

Tau Beta Sigma and Kappa Kappa Psi  
Midwest District Convention 2012



hosted by

Missouri University of Science and Technology  
Delta Xi and Delta Gamma Chapters  
March 30-April 1, 2012

*Tau Beta Sigma Information Packet and Delegate Forms*

All packet materials **MUST** be completed and returned to the Midwest District President **NO LATER** than March 1st 2012.

To return by email: Please complete the form utilizing the electronic signature option for both the chapter president and sponsor. Save the PDF document as "YOURCHAPTERNAME\_ConventionPacket.pdf". Attach this document to an email addressed to [mwdpres@tbsigma.org](mailto:mwdpres@tbsigma.org)

To return by mail: Please complete the form then print pages 7-10 using the "Print Form" button located at the top of the document. Complete the document by having both the chapter president and sponsor sign the form and mail to:

Zack Rebarck  
1603 W. 15<sup>th</sup> St. Apt. 604C  
Lawrence, KS 66045

Sisters of the Midwest District,

I hope this packet reaches you in a calm state of mind in the midst of a new semester. In just a few short weeks, I hope to see you in at the Midwest District Convention in Rolla, MO over March 30-April 1. I know the Joint District Councils and our host chapters, Delta Xi and Delta Gamma, have put a lot of work into making sure that everyone has a memorable experience.

This packet contains the information you need to register members of your chapter with the District Council as delegates and proxies. Your chapter members will still need to complete and return a **separate** registration form you should have received from the host chapters along with the convention fee.

To help you chapters plan accordingly, the 2012 MWD Convention begins at 4:00 p.m. with a committee chair meeting (committee chairs will be notified prior to March 15) followed by an opening joint session at 5:00 p.m. followed by an opening separate meeting at 5:40 p.m. We will be seating chapter delegates during the 5:40 separate session, so please do your best to ensure your delegates will be in Rolla before this time. A tentative schedule is included in this packet, so please review it prior to making travel arrangements for planning purposes.

Also enclosed is the district committee information. Please have all chapter members attending review and choose the committee they wish to be seated on. We try to accommodate all requests, however, we cannot assure that they will all be met. If you have several members attending convention, all of them do not have to sign up for committee assignments. We do have workshops scheduled during all committee meeting times that are structured to benefit individuals and chapters.

When completing the delegate form, please make sure to indicate if they would like to serve as a committee chair. If selected as a chair, they will be notified by email prior to March 15 and will receive an outline of their duties as well as other necessary information and documents.

For those attending convention, don't forget we offer a reading band and color guard clinic. Historically, the MWD has had a large number of participants in both events and we would like to see that continue. We have great music, conductors, and color guard routines for participants. Participation in these events should be indicated on your registration form from the host chapters.

I would also like to personally encourage all sisters to bidding for one of the many district-wide opportunities. Submit a bid for the 2013 MWD Convention or to host the MWD Publications. Apply to host a District day. Run for a District Office! Take one of the many opportunities to get involved outside your chapter and become a stronger leader in our sorority!

Lastly, if you had any questions about the form, chapter reports, the opportunities discussed above or random comments, do not hesitate to contact me.

Love in the Bond,  
Zachary Rebarck  
Midwest District President  
mwdpres@tbsigma.org  
ztr@ku.edu  
913.441.8541



## *Information contained in this packet:*

- \* Deadlines for Convention Forms
- \* Tentative Schedule
- \* TBS Convention Standing Rules
- \* Chapter Report Information
- \* Descriptions of all committees and delegates
- \* MWD TBS Delegate and Proxy Form
- \* Chapter Participants Information Form
- \* Guidelines for a District Officer Positions
- \* Convention, Publications and District Day Guidelines and Information
- \* A 'What should I bring to District Convention?' information sheet
- \* A checklist of what needs to be done BEFORE convention

*ALL Chapters must complete and submit delegate and proxy information, a chapter report, MEP, chapter budget and chapter constitution REGARDLESS of their plans to attend convention.*

