SECTION 9
ANNUAL FEDERATION CONVENTION

The Annual Convention is sponsored by the Federation and hosted by a specific Federation Parish. Since the Federation's goals must be the primary objectives of the host parish, package costs, events, schedules, allotted rehearsal time, banquet program, etc. all require Federation approval.

Planning the Annual Convention requires a close liaison between the Federation Executive Board and the Convention Committee of the host parish. In particular, the Federation President and officers and the Convention Chairman(s) must stay in close communication. This is necessary to ensure not only a workable and enjoyable program, but also one that meets the aims and purposes of the Federation.

Article IX of the Constitution and By-Laws offer certain guidelines for planning the Annual Convention and selecting a Guest Director and a Guest Accompanist for the Convention Divine Liturgy.

The Annual Convention is an important highlight of the Federation year. Many people only come in contact with the Federation at the Convention. An event of such importance must be carefully planned and executed in order to meet Federation needs and make it an enjoyable event. This section of the Operational Procedures provides guidance about how to prepare a bid and how to plan a successful Convention.

9.1. Deciding to Host the Annual Convention

9.1.1. Hosting the Annual Convention should not be viewed as an overwhelming undertaking. While many of the responsibilities do fall upon the church musicians of the host parish, it is also possible to solicit help from other parish organizations such as the Parish Council, the Philoptochos, youth groups, and even neighboring parishes.

9.1.2. Preliminary discussions should also include the priest and the Parish Council.

9.1.3. Besides personnel, other key determinants in deciding to host an Annual Convention are what possible lodging facilities are available, where Convention activities might occur, and how food services could be handled.

9.1.4. Consider the dates for the Convention. The Convention is usually held the 3rd weekend of July. Should this conflict with a parish event, the Federation Executive Board must be consulted about an alternative date prior to submission of the bid.

9.1.5. Section IX (9) of the Constitution, By-Laws, and Operational Procedures should be reviewed.

9.1.6. Consult with Federation President and/or officers regarding your interest and questions. They can offer you advice and assistance in making your decision and bid.

9.2. Preparing the Parish’s Convention Bid

9.2.1. The Federation President should be notified as early as possible that the Federation Parish is preparing an official bid for the Annual Convention.

9.2.2. Rates, dates, and rooms (lodging and meeting rooms) at the selected hotel(s) or lodging facility(ies) should be tentatively reserved.

9.2.3. Local parish facilities and caterers should also be tentatively reserved for the entire Annual Convention weekend.
9.2.4. A bid letter should be prepared, signed by the parish priest and parish council president authorizing the bid and stating their support of and willingness to host the Annual Convention. Information indicating dates and the Convention facilities should be included in the bid.

9.2.5. Bids are usually presented at the Federation Council meeting during the Convention. A parish may submit an early Convention bid (at the Spring meeting or more than one year in advance) provided that the Federation President is informed and able to notify the Federation membership at least thirty (30) days in advance.

9.2.6. An innovative presentation of the bid is encouraged and welcomed.

9.3. Federation Approval of the Bids

9.3.1. The Federation Council will vote on all bids presented and select the Annual Convention site.

9.3.2. Bids may be approved two or more years in advance, provided the Federation membership is notified at least 30 days in advance of the decision.

9.3.3. The Federation Council has the responsibility to see that Annual Convention sites alternate between the Detroit and Pittsburgh Metropolises as much as possible.

9.3.4. If there is no bid for an Annual Convention or if there is a special occasion that the Convention could be a part of (such as a Patriarchal visit, Clergy-Laity Congress, special anniversary, etc.), the Federation Executive Board will host the Convention.

9.4. Booking the Hotel

9.4.1. The Convention hotel should be as conveniently located to the host church as possible. It should be independently well-rated, provide economical as well as comfortable lodging, and have sufficient meeting and gathering spaces.

9.4.2. A sufficient number of lodging rooms and appropriate rooms for meetings, workshops, events, and rehearsals must be reserved if the church is not going to be used for these. Consult with the Federation Executive Board regarding numbers upon which to base the number of committed room nights.

9.4.3. Negotiate with the hotel/lodging facility for complimentary breakfast, complimentary rooms, and as many free services as possible. An extended check-out is desirable if it can be arranged.

9.4.4. Be sure there is no conflict with another convention at the same site that will interfere with the Federation’s Convention activities and space, schedule of meetings, rehearsals, food service, etc.

9.4.5. Once all prices and arrangements are negotiated with the hotel, contact the Federation President and Treasurer for review and approval of the contract. This should be completed early in the fall, ideally before November 1st.

9.4.6. Commit all agreements and changes in agreements in writing, and copy the Federation President and Treasurer.

9.5. Organizing for the Convention

9.5.1. After a bid for the Annual Convention is approved, the Convention Committee must begin the planning phase.
9.5.2. The Federation will share in the responsibilities of planning the Convention.

- The following areas are handled by the Federation Executive Board: workshops, schedule, Banquet program, Memorial service, and communication with Guest Director.
- The Host Parish handles the following: registration, hospitality and gifts, finances, social events, meals, the Convention Album, hotel and church facilities use, liturgical arrangements.

9.5.3. The Host Parish should organize its Convention Committee as early as possible. Develop an organizational structure that involves as many people as possible, not only church musicians, but also clergy, Philoptochos members, the Parish Council, and/or youth. Each parish may wish to organize differently, but the following Committee structure is suggested as a way to plan and delegate responsibilities.

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<th>Events</th>
<th>Publicity</th>
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<td>Guest Director</td>
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</table>

9.6. **Convention Chairman(s) Responsibilities**

9.6.1. The Host Parish identifies a person or persons to serve as overall Convention Chairman and primary liaison to the Federation Executive Board.

9.6.2. Attend all meetings of the Federation Executive Board and Federation Council, serving as an ex-officio member of the Federation Executive Board, to present progress reports, collaborate on plans, and make needed decisions.

9.6.3. Oversee, communicate, and coordinate all aspects of local planning and meet regularly with all Convention Committees.

9.6.4. Sign all contracts and approve all expenditures in conjunction with the Finance Chairman.
9.6.5. Present the Host Parish’s recommended registration fees to the Federation Executive Board for approval.

9.6.6. Work with the Church Music Education Committee and the Federation President to finalize the Convention schedule so that it meets the needs of the Federation and accommodates the wishes of the Host Parish. This is an ongoing process that occurs throughout the year, with the target of having a final approved schedule by the Spring Federation Council meeting, with only necessary “tweaks” occurring later.

