PM	_____Society Reception:
_____PM	Last bus leaves for hotel if reception held elsewhere.

Friday, October _____

7:30 AM - 8:45 AM	Continental Breakfast, all registrants
9:00 AM - 11:45 AM	First Business Session
9:00 AM - 12:00 N	Registration – The Hotel _____, main lobby
9:____AM - _____PM	Ladies' Tour (Registrants only).

_____

Casual dress; good walking shoes recommended. Includes Luncheon. Gentlemen need jackets and ties for luncheon. (Delete if not needed.)

12:00 N - 1:30 PM	Delegates' Luncheon
1:30 PM - _____ PM	Second Business Session
6:00 PM	Bus leaves for _____ Society Reception
6:15 PM - _____ PM	_____Society Reception:
_____PM	Last bus leaves for hotel if held elsewhere.

TRIENNIAL CALENDAR OF EVENTS -- Continued

Saturday, October _____
7:30 AM - 8:45 AM Continental Breakfast, all registrants
9:00 AM - _____ AM Third Business Session (If necessary)

_____AM - _____PM Tour to _____
Registrants only/All registrants; Luncheon included/Luncheon on own
[Delete one of each pair of items above].
(Special notes on clothing, shoes, etc.)_____

_____

6:30 PM - 7:30 PM _____Society Reception:
_____Hotel

7:30 PM - _____ PM Formal Dinner. Awards Ceremony, Installation of Officers, Dancing
_____ Hotel. White or Black Tie; Orders and Decorations

Sunday, October _____
8:00 AM - 9:30 AM Continental Breakfast, all registrants

_____ AM Parade of Colors to Church

_____ AM - _____AM Worship Service _____Church.

_____AM Bus returns to hotel

_____AM - _____ M Farewell Sherry, _____Hotel

PLEASE APPEND A SHEET WITH THE FOLLOWING INFORMATION:

IF YOU DRIVE -- Describe the several route numbers that registrants should use in driving to your meeting location from the main points of the compass.

THE AIRPORT LIMO: Describe the frequency with which the limo operates from the local airport to the meeting hotel -- both TO and FROM the hotel, the cost per person and the telephone number to use for reservations.

WHAT TO WEAR: Give the average temperature range and describe the kinds of clothing and coat/rainwear likely to be useful. We will include the following unless you modify it: White or black tie with orders and decorations will be appropriate for the formal reception, dinner and dance on Saturday evening. Otherwise, jackets and ties are requested. Comfortable walking shoes are recommended for the daytime events.

Send all information requested to the General Society Chairman, Publications Committee by March 1st of the year of your meeting.

BOARD OF MANAGERS MEETINGS

Meeting Length: Friday morning through Sunday just after noon.

Registration: Should be scheduled from 9:00 AM to 7:00 PM on Friday. The registration desk should be located on the main floor of the meeting hotel near the hotel's registration desk and should be manned by scheduled teams of host society representatives.

Committee Meetings: Executive Committee and standing committee meetings should be scheduled for Friday morning between 9:00 AM and 12:00 Noon. Separate rooms should be provided for each committee. The executive committee should have a table around which seven (7) members can be comfortably seated plus additional chairs for others. As to the other committees, they generally will require space for three to six people. The Society's Executive Secretary should canvass the committee chairmen at least one month prior to the meetings to determine their needs and report same to the Meeting Committee Chairman.

Business Meetings: The first business session should be scheduled for Friday afternoon between 1:00 and 5:00 PM. A flexible second business session should be scheduled for Saturday morning between the hours of 8:30 and 10:30 AM with the option to go to 11:30 AM if necessary. Utilization of this period would depend on the volume of business to be handled. These sessions should be scheduled in the host hotel.

Meals To Be Included: The host society should plan to have:

Continental Breakfasts: These should be provided for Saturday morning between 7:30 and 8:45 AM and Sunday morning between 8:00 and 9:30 AM.

