

Tassie 2026 “Let’s Mix in 26”

DATE	COMPLETED	TIME LINE	COMMITTEE MEMBER
	Done	Advertise a general meeting to elect an official committee	Convenor -
	Done	Hold meeting and elect committee. Positions to be filled include: Convenor, Secretary, Treasurer, Publicity, Program Managers	Convenor -
	Done	Arrange the first meeting date and where.	Convenor -
		Appoint Registration Officer	Committee
		Do a preliminary budget	Treasurer -
		Hold first meeting and as a group come up with the overall goal for your convention, what you want to achieve and how your meetings will work	Convenor -
	Done	Add THE BOARD Secretary & Liaison Officer to your list of receivers for the minutes of each meeting & any interactions.	Secretary -
		Confirm any bookings made if you haven't e so already.	Venue -
		Inspect venues and decide on best option.	Committee
		Set date for convention	Committee
	WIP	Set up bank account and signatories	Treasurer -
		Request any required advance funding from THE BOARD.	Treasurer -
		Appoint Venue Manager Facilities & Venue Manager Venue Mgr. (if appropriate)	Committee
		Appoint Decorations Team	Decorations
		Book venue/s and get booking confirmation in writing along with any restrictions or conditions. (Keep copies of any contracts you sign)	Venue -
		Set committee meeting dates in advance	Convenor/Secretary
		Set up action item format to make meetings easier	Secretary
	WIP	Design logo, theme and slogan for your convention.	Committee

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		Design and print stationery. You will need letterheads and other options include: with compliments slips, business cards, envelopes, etc. depending on your budget.	Committee
		Discuss decoration ideas to suit your theme. Remember you need to include the hanging of national and state flags (provided to you) and club banners.	Committee
		Decide if a dressed set will be registered at convention 2 years prior.	Committee
		Set up teleconferencing for committee to allow for regular meetings (if appropriate).	
	WIP	Prepare a draft program - session times, not a program in detail at this stage for inclusion in progress report to THE BOARD.	Program
		2 months before the convention being run 2 years prior to yours, send a progress report to THE BOARD	Convenor -
		Notify THE BOARD of your venue, convention dates and committee members	Convenor -
		How are you going to advise dancers of accommodation and transport options available to them? Contact your local Tourist Authority for some suggestions.	Accommodation
		Prepare information on local area to take to convention 2 years prior so can set up a static display. Tourist information centres are a great source as well as local businesses who can supply brochures.	Publicity –
		Arrange for all of the committee and subcommittee to see the chosen venue. This enables them all to understand the layout/format of the venue.	Convenor -
		At the convention 2 years prior to yours, attend Board meeting (usually on the Thursday) and answer any questions that the board members may have.	Convenor -
		Take recommendations/suggestions from Board members back to committee to be implemented if possible.	Committee
		Gifts of thanks for Post-Convention Reception? Consider: How much per person? Different gifts or same gifts for invited guests, Gift ideas?	Committee

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		Discuss what to do at convention next year to introduce your convention.	Committee
		Make notes at this convention of ideas of likes/dislikes.	Committee
	WIP	Set up website with all details on it	Publicity
		Insurance – this is provided under the management of the Board – subsequently you will receive an account from the Board in the year prior to your convention. This will provide public liability AND volunteers cover.	Convenor – and Board
		Research opportunities for sponsorship and note application dates.	Publicity
		Types of payment you will accept for registrations, i.e. Cheques, cash, direct deposit, credit card etc. (note that the Commonwealth Gvt is discontinuing cheques as a mode of payment – implementation is questionable)	Treasurer
		Apply for sponsorship at the appropriate times.	Publicity
		Staging in venues - is it adequate or do you need to hire? Check dimensions as suggested in running guide. Amend budget if necessary	Venue
		Is any fundraising required? Plans?	Committee
		Devise a marketing plan to promote your convention.	Publicity
		Look at youth activities – what to do and should there be advance registrations?	Youth
		Confirm sound requirements with sound provider including: Recording of Meetings; Music options for callers/cuers i.e. minidisks / CDs/ Records / Laptops / MP3 etc.; Special events outside of the convention halls	Committee
		Discuss printing options for registration forms, program and ribbons	Committee
		Design registration form. Base it on the pro-forma included within the Manual, you don't need to re-invent. TIP: Get all of the committee to complete the draft form with their details so they can point out any errors or misleading/confusing sections.	Committee

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		How are you going to get club information for dressed sets i.e.: Club name, number of squares, caller etc.	Committee
	Done	Arrange a PO Box to be used throughout the planning and hosting of the convention.	Registrations -
		Crèche facilities? Staffing options? Legal requirements? TIP: research the rules in your state regarding crèche versus child minding.	Venue
		How are you going to hand out packages? E.g. Envelopes/Bags?	Registrations – /Committee
		Determine date for printing programs	Programming
		Get registration forms printed	Registrations -
		Post-Convention Reception: Decide on entertainment (if any) and make necessary bookings if appropriate	Convenor -
		Advise the local council of the upcoming convention.	Secretary
		Do you want to or can you host a Civic Reception? Who will you invite? (refer to the Manual)	Convenor
		2 months before the convention prior to yours, send your 2nd report to the THE BOARD for comment.	Convenor
		Think about catering needs and the approximate costs. Catering will include: food for meetings, tea and coffee for dancers, snacks or refreshments available at the venue and the post-convention reception.	Venue Mgr.
		Ensure registration forms are on website in twelve months prior to the convention or in accordance with the Manual	Registrations / Publicity
		How many of your committee attending the convention prior to yours to help out manning the booth?	Committee
		What will you have on your booth at the convention prior to yours to hand out to dancers	Committee