9.6.7. Work with the parish priest and the Federation President to invite the Metropolis Hierarchs to the Annual Convention and welcome them to attend and to participate in all activities as well as to celebrate the Divine Liturgy during the Annual Convention.

- Assure that Convention Committee members are well-versed in matters of hierarchical protocol and forms of address.

- If the priest is unavailable, assign someone to await the arrivals of the hierarch(s), greet them, and escort them to the appropriate room or seat.

9.6.8. The Convention Chairman must arrange for a photographer to take a Souvenir picture of the Annual Convention choir. Although the picture is usually taken after the Divine Liturgy, it may be taken before the Liturgy if this is more convenient. The cost of the picture, which should include a special mailing envelope and postage, should be determined prior to the Annual Convention. Pictures should be ordered and paid for at the time of registration. The expenses and sales of the picture income are part of the Convention Committee Treasurer's financial report.

9.6.9. A decision about whether to record the Convention Liturgy must be made in conjunction with the Federation President and the Guest Director, as copyright, quality, and cost implications are paramount. (See Operational Procedures, Section XXX)

9.6.10. It is helpful to arrange for ways to identify the Host Community workers: different color name badges, name badge ribbons, tee shirts, or another unique identifier.

9.6.11. Purchase gifts for the Guest Director and the Guest Accompanist, preferably inscribed with the Convention, city, and year. This is presented by the Convention Chairman at the Farewell Luncheon.

9.6.12. Assure that a Convention Committee representative is present at each event to answer questions or meet needs that may arise.

9.6.13. During the Convention, the Convention Chairman or a designee makes announcements and handles “people moving” at rehearsals, at meals, etc. It is helpful if this role is filled by the same person throughout the entire Convention so that participants recognize him/her.

9.6.14. Should the Federation Executive Board wish to travel to the Convention site to review Convention plans and/or tour the facilities, the Convention Chair would be asked to make arrangements for such a meeting.

9.6.15. Maintain a complete file of pertinent correspondence and information to be used as a reference by the Federation Parish hosting the subsequent Annual Convention.

9.6.16. Send letters of thanks to any group, individual, or organization which offered some tangible assistance in the presentation of the Convention. Additional thank
you's can be sent to dignitaries or officials who sent their greetings but did not attend the Annual Convention. These should be sent as soon as possible and mentioned in the Annual Convention Committee's final report.

9.7. **Registration:** The primary responsibility of the Registration Committee is to accept and record Convention registrations and handle all payments associated with delegate registration. The Registration Committee Chairman is a member of the Convention Committee.

9.7.1. Create a registration database.
- If possible, request the registration database from the previous Host Community. This database will be useful not only for registration record-keeping, but also for other Committees (e.g., food counts, voice numbers for the Guest Director, youth numbers, other demographic summaries for publicity and planning, etc.).
- Review and edit the database for current purposes. Make sure there is a field for every item on the registration form, and don’t forget to include fields for voice part (for the Guest Director), date of arrival (for catering counts), and special needs (for the Hospitality and Facilities people).

9.7.2. Work with the Convention Chairman and Treasurer to recommend Registration deadlines, registration fees and early registration discounts, and cancellation and refund policies. Obtain approval from the Federation Executive Board before advertising them.
- Suggested policy: Refunds in full will be granted for cancellation notifications up until one week before the Convention. A cancellation fee will be deducted for notifications given less than a week before the Convention. Exceptions may be granted at the discretion of the Convention Chairman and/or the Federation Executive Board.

9.7.3. Develop a registration form that includes the following: [NOTE: Substitute sample registration form instead?]
- Registrant’s Name, Address, City, State, Zip
- Registrant’s Phone Number and Email
- Registrant’s Parish and City/State
- Voice Part: Soprano, Alto, Tenor, Bass, Non-Singer, etc.
- Role: Director, Accompanist, Singer, Chanter, Federation Officer
- Accommodations needed for special dietary or physical needs
- Date/time of Arrival
- Type of Registration Package (Early bird, regular, youth, non-singer)
- Total Amount Paid, Check Number, and Date Received
- Registration Deadlines and Statement of Cancellation Policy

9.7.4. Finalize the Registration Form
- Provide a copy of the registration form to the Federation Executive Board for their review prior to disseminating it.
• Provide a copy of the final form to the Convention Publicity Committee, the Federation webmaster, and the Byzantine Echo Editors.

9.7.5. Processing Registration Income and Expenses

• The Registration Chairman should maintain an accurate accounting of all registration income and expenses, and periodically submit all checks to the Finance Chairman in a timely manner. This aids the Finance Chairman in maintaining accurate records and projections.
• All expenses must be paid by the Finance Committee.
• Exceptions to the cancellation policy may be waived at the discretion of the Convention Chairman or the Federation.

9.7.6. Preparation of the Registration Packet

• The packet is given to all registrants when they register.
• Complimentary packets are also given to the Hierarchs, Federation President, visiting Presidents from other Federations, host clergy, and the Guest Director and Accompanist. This includes meals.
• Confer with the Finance Chairman to determine how much is budgeted for the Packet.
• The packet should include the Convention and workshop schedules, additional music (such as the Church hymn, the Hierarch’s fimi, and other musical changes), pencil, paper clips, the Convention Album, a Convention commemorative gift, and the registrant’s name badge (for admission to meals and events).
• Optional items may be included in the packet at the discretion of the Host Community. These might include city pamphlets, coupons, note pad, water bottle, cookies or candy or like treats, product samples, etc.

9.7.7. The Registration Table

• The Committee staffs the registration table which is usually located at the hotel. At least two individuals should be assigned to each shift; A parish’s retired members may be available to fulfill this role. However, care should be taken that a knowledgeable person is always available in the Registration area to answer questions and provide assistance.
• The primary role of those staffing the registration table is to make registrants feel welcome, distribute the packets, and answer questions. Staff should provide efficient and friendly service so attendees begin the Convention with good feelings.
• Suggested registration hours: Thursday from noon until 8:00 pm and Friday from 8:00 am to 5:00 pm. When registration is closed, post information about where the Convention participants so that late-comers know where to go.
• Signs or posters indicating daily events should be located at or near the Registration Area.
• The registration table may also be the place for ordering the Convention recordings and photographs (if they will be created). Someone from the Convention City should handle orders and collection of money.
• The Federation may want to sell fund raising items at the registration table. The Federation should provide staff for this part of the Registration table.

