

2018 INTERNATIONAL CONVENTION TIMES



Issue 2

TEXAS EDITION (for Texas members only)

February 2018

Volunteer Scheduling

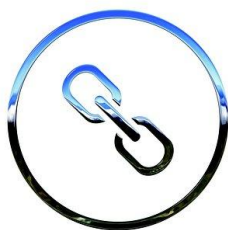


By Laura Packard,
Convention Co-Chair

PART 1: For Events Scheduled in Shifts

To expedite scheduling our numerous volunteers for a plethora of duties during the convention, the steering committee has decided to use **signupgenius.com**.

The person in charge of an event that requires scheduling in shifts (Registration, Properties Room, Marketplace, Greeters, for example) will create a page and send **the link** to a group of volunteers.



The page will show jobs, dates and times, and the number needed for each slot. The volunteer will click on the link, choose her preferred shift(s), and enter her name, cell number, and email address.

Note: SignUpGenius does **not** sell personal information.

If it becomes necessary to change a shift, the volunteer can go back and edit her choices.

SignUpGenius will send a reminder a few days before her shift.

Using **SignUpGenius** for scheduling shifts should save all of us a lot of time and energy.



PART 2: For Events Not Scheduled in Shifts

Chairs of events that don't require shifts will contact individuals from our **volunteers list**.

Everyone on the list should have received an email from **Laura Packard** in the early fall.

If you haven't heard from Laura and would like to be added, email her at lpackard421@gmail.com.

We will also check with **Sandi Causey**, convention registration consultant, to make sure that every TSO member who registers is offered a volunteer position.

PART 3: For Table Hostesses

All TSO members who register for **the luncheon and/or the banquet** will be asked to be table hostesses at those events.

Sandi Causey will provide a list to the person in charge so that she can contact hostesses a few weeks before the convention.



Registered Yet? Be an Early Bird!



Q. Why register early?

A. Perks! Bonuses! Rewards!

1. Says that you're eager to serve as a Texas ambassador and are confirming your attendance.
2. Gets you closer seating for the meals: Tuesday's luncheon, Thursday's SW regional breakfast, and Friday's banquet.
3. Lets you smile as you check one item off your convention to-do list.

Note for volunteers:

When you register, use the "Host State Organization Volunteer" rate. That's \$169.

The regular registration fee is \$185.

Enjoy the savings!

Where can you access the registration form?

- ✓ http://www.dkg.org/DKGMEMBER/DKGMEMBER/Events/2018_International_convention/2018_Austin_International_Convention.aspx
- ✓ Or, your copy of the Jan/Feb 2018 DKG News.

Are You "in the Know"?

Have questions? Want to stay informed?

All *Convention Times* newsettes are posted at www.dkg-texas.org.

Coming in the Next Edition

Learn how you can be a special ambassador to a convention first-timer!

Gift Items Needed

Convention Fact of Life: Our convention hotel, the JW Marriott Austin, gives DKG a special rate for our block of rooms. DKG's keeping that contracted rate hinges on member attendees reserving enough hotel rooms.

Incentive: To encourage members to help us meet that quota, we will give "Meet the



Block at the Hotel" prizes at the convention.

How you can help besides reserving your room: We need gift items valued at \$100 or more. Let JoAnn Brooks, convention chair, know

what you can donate. joannbrooks@verizon.net

Have a Business Connection?

Of course, you do. We all shop, and we all spend money when we shop.

Think about your business connections.

You know someone with a business who would want to...



1. be a vendor in the convention's Marketplace on Wednesday and Thursday afternoons, or
2. buy an ad for the convention program.

Contact JoAnn about your connection(s).

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