# "The Science of Music"

hosted by Missouri University of Science and Technology

## 2012 MWD Convention Schedule (tentative)

### Friday

Noon-11pm Registration, Marketplace Set-up, and Chapter Displays Set-up

4pm TBS Committee Chair Meeting

5-5:30pm Opening Joint Session

5:40-6:15pm Opening Separate Sessions

6:15-7:15pm Dinner On Your Own

7:30-8:30pm KKY Memorial Ceremony and TBS Jeopardy Game

8:45-9:45pm Committee Meetings

10:00-12:00 Science Fair/Host Chapter activities

### Saturday

8am-Noon Late Registration

8-8:50am Workshops and Committee Meetings

9-9:50am Workshops and Committee Meetings

10-10:50am Workshops, Committee Meetings (if needed), and Convention Bid Presentations

11am-12:50pm Lunch, Block Party, and TBS Counselor's Cup Presentations

1-2:30pm Reading Band, Color Guard Clinic, and Workshop

3-3:50pm TBS Women in Music Speaker

4-5pm Time to prepare for Ritual

5-6pm KKPsi Ritual and TBS Separate Session

6:30-7:30pm TBS Ritual KKPsi Separate Session

8-Midnight Banquet and Dance

### Sunday

8-10am Closing Separate Sessions

10:15-11:45am Closing Joint Session

Noon-1pm Officer Transition

**MWD Convention will be dry gavel to gavel-no exceptions.**

*A final schedule will be given to you at convention check-in.*

# Midwest District Convention 2012

## *Convention Standing Rules*

1. All business sessions shall begin promptly at the place and hour specified on the convention agenda.
2. All chapter reports must be electronically submitted to the Midwest District President Zack Rebarcek at [mwdpres@tbsigma.org](mailto:mwdpres@tbsigma.org), no later than March 1st 2012. The chapter report guidelines listed below must be followed. All chapters must also submit their 2010-11 Chapter Budget, MEP and Constitution for review by March 1st 2012 to the MWD President at [mwdpres@tbsigma.org](mailto:mwdpres@tbsigma.org)
3. Members desiring the floor shall rise, clearly state their name and chapter. Any Tau Beta Sigma member attending may speak to or discuss the question on the floor, but only delegates and proxies are entitled to vote on the motion.
4. Reports of committees, which would change the constitution or affect the district budget, must reported to the Jurisdiction or Ways & Means Committee for review and approval before presentation to the floor. This must be done no later than 12:00pm (noon) on Saturday of convention.
5. Motions amending the Constitution from the floor should be submitted in writing, signed by the mover and seconder.
6. No member shall speak more than twice during the same session to the same question and no longer than three minutes at one time without the permission of the delegation. The question of granting permission shall be decided by a two-thirds vote without debate.
7. Suspension of any standing rule would require a two-thirds vote without debate.



## *Chapter Report Guidelines*

All chapter reports must be submitted to the District President electronically by March 1st 2012. The report needs to be typed, double-spaced and should include the chapter name at the top. The format for this year's report is as follows:

Please answer **ALL** of the following questions **completely**:

1. Describe the service, social, and leadership projects undertaken by your chapter this year that have enhanced the college band program on your campus.
2. Describe one memorable activity or special project undertaken by the chapter this year.
3. Describe how your chapter participates in the National Programs of the Sorority
4. Please provide examples of how your chapter actively recruits potential new members in the bands on your campus.
5. Describe a membership education activity that best promotes the Ideals of Tau Beta Sigma.

Your responses to these questions should remain separated and numbered. Along with the submission of your report, the district is requesting a chapter picture. Please submit both items no later than March 1st 2012 to the MWD President. If you have any questions regarding your chapter report or the change in requirements, please contact the

MWD President, Zack Rebarcek at [mwdpres@tbsigma.org](mailto:mwdpres@tbsigma.org)

# Midwest District Convention 2012

## *Committee and Delegate Descriptions*

**Convention Site Committee**-This committee is chaired by the host chapters, it reviews all bids for the next convention, selects questions to be asked during an open committee session, and will recommend the next hosting chapter(s). (JOINT)

