



**AIR FORCE ASSOCIATION OF CANADA**  
**BOOKLET 1004**  
April 2007

# Table of Contents

1. Introduction
2. Host Committee Monetary and Other Responsibilities
3. National HQ Monetary and Other Responsibilities
4. Application to Host National Convention (Appendix A)
  - Host Committee Chart (Appendix A)
  - Hotel Floor Plans (Appendix A)
  - Single Event Prices (Appendix A)
5. Detail of Hotel Requirements (Appendix B)

## 1 INTRODUCTION

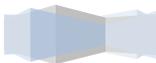
The Air Force Association of Canada is a national not-for-profit aerospace and community service organization composed of aviation-minded citizens established to remind Canadians of their country's rich aeronautical tradition and history, to support Canada's Air Force and to support and encourage the civil aviation component within the country. The Association consists of two groups of members: individuals who are members-at-large, and those who are members of Wings, over sixty of which are located in various towns and cities across Canada. Wings are encouraged to volunteer to host the annual general meeting (AGM) of the Association. The locations for these conventions are selected years in advance and usually alternate between sites in eastern, central and western Canada.

The responsibility for planning and staging AGMs and conventions is vested in the Executive Director, assisted by the local Host Committee. If the annual convention is held in Ottawa members of the National Headquarters staff could serve as the local Host Committee. The Host Committee is responsible for arranging convention facilities, registering delegates, reserving rooms and organizing social functions. The Executive Director ensures that delegate registration forms are made available to each Group President prior to Group Annual Meetings, which precede the Association annual general meeting. The Group President then oversees distribution of the forms to each Wing.

Attendance at association conventions ranges from approximately 150 to 250 persons. While many register for the full convention, a number of local delegates will attend the business sessions and social functions but will not require sleeping accommodations.

The requirement for sleeping accommodations varies. However, for planning purposes the following is recommended:

Suites – 1; Doubles - 125; Singles - 25; Hospitality Rooms - 3 (preferably rooms away from sleeping accommodations).



## 2 *HOST WING RESPONSIBILITIES*

Responsibilities of the host Wing are summarized below. These responsibilities are subject to change depending on the scope of the meeting planned and the financial capability of the participating organizations.

- A. Completing application (Appendix A).
- B. Ensuring that the application is delivered to the Executive Director of the Association two years prior to the proposed convention date.
- C. Registration fees on behalf of N.E.C. members (maximum of 11).
- D. Registration fees on behalf of the Mynarski Trophy winner and spouse.
- E. Registration fees on behalf of the Air Person Guest of Honour and spouse. (Note: National Headquarters pays all accommodation and incidental costs for Air Person and spouse).
- F. Registration fees on behalf of N.E.C. staff (maximum of 2).
- G. Cost for one (1) suite for the National President.
- H. Pre-convention boardroom for use by N.E.C. (Wednesday evening prior to start of convention and Thursday, day 1 of AGM). Coffee is required in the morning and afternoon on both days, unless the annual general meeting is reduced in duration.
- I. Post-convention boardroom for use by N.E.C. on Sunday afternoon - day 4 of the convention.
- J. Opening ceremonies (Thursday evening):
  - 1) room (see hotel requirements Appendix B); and
  - 2) National President's Reception after opening ceremonies.

## 2 *HOST WING RESPONSIBILITIES (Cont'd)*

### K. First business session (Friday):

- 1) room (see hotel requirement Appendix AB@);
- 2) coffee - morning and afternoon for 75 - 150 persons;
- 3) pre-lunch reception with a cash bar for other delegates, usually in the mezzanine area;
- 4) lunch for delegates and spouses; and
- 5) one room for groups at home (Friday evening) (see hotel requirement Appendix B).

### L. Second business session (Saturday):

- 1) room (see hotel requirement Appendix AB@);
- 2) coffee morning and afternoon for 75 - 150 persons (morning coffee may not be needed due to parade);
- 3) wreaths for memorial service;
- 4) pre-lunch reception area with a cash bar for delegates, mezzanine area;
- 5) lunch for delegates and spouses;
- 6) prior to the Saturday evening banquet, a reception room for 50 persons, providing each person with 1 complimentary beverage;
- 7) prior to banquet, a reception area with a cash bar for delegates and spouses, mezzanine area;
- 8) banquet (see hotel requirement Appendix AB@); and



M. Third business session (Sunday):

- 1) room (see hotel requirement, Appendix AB@);
- 2) room for closing ceremonies and installation of officers (see hotel requirement Appendix AB@);
- 3) pre-lunch reception area with a cash bar for delegates and spouses, mezzanine area;
- 4) awards lunch for delegates and spouses; and
- 5) evening wind-down party for all registered participants.