Luncheons: Only a Friday luncheon in the hotel, scheduled for 12:00 Noon and to last no more than an hour and one-half, should be included for all male registrants. This may be buffet or served. The ladies' luncheon would be taken care of by the tour of the day. The Saturday program should include a luncheon on whatever tour is planned. (See below). Those guests who don't participate in the tours would be on their own for that meal.

Receptions and Dinners: Should be provided for both Friday and Saturday evenings.

Receptions: Should be scheduled prior to each evening's dinner. At least one hour should be allowed between the scheduled closing of the Friday afternoon session and the start of that evening's reception. On occasion, sufficient hors d'oeuvres have been offered throughout a three-hour period, along with the liquid types of refreshments, that dinners were not required. On other occasions, the receptions became parts of longer informal sessions that included clambakes, barbecues, Low Country Boils and the like.

Locations of these Friday receptions have varied greatly. They have been held right in the host society hotels but, as frequently, they have been held in museums of various types, art institutes, historical society headquarters, law libraries, courtrooms, historical forts and private clubs.

The Saturday evening formal receptions generally are timed to start at 6:30 PM and last for an hour These usually are held in rooms

BOARD OF MANAGERS MEETINGS -- Continued

adjacent to the evening's formal dinner. The board meeting receptions are not necessarily hosted by any but the host society. The record shows, however, that the New York Society has hosted one of these events at each board meeting in addition to their sponsorship of the Triennial event.

Friday evening dinners should be handled in a manner appropriately reconciled with the reception plans for that evening. **Saturday evening** should be a formal affair, usually in the ballroom of the host hotel following the reception. If the event is outside the host hotel bus service to and from the outside location should be provided. Keeping the banquet in the hotel saves the cost of buses and wrap checking on the part of the host committee. Additionally, it saves out-of-town attendees—especially the ladies—the bother of carrying evening wraps from home.

Time start for the dinners should be at 7:30 PM. The balance of the evening should be flexible enough to have dancing begin after the evening program has concluded. For board meetings, the program usually is limited to a presentation or two and a speaker. However, there have been occasions when the General President presided and no guest speaker was present.

The printed notices of the formal dinner should include the statement "White or Black Tie; Orders and Decorations."

Daytime Entertainment Programs: Should be provided for both Friday and Saturday.

Primarily for the ladies on Fridays (but gentlemen not attending the business sessions usually are invited), the programs generally start between 9:00 and 10:00 AM, break somewhere for luncheon and conclude before 4:30 PM. A bus, or buses—depending upon the number subscribing to the program when registering for the meetings—should be employed for the period starting and ending at the hotel. It is desirable to return the group to the hotel at least an hour before the evening functions begin.

Visits to historic houses, historic districts, special countryside areas, art museums, science museums, state capitols, historic military installations, special libraries, botanical gardens and similar locales are among the facilities that have been visited during the Friday tours. The luncheons usually have been held in private clubs. Fees have been charged for these tours over and above the basic registration fees. (See below for additional information on this subject.).

The Saturday Programs should start between 9:30 AM and 11:30 AM, go through luncheon and end anywhere from 2:30 to 4:00 PM in the afternoon.

These programs have varied widely and usually are attended by all registrants. They have covered similar locales to those listed above for the Friday tours. Fees for this part of the program preferably are included in the basic meeting charge.

The Sunday Morning Church Service: This should be arranged at a church relatively near the host hotel. Historical churches frequently have been used. Denominations recently inviting the General Society to be featured guests at their services have included Episcopal, Presbyterian, Methodist and

Catholic churches. The pastor of the host church should be consulted as to his preference for a flag parade. If permitted, the SR flag should be placed in the center of the array of flags, the United States flag on the left and the State flag on the right as the viewer faces the array. It is considered courteous to invite the rector to the Farewell Sherry.

The Farewell Sherry: The time-start really depends on when the church service is likely to end and how much time it likely will take for attendees to return to the hotel. This should be held in the hotel, probably in the same location as the breakfasts. No more than an hour should be scheduled. Late checkout arrangements should be made with the hotel at contract time. The food served has varied from snack-type finger foods to light brunch dishes.