**Publications Committee**-This committee examines bids for all official Midwest District publications (including Midwest Notes and the District website) and recommends the publishing chapter(s). This committee also sets up the publishing schedules. (JOINT)

**Jurisdiction Committee**-This committee examines and makes any necessary corrections/changes to the Midwest District Constitution and Bylaws as well as any policies or procedures pertaining to the delegation. They will also suggest changes in certain constitutional policies. (SEPARATE AND JOINT)

**Nominations Committee**-This committee conducts interviews and investigates the eligibility of district officer candidates. They shall choose one candidate for each position and present this slate the delegation. Note: If a chapter has a member running for an office, they are ineligible to be a part of this committee. (SEPARATE)

**Programs Committee**- This committee may assist in creating and/or modifying current district awards and shall determine the recipient(s) of all awards and scholarships with the exception of the American Beauty Red Rose Awards and the awards surrounding scrapbooks and displays. This committee should also review any separate TBS projects or programs and find ways to strengthen our ideals throughout the chapters of the district. (SEPARATE AND JOINT)

**Committee on District Events**- This committee will review bids and select the hosting chapter(s) of District Days. This committee will also review district events, such as the District Service Days, held in the past year and discuss ways to improve them. (JOINT)

**Ways and Means Committee**-This committee examines, recommends, and submits all propositions related to the finances of the Midwest District and prepares a budget to be presented to the convention floor. This committee will also deal with strategic issues related to fundraising, use of district funds, and the commissioning fund. (SEPARATE)

**Membership Committee**- This committee examines, recommends, and submits to the convention all propositions related to the expansion of the sorority. This committee shall also review membership education and educational materials within the District and at National levels.

**Chapter Delegate**-Each active chapter of the District shall be represented by one (1) official delegate at District Convention. He/She will motion and vote on behalf of his/her chapter during the separate and joint meetings of convention. The delegate must be an active member of the chapter (not a membership candidate or conditional member).

# Tau Beta Sigma Delegate Form - MWD Convention 2012

School/University:

Chapter Name:

Estimated Day and Time of Arrival:

Please indicate if we should expect your chapter delegate to arrive in Rolla in time for delegate seating (Friday evening):

- Yes - our chapter delegate will be present for delegate seating Friday evening
- No - Our chapter delegate will be arriving late.

**Please fill in alternate delegates as attendance from your chapter permits.**

Delegate (name):

Phone:  E-mail Address:

1st Committee Choice:  2nd Committee Choice:  Are you interested in serving as a committee chair if needed?  
 Yes  No

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1st Alternate:

Phone:  E-mail Address:

1st Committee Choice:  2nd Committee Choice:

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2nd Alternate:

Phone:  E-mail Address:

1st Committee Choice:  2nd Committee Choice:

## Tau Beta Sigma Proxy Form - MWD Convention 2012

Please select two alternate chapters to represent yours should your chapter become unable to attend. Even if you believe your chapter will be in attendance, please fill out this proxy information.

1st Proxy Choice:

2nd Proxy Choice:

**IMPORTANT!** This form is not complete without Chapter President and Sponsor approval, either in signature form or via e-mail to the MWD President, Zack Rebarcek at [mwdpres@tbsigma.org](mailto:mwdpres@tbsigma.org). Absence of either signature may result in your chapter delegate(s) not being seated

Chapter Sponsor Signature: \_\_\_\_\_

Date:

Chapter President Signature: \_\_\_\_\_

Date:

*Completed form is due no later than March 1st 2012. Please return this form using one of the options discussed on the first page of this document.*



**Tau Beta Sigma MWD Convention 2012**  
**Chapter Member**  
**Committee Registration Form**

Please use the following page to list any other members of your chapter interested in serving on a committee. Your chapter does not need to complete this page. If your chapter has more people interested than the spaces provided please photocopy this page as needed.

