

## ARS PROCEDURES FOR HOSTING A SPRING, MINIATURE OR FALL NATIONAL CONVENTION

**In a calendar year, when there are three scheduled conventions (Spring, Mini and Fall National), the Mini National Convention shall not be required to include the following ARS meetings:**

- **Finance Committee meeting**
- **Executive Committee meeting**
- **Board of Directors meeting**
- **ARS Members meeting**
- **ARS Membership & Development Director will be given a time slot for a program during the convention events**

**ALL OTHER PROCEDURES WITHIN THIS DOCUMENT APPLY TO BOTH THE SPRING, MINI AND FALL NATIONAL CONVENTIONS.**

### PART I

#### PROCEDURE FOR BIDDING ON A NATIONAL/MINI NATIONAL CONVENTION

Letter of Intent from a Local Society(ies)/District(s) (Host(s)) to bid on a national ARS Convention shall be sent to the ARS Executive Director (Executive Director@rose.org) with a copy to the Assistant to the Executive Director ([Carol@rose.org](mailto:Carol@rose.org)). Upon receipt, the letter of intent will be marked as “received” and a Bid Request Form will be sent to the prospective host(s).

Bid requests for an ARS, Spring Fall or Miniature National Convention and Rose Show should be completed by the bidding host(s) and submitted to the Executive Director of the American Rose Society, with a copy to the Assistant to the Executive Director who will then forward to the Convention Planning Committee Chair, at least three (3) months prior to the Board meeting at which the bid is to be considered by the Board.

EXAMPLE: A bid for the Spring 2020 (April) Convention would be considered by the Board at their Spring 2019 meeting (April). Therefore, this bid would need to be submitted to the Executive Director with a copy to the Assistant to the Executive Director by January 2019. The Executive Director would then send the bid to the Convention Planning Committee Chair for vote/recommendation by the Convention Planning Committee in February 2019. The Convention Planning Committee recommendation to the Board will be sent to the Executive Director appx. one month prior to BOD submission in March 2019; Board recommendation considered at April meeting.

- The ARS Convention Planning Committee will then review the bid, per bid process and report back to the ARS Board of Directors with recommendations. Based upon this information, the Directors will vote to accept or reject any invitation. The Convention Planning Committee review and vote/recommendation must be completed within a one-month time frame to have their vote/recommendation to the Board in time for the Board meeting.
- After a bid is accepted, the **American Rose Society Convention Host Contract** will be signed by the Host(s) and ARS.
- In the event the date of the convention as indicated in the signed contract needs to be changed, a request for such change needs to be sent to the ARS President, ARS Executive Director, and Convention Planning Committee Chair. The ARS President will then present the request for change to the Executive Committee. The Executive Committee will vote to accept/or deny the date change.

Once the contract is signed, planning for the convention goes forward as follows:

**HOTEL SELECTION:**

The final selection of the hotel is made by the Host(s) in conjunction with the Executive Director of the American Rose Society. The hotel shall be selected, room rates confirmed and the contract signed, within three (3) months of the convention being awarded by the Board.

[EXAMPLE: Spring 2020 (April) Convention bid; hotel selection to the Executive Director by January 2019 (included in bid); awarded by BOD April 2019.

- HOTEL SITE VISIT WORKSHEET is attached.

The Host Committee and /or Chairperson will be responsible for all local contacts with the hotel and plans for the convention events and Rose Show.

**PLANNING THE CONVENTION**

A suggested schedule of events for the full convention, including the Rose Show, will be sent to the Executive Director by the Host committee within nine (9) months prior to the convention date. The Executive Director will review the schedule to insure no conflict. The schedule **must** be reviewed and approved by the Executive Director prior to any publication.

The attached information has been updated and is to be used for all ARS National and Mini National conventions that will be held after the date of January 1, 2019.

**PROFITS AND LOSSES:**

1. Profits shall be allocated as noted below. Any loss is the responsibility of the Host and shall be absorbed by the Host.
  - a) Profit from the convention is to be shared 40% to the National ARS treasury and 60% retained by the Host. The 60% host profit is subject to District Bylaws or other District Guidelines.
  - b) Any "seed" money on hand to meet contingencies shall be exempt from this provision. "Seed" money shall be defined as those funds loaned or on hand, to begin the convention process by either the local society host or the district host (or both).
  - c) Items for sale by the host organization are their project and the profits are not shared.
  - d) Items for sale by the ARS are their project and the profits are not shared.

