GUIDELINES FOR HOSTING A MEGOFOX CONVENTION

For Potential Host Parishes & Choirs
ANNUAL FEDERATION CONVENTION
Guidelines for Hosting

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.

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.

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, The Federation will have a wealth of past experiences and templates to assist. 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 would be handled.

9.1.4. Consider the dates for the Convention. The Convention is usually held the 3rd weekend of Jul, although the 4th week can be considered as an alternative. Should a date conflict with a parish or local 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. Selection of a host parish usually occurs at the Annual Convention meeting of the Federation Council.

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 Executive Board 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, the Clergy-Laity Congress, a 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 should be reserved. Consult with the Federation Executive Board regarding numbers upon which to base the number of committed room nights.

9.4.3. It is preferred that most of the events and meals be held at the parish when possible, to save expenses. However, if the parish is not going to be used for these, the host city should also book spaces for meetings, workshops, events, and/or rehearsals.

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

9.4.5. 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.

9.4.6. 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.

9.4.7. 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 and instructors, schedule, Banquet program, Sunday Memorial service, and communication with Guest Director. 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.

9.5.2.1. 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.

9.5.2.2. Church Music Institute Schedule, Topics, and 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.

9.5.2.3. 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.

9.5.2.4. Memorial Listing: The Federation Executive Board will update the Memorial listing each year and present a copy to the Host City for inclusion in the Convention Album. The Federation will also give a list of all the first names to the priest to be used for the Memorial Service.

9.5.2.5. 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).

9.5.2.6. 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 list. The Convention hosts should be reminded to send the responsible officers the information.
9.5.2.7. Guest Director/Accompanist and Music: The Federation President is the chief contact and host for the Guest Director and the Guest Accompanist, 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.

9.5.2.8. 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 will designate one knowledgeable individual to assist or cue the Guest Director about sira during the Liturgy.

9.5.2.9. 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.

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

9.5.2.11. 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.

9.5.3. The Host Parish handles the following: registration, hospitality and gifts, finances, social events, meals, the Convention Album, hotel and church facilities use, liturgical arrangements. See details below.

9.5.4. 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 and tasks is suggested as a way to plan and delegate responsibilities.

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Operational Procedures
(Updated – January 2019)
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. The Convention Chair has the following responsibilities:

9.6.2.1. Attend 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.

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

9.6.2.3. Sign contracts and approve expenditures in conjunction with the Finance Chairman.

9.6.2.4. Present the Host Parish’s recommended registration fees to the Federation Executive Board for approval.

9.6.2.5. Work with the Federation President and its Church Music Education Committee 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.

9.6.2.6. 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. The Federation can assist as well.

- 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.

9.6.2.7. Arrange for a photographer to take a Souvenir picture of the Annual Convention choir. The picture should be taken after the Divine Liturgy, so robes can be worn. It may be taken at another time if after the Liturgy.
is not possible. The cost of the picture and its mailing should be determined prior to the Annual Convention so pictures can be ordered and paid for at registration. The expenses and sales of the picture income are part of the Convention Committee Treasurer's financial report.

9.6.2.8. 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)

9.6.2.9. 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.

9.6.2.10. 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.

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

9.6.2.12. During the Convention, the Convention Chairman or a designee should be identified to make announcements and handle “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.

9.6.2.13. 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.

9.6.2.14. Maintain a complete file of pertinent correspondence and information to be used as a reference by the Federation Parish hosting the subsequent Annual Convention. This should be transmitted to the next host city by September 1st.

9.6.2.15. 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 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 database from the Federation or the previous Host Parish. The 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 food accommodations and other special needs (for the Hospitality and Facilities people).

9.7.2. **Work with the Convention Chairman and Treasurer to recommend Registration deadlines, registration fees (singers, non-singers, youth, and individual meals/events), early/late 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 (specified) 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:** [See sample registration form]
- 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. (for the Guest Director)
- Role: Director, Accompanist, Singer, Chanter, Federation Officer
- Accommodations needed for dietary or physical needs (for Catering and Facilities)
- 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
- Permission to use photos/images. Suggested wording: I give permission to MEFGOX and the National Forum to use my/my child’s picture if it is needed for educational materials, websites, and/or Facebook pages. (Please initial)

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

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 and the Federation.