Chapter Member:

Phone

E-mail Address:

1st Committee  
Choice:

2nd Committee  
Choice:

3rd Committee  
Choice:

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Chapter Member:

Phone

E-mail Address:

1st Committee  
Choice:

2nd Committee  
Choice:

3rd Committee  
Choice:

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Chapter Member:

Phone

E-mail Address:

1st Committee  
Choice:

2nd Committee  
Choice:

3rd Committee  
Choice:

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Chapter Member:

Phone

E-mail Address:

1st Committee  
Choice:

2nd Committee  
Choice:

3rd Committee  
Choice:

# Tau Beta Sigma MWD Convention 2012 Chapter Participation Form

Please use the following form to help the District Council prepare for Convention by marking the awards and items your chapter is planning on bidding for. Please see the last pages of this packet for bid guidelines and officer information.

Which of the following is your chapter applying for? Please check all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Chapter Service Award                       | <input type="checkbox"/> Outstanding Achievement Award                  |
| <input type="checkbox"/> Bidding for 2012 MWD Convention             | <input type="checkbox"/> Bidding for Midwest Notes and District Website |
| <input type="checkbox"/> Submitting Candidate(s) for District Office |   |

If submitting candidates for District Office, please list them and their prospective offices:

Name:

Name:

Office:

Office:

Name:

Name:

Office:

Office:

# Tau Beta Sigma MWD Convention 2012

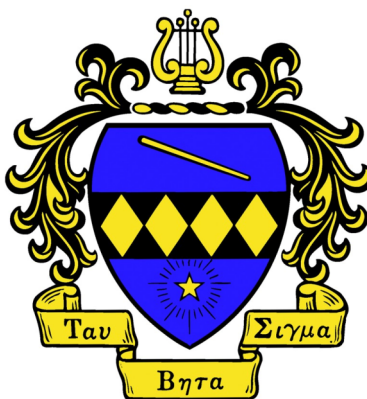
## *Final Pre-Convention Checklist*

**Make sure that you have completed the following PRIOR to leaving for District Convention in Rolla, Missouri.**

- \* Have you submitted the Convention Registration form to the Host Chapters?
- \* Has your chapter submitted the Display Board, Marketplace and Block Party Information Forms to the Host Chapters?
- \* Have you made reservations with the hotel?
- \* Have you sent in signed Delegate and Proxy Forms to the District President?
- \* Have you submitted your constitution, MEP, and Budget to the District President?
- \* If you have applied for an award, have you made enough copies to bring to convention?
- \* If you are bidding for District Convention, Publications or a District Officer Position have you made enough copies of your bid to bring to convention?
- \* Have you sent your chapter report to the District President?
- \* Do you have a display and a submission for the District Scrapbook?
- \* Do you know and have you practiced the Loyalty song? The National Hymn? The Affirmation?
- \* Have you packed your instrument for reading band?
- \* Have you packed proper attire for the color guard clinic?

We are excited to see everyone at convention this year! If you have any questions, please feel free to contact any of the district officers ([mwdcouncil@tbsigma.org](mailto:mwdcouncil@tbsigma.org)).

Travel safe and see you soon!



# Tau Beta Sigma MWD Convention 2012

## *Bid Guidelines and District Officer Information*

### **Midwest District Officer Guidelines**

All district officer candidates must be at least a **sophomore** and active member of Tau Beta Sigma at the time of election. See the National and District Constitutions for any further preliminary requirements.

#### **Midwest District President**

- Preside over and prepare agendas for all meetings of the Midwest District
- Coordinate district officer meetings with hosting chapters
- Serve as the official district delegate at National Convention
- Attend the District Leadership Conference (hosted by the TBS National Council)
- Oversee chapter operations to ensure that obligations are met on time
- Coordinate the annual district convention with the host chapters
- Work closely with chapters and active members to shape the future of our District

#### **Midwest District Vice-President of Membership**

- Preside over the district officer meetings in the absence of the President
- Facilitating membership education workshops at district functions and/or with individual chapters as requested
- Address any questions chapters or sisters have about membership issues
- Assist chapters with member retention as needed
- Investigate prospective colony schools as they are identified through correspondence or with assistance from closer chapters
- Work closely with colonies in the district as they are formed

#### **Midwest District Vice-President of Special Projects**

- Implement the plans of the District Programs Committee
- Oversee commissioning projects taken on by the district
- Serve as the primary officer in charge of all district awards
- Coordinate any other special district programs such as NIB scholarships, etc.
- Maintain the Midwest District scrapbook and history

