

# District NYI Convention Checklist

The following is a sample “to do” list for your NYI Convention. You should customize this list to fit your particular district. Build on it and make modifications as needed. It will be a wonderful asset for you as you plan your convention each year.

## One Year Out

- Select date & location in conjunction with your district superintendent and district calendar
- Select speaker & musician(s)
- Appoint a photographer/videographer to capture memories from each event

## Six Months Out

- Send out a “Save the Date” communication via mail, email, or by other electronic means. Include any appropriate information you may not have known six months ago
- Confirm the reservations you have made for speaker, musicians, and facilities

## Three Months Out

- Send out promotional packet to district churches that may include the following:
  - Cover letter from president about convention
  - Include excerpt from the *District Ministry Plan* regarding purpose, delegations, etc.
  - Promotional flier for posting
  - District NYI Council nomination form - You may want to allow pastors to nominate council members
- Set a deadline for returned forms well before your nominating committee meets
  - Delegation registration forms (with explanation)
  - University scholarship applications (if applicable)
- Contact your admission director from your field university and invite them to be present at your convention

## Two Months Out

- Review annual NYI budget with the District NYI Treasurer and/or Executive Committee
- Submit a proposed budget to your District NYI Council and your District Finance Committee
- Appoint a Nominating Committee that is approved by the District NYI Council. (See *District Ministry Plan*)
  - Send a letter to the committee regarding a meeting time and place
  - Meet about one month in advance to complete the ballot(s)
  - See the *District Ministry Plan* for election and re-election guidelines
  - All nominees should be contacted regarding their nomination before the convention
- Select university scholarship recipients (if applicable)

## One Month Out

- Prepare District NYI President's Report
- Your report should consider the following:
  - Proper greeting to the convention and District Superintendent
  - Appreciation to District Council by individuals names
  - Event highlights (be careful not to take away from director reports)
  - Dreams for the future
    - Providing a detailed plan for how you and the District will achieve your dreams for the future would be helpful too.
- Collect reports from Vice President, Secretary, Treasurer
- Construct ballots after all nominees have been contacted. The recommended approach is separate ballots for the officers, directors, and age level representatives.
- Select and recruit the following:
  - Recording secretary
  - Pages
  - Election chairperson
  - Parliamentarian (if preferred)
  - Boards of Tellers

- Tellers can be taken from the list of convention delegates. Be sure not to include a person on a board of tellers if their name appears on that particular ballot as a candidate for election.
- Remind those who will be participating/reporting at the convention
  - Secretary
  - Treasurer
  - Event Directors
- Prepare a detailed agenda for the convention. Send an advance copy to your District Superintendent and Recording Secretary. It is suggested to have an executive agenda complete with detailed information for those on the platform, but prepare a simplified agenda for the delegation.

## **Two Weeks Out**

- Make copies and prepare packets for delegation. Contents may include:
  - Agenda (simplified)
  - Reports (President, Vice President, Secretary, Treasurer)
  - Sample ballots
  - Annual calendar
  - Proposed budget
  - University promotions
  - Quizzing promotions
  - Event promotions
  - Global or USA/Canada NYI promotions
- Review the entire agenda with your District NYI Secretary
- Prepare check request(s) for District NYI Treasurer
- Meet with your District Superintendent and review the entire convention plan
- Confirm all facility requirements with the proper personnel
- Convention Preparation with help of NYI Secretary
  - Prepare the facility by making it inviting for your district
    - Put up or hang necessary banners and signs

- Have student greeters
- Registration table – NYI secretary
- Delegates will register and receive delegate packets
- Review expectations for Pages
- Prepare clean-up crew

### **Post Convention**

- Send a letter to new District NYI Council members including meeting dates, event policy, and calendar
- Review the minutes from the recording secretary and send them to the district office
- Register general delegates with Global NYI (on applicable year)