9.7.6. Preparation of the Registration Packet

- A Registration Packet is given to all registrants when they register.
- Complimentary packets, including meal tickets, are also given to the Hierarchs, Presidents visiting from other Federations, host clergy, and the Guest Director and Accompanist. Instructors for the Church Music Institute workshops may also receive complimentary packets, but the MEFGOX Treasurer will reimburse the host city for these.
- Confer with the Finance Chairman to identify costs of the Packet.
- The packet should include Convention and workshop schedules, additional music from the Federation (e.g., Church hymn, Hierarch’s fim), pencil, paper clips, Convention Album, a commemorative gift, and registrant’s name badge.
- 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 identifies staffers for the registration table, usually located at the hotel on Thursday and at the parish on Friday. At least two persons should be assigned to each shift. Avoid tying up choir singers for this task so they can take full advantage of workshops and rehearsals; we suggest parish ministry people, spouses, friends, or retired choir members. However, be sure that a knowledgeable person is always nearby to answer questions and provide assistance.
- The primary role of the staffers 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 noon until 8:00 pm and Friday 8:00 am to 5:00 pm. When registration is closed, post information about where the Convention participants are 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 and Federation-supplied content.

9.8.2. While all Convention albums are not the same, the following pages should be included:
- Title page, including Federation logo, Convention theme/logo, and place, date, and number of the Convention
- Welcome Letter from the Parish Priest
- Message from the Convention Chairman or Committee (optional)
- Biographical information and pictures of Guest Director and Accompanist
- Page for host church musicians, including parish clergy (optional)
- Other optional pages, such as pictures of Convention Committee, history of the parish, etc. (optional)

9.8.3. Other Federation pages to include, available from the Federation:
- Hierarchical Letters of Greeting, host Metropolitan first and side by side if possible.
- Letter from the Federation President
- Letter from the National Forum Chairman
- 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)

9.8.4. The following Paid Pages complete the Album:
- Full page photo ads of Church Musicians from Federation Parishes
- Local commercial ads solicited by the Host Parish and Convention Committee (may also include smaller ads from Federation parishes if they do not have a picture) – of late, these have taken the form of listings of Patrons/Sponsors/Benefactors for ease of Album preparation.
- 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. The Federation has access to a preferred printer.
9.8.6. Set realistic deadline dates for ads, copy, pictures, letters of greeting. Allow 3 - 4 months for replies.

9.8.7. With the Federation, determine advertising rates for full pages, 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: [See sample]
   - 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 can also be 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 (currently, $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 will be necessary to obtain a good representation of Federation member parishes in the Album.
   - Plan to return pictures if not digital.

9.8.11. The Album Committee must keep an accurate record of income and expenses to help the Finance Committee complete its final report. All money collected for advertising should be submitted periodically to the Finance Committee in a timely manner. All Album expenses are to be paid by the Finance Committee Chairman.

9.8.12. Complimentary Albums should be sent to major donors, advertisers, and ads of choirs not present at Convention.
9.9. **Convention Events:** Social events are usually planned for Thursday, Friday, and Saturday evenings, 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) is 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).
- There should be small tables reserved for clergy and other dignitaries. Have a microphone and podium available as a focal point for speakers (Hierarch(s), Host 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 60-90 minute rehearsal, a workshop, or a special presentation 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, or other ice-breakers.

