

Organizing the All-California Sacred Harp Singing Convention in Los Angeles

The key to a successful, smoothly-running convention is organization. It is important that the convention Chairperson select committee heads to coordinate and supervise the many tasks that need performing. The committee heads can then select singers to perform these tasks. Without a committee structure, all of these responsibilities devolve onto the convention chair, who is consequently overwhelmed. The more the organizational work is done in advance, the smoother the convention days will be. The principal major tasks are listed below, along with the names of some of the local singers who have experience performing them.

SINGING ROOM / House Committee

Negotiate AGCC * contract for Building H (including available furniture, if desired) and overnight furniture storage charges for Friday through Monday morning. (Laura Boyd, Rick Russell, Carl Barnes, Karen Mathews, Jeri Segal)

[* Assuming Angels Gate Cultural Center is decided to be the location]

WHEN: Up to one year ahead of convention

- Reserve singing room
- Sign contract, keep copies
- Pay deposits, keep good records
- Periodically check in during time prior to convention
- Consult with treasurer and budget committee to keep informed of costs
- Walk-through inspection and receive door key before day furniture delivered

DAY OF:

- Open up.
- At the beginning: Set up the chairs and tables (inside and outside); cover mirror
- At the end: Stack tables and chairs, clean-up Bldg. H
- During the singing: Make sure bathrooms are clean and stocked, trash cans emptied as necessary, the singing room is in order. (The room will need re-organizing Sunday morning before singing starts.)

EVENT RENTAL: CHAIRS, TENT

Contract for rental furniture, tent delivery/setup and takedown/pickup. Be on site before and during delivery/removal. Coordinate timing, location etc. Pay. (Laura Boyd, Bruce Teeter)

WHEN: As early as September

- Locate supplier.
- Create a contract and get initial quote.
- Make ongoing changes to the order as necessary, i.e. number of chairs, etc.

- Estimate attendance. Est. how many chairs to rent and what kind
- Ditto tables, esp. sizes for outdoors
- Decide dimensions and options for tent
- Submit renter's financial info (charged on day of delivery)
- Consult with treasurer and budget committee to keep informed of costs
- Consult with facilities mgr on indoor setup, front porch setup
- Consult with dinner committee and beverages committee about tables needed and what sizes
- Revise rental contract as more details become decided, especially the two weeks before event

DAY OF:

- Ensure building will be open.
- Consult with facilities coordinator and AGCC on where chairs, tables may and may not be stored overnight per room contract.
- Renter meet rental company on site / Advise where to stack furniture
- Instruct exactly where to set up tent.
- Inspect delivery and sign off on invoice

ADDITIONAL TOILETS

Contract for portable toilet[s] payment, delivery and pickup. (Mary Rose O'Leary)

WHEN: In the fall

- Determine need
- Locate a vendor.
- Determine what should be ordered and the estimated cost.
- Arrange for timing, location, delivery, pickup.
- Pay.
- Consult with treasurer and budget committee to keep informed of costs.

DAY OF:

- Supervise placement on site. (Must not be delivered to same spot where tent will be erected nor where food tables will be.)

BUDGET / TREASURER

Create and maintain a simple general budget of estimated convention costs so that the treasurer can predict how much is needed to reimburse those who paid agreed-upon convention expenses. Keep final record forever. Make available to any who ask to see it. Consult with treasurer. (Laura Boyd, Rick Russell, Jeri Segal, Jeff Begley, Peter Stoenschel)

WHEN:

- As soon as location is decided and costs can be estimated, an initial budget should be generated and shared.
- Update as often as needed.
- Ongoing: Consult with contract signers to keep estimated budget current.

DAY OF:

- Collect receipts from those who need reimbursement, update budget figures.
- Record convention donations ASAP after event, along with final updated approved expenses.
- Give printed record of expenses and donations to treasurer, who will pay out reimbursement and keep charge of COH, if any.
- Supervises passing of the hat, counting, securing, recording donations
- Supervises & maintains security of donations jar

SATURDAY SOCIAL (if held at AGCC)

Contract separately with AGCC.

- When plans are set. pay rental & security deposit , including security guard if wine/beer. Arrange for key to lock up.
- Arrange for food & drink, paper goods, plastic ware, etc.
- Coordinate setup & cleanup. Prepare room for Sunday singing. Leave bathrooms clean.
- Consult with treasurer and budget committee to keep informed of costs.

ELECTED OFFICERS

- Chairperson: Supervises the organizing and conducting of the convention
- Vice-Chair: (A Bay-area person): Supervises call-back songs.
- Secretary: Maintains record of convention songs, prepares and submits minutes for publication, reports convention statistics to the convention. (Larry Arnstein)

APPOINTED POSITIONS

Chaplain: Leads opening, closing prayers & dinner blessing. (Al Grindon)

Treasurer: (Duncan MacLeod, Rick Russell, Jeff Begley, Peter Stoenschel)

- Maintains convention budget
- Supervises solicitation of of donations
- Collects receipts
- Disperses funds
- Reports budget status to convention

Registration Committee (Karen Mathews, Kevin Liu)

- Greets arriving singers, answers questions
- Makes sure singing fill out registration cards.
- Guards donations jar
- Oversees loaner books & book sales

Dinner Committee (Mary Rose O'Leary)

- Promotes local singers to bring adequate food
- Ensures adequate supplies (utensils, table covers, napkins, etc.)
- Covers tables
- Supervises storage of food items before dinner, and placement at dinner
- Cleans up after dinner & coordinates removal of excess food at end of day

Arranging Committee (Jeri Segal, Jeff Begley, Marilyn Murata, Rick Russell)
Calls song leaders, maintains the pace of the singing.

Pitching Committee (Laura Boyd)
Arranges for pitchers for each session

Drinks Committee (Pat Keating & Bruce Hayes)
Brings & maintains hot & cold beverages, and water

Memorial Committee (Mary Rose O'Leary, Fred Wilkey)
Coordinates Memorial Lesson

Resolutions Committee (various local + out-of-town singers)
Drafts & presents resolutions at the end of Sunday

Social Committee (if there will be a formal social event) (Alison Fisher)
Arrange for location, coordinate food, set-up, clean-up

Prepared by Laura Boyd and Rick Russell, with help from many local singers. 7/2019