#### **Midwest District Secretary/Treasurer**

- Compile and Publish the Minutes of the TBS and joint portions of the MWD convention at which you were elected
- Record and Publish the Minutes of all TBS and joint MWD District Officer meetings
- Collect all TBS MWD funds raised, record the amounts and purposes, and send to National Headquarters for deposit
- Sign off on all TBS MWD reimbursement requests and maintain a record of reimbursements made
- Periodically request account reports from National HQ and compare to the Secretary/Treasurer records
- Organize fundraising activities to benefit the TBS MWD
- Prepare a budget proposal to present to the TBS Ways and Means Committee at MWD Convention
- Make sure committee heads, chapters, and officers are aware of reporting procedures prior to MWD Convention

## How to run for District Office...

You will **need** to prepare an officer candidacy packet. This packet should be ready to hand out prior to the opening separate session and should include the following:

- 1) **A cover letter** - Inform the district about who you are, why you are running for a particular office, and what strengths you will bring to that office.
- 2) **A Platform Statement** - Express your specific ideas about the office. What new programs do you plan on implementing, what programs would you like to see continue? While sometimes left out, this can be a very key item to have in your packet, especially if you forget to speak about something during your presentation.
- 3) **A resume** - Provide us with some information about your education, work experience, extracurricular involvement at your university, and your sorority experiences. Be sure to list offices and committee positions you have held within your local chapter.
- 4) **Recommendation Letters** - Put together at least 3 recommendation letters that help us get an idea of your previous work experience and chapter involvement. Be sure to include a letter of support from your chapter president, your sponsor, and your band director. If your sponsor and band director are one person, choose someone to write the last letter that you have worked closely with or is involved with you outside Tau Beta Sigma.

You should prepare a packet for each chapter (12 total), one for each district officer and Counselor and have more available for any nominations committee members who may not be chapter delegates or other members who may be interested (25-30 total). Your packet does not have to be bound or super formal or expensive, but should look professional. **Content is more important than format.**

It is recommended that you talk with the person currently holding the office you wish to run for and the District Counselor prior to District Convention. It's not a bad idea to talk with all of the District Officers and any past officers you know! Please contact any of the council if you have any questions. The District Council would like to collect an electronic copy of all officer candidacy packets 30 days BEFORE convention. Please let the council know if you have any questions regarding this process.



## How to Bid for District Convention...

Your chapters will **need** to prepare a convention bid packet. This packet should be ready to hand out prior to the opening separate sessions and should include all information requested on the guidelines page below. You should prepare a packet for each chapter (12 TBS & 22 KKY), for each district officer and Counselor/Governors (11) and have more available for any convention site committee members who may not be chapter delegates (around 55 total). The joint council would like to collect an electronic copy of all convention bid packets 30 days BEFORE Convention so we can help ensure your packets are complete before opening sessions.

In addition to the bid packet, please be prepared to give a bid presentation to the convention site committee. Typically, these presentations are no more than 10 minutes long, and we ask that you arrive a few minutes before your time to set up. The convention site committee will contact your chapter at convention to set up a presentation time.

# MIDWEST DISTRICT CONVENTION BID GUIDELINES

**\*Each Convention Bid Must Consist of the Following Items\***

## A. Facilities

1. Hotel Rooms (Primary and Overflow Hotels)
  - a) Include the number of rooms and occupancy of rooms available for all weekends.
  - b) Include confirmation of the availability from the hotel.
  - c) Include a confirmation from the hotel for each date and location. This confirmation should be in the form of an unsigned contract or letter from the hotel's management.
  - d) Include hotel policies on room stuffing.
2. Meeting Rooms
  - a) Include number and size (occupancy) of meeting rooms for all weekends. Typically, convention holds 13 committees and 4-6 workshops or other events at the same time, so be sure to reserve at least 17 meeting rooms at any given time.
  - b) Include confirmation of availability for each date and location from the venue. This confirmation should be in the form of an unsigned contract or letter from the meeting space's management.
  - c) Include floor plans.