9.8. **The Convention Album and Ad Book:** The Album Committee is responsible for publishing a Convention Album which becomes a part of the Federation’s written and recorded history. The Convention Album and its advertising income is also a significant source of revenue for the Convention host parish and the Federation, largely determining the profitability of the Annual Convention. Consequently, production of the Convention Album must be carefully considered and its staff mindful of its responsibility. The Album Chairman is a member of the Convention Committee.

9.8.1. Lay out the content of the Album and determine the number of pages. Albums from previous conventions may be used as examples. Consult with the Federation Board regarding protocol.

9.8.2. While all Convention albums are not the same, the following pages must be included and should be in this order:

- Title page, including Federation logo, Convention theme/logo, and place, date, and number of the Convention
- Hierarchal Letters of Greetings, in descending rank and seniority (NOTE: or by hosting Metropolis?)
- Welcome Letter from the Parish Priest
- Message from the Convention Chairman
- Letter from the Federation President
- Letter from the National Forum Chairman
- Biographical Information and Pictures of Guest Director and Guest Accompanist

9.8.3. Other Federation pages to include, but their order is optional:

- Chronology of Conventions, Directors, Music, and Federation Presidents
- Federation’s Memorial listing
- Federation Awards Holders (e.g., St. Romanos Medallion, Athenagoras Medal, Years of Service)
- Convention Schedule (but also include separate sheet in the packet)
- Listing of Convention Committee, with or without picture(s)
- Page for host church musicians, including parish clergy (optional)
- Other optional pages, such as pictures of Convention Committee, history of the parish, etc.

9.8.4. The following Paid Pages complete the Album:

- Full page photo ads of Church Musicians from Federation Parishes
- Commercial ads (may also include smaller ads from Federation parishes if they do not have a picture)
- Album Patrons/Sponsors (optional)
- List of host parish underwriters (optional)
9.8.5. Once the page numbers are determined, seek bids from multiple professional commercial printers and Select the one that best fits the Convention budget.

9.8.6. Set realistic deadline dates for ads, copy, pictures, letters of greeting. Allow 3 - 4 months for replies.

9.8.7. Determine advertising rates for full pages, ½-page, ¼-page, business-card size, patrons/sponsors, and local advertisers. Special rates are determined for the full page photo ads of church musicians/parishes.

9.8.8. Develop Album Contracts for commercial and patron/sponsors ads, which include the following:
- Name of individual, business, organization
- Street address, city, state, zip, phone number, and email
- Proprietor's/officer's name and phone number
- Rate Schedule
- Content of copy (copy and logos must be camera ready or digital)
- Signature, date, and check number (all ads must be prepaid).

9.8.9. Commercial Ads: Most of these ads will be sold by Host Community, although an appeal for commercial ads is also disseminated to Federation members (see Publicity Timeline).

9.8.10. Full page photo ads for Federation Parish musicians: a separate contract is prepared with a special, reduced rate confirmed by the Federation Executive Board (in 2012 it was $100).
- Contracts are sent to Federation Parish representatives no later than March 1st so they can make arrangements for pictures (see Publicity Timeline).
- State and maintain a definite deadline. Follow-up messages and calls are usually necessary to obtain a good representation of Federation member parishes in the Album.
- Plan to return pictures if not digital.

9.8.11. All money collected for advertising must be periodically submitted to the Finance Committee in a timely manner.

9.8.12. The Album Committee must keep an accurate record of income and expenses to help the Finance Committee complete its final report.

9.8.13. Complimentary Albums should be sent to major donors and advertisers.

9.8.14. All Album expenses are to be paid by the Finance Committee Chairman.

9.9. The Convention Events: Social events are usually planned for Thursday, Friday, and Saturday evening, and Sunday Farewell Luncheon, all of which the Host Parish plans. While creativity and innovation are encouraged to make these events memorable, there are,
however, Federation needs that also must be met. Thus, close coordination between Host Community and Federation Executive Board is necessary.

Convention planners can decide whether to have one Events Committee or a subcommittee for each event. Regardless of organization, there should be close communication and coordination regarding meal and other costs with the Finance Committee. All contracts and ordering estimates must be conducted under the auspices of the Finance Committee. The Events Chairman(men) are members of the Convention Committee.

9.9.1. **Thursday Night - Welcome Night**: This casual event allows attendees an opportunity to re-connect and socialize with each other. It also is the event that “sets the tone” for the Convention.

- The Host Community should make arrangements for the dinner (buffet, sit-down, picnic). See registration forms for special dietary needs or allergies.
- There should be a small head table and a microphone available as a focal point for the few speakers (Hierarch(s), Priest, President, Convention Chairman).
- This is a time for an Opening Prayer to be offered by the local priest and hierarch(s). The Convention Chairman should also give a welcome.
- The Federation needs about an hour to be allocated for a Welcome and short Opening Business Session (Introductions and the President’s Annual Report).
- It is also possible that the Federation may wish to schedule an hour-75 minute rehearsal or sectionals in the evening, perhaps followed by dessert or an ice-cream social.
- The Welcome Night could have a theme and some planned “fun” activities can be incorporated into this evening. For instance, a musical welcome presentation from the Host Community, a few local talent presentations, ice-breakers, or a casual dance with a DJ.

9.9.2. **Friday Night Dinner and Social**: This is also a casual night, usually with a dance included. This night may also have a theme, but is not necessary.

- The Host Community should make arrangements for a meatless dinner (buffet or sit-down). See registration forms for special dietary needs or allergies.
- There should be tables reserved for clergy and dignitaries.
- An Opening Prayer should be offered by the local priest and hierarch(s). The Convention Chairman may want to say some additional words.
- Some fun activities can be incorporated into this evening as well, but enough time should be left for a casual dance to end the evening.
- There is also the possibility of incorporating this evening with a local attraction. For instance, dinner on a boat or another city venue, a picnic at a local park, etc.

9.9.3 **Saturday Night – The Federation Banquet**: The Federation Banquet is the Federation's showcase celebration, not that of the host parish.

