

Local Planning Committee Roles and Responsibilities

The LPC is responsible for planning the President's Welcome Reception (entertainment, invocation, and emcee), General Assembly Grand Entries (first & last day), General Assembly (4 cultural performances and invocations), Health/Fitness/Fun Run, Cultural Night (entertainment, recommend catering and venue), Youth Day Activities, Social Powwow, College Strand Activities, Native/English Oratory Speech Contest, Elder Network (seating/atmosphere), Volunteer Coordination (lunches), Evaluation (forms), Regular scheduled LPC and NIEA staff meetings (teleconferences), and creation of logo/artwork. All activities shall be planned in accordance with the budget determined by the NIEA Board.

Convention Fundraising: The NIEA Board authorizes the LPC to act as a local spokesperson of NIEA to solicit sponsorship funds to help offset approved expenses for the Convention.

- NIEA headquarters will develop sponsorship guidelines for reference by the LPC and help coordinate the solicitation and follow-up responsibilities.
- NIEA headquarters will develop the sponsorship packet for use by the LPC in its fundraising activities.
- All donations (checks, credit card payments, etc.) must be made payable to the "NIEA" and all funds, cash, donations or revenue raised by the LPC using the name of the National Indian Education Association, its logo, private nonprofit status and/or for activities associated with the NIEA Convention, must be forwarded to the NIEA office in Washington, DC within the month it is procured.

Convention Schedule:

- The NIEA Board, in consultation with the LPC will approve a Convention format and schedule.
- NIEA headquarters will provide a working calendar listing the schedule of tasks, timelines, and deadlines for the LPC.
- The NIEA Board has final authority for approval of the Convention schedule including the broad format and schedule for the entire Convention including such activities as general assemblies, banquets, workshops, receptions, events, speakers, and presenters.

Convention Theme and Logo: The Convention theme and logo will be created by the LPC and approved by the NIEA Board. Both the Convention theme and logo are due on the first day of August the year prior to the Convention.

- The LPC will design the official Convention logo/art work to coincide with the theme.
- The logo/art work must be presented in the following requirements: High Resolution (300 dpi or more) in JPEG, TIFF, EPS, or PDF files. All art and fonts must be included. CMYK (cyan, magenta, yellow, black color mode) or black and white files only. Files should be sent on CD or emailed if less than 6MB.
- The Convention logo will be selected by the NIEA Board based upon designs proposed by the LPC and approved by the NIEA Board. The NIEA logo must be included in the Convention logo design.

Call-to-Convention (CTC) Website & Poster:

- Theme presentation: Provide description and background information about the theme and the inspiration behind the creation of the theme by April 1, 2010.
- Logo presentation: Provide artist name/bio and a short description of his/her inspiration behind the creation of the logo by April 1, 2010.
- Provide NIEA with a one page article including local tribal histories, destinations of interest and information about historical landmarks by April 1, 2010.
- Provide photos of local destinations, art, historical landmarks, and local natives that may be used for the CTC website and poster by April 1, 2010.
- Information about the LPC, name list of LPC committee members, tribal affiliation, organization/ school/personal affiliation, and group photo. The group photo is not mandatory by April 1, 2010.
- A "welcome letter" specific to the NIEA CTC from the LPC chair or co-chairs. NIEA will finalize, with input from the LPC, the Call-to-Convention content information for the NIEA website and poster printing. NIEA headquarters will be responsible for graphic design, final edits, printing, and distribution of the NIEA Call-to-Convention website and poster by April 1, 2010.
- The LPC will assist in local distribution of the Call-to-Convention poster.

Convention Program:

- Provide NIEA with a one page article including local tribal histories, destinations of interest, and information about historical landmarks and the theme August 1, 2010.
- Provide photos of local tribes, tribal art and destinations that may be considered for use in the Convention program brochure by August 1, 2010.
- Provide a welcome and thank you letter specific to the “Official NIEA Convention Program” from the LPC chair and co-chairs by August 1, 2010.
- Provide an acknowledgements list of LPC committee members and volunteers including name and tribal affiliation by September 1, 2010.
- Provide an acknowledgements list of local tribes, businesses, schools, organizations, etc. by September 1, 2010.
- The LPC will assist in soliciting local colleges, universities, tribal governments, and businesses to purchase ads for the Convention program (price sheet and ad requirements attached).
- The LPC will assist with acquiring “Welcome letters” from local dignitaries, the Mayor, Governor and Congressional delegation representing host city/state by September 1, 2010.

Grand Entry of the General Assembly Sessions: The LPC shall recommend the following for the first and last day of the general assembly (Thursday & Sunday). The recommended individuals shall be of local representation: Tribal Leaders, Tribal Veterans, Color Guard, Youth, Elder, individual to conduct Invocation, and drum group to conduct flag song. Recommend the Color Guard to post and retire Flags on Thursday and Sunday. The LPC shall recommend local dignitaries to invite to give opening or special remarks. The LPC will provide biographical sketches for all persons or groups recommended and descriptions of all cultural performances by September 1, 2010.