PLEASE COMPLETE ALL PARTS OF THE QUESTIONNAIRE ON PAGES __ AND __, INCLUDING THE APPENDED SHEET REQUESTED AT THE BOTTOM OF PAGE ___. ALSO PLEASE COMPLETE ALL PARTS OF THE QUESTIONNAIRE ON PAGE __ AND SEND ALL PAGES TO THE GENERAL SOCIETY'S CHAIRMAN, PUBLICATIONS COMMITTEE BY MARCH 1ST OF THE YEAR OF YOUR STATE SOCIETY' S HOSTING THESE BOARD OF MANAGERS MEETINGS.

BOARD OF MANAGERS MEETINGS CALENDAR OF EVENTS

State Society _____ Board of Managers Meeting
Dates_____

Friday, _____

7:30 AM - 8:45 AM Continental Breakfast, all registrants
9:00 AM - 11:45 AM Executive Committee and Standing Committee Meetings

9:00 AM - 7:00 N Registration-- The Hotel _____+_____, main lobby

9:____AM - _____PM Ladies' Tour (Registrants only).
_____
_____
Casual dress; good walking shoes recommended. Includes Luncheon.
Gentlemen need jackets and ties for luncheon. (Delete if not needed.)
12:00 N - 1:30 PM Delegates' Luncheon
1:30 PM - 5:00 PM First Business Session
6:00 PM Bus leaves for _____ Society Reception
6:l5 PM - _____ PM _____Society Reception:
_____
_____
_____PM Last bus leaves for hotel

Saturday, October _____
7:30 AM - 8:45 AM Continental Breakfast, all registrants
9:00 AM - _____ AM Second Business Session (If necessary)
_____AM - _____PM Tour to _____.
Registrants only/All registrants; Luncheon included/Luncheon on own
[Delete one of each pair of items above].
(Special notes on clothing, shoes, etc. _____
_____

6:30 PM - 7:30 PM _____Society Reception: _____Hotel
7:30 PM - _____ Formal Dinner. Awards Ceremony, Installation of Officers, Dancing.
_____ Hotel.
White or Black Tie; Orders and Decorations.

Sunday, October _____
8:00 AM - 9:30 AM Continental Breakfast, all registrants

_____ AM Parade of Colors to Church

_____ AM - _____AM Worship Service _____Church.

_____AM Bus returns to hotel

_____AM - _____ M Farewell Sherry, _____Hotel

PLEASE APPEND A SHEET WITH THE FOLLOWING INFORMATION:

IF YOU DRIVE -- Describe the several route numbers that registrants should use in driving to your meeting location from the main points of the compass.

THE AIRPORT LIMO: Describe the frequency with which the limo operates from the local airport to the meeting hotel -- both TO and FROM the hotel, the cost per person and the telephone number to use for
reservations.

WHAT TO WEAR: Give the average temperature range and describe the kinds of clothing and coat/rainwear likely to be useful. We will include the following unless you modify it: White or black tie with orders and decorations will be appropriate for the formal reception, dinner and dance on Saturday evening. Otherwise, jackets and ties are requested. Comfortable walking shoes are recommended for the daytime events.

Send all information requested to the General Society Chairman, Publications Committee by March 1st of the year of your meeting.

THE GENERAL SOCIETY, SONS OF THE REVOLUTION
Annual Meeting and Hotel Reservation Forms Information Questionnaires

The Host State Society should return this form to the SR General Publications Chairman by March 1 of year of the meeting.