N. Other responsibilities:

- 1) transportation:
  - a) companion=s program;
  - b) cenotaph and parade (transportation as required); and
  - c) wind-down party if held outside hotel.
- 2) companion=s program, if companions are to dine with delegates the luncheon room would need to be similar to awards luncheon (see hotel requirement, Appendix AB@).
- 3) piper, prior to each luncheon and banquet.
- 4) convention booklet program.
- 5) officiating clergymen.
- 6) flag bases for 40 - 50 Wing and National banners.
- 7) Parade:
  - a) obtaining necessary permits and permission;
  - b) wreaths;
  - c) location set-up; microphone (stand type);

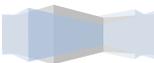
- d) padre;
- e) sentries for cenotaph;
- f) police escort; and
- g) saluting dais with flags and markers for march past.

NOTE: Persons co-ordinating parade will discuss responsibilities with National HQ Ceremonial Advisor.

### **3 NATIONAL HQ MONETARY RESPONSIBILITY**

Responsibilities assigned to the National Headquarters are detailed below. These responsibilities are subject to change depending on the scope of the meeting planned and the financial capability of the participating organizations:

- A. N.E.C. members' accommodation except the National President's suite.
- B. Registration fee or individual function cost on behalf of N.E.C. invited guests. N.E.C. invited guests might include:
  - 1) Governor General or Lieutenant-Governor;
  - 2) winners of national trophies, other than Mynarski Trophy winner and spouses; and Airman Guest of Honour and spouse;
  - 3) Chief of the Air Staff (or his representative);
  - 4) Member of Parliament; and/or
  - 5) Member of House of Assembly.
- C. Wreaths. Often six or seven wreaths may be required:
  - National President
  - Canadian Forces
  - Federal/Provincial/City and/or Town Representatives
  - Host Wing
- D. Parade:



The National Ceremonial Advisor is responsible for the memorial service and parade. The National Ceremonial Advisor will liase with the local Host Committee person assigned to assist.

# AFAC

## 4 NATIONAL CONVENTION APPLICATION

WING PRESIDENT: \_\_\_\_\_

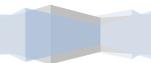
WING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THEME: (give a brief explanation for Theme)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOTEL NAME: \_\_\_\_\_



DOES THE HOTEL MEET MINIMUM REQUIREMENTS AS SPELLED OUT IN APPENDIX AB@ (detail of hotel requirements)

Yes \_\_\_\_\_ No \_\_\_\_\_

If No, explain those items which the hotel cannot accommodate. Also attach to this application a floor plan of the hotel that would indicate room size, re: Banquet, Meeting Rooms, etc. (see example A-3).

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NAME OF CHAIRMAN:

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ADDRESS:

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PHONE NUMBER:

Home: \_\_\_\_\_

Business: \_\_\_\_\_

NAME OF VICE-CHAIRMAN:

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ADDRESS:

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PHONE NUMBER:

Home: \_\_\_\_\_

Business: \_\_\_\_\_

INITIAL BUDGET PRESENTATION

INCOME:

Registration Fees	\$	_____
Room Deposits		_____
Donations		_____
Sponsorship		_____
Other Program Income		_____

TOTAL INCOME	\$	_____
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EXPENSES

Liability Insurance	\$	_____
Room Deposits to Hotel		_____
Opening Ceremonies		_____
National President=s Reception		_____
First Business Session Luncheon		_____
Aviation Guest of Honour Luncheon		_____
Banquet and Dance		_____
Awards Luncheon		_____
Wind-down Party		_____
Coffee Breaks		_____
Companion=s Program		_____
Pre-luncheon Room and Banquet Receptions		_____
Parade		_____
Administrative Expenses		_____
Postage - Stationary		_____
Phone		_____
Program Printing		_____
Machine Rentals		_____
Transportation		_____
Other		_____

TOTAL EXPENSE	\$	_____
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SURPLUS		_____
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<u>REQUESTED REGISTRATION FEE</u>	\$	_____
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Appendix A

Attached to Appendix A is a Host Committee Chart: Appendix A-1 (to be completed and mailed with application form).

