**GUIDELINES FOR HOSTING DISTRICT MEETINGS**

The **Four** District Meetings are one-day meetings, with the date set by the Executive Board, usually in March. The Executive Board is responsible for the program.

**The Local hosting the District Workshop is responsible for:**

**1.** The place of the meeting.

**2**. The lunch. It may be served by the Local, in a restaurant, or catered.

**3.** Registration fee to cover expenses. May ask for pre-registration.

**4.** Door prizes, if desired.

**5. SHORT** entertainment after lunch (Optional)

**6.** Invitations to be sent to the Executive Committee and other Locals in the district.

**7.** Provide name tags, table decorations, etc.

**8.** Invite State Officers to be guests for lunch if possible.

**9.** Please have at least three large table for State sale items.

**10.** It is **greatly** appreciated when two rooms at a local motel are provided for State Officers.

**THANK YOU**

**For hosting this educational and enjoyable District Workshop Day!!**