**BOOKS, RECORDS AND ACCOUNTING:**

Host shall establish books and records of income and expenses according to standard accounting practices and shall supply a report to ARS within six (6) months of the completion of the convention. The ARS Executive Director is available to review and comment on the submitted budget at the request of the host.

It is mandatory for the host society to set up a separate bank account for the convention.

**GRATIS EVENTS:**

Note: ARS Conventions are working events for the ARS staff. They need their rooms for meetings, preparations, supply storage and staff meetings.

The ARS President, the Executive Director and the Assistant to the Executive Director will be provided with complimentary hotel accommodations for the convention. These accommodations shall run from the day before the Finance Committee meeting to the end of the convention. (See ARS EVENTS below)

Complimentary registration, and meals (if not included in the registration fee) and tours (provided space is available) will be provided to the ARS President, Executive Director, and the Assistant to the Executive Director.

An ARS Membership table will be provided with ARS membership information. This can be part of the registration desk.

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## **PART II – SCHEDULE OF EVENTS**

### **ROOM SET-UPS:**

All ARS meetings/events have specific room set-ups. ARS will provide those to the Host.

### **ARS MEETINGS**

A. The following meetings are required for all Spring and Fall National Conventions. In a calendar year when there are only two (2) scheduled conventions (Spring or Fall National and a Mini National), the Mini National Convention will also be required to include these meetings.

1. Finance Committee meeting
2. Executive Committee meeting
3. Board of Directors meeting
4. ARS Members meeting  
*Do not call this a Membership Meeting; This is a members meeting, not a membership meeting*
5. ARS Membership & Development Director will be given a time slot for a program during the convention events

ARS Finance Committee meeting, Executive Committee meeting, Board of Directors meetings will be scheduled as noted below for Day One and Day Two. The ARS Members Meeting is a report to the membership about what took place during these meetings and is scheduled after Day One and Day Two of convention. The ARS Membership and Development program is scheduled during the convention and after Day One and Day Two.

## **SCHEDULE OF EVENTS**

### **DAY ONE- (Day before Executive Committee/Board meeting): usually WEDNESDAY – 7-9PM**

ARS Finance Committee meeting (evening; 2 hours)

- ARS will prepare agenda/materials;  
A/V will be needed. ARS travels with laptop and projector. Screen and microphone needed.
- SET UP: Conference for 15 people plus chairs on perimeter for guests; water

### **DAY TWO – THURSDAY (ALL DAY)**

Continental Breakfast beginning at 7 AM for Board members

ARS Executive Committee meeting (8:00AM – 8:30AM) ARS

Board of Directors meeting (9:00AM – 5:30PM)

Includes Lunch (event for Board/Pasts Presidents) (12:00 noon – 1:00PM)

*Can be a sponsored event.*

- ARS will prepare agendas/materials, etc.
- A/V will be needed. ARS travels with laptop and projector. Screen and a microphone must also be on the head table, is needed.
- SET UP: Conference for approximately 35 people plus chairs on perimeter for guests

A rectangle or U-shaped table arrangement is required for the Board members with additional rows of chairs away from the Board tables for guests.

Water and/or coffee should be available for the directors in the meeting room.

An “octopus” of electrical outlets should be available for computers.

Cokes/Coffee in PM.

*Dinner can be “On your own” or an Opening Reception can be held.*

**THE FOLLOWING SCHEDULE OF EVENTS IS SUGGESTED FOR CONVENTION ACTIVITIES:**

**PRE-CONVENTION TOURS AND WELCOME PARTY: (Thursday)**

The day prior to the convention opening, tours can be planned for early arrivals and those not attending the Board meetings. A welcome party could be held that evening.

**DAY THREE – FRIDAY (CONVENTION OPENING):**

- Registration opens
- Programs, Seminars (CR, Judging, Arrangements, Photography), Tours
- ARS Members Meeting – **MANDATORY** – one hour needed  
Set Up: Schoolroom or program room set up; head table for officers  
A/V will be needed. ARS travels with laptop and projector. Screen and microphone needed.
- Spring Convention requires program time for Klima Medal Lecture – appx. 45 minutes
- Rose Show set up
- Evening – Dinner event/Opening Reception

**DAY FOUR – SATURDAY:**

- Rose Show
- Morning Programs during the show judging for those not exhibiting or judging
- Afternoon Programs

*Please utilize National American Rose Society contacts for speakers. This will ensure the success of your event. Contact the Executive Director or President for assistance. Programs can be individual speakers or panels of speakers.*

- **Awards Banquet** – evening event – See **AWARDS BANQUET** below.

