

## **DECORATION COMMITTEE**

1. Request the president to allot your budget for the decorations. Do this at the April executive board meeting.
2. Plan all decorations for the convention and according to the theme of the convention. Make attractive, but economical, decorations to be placed on the tables for the banquet.
3. Make arrangements through the LTLA/hotel liaison person for the storage of the decorations at the convention. This should be done in October.
4. Contact the LTLA/hotel liaison for the number of tables to be decorated for the banquet. (2/18/2000)
5. Order flowers (real or artificial, whichever is less expensive) about three weeks early, for the head table for the general sessions and the banquet. Try to get the best deal you can. If you know a florist in your community who will offer you a good price, then order from that florist. Remember the color scheme. The flowers should arrive by 12 noon Friday. (2/14/03)
6. Decorate the banquet tables after the political rally.
7. Attend all executive board meetings and make copies of a written report: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
8. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.

Revised February 14, 2003