## B. Banquet

1. Facilities
  - a) Include the size (occupancy) of the banquet room(s) for all weekends. Convention typically has between 250 and 350 attendees, so be sure to reserve adequate space.
  - b) Include confirmation of availability for each date from the venue(s). This confirmation should be in the form of an unsigned contract or letter from the venue's management.
  - c) Include floor plans.
2. Menu
  - a) Include a Menu
  - b) Include any dietary preferences that are available
  - c) Include service
    - 1) i.e. Buffet or plated meal

## C. Parking and Transportation

1. Include the plans to accommodate parking for all venues.
  - a) Campus, Hotel, and Banquet Venue

## D. Technology and Equipment

1. Include the availability of copying, computer, and audiovisual facilities available.
2. Include any rental prices associated with the use of aforementioned equipment.
3. Include plans for the creation and maintenance of a convention website.
  - a) Do you have someone qualified to build a website?
  - b) Do you have adequate server space?

## E. Entertainment

1. How does theme pertain to music?
2. Include any scheduled performances
  - a) Large Group
    - (1) i.e. Concert Ensembles
  - b) Small Group/Individuals
    - (1) i.e. Senior Recitals
3. Include all other possible activities related to theme

F. Costs (to hold event)

1. Include an itemized list of all registration costs. Be sure to specify the number of attendees you are basing these costs on.
  - a) Registration folders
  - b) Name tags
  - c) Banquet (including all taxes)
  - d) Mailings (copies and postage)
  - e) AV Equipment (rental projectors, screens, etc.)
  - f) Meeting rooms
  - g) Miscellaneous expenses (t-shirts, gifts, other optional expenses)
  - h) Hotel room and service (including all taxes)
  - i) Parking or Transportation

G. Miscellaneous

1. Include any security provided or required via hotel, campus or other venue. Also include any costs associated with any required security.
2. Include possibilities of a fundraising lunch.
3. Include financial budgets from both chapters for previous and current year.
4. Include chapter strength.
  - a) Current membership for past 3 years (active, initiates, and alumni).
  - b) Most recent Fall Activity Report.
  - c) Experience hosting large-scale events (including service projects).
5. Include letters of support from your Director of Bands, Sponsor (if separate from your DOB), Directors, or any other important music faculty (Dean of dept., Chair of dept., etc.)
5. Include information on Reading Band and Color Guard Clinic
  - a) Include your band director's availability.
  - b) Include the availability of large instruments.
  - c) Include a plan for transportation of any percussion equipment, stands, or other large items (if necessary).
  - d) Include the availability of color guard equipment (poles, silks, etc).
6. Include your campus' insurance or liability policy on for a student organization convention (if any).

In addition to these guidelines, please make sure to review the District Convention Host Chapter Guide provided by the Joint National Councils. This guide can be found at <http://kkytbs.org/forms.html#TBS> in the Both/Shared Documents section, under the KKPsi & TBSigma District Convention Host Information header.

# MWD PUBLICATIONS GUIDELINES

## I. Sample Publications

### · Sample Hard Copy of Midwest Notes

- o This must be a sample of a *Midwest Notes* issue that would be sent to National Headquarters and needing chapters.
- o A recommended length of the bid sample is four to eight pages, including:
  - § Cover Page
  - § Table of Contents
  - § Sample of at least one article, which may be from an old issue, or fictionally created
  - § Letter from the Editor
  - § May contain other elements, as the bidding Chapter deems necessary.

### · Sample Copy of District Homepage

- o Main Homepage
  - § The chapters must create the page that would be pointed to by a published URL.
  - § This page must focus upon both Kappa Kappa Psi and Tau Beta Sigma.
  - § At a minimum, this page must include the names and crests of the organizations, and links to possible subsidiary pages within the homepage structure.
  - § Other items, such as images, mottoes, and information can be included at the chapters' discretion.
  - § The chapter may alternately create a main page that points directly to a second main page that meets the criteria in points b and c.
  - § Subject material relating to the Rituals or other internal matters are not allowed in the bid.
  - § Subsidiary pages should include lists of links, officers, chapters, or that focus upon Kappa Kappa Psi or Tau Beta Sigma separately are not necessary for the bid. Such pages can be included at the chapters' discretion.
  - § Links from the main page may lead to blank pages if subsidiary pages are not included in the homepage structure.