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).
- There should be tables reserved for clergy and dignitaries. Again, have a microphone and podium available as a focal point for speakers (MC, Host Priest, Hierarch(s), Convention Chairman).
- An Opening Prayer should be offered by the local priest and hierarch(s). The Convention Chairman may want to say some additional words.
- Some social or other fun activities can be incorporated into this evening as well, but enough time should be left for a casual dance to end the evening.
- Community members are welcome to attend this event and/or the dance.
- 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.
- The Host Community is 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 votive candles and matches for the Memorial Ceremony. The Federation will provide a copy of the music to be sung and the program specifics. The final program should be checked with the Federation before printing. [See sample]
- 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, Guest Accompanist, Convention Chairman, 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, spouses of others seated at the Head Table, visiting Federation Presidents, other Federation officers (Vice-President, Secretary, Treasurer), and/or 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 Se Imnoumen, led by the Guest Director. Optional is presentation of the national anthems of Greece, then the US.
- The formal Banquet Program also includes: a Memorial Votive Lighting Ceremony and singing of Meta Ton Aghion; 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, or the President), remarks by the Federation President, presentation of the Past President’s gift, optional presentation of gifts to the Guest Director and Accompanist by the Convention Chairman (or presented at the Farewell Luncheon), hierarchical remarks (host hierarch or Archbishop last), and a closing benediction.
- There is a traditional Votive Lighting Ceremony held at the beginning of the Banquet in memory of departed church musicians. The head table should have a large votive candle, a correct number of small candles, and matches on it; each guest table should have votive candles around the centerpiece and copies of Meta Ton Aghion.
  - The President begins by explaining the tradition and purpose of the
- A hierarch/priest is invited to lead a short prayer.
- Guests are invited to come forward to head table to light a candle which is then taken to their table to light the votives. At the same time, the two Metropolis Liaisons read the names of church musicians who fell asleep in the Lord during the past year.
- The guests sing Meta Ton Aghion, led by the Guest Director, to conclude the ceremony.

- There may be unique times when it would be desirable or appropriate to include a keynote speaker, prominent personality, or entertainer at the Banquet, 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.
- Beyond the specified Federation program, it is also possible for the Host Community to add musical interludes, presentation by a local 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, be careful to coordinate with the caterers and servers so as not to cause distractions during the performances.
- Community members may be invited to the Banquet if desired.
- Hiring an expensive band for 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*th Annual Convention.

**Benefactors**

**Patrons**

**Donors**

**Friends**

Mid-Eastern Federation of Greek Orthodox Church Musicians

*xx*th 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 on the table.

Votive Lighting Ceremony
You are invited to participate in this ceremony commemorating departed MEGOX church musicians of blessed memory. You will be instructed when to light the candles. NAME will lead us in singing Meta Ton Aghion.

Memorial Scholarships
During the program, you will be invited to make a public donation to the MEGOX Scholarship Program, in memory of someone or in honor of a person or group. Envelopes for this purpose are on the table.

Entertainment
This evening’s entertainment is provided by NAME

Program

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

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

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

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

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

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

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

Patriarch Athenagoras I Award ..................... Maria Keritsis
National Chairman, National Forum of Greek Orthodox Church Musicians

Remarks ........................................ NAME
Greek Orthodox Metropolis of Sister Metropolis

Address ........................................ NAME
Greek Orthodox Metropolis of Host Metropolis

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

- 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 instead of, or in addition to, a sit-down or buffet set-up.
- Take care to make this luncheon brief since some attendees have lengthy trips home. Long speeches are inappropriate.
- There should be a Head Table that 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.
- There should also be reserved tables for dignitaries and spouses as before.
- Community members may be invited to the luncheon, but care should be taken that this doesn’t lengthen the program (e.g., longer buffet lines) or cause seating and other logistic problems.
- The Luncheon begins with an Opening Prayer and Blessing offered by the local priest and hierarch(s). Alternatively, with clergy approval, the blessing may be said at the end of the Liturgy.
- A short formal program should include the following:
  - The Convention Chairman opens the program with a few remarks and thank-yous.
  - The President makes a few closing remarks, thanks the host city and his/her officers, and introduces the newly-elected President, who may wish to speak a few words and introduce the newly elected officers.
  - The Guest Director also has the opportunity to speak briefly, and the Host City presents him/her with a thank you gift if it was not presented at the Grand Banquet. Likewise, the Guest Accompanist receives a thank you gift from the Host Community.
  - 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 offers concluding remarks and bids everyone safe journeys home.