**DAY FIVE – SUNDAY:**

Post-Convention Tours – OPTIONAL

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**Miniature National Conventions can follow the schedule above or can be shorter and less formal. In a calendar year when there are only two (2) scheduled conventions (Spring or Fall National and a Mini National), the Mini National Convention will be required to include the ARS Meetings. (See ARS Meetings above, Day One and Day Two, Members Meeting, time slot for Membership and Development program and, if necessary, Klima Lecture)**

## **SAMPLE SCHEDULE OF EVENTS FOR MINIATURE NATIONAL CONVENTION**

### **DAY THREE – FRIDAY**

#### **Friday afternoon -**

- Registration opens.
- Optional seminars/programs

#### **Friday night reception**

- Opening Reception - Light food and drinks

### **DAY FOUR – SATURDAY**

#### **Saturday morning**

- Rose Show

#### **Saturday afternoon**

- Programs – can be individual speakers or panels of speakers.
- Spring time Mini National may require a program time for Klima Medal Lecture – 45 minutes.
- Event for ARS Membership & Development Director program

#### **Saturday night**

- Awards Banquet

*If Mini Convention held separate from nationals in one year, contact ARS for information*

### **DAY FIVE – SUNDAY**

- Optional Tours

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## **PART III – PLANNING THE EVENTS**

### **A. BAR/COCKTAIL ARRANGEMENTS:**

Cash Bar is recommended

### **B. AWARDS BANQUET – FINAL BANQUET OF THE CONVENTION**

#### **Applies to Spring and Fall National Conventions (Miniature National Convention, if applicable):**

*If Miniature Convention is held as one of the conventions for the year, these rules will apply:*

- The Agenda for this Banquet is set by the ARS President and the ARS Executive Director. ARS Annual Fund donors and Heritage members are acknowledged at the Awards Banquet.
- All arrangements, including the menu, master of ceremonies, invocation, speaker, entertainment (if any), presentation of awards, etc., are to be approved by the ARS President, Executive Director, and the Convention Chairman.
- Final Awards Banquet Program must be approved by the ARS President and the Executive Director and is printed by the ARS staff and brought to the banquet.
- Arrangements for the head table, at the banquet, will be made by the Executive Director or his/her staff. Usually the head table consists of 16-18 people. Included in this group are the ARS President, ARS Vice President, Executive Director, ARS Treasurer, District Director, Regional Director, Convention Chairman, Master of Ceremonies, Guest Speaker, ARS President Emeritus and their spouses/guests. The Head Table can be a Dais or Rounds that are reserved, at the front of the room, for this purpose.

- Invitations for seating at the head table/tables are sent out under the ARS President's signature by ARS Headquarters. Attire of guests for the head table and for the banquet is at the discretion of the ARS President and will be included in the letter of invitation to those seated at the head table/tables.
- Reserved tables will be held for the ARS Prizes and Awards Committee Chair and Guest and ARS staff at the banquet. The Assistant to the Executive Director will work with the Convention Chair to facilitate.
- The room for the banquet should be large enough to hold all of the registrants of the convention.
- Podium, Microphone and Screen are required.
- Only National Awards, (the seven (7) Queens of Show - Hybrid Tea/Grandiflora, Floribunda, Modern Shrub, Miniflora, Miniature, Dowager and Victorian, Arrangements Gold, Arrangements Miniature, National Photography Award) and other special awards as designated by the ARS President or the Executive Director may be presented at the Awards Banquet. District Awards (Silver Honor Medal, Outstanding Judge Award, Outstanding Consulting Rosarian) may be presented at the Awards Banquet only if the District is hosting the convention.
- National Trophies are no longer shipped to convention sites. Winners will be notified after the convention regarding shipment, if desired.
- Certificates for the National Trophy winners the seven (7) Queens of Show: Hybrid Tea/Grandiflora, Floribunda, Modern Shrub, Miniflora, Miniature, Dowager and Victorian, Arrangements/Photography, etc. are given at the Banquet. ARS brings certificates and folders for presentation at the Banquet.
- Mini/Miniflora National trophies are offered to be shipped, if the host wants them. Host is responsible for all shipping costs.
- Pertinent District Travel Trophies are shipped, if requested.
- Awards given by the ARS President are coordinated by the ARS President/Executive Director/Assistant to the Executive Director.
- Rose Show Winner information must be coordinated with the ARS Assistant to the Executive Director for the Awards Banquet. ARS will submit certificates to be completed by the Show Chair prior to the Award Banquet. Certificates must be returned to Assistant to the Executive Director PRIOR to the banquet.