- The Host Community should make arrangements for a sit-down dinner. See registration forms for special dietary needs or allergies.
- The Host Community is also responsible for organization and set-up, theme and decorations, name cards for the head table, production of a printed banquet
program, favors if desired, and providing candles and matches for the Memorial Ceremony. The Host Community also selects the Master of Ceremonies.

- The head table at a minimum should consist of the Hierarchs, Host Priest(s) and Presvytera(s), Master/Mistress of Ceremonies, Federation President, Scholarship Trustees Chairman, Guest Director and Accompanist, and National Chairman of the National Forum (if present). Place cards should be provided.

- Optional members of the Head Table could include Parish Council President or Representative, spouses of others seated at the Head Table, and the guest speaker (if invited).

- There should also be reserved tables at the front for visiting clergy, deacons, and presvyteres, visiting Federation Presidents, other Federation officers (Vice-President, Secretary, Treasurer), and other special guests.

- Formalities such as speeches, presentations, and awards are those decided upon and approved by the Federation Executive Board based on past practice and with advisement from the Convention Chairman. Care in the timing of the presentations should be taken to prevent the Banquet from becoming overly long.

- The formal Banquet Program begins with an Opening Prayer offered by the local priest and hierarch(s), followed by the singing of a hymn (traditionally, Se Imnoumen). There could also be a presentation of the national anthems of Greece, then the US.

- The formal Banquet Program also includes: a Memorial Candlelighting Ceremony and the singing of Meta Ton Aghion (traditionally, Bogdanos); official introductions and greetings by the Host Community, presentation of the Federation Scholarships, presentation of the Athenagoras Medal (by the National Chairman of the National Forum, if present), and remarks by the Federation President, presentation of the Past President’s gift, and a closing benediction.

- There may be times when it would be desirable or appropriate to include a keynote speaker, prominent personality, or entertainer, especially when there is no hierarch present. However, the topic should tie into church music and/or Federation priorities. Federation consultation and approval is required.

- While there is a specified Federation program, the Host Community can also add musical interludes, presentation by a dance troupe or choir, and the like. These can be added between courses or during the Federation program. If the performances are to be offered between courses, there needs to be careful orchestration with the caterers and servers so as not to cause distractions during the performances.

- Hiring an expensive band or inviting the community to a dance following the Banquet is not advisable nor is it cost effective. This advice is based on past experience, Federation needs at the Banquet, and sensitivity to the singing and attention that will be necessary at the Divine Liturgy the next day. If desired, recorded music could be made available in the Banquet room or in a Hospitality area for those who wish to do some dancing after the Banquet. A dance could be included as the Thursday or Friday social event. Regardless, the Banquet is the primary focus of the evening and should not be rushed.
• The sample Convention Banquet program format follows.
• Any changes from these practices require Federation Executive Board approval.
Acknowledgements

With gratitude, we acknowledge the generosity of those who have provided financial support for our xx\textsuperscript{th} Annual Convention.

Benefactors

Patrons

Donors

Friends

Mid-Eastern Federation

of

Greek Orthodox Church Musicians

xxth Annual Convention

Grand Banquet

Name of Banquet Hall

Location

Date
Banquet Menu

Field green salad with Mandarin oranges & walnuts
  Raspberry vinaigrette or ranch dressing
Tenderloin of beef with a merlot-shallot demi-glace
  and breast of chicken with Mediterranean herbs
  Roasted red skin potatoes
  Seasonal vegetables
  Assorted rolls & butter
  Chocolate torte
  Coffee, tea, iced tea
  (a cash bar will remain open during dinner)

Invocation

At the conclusion of the Invocation, NAME will lead us in singing Se Imnoumen. Copies of the hymn arrangement are by the votive candles.

Votive Lighting Ceremony

You are invited to participate in a Votive Lighting Ceremony commemorating those of our membership of blessed memory. NAME will instruct us when to light the candles.

Entertainment

This evening’s entertainment is provided by NAME

Program

NAME ................................. Introductions
Master of Ceremonies

His Eminence, Metropolitan NAME ............... . Invocation
Greek Orthodox Metropolis of Host Metropolis
Assisted by Rev. ________, Title

NAME ................................. Se Imnoumen
Description

NAME ................................. Votive Lighting Ceremony
Description

NAME ................................. Welcome
Someone from Host Parish (Priest, Chairman, or Parish Council), Title

Dinner

NAME ................................. Remarks
Federation President

Dan Packis .............................. Scholarship Awards
Scholarship Trustee

Maria Keritsis. ......................... Patriarch Athenagoras I Awards
Chairman of the National Forum of Greek Orthodox Church Musicians

His Eminence, Metropolitan NAME ............... Remarks
Greek Orthodox Metropolis of Sister Metropolis

His Eminence, Metropolitan NAME ............... Address
Greek Orthodox Metropolis of Host Metropolis

His Eminence, Metropolitan NAME ............... Benediction
Greek Orthodox Metropolis of ________
Assisted by Rev. ________, Title
9.9.4 **Sunday Farewell Luncheon:** This is the closing event of the Convention, and is either held at the church or near the site of the Divine Liturgy, if possible.

- The Host Community makes arrangements for the Farewell Luncheon. If the Convention site is at the edges of our Metropolises, it might also be advisable to provide box lunches or get-away lunches instead of, or in addition to, a sit-down or buffet set-up. See registration forms for special dietary needs or allergies.
- Take care to make this luncheon brief since some attendees have lengthy trips home. Long speeches are inappropriate.
- The Head Table includes the Current and Incoming Presidents, the Convention Chairman, the Guest Director and Accompanist, local clergy, and the Hierarch(s). Place cards should be provided.
- The Luncheon begins with an Opening Prayer offered by the local priest and hierarch(s). At times, the blessing may be done at the end of the Liturgy.
- The Luncheon is the time for the Guest Director to have the opportunity to speak briefly, and to be presented with a thank you gift from the Host Community. Likewise, the Guest Accompanist receives a thank you gift from the Host Community.
- The President makes a few closing remarks and introduces the newly-elected President and other officers.
- An enjoyable ending to the Luncheon could be an innovative invitation or presentation by the next Host Community.
- The Hierarch(s) may choose to speak and/or offer the Benediction.
- The Convention Chairman(s) offers concluding remarks and thank you’s.

9.9.5 **Friday and Saturday Lunches/Snacks:** These are casual and usually are held in-between rehearsals, workshops, or meetings. The Friday meals should be meatless, and attention paid to special dietary needs or allergies.

