



Ontario Horticultural Association District 9

Duties of Host Societies Annual General Meeting or Fall Forum

1 Year in Advance

Venue

1. Reserve a meeting place, which will accommodate approximately 100 – 125 people.
2. There must also be space for Flower show tables and Vendors (if the society chooses)
3. Cost of Venue is borne by the District. Maximum Cost \$250.00
4. The room must be suitable for slide/power point showing (ie. Room that can be darkened.) Also include a speaker's podium and sound system. If not available need to make arrangements for.)
5. Typically 2 tables for Head Table

Committee

1. Establish a coordinator and special committee to organize the AGM/Forum. (4 people)
2. Get theme set up
3. Think of Flower show divisions

Speakers

The District will be making the arrangements for the Speakers.

9 Months in Advance

1. Committee to meet with District Organizers to finalize Theme & Flower show divisions.

8 Months in Advance

1. Announce location, Date and Theme of AGM/Fall Forum (District)

6 Months in Advance

1. Arrange for area guests such as mayor, councilor, etc. (Society)
2. Start getting Prizes for Fund Raising Draw (Society & District)
3. Arrange Judges (District)

3 Months in Advance

1. District sends out the information for the AGM/Fall Forum

2 Months in Advance

1. Sign Up Volunteers (Society)
 - a. Setup Crew/ Tear Down Crew
 - b. People to Assist District
 - i. 1-2 people for the Registration Desk (to collect money, register names, hand out door prize tickets)
 - ii. 1 to sell fund raising table tickets
 - iii. 1 – 2 to assist with the Flower Show Registration
 - iv. 2 –3 to assist in Prize Distribution (Flower Show, Door, & Fundraising prizes)
2. Optional – Create parting gifts/favours for delegates, eg. Bulbs, Seeds, plants etc.
3. Provide Coffee, tea, muffins or sweets for the morning registration hour and mid-day snack.

1 Week in advance

1. Check that all Committees have completed tasks. (Society & District)

Day Before/Morning of

1. Set up Location – Someone from District will be there to assist
2. Tables for
 - a. Registration 1 – 2
 - b. Flower Show
 - i. Registration 1
 - ii. Work Table 1 – 2 (Provide compost container)
 - iii. Flower Show 12 or more
 - c. Coffee and Goodie Table – 3
 - d. Ticket Sales – 1
 - e. Head Table – 2 for 10 people
 - f. Door Prize Table
 - g. Fund Raiser Table
3. Table for Projector Setup – 1 Could be stand or something small
4. Provide Area for District Banner

Day of Meeting

1. Set Up Coffee & Tea – snacks
2. Prize Tables
 - a. Each Society is asked to bring a door prize valued at \$10 of a horticultural nature.
 - b. Fundraising Table – have each prize numbered and a corresponding number put in an additional basket
3. Meeting and Greeting
 - a. Direct delegates to welcome and ticket pick- up desk and meeting room
 - b. Direct Speakers to table where they will sit and assist in set-up of their own equipment.
4. Have crew ready to tear down and clean up

Clarifications

Door Prizes

- The gift provided by each society (Value of \$20)
- Free tickets for all that register

Fund Raising Prizes

- Prizes arranged by the Society and District
- Tickets for Sale 1 for \$2 and 3 for \$5

District Responsibilities

1. Cost of Venue (up to \$250)
2. Arrange the Speakers
3. Arrange the Judges
4. Supply Flower show tags and category Cards
5. Arrange some Fundraising prizes
6. Supply Name tags
7. Supply Door Prize and Fund Raising Draw Tickets