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. The Federation can provide guidance and ideas here.
- 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 table discussion topics.
A microphone and podium should be available for the Convention Chairman 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 and non-singer attendees should be printed in colors different from those of Convention attendees. These sales 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 should be 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 hopes to attract and involve young church musicians to the Convention and make them feel welcome and included. Some ideas for special activities for the youth include:

- 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 a special youth activity such as a sports event, 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 special activities may be appreciated, as much as possible, they 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 President and Federation Webmaster for posting at appropriate times during the year: attractive announcement for use on the home 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 can be disseminated electronically via the Federation. However, at least one print mailing could be considered, such as an attention-getting SAVE-THE-DATE postcard (see timeline below).
  - The Federation has mailing labels of directors and clergy. These can be emailed electronically to the host city or printer.

- During the year, use the Federation’s electronic resources to publicize the Convention to Federation members: the Byzantine Echo, the MEFGOX website and Facebook page, and the Federation’s email distribution list. Keep in close communication with the Federation officers responsible for these tools.
  - It is suggested that the Convention use the Federation’s Facebook page and website for publicity rather than creating a new website or Facebook page specifically for the Convention. The Federation webmaster is able to post information for the host parish.

- Local Parish: Use your church newsletter, website, and/or Facebook page to provide your parishioners with Convention news, ticket information, requests for volunteers, and the like. Also, prepare posters and flyers for use within the parish.

- 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).

9.10.4 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.

9.10.5 Suggested publicity timeline:

- In the early fall: Submit an introductory announcement to the Byzantine Echo editors and Federation webmaster (e.g., date 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). Also send announcements to the Federation email list manager.

- Around Thanksgiving or Christmas, consider sending a holiday greeting to Federation members from the Host Community; send it to the officers responsible for the Echo, the Federation website, and the Facebook page. Alternatively, you may wish to mail this greeting as a card.

- January/February: prepare and mail an attention-getting postcard announcement of the Convention including place, date, theme, and the Federation website address for where to get more information (unless you have done this in conjunction with a holiday above).

- Throughout the year, be prepared to submit short information pieces to the Byzantine Echo editors for each edition and to the Federation email list manager. Similarly, send periodic information to the Webmaster as more details of the Convention are confirmed.

- By March 1st: email information about parish church musicians photo ads – send an article and the photo ad contract to the Federation officers responsible for the MEGOFOX 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 MEGOFOX 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 MEGOFOX 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 MEGOFOX 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 letter/packet of final information to the registrants, using US mail for those without emails. The letter/packet should include a welcome 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.

- 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-scenes 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 and workshop rooms (Federation President), rehearsals (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.
- Seating should be settled during an early rehearsal, so people get used to singing with those 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 should surround any 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 or keyboard 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 for the Guest Director.

9.11.3 Audio Visual:
- Provide 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 be accessible, also be on the alert for any difficulties a person may be experiencing in case the hosts may be able to assist (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 and/or 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 Finance Committee and/or 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 have unique expenditures (e.g., organ/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 and lodging expenditures of the Guest Director and Accompanist.
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 10.1.3 and 10.2.4.
- Visiting Federation Presidents receive complimentary registration packets and tickets.
- 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, where the Host Community may want to involve all the area priests, a sample wording might be: “You are invited to be our guest for the Thursday and Friday evening meals. Banquet tickets will be available for purchase at the door.”

9.12.6 Once expenses and income are tallied, determine a proposed registration fee with the Federation (early bird/late registration, youth registrations, and individual event tickets). Include income/expense estimates 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 donations (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 to the Federation.
- The Treasurer issues a check for the Federation’s portion of 50% of the 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. The Host Committee makes arrangements for someone locally to prepare the 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. The Federation will provide copy of the Oath of Office to be given to the clergy.

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.

9.14.9 **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  
  Special Program and/or 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.
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 sung in choirs under their direction. Nominations should not be based on reputation alone.
- Guest Directors must be nominated by members of the Federation Council from parishes in good standing. 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 Area Rehearsals
• 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.