

GROUP

Auction & Raffle

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Communications

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Convention Leadership

Convention Leadership

Convention Leadership

Entertainment

TASK

Send Silent Auction form template to the Chapter

Ensure a satisfactory supply of raffle tickets is available

Receive Silent Auction form from National

Solicit and acquire items for auction and raffle sales

Coordinate with National for Auction space required

Coordinate with the Chapter and the Facility for required lockable space for the Auction Room and Raffle Room

Print Silent Auction forms as needed

Complete Silent Auction forms for items

Bring any auction or raffle items to convention

Bring any auction, raffle, or sales items to the convention

Bring raffle tickets to the convention

Bring pencils and pens for the silent auction to the convention

Bring collections books to be sold in auctions to the convention

Send Communications contact list to the Chapter

Review Communications contact list from National

Investigate additional local entities for publicizing the convention

Send information for additional entities to National

Update Communications contact list with Chapter additions

Develop promotional materials

Send promotional materials to Communications contact list members

Publicize convention on Chapter website and via emails to Chapter membership

Publicize convention on local media activity websites

Update National website and Facebook site with convention information

Develop and publish videos about the convention

Send convention information to email contacts

Place convention ads and articles in the Overland Journal, News From the Plains, email distributions, and local media

Send promotional information and a press release to local media well before the convention

Send promotional information and another press release to local media again shortly before the convention

Conduct regular meetings with Chapter convention leadership and OCTA Management to review progress, upcoming tasks, and issues

Participate in regular meetings with National and OCTA Management to review progress, upcoming tasks, and issues

Conduct regular meetings with chapter convention team members to review progress, upcoming tasks, and issues

Send Entertainment contact list to the Chapter

Review Entertainment contact list from National
Investigate additional local entertainment options
Send information for additional entertainment options to National
Update the Entertainment contact list with Chapter additions
Determine preferred entertainment options
Send recommendations for entertainment to National
Review Chapter recommendations for entertainment
Contact desired entertainers and arrange for performance at convention
Coordinate payment for entertainment as needed
Send Book Exhibitor contact list of interested authors, publishers, and book sellers to the Chapter
Review Book Exhibitor contact list from National
Investigate additional local authors, publishers, and book sellers
Send information for additional local authors, publishers, and book sellers to National
Update the Book Exhibitor contact list with Chapter additions
Send invitations to authors, publishers, and book sellers
Coordinate with the Chapter and the Facility about lockable Book Room space required for responding authors, publishers, and book sellers
Coordinate space and participants for the Author's Night Reception
Obtain staffing for Book room
Send the Facilities contact list to the Chapter
Review Facilities contact list received from National
Investigate possible facilities and hotels in the desired area
Send additional facilities information to National
Update the Facilities contact list with Chapter additions
Send facilities recommendations to National
Review recommended facilities and coordinate the choice with the Chapter
Travel to the recommended site to review the convention facility and staff with the Chapter
Host National on facility site visit
Serve as the primary contact person for the Facility
Negotiate, sign contracts, and pay for the Facility to host the convention
Coordinate with the Facility to set up the required spaces for the Welcome Reception, Author's Night Reception, Awards Dinner, Auction Dinner, lunches, bus loading zones, storage, freezer storage, presentations, and entertainment
Coordinate with the Facility to set up lockable spaces for the Auction Room, Book Room, and Raffle Room
Coordinate with the Facility to ensure all microphones, video, computers, and other AV equipment is ready for meetings, presentations, lunches, dinners and other events
Coordinate with the Facility to ensure AV support personnel will be available as needed
Send the Budget Workbook template to the Chapter