- LINE 1: Chairman must be named when the application is mailed to National Headquarters.
- LINE 2: Committee Chiefs for each group to be named when the application is mailed to National Headquarters.
- LINE 3: Directors must be named one (1) year, nine (9) months prior to the convention and mailed to National Headquarters.

Attach hotel floor plan, similar to Appendix A-2.

Also, single event prices must be established prior to mid-term N.E.C. Meeting in the year of the convention (see Appendix A-3).

Items for which Host Wing wishes further explanation:

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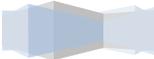
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Signed: \_\_\_\_\_  
Wing President

\_\_\_\_\_  
Host Chairperson

Dated: \_\_\_\_\_

Host Committee Chart



Hotel Floor Plan

## AFAC \_\_\_\_ ANNUAL CONVENTION

## DATE

## SINGLE EVENT PRICES

The following prices have been established for various events that members may wish to attend. Tickets may be ordered and paid for at the Wing up to and including (*day of the week, date and time*). After that date, tickets may be purchased at the registration desk located in the hotel, 24 hours in advance of the function. Following is an example of ticket prices established for individual functions.

Thursday	Oct. 9	<b>President's Reception</b>	19:30 hrs	\$10.00 ea.
Friday	Oct. 10	Noon Luncheon	12:30 hrs	\$15.00 ea.
Friday	Oct. 10	Companion's Noon Luncheon	12:00 hrs	\$15.00 ea.
Friday	Oct. 10	Groups at Home	18:30 hrs	\$10.00 ea.
Saturday	Oct. 11	Noon Luncheon	12:30 hrs	\$15.00 ea.
Saturday	Oct. 11	Companion's Noon Luncheon	12:30 hrs	\$15.00 ea.
Saturday	Oct. 11	Annual Banquet/Ball	18.30 hrs	\$35.00 ea.
Sunday	Oct. 12	Awards Luncheon	13:00 hrs	\$15.00 ea.
Sunday	Oct. 12	Wind-down Party	18:30 hrs	\$ 5.00 ea.

## 5 DETAIL OF HOTEL REQUIREMENTS

### Convention Office

A convention office is required from Tuesday, before the convention, until Sunday night following it. N.E.C. staff should have keyed access to this room 24 hours a day. It must have sufficient space for a working staff of four (4) people. The hotel will need to provide four (4) tables, eight (8) chairs and a telephone that can be used for local outside calls. The convention office should be in close proximity to the meeting room and registration area.

### Press Conference

A press conference may be held the day before day 1 of the conference. The room should accommodate twenty (20) persons.

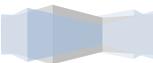
### Registration and Information

The hotel will be required to set up two registration desks in an open area (preferably in the lobby or mezzanine floor). One registration desk will handle accredited delegates and the other will be for fraternal delegates. Registration desks should be operational from 10:00 hrs to 16:00 hrs on (Thursday, Friday and Saturday) days 1, 2 and 3. Signs and workers are to be provided by the Host Committee. In addition, an information desk is required all week.

### Pre-convention Meeting, N.E.C.

A room is required for the pre-convention N.E.C. meeting, boardroom style to accommodate 20 persons. Coffee is required a.m. and p.m. (Host

Committee to confirm with National Executive Director). This room is required Wednesday evening, one day prior to the convention and Thursday, the first day of the convention.



5 DETAIL OF HOTEL REQUIREMENTS (Cont'd)

Banner Bearers Meeting - Opening Ceremonies

A space is required usually outside the main ballroom for 40 -50 persons for the Banner Bearers Opening Ceremonies briefing (Thursday evening - 18:00 hrs).

Parade and Wreath Laying

The parade and wreath laying is normally conducted away from the hotel site. In inclement weather, however, a room similar to the one used for the opening ceremony will be required.