- There is no need for a head table, but tables should be reserved for the hierarch(s) and other clergy and guests.
- The luncheons could provide an opportunity for mixers, ice-breakers, musical presentations. Area priests could be invited to give the blessings and offer a short homily or instructional talk.
- Often, the Federation may wish to insert sort of theme or structure into one or more of these luncheons. For example, an area for directors to eat together to discuss common issues, table(s) reserved for youth, or structured topics for tables to discuss.
- A microphone and podium should be placed should the Convention Chairman wish to make comments or give instructions.
- It is appreciated when the Host Community provides snacks and water during afternoon breaks. Alternatively, desserts from lunch could be delayed and offered during breaks. Other ideas include an ice cream bar, lemonade stand, a koulourakia or fruit station, and other innovative ideas.
9.9.8 **Event Admission and Tickets:** systems must be developed to collect and account for admission to events.

- The Convention registrant's name tag can serve as admittance to each meal and to Convention events.
- Tickets for meals or events not covered by admission with a Convention name tag must be packaged and included in the registration packet folder.
- Meal and event tickets sold to local parishioners should be printed in colors different from those of Convention attendees. Ticket sales to local parishioners or non-singer attendees are a source of revenue.
- In all cases, Convention registrants must be seated first at all Convention meals and events. Careful control of ticket sales to local parishioners assures seating for Convention attendees.
- Host Community members should be assigned to monitor entrance into events and/or collect tickets.
- An accounting should be kept of tickets collected at each event to determine the net profit of individual events and to aid the Finance Chairman in preparing a final financial report.
- All money collected must be periodically submitted to the Finance Chairman in a timely manner.
- All expenses are paid by the Finance Committee with approval of the Events Chairman.

9.9.8 **Youth Hospitality:** The Federation has made a concerted effort to invite and involve young church musicians to the Convention and make them feel welcome and included. It has proven popular to plan some special activities for the youth.

- If feasible, arrange for a hospitality room (or open gym or pool time) for youth with the hotel, as a place for them to be together during free times throughout the weekend. Provide snack food, a popcorn machine, soft drinks, if possible.
- Reserve a few tables at meals for youth.
- It may be possible for a Host Community to arrange for a special youth activity such as a sports event, a special tour, time alone with the hierarch(s), and the like. However, care should be taken to not create a “second track” of activities for the youth that would separate them from the rest of the Convention. While they appreciate special activities, as much a possible youth activities should not be scheduled at the same time as rehearsals, evening events, and/or workshops without Federation Executive Board approval.
- Tee-shirts or special badges can promote camaraderie among the youth.
- Good ideas can come from involving youth in the planning of these types of activities.

9.10 **Publicity:** A well-thought out publicity plan is important to the success of the Convention, including frequent communication both internal to the local parish(es) and to the Federation at large.

9.10.1 Work closely with the Registration, Events, and Album Committees

9.10.2 Develop an overall Convention theme and design a Convention logo.
9.10.3 Coordinate among Committees to assure that all Convention forms and flyers are submitted to the Federation Webmaster for posting at appropriate times during the year: attractive announcement for use on the landing page, registration form, music and how to obtain it, hotel information, Album contracts, tentative and final schedules, directions, and the like (see timeline below). All publicity should then direct readers to the webpage.

- Most publicity should be disseminated electronically. However, at least one print mailing should be considered: an attention-getting postcard announcing the Convention dates (see timeline below).
- Use the Federation’s electronic resources to publicize the Convention to Federation members: the Federation’s electronic Byzantine Echo, website, email distribution list, and Facebook page. Keep in close communication with the Federation officers responsible for these.
- Use your local church newsletter, website, and/or Facebook page to provide your local community with Convention news, ticket sales opportunities, requests for volunteers, and the like. Also, prepare posters and flyers for use within the parish.
- Mailing labels are no longer necessary; printers prefer electronic address files. These can be emailed directly to the printer from the Federation (expect about 1500 addresses).

9.10.4 Local News Releases: prepare news releases and email them to local newspapers and radio/TV. Develop a relationship with news staff (e.g., religious editor) to encourage coverage during the Convention (pictures and story).

9.10.5 Signs and Displays:

- Create and post large-size signage: welcome banner, directions/arrows, workshop/meeting rooms, and the like.
- Enlarge the daily schedule (e.g., 18” x 22” or more) and display it in key traffic areas.
- Work with the Federation to create a display area near the registration area or at the church for a historical display of the Federation and resource materials.

9.10.6 Suggested publicity timeline:

- In the early fall: Submit an introductory announcement to the Byzantine Echo editors and Federation webmaster (e.g., data and city). Also announce the Convention to your parish.
- Later fall: Submit another announcement to the Byzantine Echo editors with additional known information (e.g., the theme, music and Guest Director, where to obtain music, and/or the hotel).
- Around Thanksgiving or Christmas, if you would like to send a holiday greeting to Federation members from the Host Community, send the message to the officers responsible for the Echo, the Federation website, and the Facebook page.
- January/February: prepare and mail an attention-getting large postcard announcement of the Convention including place, date, theme, and the Federation website address for where to get more information.
- Throughout the remainder of the year, be prepared to submit short information
pieces to the Byzantine Echo editors for each edition.

- Similarly, send periodic information to the Webmaster as more details of the Convention are confirmed.

- By March 1st: email information about parish photo ads – send an article and the photo ad contract to the Federation officers responsible for the MEFGOX email distribution list and the Byzantine Echo. Make sure the photo ad contract is on the website.

- By April 1st: email solicitation for commercial ads – send an article and the Album commercial rate contract to the Federation officers responsible for the MEFGOX email distribution list and the Byzantine Echo. Make sure the contract is also on the website.

- After the Federation Executive Board approves the registration fee schedule (March/April), send an article and the Registration form to the Federation officers responsible for the MEFGOX email distribution list and the Byzantine Echo. Make sure the contract is also on the website.

- At least two weeks before the early bird deadline for registration and the hotel deadline, send a reminder announcement to the Federation officers responsible for the MEFGOX email distribution list and the Byzantine Echo.

- Once the final schedule is confirmed, make sure it is posted to the website.

- A few weeks before the Convention, email a packet of final information to the registrants. Mail the packet to those without emails. The packet should include a welcome letter that confirms registration/check received, travel directions and address and phones for hotel and church, Convention schedule, a “don’t forget to bring” list (e.g., robes, music, medals, and the like), Host Community tourist information, and anything else the Host Community wishes.