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		CONVENTION PRIOR TO YOURS: Launch the Convention. Need to have Rego Forms; Receipt Books; Float for Change; Raffle (if any + separate float and raffle tickets); Local attraction brochures; Accommodation Information; Transport Information; Posters or Booth Decoration	Committee
		Who to sing Advance Australia Fair during Opening Ceremony?	Committee
		Visit the venue at night to assess lighting. Get quotes on providing additional lighting if necessary.	Venue -
		Official opening - ideas and who to open?	Committee
		Closing ceremony - ideas and hand over procedures to next committee	Committee
		Official photographer? - Want one? Ask for expressions of interest	Committee
		Discuss the program in detail. Don't forget special items such as: Opening & Closing Ceremonies; Hand over to next Convention and introduction of their Committee; Presentations such as Role of Honour from National Society and Callers Awards from ACF	Program Managers
		Contact child care organisation in the area to arrange staff if appropriate	Venue Mgr.
		Order year bars from ANSDS (currently Barbara Treharne).	Secretary
		Consider marshalling for dressed sets, round ups and square your own sets	Marshal
		Source advertisers for the program.	Publicity
		Confirm a chairperson to run the D.I.M. Advise them of requirements and proposed meeting times.	Secretary
		Decoration progress? It is good if the whole committee is able to view the decorations so far as it gives them direction and helps to build the excitement of the committee.	Decorations
		Caller / Cuer Registrations close	Program
		Design and print any tickets or passes. Examples include: Spectators; Tours; Childcare; Transport; Parking; Tea & Coffee; Post/Pre Convention Reception	Committee

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		Banner hooks made and when can they be put up - can you collect any local club banners prior to the event?	Venue Mgr.
		Arrange car park attendants if required	Venue Mgr.
		Booth layout. Make sure booths have access to power points if required.	Registrations & Venue
		Design ribbons and check with printers that your design is appropriate and will be clear.	Registrations -
		Cleaning the venue: Before/During/After?	Venue Mgr.
		Get ad's for program from advertisers	Publicity
		Sashes / flags for marshals	Marshal -
		Prepare DIM meeting details for printing. See manual for sample agenda	Secretary
		Publish dressed set choreography in the South Pacific Square Dance Review & via registrations	Program
		Rooms at venue for: committee, cloak room, callers/cuers room and suggested overseas/guests room.	Venue Mgr.
		Arrange traditional welcome	Venue Mgr.
		Start working on program in detail.	Program
		Arrange any volunteers to assist with setting up venue, opening/closing ceremonies etc.	Venue Mgr.
		Post-Convention Reception: Write Invitation List (refer Manual)	Secretary
		Convention ribbons printed	Registrations -
		Confirm callers for dressed sets	Program
		Contact groups with programmed meetings and advise of their meeting times and also if any reports are required, advise the date you need them by.	Program
		Confirm numbers for meetings so meeting rooms are adequate in size.	Venue Mgr.

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	Arrange hire of tables and chairs for venues/meetings/booths/crèche etc. if required.	Venue Mgr.
	Meeting/Instrusions for marshals to confirm duties and procedures.	Marshal -
	List of dressed sets. Confirm who is going to announce each club and where from - stage or entrance	Marshal -
	Advise next convenor of programmed handover time and amount of time allocated.	Secretary
	Final childcare numbers	Venue Mgr.
	Reconfirm staging and delivery / set up date and time	Venue
	Update of decorations and what help is needed when for set up and pull down	Decorations
	Advise callers / cuers of programmed spots	Program
	Notify St John's (or your First Aid personnel) of the program outline so they can do their rosters.	Venue Mgr.
	Post-Convention Reception: Venue Seating - i.e. tables or walk around etc.	Venue Mgr.
	Pre-convention reception – venue seating, confirm catering and dietary requirements.	Secretary
	Find out and make note of style of meeting rooms required - conference/lecture style etc. and number of chairs for each meeting	Venue Mgr.
	Display board of some sort to show current or up-coming program details. Check with venue for use of projector	Decorations -
	Finalise numbers for post and pre convention reception (if appropriate).	Secretary
	Send invites for post-and pre convention reception (if appropriate).	Secretary
	Give AGM chairperson a copy of the agenda in advance so they can prepare.	Secretary
	Opening Ceremony Practice (if appropriate)	Committee
	Closing Ceremony Practice (if appropriate)	Committee
	Re-confirm dignitaries for Opening Ceremony	Secretary

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	Contact TV/radio/press media. Prepare a press release and arrange photo opportunities.	Publicity
	Do seating plan for Post /Pre Convention Reception if applicable.	Secretary
	Inform caterers of final numbers and menu for post/pre-convention receptions	Venue Mgr.
	Write list of people to thank in your speech	Convenor
	Working bee for packing registrations	Committee
	Decorate and set up venues	Decorations
	Attend Thursday board meeting if possible	Convenor -
	Final report to The Board at next convention.	Convenor
	Cancel PO Box	Secretary
	Close books and forward recommendation to distribute surplus to the Board	Treasurer / Convenor