

## **THINGS TO REMEMBER**

- Check hotel space and negotiate deal, sign contract, place deposit.
- Identify requirements in terms of setup, A/V, F&B, timing of all events.
- Choose menus for all food events, and determine bar requirements.
- For evening events, determine entertainment required.
- Negotiate entertainment, sign contracts, place deposit.
- Determine off-site events, if any.
- Check event locations, negotiate terms and contract with deposit.
- Determine financial requirements for Convention weekend and write Budget, to include ticket pricing of events.
- Set up database of possible attendees and create mailing list.
- Prepare 'Save the Date' letter and mail-out.
- Prepare Announcement letter, Registration form and Acknowledgement letters.
- Prepare Invitation letter for Dais guests.
- Begin solicitation for program book ads, source a printer and determine price for printing and collating book.
- Identify source of Registration bags.
- Prepare list of items to include in registration bags.
- Mail Announcement letter together with Registration form.
- Mail Invitation letter to Dais guests.
- Invite singer to sing American National Anthem at banquet.
- Invite singer to sing Greek National Anthem at banquet.
- Obtain Greek flag for Friday luncheon and Saturday banquet.
- Design and print attendee name badges.
- Design and print tickets for all events.
- Design and print programs for all lunches and banquets, as required.
- Begin editing program book.
- Designate Toastmaster for Saturday banquet.
- Designate Registration Desk volunteers.
- Determine décor for event tables and Registration table.
- Determine transportation need for off-site event(s).
- Complete packing of registration bags.
- Purchase any food/beverage required for Hospitality
- Planning committee to hotel early morning.
- Deliver food/beverage for Hospitality.
- Deliver all print material/bags/brochures/menus, etc. to one location.
- Chairman to liaise with Catering Service Manager for all events.

## **SUGGESTED CONVENTION TIMELINE**

**JULY:** Research hotels. While price is an important consideration, other factors like the overall quality of the facility, the suitability of the conference/meeting facilities and banquet facilities, etc. must also be considered

**AUGUST:** Hotel selected.

**SEPTEMBER:** Meeting with District Lodge. District Convention Time Lines

**OCTOBER:** Meet with chapter officers and select the following chairman:

### Convention

#### Publicity

Letter to chapters with convention info

Brochures for convention

Welcome signs

#### Program Ad Book

Meet with Printer

Establish deadline for submission of ads

Follow Protocol for Sequence of items in Album

Send Letters to dignitaries for Commemorative Album

Develop list of past/most likely advertisers.

Suggested pricing: Full Page \$150, Half Page \$75, Quarter Page \$50, Inside Front and Back Cover \$200, Back Cover \$250

### Registration

Design Registration form

Secure volunteers to man registration tables

Secure delegate bags w/ Logos

Promotional items for delegate bags

Contact local Convention Bureau for delegate info

Create event tickets to be put in each delegate's bag

### Banquet

Secure Priest to deliver invocation

Secure Emcee

Identify and invite Guest Speaker

Determine Menu

Develop Banquet Program

Determine seating arrangements

Assign people to main table at entrance

### Hospitality Room

### Treasurer

**DECEMBER:** Stat committee meeting with Chairman. Mail 'Save the Date' letter  
(*Sample letter attached*)

**JANUARY:** Write letters to the President, Governor, Senators, Congressmen, local politicians, District Governor, Supreme President Archbishop, Bishop, parish Priest requesting letters and photos for the Convention Commemorative Album (don't call it an ad book). (*Sample letters attached*)

**FEBRUARY:** Mail (Email is an option) to all Chapter Presidents and Secretaries (AHEPA and DOP), welcoming all District Convention and advising them of hotel information and nearby attractions. Include Convention marketing material, hotel brochures, event flyers, registration flyers, ad forms

Establish Registration Fee based on your costs and requirements. Cost factors critical – determine them early! Effective communications with Chapter and delegates are indispensable. **Don't** under price and lose money!

**FEBRUARY:** Continue with monthly meetings with committees.

**MARCH:** Commemorative Album. Push for Convention Ads in community and by calling advertisers from past Commemorative Albums. Single largest source of revenue. Produce a quality product. Follow Album protocol (see attached). Ad Sales Critical. Launch aggressive campaign.