- Monitor Byzantine Echo issues and MEFGOX emails. If more publicity is desired, contact the responsible Federation officer(s) and provide them with the information you wish posted/sent.

9.11 Facilities: Attending to behind-the-scene matters insures smooth implementation of Convention events and comfort of the participants and speakers.

9.11.1 Consult with the following for room set-ups: meeting rooms (Federation President), workshop rooms (Church Music Education Committee), rehearsals and sectional (Federation President), Registration tables (Host Community Registration Chairman), Federation/National Forum display tables (Federation President), head tables (Federation President), dining areas (Hotel or Church Caterers), choir set-up for rehearsals and the Divine Liturgy (local clergy and Federation President).

9.11.2 Choir Placement at Rehearsals and in the Church:

- Seating arrangements should allow for the comfort of all singers at rehearsals and the Divine Liturgy. For planning purposes, allow 6 square feet minimum space (2' wide x 3' deep) per singer, with a chair/pew.

- Attention to seating should occur as early a rehearsal as possible so people get used to singing with the singers around them. Tall singers should be placed near the back.
• The Guest Director should be sufficiently elevated to be seen by all singers. A guardrail must surround an elevated platform.
• Adequate air-conditioning, ventilation, and lighting of the room must be maintained. Drinking water should be available at all times.
• A well-tuned rehearsal piano and an adequate organ (preferably an Allen) for the Divine Liturgy must be provided. If the Liturgy location is other than a church, the Guest Director must be consulted regarding the placement of the organ.
• A microphone should be provided during rehearsals so the Guest Director can be heard easily.

9.11.3 Audio Visual:
• There should be a microphone and podium at every event, including meals and rehearsals.
• For workshops, a keyboard, easel, projector may also be needed – consult with the Church Music Education Committee for specific needs.
• Coordinate with the Federation President and other Convention Committees for other audio-visual needs.

9.11.4 Set-up and Clean-up: be sure that set-up and clean-up is assigned so that each event can start on time, especially if the Church facilities are involved.

9.11.5 Arranging for Accessibility: Convention participants may need accommodations for their disabilities and/or their age. Most accommodation needs will be identified on registration forms, but be alert for others who have not indicated any need.
• Some people may need seating accommodations, such as extra space, seating near an aisle or door, sitting instead of standing while singing.
• Some may require extra time or assistance to move from place to place.
• Be sure all Convention workers are aware of where the accessible routes, ramps, and restrooms are in the buildings, in case there are inquiries.
• In the case of registrants or other guests requiring more assistance, assign a person to be aware and available to assist.
• Even though hotels are required to have arrangements for accessibility, also be on the alert for any difficulties a person may be experiencing in case the hosts may be able to intervene for assistance (e.g., distance of room to elevators, emergency evacuation).

9.12 Finance: While the Convention is a source of enjoyment and education for all the attendees, it is also a fundraising activity for both the Federation and the Host Community. Therefore, every effort should be made to minimize expenses in order to realize a profit. Close communication and cooperation between all Convention chairmen, the Finance Chairman, and the Federation will avoid disagreements and misunderstanding over finances. The Finance Chairman is a Convention Committee member.

9.12.1 The Host Community should establish a Finance Committee of approximately 3-5 people and identify a Convention Treasurer.
• The Convention Chairman should be an active member of this Committee.
• The Convention Treasurer should have accounting experience and be responsible for recording income and expenses and developing financial reports.
• Another member, perhaps the Convention Chairman or the Finance Chairman, should be designated to be responsible for meal counts and contracts.

9.12.2 The Convention and Finance Chairmen and Convention Treasurer should meet with the Parish Council regarding financial procedures and accounts
• The Convention Committee may need initial working capital. If so, it should seek a loan from its Parish Council. This loan will constitute a working fund from which early expenses (such as hotel or space deposits, rentals, and purchases) can be paid. This loan should be repaid as soon as registration, ad sales, or other income is received.
• The Convention Committee and the Parish Council should determine how signatures on contracts will be handled.

9.12.3 A bank account and an accounting system should be set up immediately.
• All withdrawals (checks) should require two (2) signatures. The Treasurer, Finance Chairman, Convention Chairman, and another should be listed as potential signatories to expedite the issuing of checks.
• The Finance Chairman should make all deposits and withdrawals. Special arrangements could be made with the Registration Chairman to deposit and report registration deposits.
• The Finance Chairman or designee must keep an accounting of all income and expenses. There must be a bill or receipt filed for each expenditure.

9.12.4 A realistic budget should be established by late fall.
• As a guide, begin planning based on the previous year’s registration fee. Also budgeting should be based on an estimated attendance of 75-100 people, depending on your situation.
• All committee chairmen should contribute their expense estimates. Provide feedback to the Committees should their plans be too expensive.
• Some conventions may have unique expenditures (e.g., organ or piano rental, buses, space rentals at special venues, museum or other admissions, and the like, entertainers).
• The budget should also include a line for the travel expenditures of the Guest Director (or Designee) for Area Rehearsals. The Convention Committee and the Federation Executive Board will work to determine the most economical way to reimburse while still holding the needed number of rehearsals.

9.12.5 The budget must also contain provisions for complimentary allowances and services.
• The Hierarchs receive a complimentary room and meals.
• The Federation President receives a complimentary room and meals.
• The Guest Director and Accompanist receive complimentary rooms and meals.
In addition, the honoraria and expenses of the Guest Director and Guest Accompanist are specified in Operational Procedures Section XXX.

- Any visiting Federation Presidents receive complimentary meals.
- Host clergy and other invited clergy, and their Presvyteres, receive complimentary meals and tickets to all events.
- Visiting clergy (uninvited) should receive complimentary meals for all events except the Banquet. Complimentary Banquet tickets may be offered at the discretion of the Host Community (e.g., when there are only a few unannounced clergy and it’s not cost-prohibitive).
- In large cities, when the Host Community may want to involve all the area priests, a sample wording in publicity might read: “You are invited to be our guest for the Thursday and Friday evening meals. Grand Banquet tickets will be available for purchase at the door.”

9.12.6 Once expenses and income are tallied, determine a proposed registration fee schedule (early bird registration, regular and youth registrations, and individual guest tickets) and communicate it to the Federation President, along with an income/expense estimate and meal prices. The Federation’s Executive Board will review this report in order to approve an appropriate registration fee schedule.