Review Budget Workbook template
Create budget workbook for the convention
Send budget workbook to National for review
Review budget workbook with changes from the Chapter
Provide seed money to the Chapter to cover startup costs
Arrange for proper state sales tax applications and collections
Pay suppliers of items to be sold
Pay for the facility, meals, etc. on a timely basis
Pay for buses on a timely basis
Provide payments for admission to museums, replicas, etc. as needed for tours
Pay for porta-potties if needed for tours
Deposit sales proceeds in Chapter bank accounts
Investigate primary and secondary hotels
Send hotels information to National
Investigate local RV parks
Send local RV parks information to National
Receive hotels information
Receive RV parks information
Negotiate and contract convention hotel rates
Negotiate and contract RV parks rates
Identify required meals and receptions based upon the convention program
Coordinate meal and reception menus with the Chapter
Coordinate meal menus with National
Ensure special meal requirements can be met by the Facility or outside caterer as needed
Plan and contract for meals and reception food items with the Facility
Plan and contract for outside catered meals as needed
Plan and contract for bus tour lunches as needed
Send log of previous convention sales to the chapter
Review log of previous convention sales to help identify items and quantities needed
Arrange for non-profit status with the state if necessary
Design and purchase items for sale
Market and sell the items
Send Program and Speakers contact list to the Chapter
Review Programs and Speakers contact list from National
Investigate and review local and regional speakers
Send list of additional speakers to National
Update Program and Speakers contact list with Chapter additions
Send speaker and program recommendations to National
Review Chapter recommendations for speakers and program
Coordinate with National on speaker compensation
Coordinate with the chapter on speaker compensation
Arrange for hotel accommodations for speakers when required

Provide and sign contracts for speakers when required
Bring laptop computer to run meetings to the convention
Bring microphones for meetings to the convention
Send out Zoom meeting links for BOD and General Membership meetings
Provide templates for convention book, tour guidebooks, schedules, and other printed materials to the chapter
Review templates for all materials
Coordinate with the Chapter to develop deadlines for the development of all materials
Coordinate with National on the development of deadlines for all printed materials
Develop the National portion of registration materials
Develop Chapter local portions of registration materials
Develop the National portion of the convention book
Develop Chapter local portions of convention booklet
Develop tour guide booklets
Develop foldable schedule
Review materials as they are developed by the chapter
Send digital versions of materials in PDF format to National prior to established deadlines for publication
Print all materials including the convention book, tour books, and schedules
Bring all materials to the convention including the convention book, tour books, and agenda trifolds
Set up online registration for the convention
Send registration materials to the Chapter for review
Receive registration materials from National
Review and proof registration materials set up online
Monitor online registration
Provide registration reports to the chapter including regular reports of tour participants and meals for planning purposes
Print name badges with activities
Bring registration materials to the convention
Bring name badges and lanyards to the convention
Ensure insurance coverage is in place for the convention
Send Risk Management template to the Chapter
Send National people contact information to the Chapter
Receive Risk Management template from National
Develop an emergency contact list of all local and state police and sheriffs, hospitals, and emergency care centers in the area of the convention and bus tours, including phone numbers, addresses, and maps
Create Risk Management document from template and local information
Review Risk Management Document with all tour leaders and assistants
Include Risk Management Document in tour leader books
Bring first aid kits to the convention

Send Sponsor contact list to the Chapter
Send sponsor request letter template to the Chapter
Send Grant contact list to the Chapter
Review Sponsor contact list from National
Review sponsor request letter template from National
Review Grant contact list from National
Develop custom letter for convention sponsorship
Identify potential local sponsors
Identify local grants which may be available
Send updates to Sponsor contact list to National
Send updates to Grant contact list to National
Send custom letter for convention sponsorship to National for review
Review sponsor request letter after updates from the Chapter
Update Sponsor contact list with Chapter additions
Update Grant contract list with Chapter additions
Send sponsor letters to known national sponsors
Send custom letter for convention sponsorship to potential local sponsors or contact in person, by phone, or by email
Submit grant requests to known national grant providers
Submit grant requests to local grant providers
Send sponsorship request results to National
Send grant request results to National
Update Sponsor contact list with Chapter results
Update Grant contact list with Chapter results
Define tour routes
Send tour routes and bus requirements to national
Receive tour routes and bus requirements from the Chapter
Create tour guides with driving directions, maps, schedules and historical information
Send tour guides to National for printing
Receive tour guides from the Chapter
Print tour guides
Train leaders and assistants on the tour routes and history
Mark the trails along the tour routes
Arrange for chase vehicles to follow buses
Solicit ice chests, tubs, or other devices to store box lunches, drinks, and snacks for tours
Obtain drinks, snacks, and other items for bus tours
Prepare signs and other devices to guide tour participants to the correct bus
Send lists of tour participants and lunch preferences to the Chapter
Bring ice chests and first aid kits to the convention
Send bus requirements to National
Review tour routes and bus requirements from the Chapter