**APRIL:** Continue push for Commemorative Album ads.

**MAY:** Meet with District Lodge for review. Convention Album should be proof-read and finalized.

**JUNE:** Convention Album and Banquet Program printed. Registration package is completed - local city convention bureau should have promotional bags or they must be purchased separately.

It should include the Convention Album, and Schedule of Events. It is nice to include promotional items from local vendors including pens, letter openers, non-perishable food items (coffee or tea packets, granola bars), pads of paper, sticky note pads, etc.

**JUNE:** All hotel arrangements should be reviewed for any questions/problems.

**JULY:** Mail out thank you letters to donors and sponsors. Hold wrap-up with all chairman for lessons learned.

## **CONVENTION ABLUM PROTOCOL**

1. Front Cover
2. Inside (front) Cover
3. Title Page (*Optional - photo of host chapter city and/or convention hotel.*)
4. Convention Chairman Letter(s) and photo(s)
5. Convention Committee members
6. Convention Program
7. Host AHEPA Chapter Membership List (*Optional photo of members*)
8. Host DOP Chapter Membership List (*Optional photo of members*)
9. Host chapter introduction and history pages
10. Historical photos
11. Archbishop Letter and photo
12. Bishop Letter and photo
13. Parish Priest Letter and photo
14. AHEPA Supreme President Letter and photo
15. DOP Grand President Letter and photo
16. AHEPA District Governor Letter and photo
17. DOP District Governor Letter and photo
18. Host AHEPA Chapter President Letter and photo
19. Host DOP Chapter President Letter and photo
20. Politician Letters and photos (President, Senators, Governor, Congressmen, State Senators, State Assembly, Supervisors, Mayor
21. Consul General of Greece Letter and photo
22. Full page ads for Host Chapters, District Lodges, committees and foundations
23. Remaining Full page ads
24. Half page ads
25. Quarter page ads
26. Inside (back) Cover
27. Back Cover

# DISTRICT CONVENTION CHECKLIST

District Convention					
Event/Item	Chair	Remarks	Event/Item	Chair	Remarks
<b>Registration Fee</b>			<b>Hospitality Room</b>		
Refund deadline			POC		
<b>Hotel</b>			Hours		
POC			Cost		
Cost			Snacks		
Number of Rooms			Drinks		
DV Baskets			<b>Friday Night</b>		
<b>Forms</b>			POC		
POC			River Dinner Cruise		
Save the Date			Cost		
Welcome Letter			Menu		
Registration Form			Bar Set Up		
Album Ad Form					
Package Emailed			<b>Meeting Rooms (2)</b>		
<b>Album</b>			POC		
POC			Flags		
Deadline			Cost		
Welcome Letters			AV Equip		
Ad Sales			Set Up		
Printer			Drinks		
Cost			<b>Saturday</b>		
<b>Delegate Bags</b>			POC		
POC			PDG Breakfast AHEPA & DOP		
Cost, items, etc			<b>Grand Banquet</b>		
<b>Name Tags/holders</b>			POC		
POC			Innovation		
Cost			Menu		
Printer			Entertainment		
<b>Registration Table</b>			Cost		
POC			Seating		
Delegate Bags			Bar Set Up		
Volunteers			Program		
<b>Photography</b>			<b>Sunday</b>		
POC			POC		
<b>Website</b>			Coffee Hour -Church		
POC					

# 82<sup>ND</sup> AHEPA DISTRICT CONVENTION

DELTA DISTRICT 16

SAN ANTONIO, TEXAS

JUNE 21 - 23, 2013



March 11, 2013

His Eminence Metropolitan Isaiah  
Greek Orthodox Metropolis of Denver  
4550 East Alameda Avenue  
Denver, CO 80246-1208

Your Eminence,

The AHEPA District 16 will hold its 82<sup>nd</sup> annual convention in San Antonio, Texas this year on June 21-23. This important gathering of one of AHEPA's most productive Districts will host representatives of the AHEPA and Daughters of Penelope (DOP) from the states of Texas, Louisiana and Arkansas. Our AHEPA and DOP chapters have the distinct honor and privilege to serve as hosts for this annual meeting.

We would be most grateful if you could provide us with a photo and a letter commemorating this event for inclusion in our commemorative album. We are ever mindful and appreciative for your continued enthusiastic support of the AHEPA's mission to promote Hellenism, Education, Philanthropy, Civic Responsibility and Family and Individual Excellence.