Opening Ceremony

The opening ceremony is conducted in a room that is prepared theatre style for 200 to 300 persons with enough extra room for a 20 piece band. A platform 8 feet wide and 60 feet long is required, equipped with 12 to 14 chairs, with two (2) podiums and two (2) microphones. Location of the podiums and microphones will be determined by the N.H.Q. Ceremonial Advisor in conjunction with the Host Committee person responsible for the opening ceremonies and hotel staff. Both microphones must be connected to the room sound system. Flag bases will be provided by the Host Wing and in place prior to 18:00 hrs (Thursday evening), day 1.

National President=s Reception

The National President=s Reception is held immediately after the opening ceremonies. The reception is held in a room set up for approximately 200 – 250 persons. A cash bar is required as arranged by the Host Committee.

Ph: 1.866.351.2322. Web-site: [www.airforce.ca](http://www.airforce.ca).

## 5 DETAIL OF HOTEL REQUIREMENTS (Cont'd)

### Business Sessions

Business sessions require a room set up for 75 - 100 persons classroom style at the front with an additional 75 - 100 chairs, theatre style, at the rear.

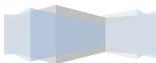
A platform 8 feet wide, 40 feet long with a central podium, to accommodate 11 persons. The platform must be equipped with a microphone. One stand-up microphone is to be positioned in the aisle for use by delegates. Banners will be displayed behind the head table as outlined in Opening Ceremonies Section. This requirement is for Friday, Saturday and Sunday, days 2, 3 and 4 of the convention.

Coffee for 100 - 150 persons is required at each business session (except Sunday day 4) at 10:00 hrs. The afternoon business session coffee requirement at 15:00 hrs will not be required on day 4, Sunday, but is required on day 2, Friday and day 3, Saturday. Preferably coffee will be served in an adjoining room or mezzanine area.

### Luncheons

A room set up of 100 - 150 persons is required for luncheons on Friday, day 2 and Saturday, day 3. A cash bar is required. The cash bar will be located outside the dining area.

A room set up for 200 - 250 persons is required for the Awards Luncheon held on Sunday, day 4. A cash bar will be located outside in the dining area.



NOTE: If ladies form part of the luncheon on Friday, day 2 and Saturday, day 3, a room set up for 200 - 250 persons will be required similar to the Awards Luncheon.

### Groups at-Home

The Groups At-Home requires approximately 4,000 to 5,000 square feet of floor space. Part of the area is to be set up to provide 6 separate booth areas. Each booth area will require 2 or 3 six foot tables. A section of tables and chairs is required for seating 250 persons. This function replaces the normal evening meal. Each Group has a booth and serves traditional food from its area of the country, using paper plates and plastic utensils. Each Group makes arrangements with the hotel early in the convention to provide minor assistance for which the hotel invoices each Group.

### Banquet

A reception room or area for 250 - 300 persons, preferable with immediate access to the ballroom is required with an open cash bar prior to the Annual Dinner and Dance, usually the mezzanine area is used. A second reception area, with a cash bar, is required to accommodate 75 persons for Head Table guests, sub-head table guests and invited visitors. Host Committee is responsible for one free beverage for each person.

### Annual Dinner and Ball

The Annual Dinner and Ball requires a ballroom set up for 200 - 400 persons. General seating shall be at round tables, seating 8 persons each. Ten (10) of these tables immediately in front of the room shall be termed "Reserved tables@. No head table required.

Reserved signs for the Reserved tables will be supplied by the National  
Ph: 1.866.351.2322. Web-site: [www.airforce.ca](http://www.airforce.ca).

Executive Director.

### Annual Dance

A platform may be required for the band. Several tables will be required for head table and sub-head table guests. A cash bar is required during dancing.

### Installation of Officers and Closing Ceremonies

The installation of officers and the closing ceremonies is conducted in a room prepared for 200 - 300 persons. Space is required at the front of the room for a 20 piece band. The room is set up similar to opening ceremonies with an 8 foot by 60 foot platform without chairs. The location of the podium and microphones is the responsibility of National Ceremonial Advisor in conjunction with the hotel and Host Committee person responsible for closing ceremonies.

### Post-convention N.E.C. Meeting (Sunday, day 4)

Same as pre-convention meeting (Ref: Pre-convention meeting, Page 15).

### Wind-down

This is the responsibility of the Host Committee and they will make arrangements with the hotel for proper space should the wind-down party be held at the convention site. Should the wind-down party be held outside the hotel, the Host Committee is responsible for transportation of all delegates to and from the wind-down site.