MEETING RESERVATION FORM

State Society_____

Meeting: Year_____ Type: [ ] Board of Managers [ ] Triennial

Dates: (month)_____ (dates) _____ , (year)_____

Location: (city)_____ (state)_____

Fees/Per Person:
Amount:
Registered on or before: (mo/date/yr)_____ $_____

After date specified above: $_____

Special Tour Fees for: _____day $_____; _____day $_____

No Refunds After: (month)_____ (date)_____

Checks to be made payable to: (organization)_____

Checks and form to be sent to:

(name/title_____ organization_____

(street #/name)_____ (city)_____ (state)_____ zip_____

HOTEL RESERVATION FORM

Hotel:(name)_____ (street address)_____

(city)_____ (state)_____ (zip)_____

Telephone:_____ 800 -- _____
Fax:_____

Rates: Single Occupancy $_____; Double Occupancy $_____; Extra Person $_____

Minimum Stay Requirements: #Nights_____for _____or _____

Date/Time Reservations must be Received to Gain Special SR Rate:

(month)_____ (date)_____ (hour) _____

Check-In Time: _____PM; Check-Out Time: _____AM/PM/

Guarantee needed to accompany reservation (# nights):_____

Cards Accepted (Check all that are accepted):

American Express [ ] Diners Club [ ] Carte Blanche [ ] Visa [ ] Master Card [ ] Discover [ ]

Cancellations must be made _____hours prior to arrival in order to secure refund of deposit.

Tax percentage to be added to reservation guarantee: _____%.

NOTE: IT IS IMPORTANT THAT ALL INFORMATION BE SUPPLIED.
TYPE OR PRINT ALL RESPONSES

Meeting Room For Committee Meetings

Rectangular Table for 3 – 12 places ☐
Tablets of Paper ☐
Ball Point Pens ☐
Schedule Received From General Society Office ☐

Meeting Room For Board Meeting

Rectangular Head Table
for 7 at front of room ☐

Items For Both Kinds Of Meetings

Podium with Loud Speaker at side of front table ☐
Flag Locations — Tight Against Front Wall
Behind Head Table As One Faces Head
Table From Center of Room:
American Flag to left ☐
Sons Flag to right ☐
Electric Outlet available for tape deck ☐
At Rear Of Room: tables the width of the
room for exhibits ☐
Tables And Chairs, Theatre Style,
for delegates and others ☐
Continuous Coffee Service at rear of room ☐
Pad Available for **All Attending** to
Sign For Income Tax Record ☐

Plans for Local Members' Attendance

Determined ☐
Letter Sent Detailing Plans/Costs ☐

Secretarial/Registration

Name Tags Purchased ☐
Gift Bags Purchased ☐
Secretary Employed ☐

Items To Be Prepared:

Attendance List ☐
Name Tags ☐
Press Releases ☐
Church Program ☐
Formal Dinner
Program ☐

Place Cards ☐
Menu Choice Roster ☐
Meeting Schedule ☐
Directions To Events Outside Hotel:
_____ ☐
_____ ☐
_____ ☐

Registration Desk Attendants Time Schedule

Thursday (Triennial)/Friday (Board):
_____ - _____ ☐
_____ - _____ ☐
_____ - _____ ☐
Friday (Triennial)/Saturday (Board):
_____ - _____ ☐
_____ - _____ ☐
_____ - _____ ☐

Preparation of Gift Bags

Contents Include:

Meeting Schedule ☐
Note Pad ☐
Ball Point Pen ☐
Attendance Roster ☐
_____ ☐
_____ ☐
_____ ☐
_____ ☐
_____ ☐
_____ ☐
_____ ☐

Preparation Crew:

Selected ☐
Meetings:

Time	Date	
_____ - _____	____/____	☐
_____ - _____	____/____	☐
_____ - _____	____/____	☐

Bags Delivered to Hotel ☐

Cocktail Party or Hospitality Room
Preferred Liquor Brands

White Wine	J. Lohr	☐
Red Wine	Merlot	☐
Scotch	Dewars	☐
Bourbon	Old Grandad	☐
Blend	VO	☐
Gin	Tanqueray	☐
Vodka	Smirnoff	☐
Rum	Capt. Morgan	☐
Beer	Bud Regular	☐
Beer	Bud Lite	☐
Sodas	Coke, Pepsi, etc.	☐
Vermouth	Martini	☐
Lemons/Limes/Olives	☐	

Soda	☐
Tonic	☐

Pretzels	☐
Peanuts	☐