### **C. INSURANCE REQUIREMENTS:**

The Host shall have in force during the convention a \$2,000,000 liability insurance policy, obtained from ARS group plan or any other approved source.

If two host societies are involved, both should retain the insurance and riders. ARS staff will work with the host(s) to obtain necessary insurance certificates from the ARS group plan.

#### **D. REGISTRATION DESK AREA AND NEEDS:**

A registration table/desk should be set up for registrants to receive their name tags, program, etc. Convention Gift bags are traditional and normally also contain information on attractions in the area. Your local Tourist Bureau can be helpful in obtaining this information and sometimes will also provide name tags. ARS membership information is also displayed at this table.

ARS no longer ships merchandise to the convention (except special item books/calendars). ARS membership information, etc. for distribution will be shipped by Headquarters.

#### **E. CONVENTION COMMITTEES:**

Convention Registrar  
Rose Show Chair  
Arrangement Schedule and Judging  
Horticultural Schedule and Judging  
Photography Schedule & Judging  
Clerks & Placement  
Signage/Rose Show Schedule/Certificates  
Prizes and Awards  
Programs/Speakers  
Photography  
Sponsorship/Vendors  
Raffle/Silent Auction  
Graphic Design/Website/Social Media  
Hospitality  
Tours

#### **F. PUBLICITY:**

- The Convention will be listed on the ARS website, Website calendar, social media, Roses & You and Fragrant Rose E-newsletters.
- The Convention article, for publication in the *American Rose* magazine, is furnished by the Host.
- This information **MUST** be in the hands of the ARS staff 9 months prior to the convention date.
- The convention program schedule is prepared by the Host.
- The Executive Director **MUST** give final approval of the convention program schedule, prior to publication in the magazine.

##### **PUBLICATION SCHEDULE:**

##### **FOR APRIL CONFERENCE:**

- Publication 1<sup>st</sup> article (Save the Date/article) Appears Sep/Oct magazine (year before); due June 15 of the year before
- Publication 2<sup>nd</sup> article (Detail/Schedule-Registration-Hotel-Contacts) Appears Jan/Feb magazine; due Oct 1 of the year before

##### **FOR MAY/JUN CONFERENCE:**

- Publication 1<sup>st</sup> article (Save the Date/article) Appears Jan/Feb magazine; due Oct 1 of the year before
- Publication 2<sup>nd</sup> article (Detail/Schedule-Registration-Hotel-Contacts) Appears Mar/Apr magazine; due Jan 1 of the year of convention

##### **FOR SEPTEMBER CONFERENCE:**

- Publication 1<sup>st</sup> article (Save the Date/article) Appears May/Jun due March 1
- Publication 2<sup>nd</sup> article (Detail/Schedule-Registration-Hotel-Contacts) Appears Jul/Aug due May 1

#### FOR OCTOBER CONFERENCE:

- Publication 1<sup>st</sup> article (Save the Date/article) Appears May/Jun due March 1
- Publication 2<sup>nd</sup> article (Detail/Schedule-Registration-Hotel-Contacts) Appears Jul/Aug due May 1
- Publication of articles/schedule/registration in the magazine will be coordinated with ARS Publication Department. The Host is responsible for developing any PR Publications.
- Local publicity should be handled by the Publicity Chairman on a day-to-day basis. This should include all PR contacts. The Executive Director will work with the Host/Publicity Chairman.
- ARS Staff is available to consult with you on marketing, ideas and promotion.

#### **G. TROPHIES:**

All National Trophies are no longer automatically shipped to National Conventions.

If the recipient wants the National Trophy, they are responsible for contacting ARS and will be responsible for all shipping and insurance costs.

If the host wants the National Trophy at the Miniature/Miniflora Convention, the host is responsible for all shipping and insurance costs.

ARS must be given the names of these winners.