In order to meet our publishing deadlines, we respectfully request your letter arrive to us by May 24, 2013. Please mail it to Geoffrey Crabtree, 830 Pisces Pass, San Antonio, TX 78260.

Thank you for your favorable consideration of our request.

Sincerely,

Constantine Sgagias  
President, AHEPA Chapter #311

Sandy Salas  
President, DOP Chapter #185

# 82<sup>ND</sup> AHEPA DISTRICT CONVENTION

DELTA DISTRICT 16  
SAN ANTONIO, TEXAS  
JUNE 21 - 23, 2013



March 11, 2013

Governor Rick Perry  
Office of the Governor  
P.O. Box 12428  
Austin, Texas 78711-2428

Dear Governor Perry,

The American Hellenic Educational Progressive Association (AHEPA) was founded in 1922 and is the largest and oldest American-based, Greek heritage grassroots membership organization. Its scope is international with chapters in the United States, Canada, Greece and Cyprus, Australia and New Zealand. The mission of this world-wide organization is to promote the ideals of Hellenism, Education, Philanthropy, Civic Responsibility, and Family and Individual Excellence. Through its history, the AHEPA Family, including the ladies organization known as the Daughters of Penelope (DOP), has contributed well over a billion dollars to charitable causes. Although a majority of the membership is composed of American of Greek descent, application for membership is open to anyone who believes in the mission of the organization.

The AHEPA District 16 will hold its 82<sup>nd</sup> annual convention in San Antonio, Texas this year on June 21 - 23. This important gathering will host representatives from the states of Texas, Louisiana, and Arkansas. The San Antonio AHEPA Chapter along with the DOP Hecabe Chapter, have the distinct honor of hosting this annual meeting. Both Chapters have been at the forefront of numerous public service activities within our community that have materially improved the quality of life for those around us.

We would be grateful if you could provide us a photo and a letter commemorating this event for inclusion in our commemorative album. In order to meet our publishing deadlines, we respectfully request your letter arrive to us by May 24, 2013. Please mail it to Geoffrey Crabtree, 830 Pisces Pass, San Antonio, TX 78260.

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# 82<sup>ND</sup> AHEPA DISTRICT CONVENTION

DELTA DISTRICT 16  
SAN ANTONIO, TEXAS  
JUNE 21 - 23, 2013



March 11, 2013

Mayor Julian Castro  
P.O. Box 839966  
San Antonio, Texas 78283

Dear Mayor Castro,

The American Hellenic Educational Progressive Association (AHEPA) was founded in 1922 and is the largest and oldest American-based, Greek heritage grassroots membership organization. Its scope is international with chapters in the United States, Canada, Greece and Cyprus, Australia and New Zealand. The mission of this world-wide organization is to promote the ideals of Hellenism, Education, Philanthropy, Civic Responsibility, and Family and Individual Excellence. Through its history, the AHEPA Family, including the ladies organization known as the Daughters of Penelope (DOP), has contributed well over a billion dollars to charitable causes. Although a majority of the membership is composed of Americans of Greek descent, application for membership is open to anyone who believes in the mission of the organization.

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# 82<sup>ND</sup> AHEPA DISTRICT CONVENTION

DELTA DISTRICT 16  
SAN ANTONIO, TEXAS  
JUNE 21 - 23, 2013



March 11, 2013

Rev. Fr. George Gartelos  
Saint Sophia Greek Orthodox Church  
2504 N. St. Mary's  
San Antonio, Texas 78212-3799

Fr. Gartelos,

The AHEPA Delta District 16 will hold its 82<sup>nd</sup> annual convention in our beautiful city this year on June 21-23. This important gathering of one of AHEPA's most productive Districts will host representatives of the AHEPA and Daughters of Penelope from the states of Texas, Louisiana and Arkansas. Our AHEPA and DOP chapters have the distinct honor and privilege to serve as hosts for this annual meeting.