Search for and contact area transportation companies to obtain cost information
Review recommended transportation company with the Chapter
Review recommended transportation company with National
Negotiate and sign a contract with the transportation company
Follow up with the transportation company to ensure the buses will be available when needed
Send transportation company emergency contact information to the Chapter
Receive transportation company emergency contact information from National
Send Volunteer Task list to the Chapter
Review the volunteer task list
Send list of additional volunteer tasks to National
Update Volunteer Task list with Chapter additions
Publicize the need for volunteers in News From the Plains and email distributions
Contact local and area organizations, publicize the convention, and solicit volunteers
Create list of volunteers and their assignments

NATIONAL RESPONSIBLE	CHAPTER RESPONSIBLE	GROUP SEQUENCE	ACTION
National		1	Send
National		2	Review
	Chapter	3	Receive
	Chapter	4	Solicit
	Chapter	5	Coordinate
National		5	Coordinate
	Chapter	6	Print
	Chapter		Complete
	Chapter	8	Bring
National		8	Bring
National		8	Bring
National		8	Bring
National		8	Bring
National		1	Send
	Chapter	2	Review
	Chapter	3	Investigate
	Chapter	4	Send
National		5	Update
National		6	Develop
National		7	Send
	Chapter	8	Publicize
	Chapter	9	Publicize
National		10	Update
National		11	Develop
National		12	Send
National		13	Place
National		14	Send
National		15	Send
National		1	Meeting
	Chapter	1	Meeting
	Chapter	2	Meeting
National		1	Send

	Chapter	2	Review
	Chapter	3	Investigate
	Chapter	4	Send
National		5	Update
	Chapter	6	Review
	Chapter	7	Send
National		8	Review
	Chapter	9	Solicit
National		10	Payment
National		1	Send
	Chapter	2	Review
	Chapter	3	Investigate
	Chapter	4	Send
National		5	Update
National		6	Send
National		7	Coordinate
National		8	Coordinate
National		9	Solicit
National		1	Send
	Chapter	2	Review
	Chapter	3	Investigate
	Chapter	4	Send
National		5	Update
	Chapter	6	Send
National		7	Review
National		8	Travel
	Chapter	8	Travel
National		9	Role
National		10	Role
National		11	Coordinate
National		12	Coordinate
National		13	Coordinate
National		14	Coordinate
National		1	Send

	Chapter	2	Review
	Chapter	3	Develop
	Chapter	4	Send
National		5	Review
National		6	Send
National		7	Investigate
	Chapter	8	Payment
National		8	Payment
National		8	Payment
National		9	Payment
National		9	Payment
	Chapter	10	Deposit
	Chapter	1	Investigate
	Chapter		Send
	Chapter		Investigate
	Chapter		Send
National			Receive
National			Receive
National			Contract
National		2	Contract
National		1	Review
National		2	Coordinate
	Chapter	2	Coordinate
National		3	Investigate
National		4	Contract
National		4	Contract
National		4	Contract
National		1	Send
	Chapter	2	Review
National		3	Investigate
	Chapter	4	Sales
	Chapter	5	Sales
National		1	Send
	Chapter	2	Review
	Chapter	3	Investigate
	Chapter	4	Send
National		5	Update
	Chapter	6	Send
National		7	Review
	Chapter	8	Coordinate
National		8	Coordinate
National		9	Coordinate

National		10	Contract
National		11	Bring
National		11	Bring
National		12	Coordinate
National		1	Send
	Chapter	2	Review
National		3	Coordinate
	Chapter	3	Coordinate
National		4	Develop
	Chapter	4	Develop
National		5	Develop
	Chapter	5	Develop
	Chapter	6	Develop
	Chapter	7	Develop
National		8	Review
	Chapter	9	Send
National		10	Print
National		11	Bring
National		1	Develop
National		2	Send
	Chapter	3	Receive
	Chapter	4	Review
National		5	Monitor
National		6	Send
National		7	Print
National		8	Bring
National		8	Bring
National		1	Investigate
National		2	Send
National		3	Send
	Chapter	4	Receive
	Chapter	5	Develop
	Chapter	6	Develop
	Chapter	6	Review
	Chapter	6	Coordinate
National		7	Bring