ARS Staff will bring the certificates/folders for these trophies to the convention, to be completed by the show chair and returned to Staff for preparation for Awards Banquet. Only National Awards are presented at the Awards Banquet. District Awards (Silver Honor Medal, Outstanding Judge Award, Outstanding Consulting Rosarian) may be presented at the Awards Banquet only if the District is hosting the convention.

ARS Staff will work with the ARS Prizes and Awards Chair in regard to presentations for the banquet

Convention Prizes and Awards Chair will work with the Convention Photographer to create the PowerPoint generally shown at the Awards Banquet.

#### **H. NAME TAGS:**

Name Tags will be furnished for all convention registrants. Name Tags are the responsibility of the Host.

#### **I. ITINERARY/SCHEDULE OF CONVENTION EVENTS:**

Program and registration information is published in *American Rose* magazine. Host will send this information to the ARS Publications Department. Hotel information, including rates and reservation cutoff date, is included together with a link to the convention website. A convention website is strongly recommended. ARS will link the convention website to the ARS website.

#### **J. PHOTOGRAPHER:**

The Host is responsible for providing a photographer and should communicate with the ARS Publications Department for what is required. A photographer is needed and takes photos of the rose show and all convention events including all Awards presented at the Awards Banquet.

#### **K. OFFICE EQUIPMENT/COPIES:**

- ARS uses their own computer.
- Printing of copies charged to the rooms, occupied by ARS staff, are the responsibility of ARS.



#### **L. OTHER ITEMS:**

- a) At least nine (9) months in advance of the convention, the Host will send ARS Headquarters the following:
1. Schedule of events, programs and rose show schedule.
  2. Names, addresses, cell phone number and email addresses of all committee chairmen, including Program Chairman. *See NATIONAL CONVENTION CONTACT LIST.*

#### **M. ROSE SHOW:**

- Sample Show form is available from ARS Headquarters
  - Having a winning entry in a National Rose Show is a prestigious event. Presentation of National Rose Show Ribbons is strongly recommended. Refunds are given for returned ribbons. Submit order to the Assistant to the Executive Director for processing.
- a) The Show Chair should work with the ARS Chair of Horticulture Judges.
- b) The Judges brunch or breakfast is paid for by the host society, unless a sponsor can be found for the event.
- c) Clerks should be on the show floor at least 30 minutes before judging begins. Clerks should verify that all roses are placed alphabetically in the appropriate class
- d) The ARS President, ARS Vice President and ARS Board of Directors and their spouses/guests should be invited to judge in the national show, if qualified. Requests to judge by these individuals must be made before the deadline set by the National Chairman of Horticulture Judging.
- e) The Horticulture Section of the show schedule **MUST** be approved, prior to printing, by the ARS Chairman of Horticulture Judges. Guidelines have been set and are in the *Guidelines for Judging Roses*. A preliminary schedule should be forwarded to the ARS Chairman of Horticulture Judges no less than 6 months prior to the convention.
- f) The Arrangements Section of the show schedule **MUST** be approved, prior to printing, by the ARS Chairman of Arrangement Judges. Guidelines have been set and are in the *Guidelines for Judging Rose Arrangements*. A preliminary schedule should be forwarded to the ARS Chairman of Arrangement Judges no less than 6 months prior to the convention.
- g) The Photography Section of the show schedule **MUST** be approved, prior to printing, by the ARS Chairman of Photography. Guidelines have been set and are in the *Guidelines for Judging Rose Photography*. A preliminary schedule should be forwarded to the ARS Chairman of Photography no less than 6 months prior to the convention.
- h) ARS Certificates are to be awarded to the winners.
- i) ARS no longer ships National Trophies. Certificates are provided instead and are given to the SHOW CHAIR for completion. They **MUST** be returned to the Assistant to the Executive Director for presentation at the Awards Banquet. **DO NOT** place them on the tables or let any winner have them. If winners are unable to attend the banquet, the certificate will be mailed to them.
- j) Rose Show set-up should start the day before the Rose Show. The Rose Show prep area is open early on the morning of show day for members exhibiting. A large room or area with tables set up for the exhibitors should be ready at that time.
- k) It is suggested that the actual show area have 150 tables with table clothes (white preferred). The total number would be dependent upon rose show entries for all areas, horticulture, arrangements and photography.
- l) Show schedules are published on the Convention website and in the Convention program.
- m) If we are to encourage the general public to experience the beauty of roses, at no time should a fee be charged to view or observe a rose show at any ARS sanctioned convention. We should actively pursue a broad spectrum of media to encourage outside attendees.