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President, AHEPA Chapter #311

Sandy Salas  
President, DOP Chapter #185



# Registration Form



85<sup>th</sup> AHEPA District 16 Convention

Alexander the Great Chapter #29

Achaia Chapter #54 - Daughters of Penelope

Houston, Texas - June 24-26, 2016

PLEASE PRINT CLEARLY

FAX: 281.741.7481

Name \_\_\_\_\_ Chapter # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Registering as a member of (check one):  AHEPA  DOP  SOP  MOA  Guest

Registering as a (check one):  Delegate  Non-Delegate  Guest

Registration includes Friday night Sons and Maids Reunion, Greek Dancing Challenge, live Greek Music and Saturday Grand Banquet and dance. All events are at the Hilton Houston Post Oak.

Admission to all events is by ticket only.

Forms are available at District site: [www.ahepad16.org](http://www.ahepad16.org) and [www.ahepa29.org](http://www.ahepa29.org)

Hotel info: Hilton Houston Post Oak, 2001 Post Oak Blvd., Houston, TX 77056

Reserve your rooms now with the promo code: **AHEPA**. Call 713-961-9300 or book online at [www.Hilton.com](http://www.Hilton.com).

Registration received by June 1, 2016:	Rate	Qty	Amount
Ahepans and Daughters	\$150	_____	\$_____
Sons, Maids, young adults 23 and under	\$125	_____	\$_____
Friday: Reunion, Dance Challenge & Music	\$ 15	_____	\$_____
Saturday Banquet and dance ticket only	\$ 75	_____	\$_____
Friday Golf Outing: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Registration after June 1, 2016:</b>			
Ahepans and Daughters	\$175	_____	\$_____
Sons, Maids, young adults 23 and under	\$150	_____	\$_____
Reunion, Dance Challenge & Music (Friday)	\$ 25	_____	\$_____
Banquet and dance ticket only (Saturday)	\$ 85	_____	\$_____
<b>TOTAL</b>			<b>\$_____</b>



Make checks payable to: **AHEPA CHAPTER #29**

Mail check and form to: **AHEPA District 16 Convention**



c/o Tom Pearson, Sr.

14 Epping Forest

Sugar Land, TX 77479



# Ad Book Contract

85<sup>th</sup> AHEPA District 16 Convention  
Alexander the Great Chapter #29  
Achaia Chapter #54 - Daughters of Penelope  
Houston, Texas - June 24-26, 2016



The undersigned hereby agrees to pay the sum of \$\_\_\_\_\_ for \_\_\_\_\_ page(s) of Sponsorship in the AHEPA Delta District Convention Ad Book, subject to the terms listed on this contract. Deadline May 20, 2016. Please PRINT clearly.

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Signature: \_\_\_\_\_

**Make checks payable to: AHEPA Chapter #29.**

Amount paid: \$\_\_\_\_\_

Mail check and form to: AHEPA District 16 Convention  
c/o Mel Mamula  
3322 Robinson Rd.  
Missouri City, TX 77459

Ads may be emailed to:  
dough@noisemaker.com OR  
mmel@comcast.net OR  
Faxed: 281.741.7481

**Rates: Color same as B&W**

Pricing includes design		SAVE 10% March 15 <sup>th</sup>	SAVE 5% April 15 <sup>th</sup>	FULL PRICE April 16 <sup>th</sup>
Back Cover	1500.00	1350.00	1425.00	1500.00
2 Inside covers	1000.00	900.00	950.00	1000.00
Full page	175.00	157.50	166.25	175.00
Half page	125.00	112.50	118.75	125.00
Quarter page	100.00	90.00	95.00	100.00
Business card	75.00	67.50	71.25	75.00

**Final, drop dead deadline: Friday, May 20, 2016. Questions? Call Mel at 832.692.3761.**

**Special Sections**

1. Professional categories in business card size: Physicians, attorneys, dentists, financial advisors, CPAs, real estate and insurance professionals, and you tell us. These ads are also available as quarter, half and full page ads.
2. AHEPA Memories: Photos and personal messages - Available in half and full page ads.
3. AHEPANS in Love: Classic and contemporary wedding photos - Available in half and full Page ads.

**Contract Regulations**

1. All ads are subject to the approval of the District Convention Executive Committee.
2. The sponsor agrees to protect the publisher against legal action based upon libelous statements or unauthorized use of photographs or other materials in connection with content placed in convention ad book.
3. Please furnish "Print Ready" art for ad. If not possible, letterhead or other clean copy may be furnished. If no art or useable printed material is furnished, the ad will be set in type specified by the committee.