9.12.7 Fundraising: some host communities engage in additional means of funding their convention. For instance:
- Seek underwriters for some or all of the special events.
- Seek community donation (perhaps in return for making a donation back to the parish from the Host Community’s portion of the profits).
- Host a fundraising event during the year, such as a breakfast or a luncheon. Also use these as an opportunity to sell ads or identify patrons or volunteers.

9.12.8 Following the Convention, a final written financial report must be presented to the Federation along with a check for its portion of any profits.
- A preliminary report must be communicated to the Federation Treasurer prior to the Federation Executive Board meeting in the Fall.
- The Treasurer prepares an itemized profit and loss statement of the entire Convention, with schedules on the profit or loss of each major Convention event or activity to support the statements. This will be of great assistance to the next year’s Convention Host.
- All receipts, bills, and accounting records must be audited for accuracy; bank statements reconciled; and the Convention account closed.
- No later than the Spring Federation Executive Board meeting, a final report must be presented.
- The Treasurer issues a check for the Federation's portion of Convention net profits (see most current By-Laws).

9.13 Host Clergy: The Proistamenos of the Host Parish is the primary advisor for all spiritual, liturgical, hierarchical, and clergy matters. He is a member of the Annual Convention
committee, and an ex-officio member of all committees.

9.13.1 The host parish priest is responsible for inviting and hosting the visiting Hierarchs and any visiting priests attending the Annual Convention.

9.13.2 The host parish priest is directly responsible for all things related to the Convention Divine Liturgy, including acolytes and ushers.

- If the Divine Liturgy is not to be held at the Church, the host parish priest would be responsible for setting up an altar table, icons, and any other liturgical items needed to celebrate a Hierarchical Divine Liturgy.
- Arrange for a meeting with the Guest Director, chanter(s), and the presiding Hierarch or his deacon to review the order of service and the hymns to be sung. This should occur as early as possible in the Convention schedule so the Guest Director can communicate the requirements to the choir members.
- At the end of the Divine Liturgy, there is to be a Memorial Service for departed Federation members. The Federation will provide a list of names to be read. Arrangements should be made for koliva.
- Newly elected officers take the Oath of Office at the end of the Divine Liturgy. These include the President, Vice-President, Secretary, Treasurer, and State Representatives.

9.13.3 The Convention schedule for other days may include an additional service, such as a Vespers, a Doxology, or an Artoclasia. Be prepared to coordinate arrangements for whatever is selected.

9.13.4 It is customary for the Host Proistamenos to give a Welcome and an Opening Prayer (with the Hierarch) at Thursday evening’s event and a Closing Prayer (with the Hierarch) at the Farewell Luncheon.

9.13.5 Work with the Convention Committee to include area clergy in Convention activities, such as inviting them to offer meal blessings and/or short homilies to the Convention participants during mealtimes.

9.14 Federation Responsibilities for the Convention: The activities indicated in this section reflect the needs of the Federation and what the Convention Committee can expect to receive from the Federation. The Federation will have primary responsibility for the planning and implementation of these activities, and will include input and consultation with the Host Community.

9.14.1 Schedule: The Federation is ultimately responsible for the Convention Schedule. It will be developed and revised throughout the course of the Federation year and will be presented for approval no later than the Spring Federation Council meeting (although some “tweaking” may be necessary after that). See Sample Schedule below.

9.14.2 Church Music Institute Schedule, Topics, Speakers: The Church Music Education Committee plans and makes arrangements for the content, faculty, and schedule of Church Music Institute or other music education workshops. The National Forum has established specific guidelines for funding of Federation CMIs. If these guidelines are
not followed, then the expense of the workshops becomes part of Convention expenses. Room specifications for the CMIs will be communicated to the Convention Chairman.

9.14.3 Banquet Program: The Federation Executive Board determines the Banquet Program and forwards the information to the Convention Chairman for preparation of a printed Banquet program. Adequate time must be allowed for speakers, scholarship and awards presentations, and messages from the hierarchs. Suggestions and ideas from the Host Community for special features such as musical presentations, entertainers, additional speakers, dancers, and the like can be explored and considered for inclusion.

9.14.4 Memorial Listing: The Federation Executive Board will update the Memorial listing each year and present a copy to the priest to be used for the Memorial Service and in the Church Bulletin.

9.14.5 Federation Album Pages: The Federation will provide electronic files of the following pages in the Album: Chronology of Conventions, Directors, Music, and Federation Presidents; the Memorial listing; and the Federation Awards Holders listing (e.g., St. Romanos Medallion, Athenagoras Medal, Years of Service).

9.14.6 Email, Web, and Facebook Publicity: The Federation will disseminate publicity for the Convention Hosts through its electronic resources. This includes posting forms and Convention announcements on the website, creating messages for Facebook, including articles in various issues of the electronic Byzantine Echo, and sending out messages and links to the MEFGOX email distribution lists. The Convention hosts should be reminded to send the responsible officers the information.

9.14.7 Guest Director/Accompanist and Music: The Federation President is the chief contact and host for the Guest Director and the Guest Accompanist, and should communicate their needs to the other officers and the Convention Hosts. The Guest Director should consult with the Federation President should there be any changes or additions to the selected music; whatever is decided will be sent to the Convention Host City and the Guest Accompanist.

The Federation will coordinate a meeting of the Presiding Hierarch(s), Proistamenos, and Guest Director to review the music sequences for the Hierarchical Divine Liturgy. The Federation will assure that the Guest Director has a copy of the National Forum’s Hierarchical Guidelines, along with any special accommodations for a specific hierarch.

The Federation Executive Board will work with the Guest Director, State Representatives, and/or the Host Community to assure that area rehearsals are scheduled. When there are Guest Director expenses involved, the Federation Executive Board in consultation with the Host Community/Finance Committee, must approve the expenditure.

9.14.8 The Federation will pay the expenses of area rehearsals as described below in Sections 10.1.4 and 10.2.5.

9.14.9 General Protocol: At appropriate times during the Convention, the Federation President should acknowledge Presidents and visitors from other Federations,
visiting clergy, and any other guests. In addition, the Federation President or
designee will also provide information as to who should be seated at the head tables
and the placement protocols.