## II. Chapter Homepages

The chapter(s) bidding for Midwest Publications must have in place, at the time of convention, homepage(s) for each of the chapters at their school. At schools where both organizations exist, it is acceptable, but not required, to have a joint homepage instead of (or in addition to) two separate pages. It is left to the discretion of the chapter(s) as to the content of their page(s), design and technological accessibility.

## III. Supporting Documentation

- The bidding Chapter(s) will write a cover letter, stating their reasons they wish to host Midwest Publications.
- The letter should include the URL of the Sample Web Site
  - o Included in the letter will be a description of how Midwest Publications will be managed and by whom.
  - o This hard copy letter should not exceed two pages, and should be double-spaced.
  - o The Sponsor of the Chapter(s) must write a letter, in hard copy, in support of the bid.
  - o A minimum of fourteen copies must be provided of each of the above, by the Saturday morning of convention. Seven copies will be presented to each of the district presidents at the time.

## IV. Short Presentation

- Each bidding school will be required to be available for a question and answer session in the Publications Committee for a maximum of ten minutes. The Publications Committee will determine the length of the session.

## V. Judging Criterion

### Sample District Page

- o Meets requirements in Section I - B
- o Overall design quality, including backgrounds, image, and arrangement of elements on each page submitted.
- o Ease of use
- o Chapter Homepage(s)
- o Meets requirements in Section II
- o Overall design quality, including backgrounds, images, and arrangement of elements on each page submitted.
- o Ease of use.
- o Accuracy and correctness of information presented.
- o Supporting Documents
- o Meets requirements in Section III

## VI. Bid Selection

- The Publications Committee will select one bid for the slate, to be accepted by the joint delegation at the final joint session.
- Other bids may be nominated during the final joint session after the slate is presented.
- A majority of all official delegates will be required for the final selection of a bid.



## *Midwest District District Day Guidelines*

### **What are District Days?**

The goal of District Days is to increase activities in the Midwest district outside of convention. District Days also serve to promote Brotherhood and Sisterhood bonding between chapters. This, in turn, will help chapters improve service to their college or university band programs. Hosting a district day is excellent experience in planning events and can be great practice if your chapter is planning to bid for district convention.

### **What sort of activities will these events include?**

The Joint District Council will arrange all workshops for the Host Chapters. Workshops may include topics in the areas of leadership, chapter operations, music, service, Membership Education programs, etc. and will try to focus around a common theme. If the host chapter, would like to request a specific theme they should feel free to do so. The host chapter is only responsible for providing a location to host the District Day, housing prior to and after the event, publicizing the event, and planning a social event. Host chapters are welcome and encouraged to share their traditions with other members and make your District Day unique.

### **What is the time frame for District Days?**

DISTRICT DAYS CAN BE HELD ANYTHIME THROUGH THE YEAR. You may hold it in the fall, spring, or even during the holiday or summer vacations. District Days should include approximately eight (8) hours of programming. This may take place on one day or over two days.

### **We want to host a District Day. What do we have to do?**

Request Forms are available on the Midwest district website ([www.kkvtbs.org/mwd/](http://www.kkvtbs.org/mwd/)). The requesting chapters need to provide the information and answer all questions included on the request form. This information must be submitted to the District Events Committee Chair no later the beginning of Saturday of convention. No formal or informal presentation needs to be given. The committee reserves the right to request more information from perspective host chapters.

### **Responsibilities of the host chapters:**

The host chapters are responsible for...

- Organizing social activities for the event
- Notify chapters and otherwise publicize the event
- Provide meeting rooms for the event
  1. One large room capable of holding 75-100 people
  2. Three to four smaller rooms capable of holding 20-40 people
- Provide/coordinate housing for those in attendance on evenings prior to and following the event
- Provide/coordinate directions to the location
- Work together with the Midwest District officers to coordinate the event