National		1	Send
National		2	Send
national		3	Send
	Chapter	4	Review
	Chapter	5	Review
	Chapter	6	Review
	Chapter	7	Develop
	Chapter	8	Investigate
	Chapter	8	Investigate
	Chapter	9	Send
	Chapter	9	Send
	Chapter	10	Send
National		11	Review
National		12	Update
National		13	Update
National		14	Send
	Chapter	14	Send
National		15	Send
	Chapter	15	Send
	Chapter	16	Send
	Chapter	16	Send
National		17	Update
National		18	Update
	Chapter	1	Develop
	Chapter	2	Send
National		3	Receive
	Chapter	4	Develop
	Chapter	5	Send
National		6	Receive
National		7	Print
	Chapter	8	Train
	Chapter	9	Mark
	Chapter	10	Solicit
	Chapter	11	Solicit
	Chapter	12	Purchase
	Chapter	13	Develop
National		14	Send
National		14	Bring
	Chapter	1	Send
National		2	Review

National		3	Investigate
National		4	Coordinate
	Chapter	4	Coordinate
National		5	Contract
National		6	Coordinate
National		7	Send
	Chapter	8	Receive
National		1	Send
	Chapter	2	Review
	Chapter	3	Send
National		4	Update
National		5	Solicit
	Chapter	6	Solicit
	Chapter	7	Develop

RELATIVE DUE DATE Before start of Convention	ACTUAL DUE DATE Before start of Convention
2 years	2027-09-01
6 months	2025-03-01
2 years	2027-09-01
18 months	2026-03-01
6 months	2025-03-01
6 months	2025-03-01
1 month	2027-08-01
1 month	2027-08-01
1 day	2027-09-11
1 day	2027-09-11
1 day	2027-09-11
1 day	2027-09-11
1 day	2027-09-11
2 years	2025-09-01
2 years	2025-09-01
12 months	2026-09-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
3 months	2027-06-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
1 month	2027-08-01
2 years	2025-09-01
2 years	2025-09-01
2 years	2025-09-01
2 years	2025-09-01

27-Sep

2 years	2025-09-01
2 years	2025-09-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
12 months	2026-09-01
3 months	2027-06-01
2 years	2025-09-01
2 years	2025-09-01
12 months	2026-09-01
9 months	2027-01-01
9 months	2027-01-01
6 months	2025-03-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
2 years	2025-09-01
2 years	2025-09-01
2 years	2025-09-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
2 years	2025-09-01

2 years	2025-09-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
12 months	2026-09-01
12 months	2026-09-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
1 month	2027-08-01
1 month	2027-08-01
1 month	2027-08-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
18 months	2026-03-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
2 years	2025-09-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
12 months	2026-09-01
2 years	2025-09-01
2 years	2025-09-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
18 months	2026-03-01
6 months	2025-03-01

12 months	2026-09-01
1 day	2027-09-11
1 day	2027-09-11
1 day	2027-09-11
2 years	2025-09-01
2 years	2025-09-01
18 months	2026-03-01
18 months	2026-03-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
1 day	2027-09-11
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
6 months	2025-03-01
1 week	2027-09-05
1 day	2027-09-11
1 day	2027-09-11
12 months	2026-09-01
2 years	2025-09-01
2 years	2025-09-01
2 years	2025-09-01
12 months	2026-09-01
12 months	2026-09-01
3 months	2025-06-01
1 month	2027-08-01
1 day	2027-09-11

12 months	2026-09-01
12 months	2026-09-01
12 months	2026-09-01
9 months	2027-01-01
3 months	2027-06-01
3 months	2027-06-01
3 months	2027-06-01
2 years	2025-09-01
12 months	2028-09-01
12 months	2028-09-01
12 months	2028-09-01
6 months	2025-03-01
12 months	2026-09-01
1 month	2027-08-01