9.14.9 Sample Convention Schedule. While open to some modification, a sample Annual
Convention schedule is shown below.
Mid-Eastern Federation of Greek Orthodox Church Musicians

Sample Convention Schedule

**Thursday**

Afternoon
- Registration
- Church Music Institute(s) 3-5 hours

Evening
- Welcome Dinner
- Federation Update · President
- Dessert, Entertainment, Socializing

**Friday**

Morning
- Breakfast
- Convention Choir Rehearsal
- Church Music Institute 1-1.5 hours

Afternoon
- Lunch
- Federation Meetings (General, States)
- Convention Choir Rehearsal

Evening
- Worship Service (Vespers, Artoklasia, etc.)
- Dinner
- Dance/Social Event

**Saturday**

Morning
- Breakfast
- Church Music Institute 1-1.5 hours
- Convention Choir Rehearsal

Afternoon
- Lunch
- Convention Choir Dress Rehearsal

Evening
- Reception
- Grand Banquet

**Sunday**

Morning
- Breakfast and Check-out
- Warm up and Line up
- Orthros and Hierarchical Divine Liturgy

Afternoon
- Farewell Luncheon
- Departures
9.14.1 Summary:
The committees and their responsibilities outlined in this Section should be considered carefully in preparing for the Annual Convention. Creativity and innovation are encouraged; however, departures from previously approved practices must be approved by the Federation President, the Federation Executive Board, and/or the Federation Council. More important, however, is to ensure that all responsibilities specific in this procedure are properly discharged. The ingenuity and planning skills of the host Federation Parish should be utilized fully to make the Annual Convention as enjoyable, successful, and profitable as possible.
SECTION 10
GUEST DIRECTOR and ACCOMPANIST

10.1 **Annual Convention Guest Director:** Guest Directors are invited to direct the combined choir of church musicians at the Annual Convention in accordance with the Constitution Article X.

10.1.1 **Qualifications of Guest Director**
- The Guest Director must be a communicant of the Greek Orthodox Church, or a director of an Eastern Orthodox church choir.
- The Guest Director must be an established church musician in the field of choral work.

10.1.2 **Selection of the Guest Director** is made at the Federation Council meeting at the Annual Convention.
- It is preferred that the nominator(s) or some Federation member(s) have first-hand knowledge of the nominees, have seen them direct or have been in choirs under their direction. Nomination should not be based on reputation alone.
- Guest Directors must be nominated by members of the Federation Council. Persons making the nominations must report to the Federation Council, at the time of the nomination, that the nominees have been informed of the following:
  - the date of the Annual Convention
  - the responsibilities (see Convention Rehearsals, Sec. XXX)
  - the Guest Director's honorarium
  - reimbursement policies
  - travel and accommodations
- The nominator(s) presents a written background sketch of the nominee for Guest Director to the Federation Council.
- The nominator(s) must confirm the availability of the Guest Director at the time of nomination.

10.1.3 **Guest Director’s Honorarium and Expenses:**
- The honorarium and expenses associated with the Guest Director paid by the Convention Treasurer include:
  - $300.00 honorarium
  - complimentary registration package for Guest Director and attending spouse
  - complimentary housing during the Annual Convention
  - round trip travel expenses for the Guest Director to the Annual Convention
  - an appropriate Souvenir gift

10.1.4 **Guest Director’s Expenses Paid by the Federation** - The expenses associated with the Guest Director which are paid by the Federation are:
- Travel, housing, and food expenses for one (1) Area Rehearsal
- Permission to pay the Guest Director's expenses for more than one (1) Area rehearsal may be granted by the Federation Executive Board.
10.1.5 Courtesies Accorded the Guest Director

- Arrangements must be made with the least inconvenience to the Guest Director and as appropriately as possible.
- The Federation President should issue a written invitation to the selected Guest Director and also send a thank you letter following the Annual Convention. The host Federation Parish shall send a welcome letter to the Guest Director before, and a thank you letter after the Annual Convention.
- Other guest directors may be invited at any time by a local choir to conduct a local rehearsal, workshop, or other musical program; or a chant group, youth choir, or combined choir at a special service at the Annual Convention. In such cases, the Constitutional provisions in Article XXX do not apply. Selection of a guest director for a local rehearsal, workshop, or other musical program and the associated expenses with this person are the responsibility of the host Federation Parish, unless otherwise specified by the Federation Council or Federation Executive Board. The procedures mentioned above regarding arrangements and rehearsals are still applicable.

10.2 Annual Convention Guest Accompanist

10.2.1 Guest Accompanists are invited to accompany the combined choir at the Annual Convention.

10.2.2 Qualifications of the Guest Accompanist

- The Guest Accompanist must be a communicant of the Greek Orthodox Church. If not a communicant, the Guest Accompanist must be an accompanist for an Eastern Orthodox Choir.
- The Guest Accompanist must be an established musician in the field of accompanying choral groups.

10.2.3 Selection of the Guest Accompanist

- The Guest Director may select the Guest Accompanist based on the qualifications described in Operational Procedure Section 10.2.2.
- If the Guest Director has no preference for a Guest Accompanist, the Federation Executive Board may suggest qualified candidates. If the Guest Director still has no preference, the Federation Executive Board will select the Guest Accompanist.
- When selected, the Guest Accompanist shall be informed of:
  - the date of the Annual Convention
  - the responsibilities of the Guest Accompanist
  - the honorarium paid to the Guest Accompanist
  - convention expenses
  - travel and accommodations

10.2.4 Guest Accompanist's Honorarium and Expenses

- The honorarium and expenses associated with the Guest Accompanist paid by the Convention Treasurer are:
- a $150.00 honorarium
- a complimentary registration package.
- complimentary housing during the Annual Convention
- round trip travel expenses to the Annual Convention
- an appropriate Souvenir gift

10.2.5 The expenses associated with the Guest Accompanist which are paid by the Federation are:

- Travel, housing and food for one (1) area rehearsal
- Permission to pay the Guest Accompanist’s expenses for more than one (1) area rehearsal may be granted by the Federation Executive Board.

10.2.6 Courtesies Accorded the Guest Accompanist

- Arrangements shall be made with the least inconvenience to the Guest Accompanist and as appropriately as possible.
- After the Guest Accompanist is selected, a written invitation should be issued by the Federation President as well as a thank you letter following the Annual Convention. The host Federation parish should send a welcome letter to the Guest Accompanist before, and a thank you letter after the Annual Convention.