NIEA will provide a script or agenda with approximate time limits, and provide the name of the NIEA board member who will emcee the general assembly to the LPC, for the purpose of coordination of speakers, and cultural presentations.

The LPC will provide a pay-out list of names, contact information, duties and honorarium amounts for general assembly participants. Pay-outs are paid in cash according to the list provided by the LPC. The NIEA accountant will procure pay-outs.

Health/Fitness/Fun Run: The LPC will propose and coordinate the Convention Fun Run, or replace activity with prior approval by NIEA Board. Propose activity and submit a budget summary for the cost of the activity or fun run.

- Recommend and coordinate walk/jogging route, time frame, snacks, and awards to be presented or other information if an alternate activity is decided upon.

President’s Welcome Reception: The LPC will assist in the coordination of the President’s Welcome Reception held on Wednesday night, prior to the start of the Convention.

- Provide a recommendation for an emcee for the reception.
- Provide a recommendation for a dignitary to give Welcome remarks.
- Provide a recommendation for an individual to conduct the invocation for the reception.
- Provide a recommendation for individual/group to present entertainment or cultural performance for the reception.
- The LPC will provide a pay-out list of names, contact information, duties and honorarium amounts for participants.

Pay-outs are paid in cash according to the list provided by the LPC. The NIEA accountant will procure pay-outs.

Cultural Night:

The LPC will propose the Culture Night agenda and submit a budget summary for the cost of the traditional reception and cultural performances. Culture Night is held on Thursday night of the Convention.

- Recommend master of ceremonies and cultural performers/entertainment.
- Serve as the host by providing protocol formalities to NIEA for planning purposes.
- Recommend location and menu (NIEA pays for food).
- The LPC will provide a pay-out list of names, contact information, duties and honorarium amounts for participants.

Pay-outs are paid in cash according to the list provided by the LPC. The NIEA accountant will procure pay-outs.

Youth Strand Event: NIEA in cooperation with the LPC is responsible for planning and carrying out the events for Native youth, sometimes referred to as High School Day or Youth Day Activities. This event is held on the Friday of the Convention. For the purpose of this section, youth are defined as any Convention attendee under the age of eighteen who

is enrolled in junior high school and high school. NIEA will set the one-day fee and conduct registration for all youth under-eighteen attending the Convention. The one-day fee is \$50. The four-day Pre- registration fee is \$125. The four-day On-site registration fee \$150. The LPC will propose youth day activities and submit a budget summary for board approval.

- Recommend youth day luncheon agenda for Friday from noon to 1:30pm (for Youth Day attendees only).
- Recommend youth day luncheon keynote speaker.
- Recommend youth day luncheon entertainment.
- Recommend youth strand by providing a list of names and addresses to NIEA headquarters for youth strand workshops/forums (Thurs, Fri, Sat). NIEA headquarters will send out invitation packets: invite letter, call-to-convention and poster.
- Recommend youth day leadership panel for Mini Plenary Sessions (Fri).
- Recommend youth day activities throughout the day on Friday, such as Native Games.
- Recommend potential exhibitors related to college bound services, organizations and entities.
- The LPC will provide a pay-out list of names, contact information, duties and honorarium amounts for participants. Pay-outs are paid in cash according to the list provided by the LPC. The NIEA accountant will procure pay-outs.

Social Powwow: The LPC will propose the Powwow agenda and submit a budget summary for the cost of the Powwow for approval by NIEA Board. The Powwow is held on Friday night of the Convention.

- Recommend master of ceremonies, host drums, head dancers, and cultural performers.
- Serve as the host by providing protocol formalities to NIEA for planning purposes.
- Recommend and invite local dignitaries.
- Serve as host to dignitaries, performers and attendees. (example: water for host drums)
- The LPC will provide a pay-out list of names, contact information, duties and honorarium amounts for participants. Pay-outs are paid in cash according to the list provided by the LPC. The NIEA accountant will procure pay-outs.

College Student Strand: NIEA, in cooperation with the LPC, is responsible for planning and carrying out the events for Native students pursuing higher education. The College Strand is held on Saturday of the Convention. For the purposes of this section, college students are defined as Convention attendees over the age of 18 and enrolled either full or part-time in an institution of higher education.

- Recommend college strand by providing a list of names and addresses to NIEA headquarters for college student strand workshops/forums (Thurs, Fri, Sat). NIEA headquarters will be responsible for coordinating invitations.
- Coordinate college day activities (Sat).
- Recommend potential exhibitors related to college and career fields.
- NIEA will set the fee and conduct registration for all students enrolled in postsecondary institutions for the Convention.
- The LPC will provide a pay-out list of names, contact information, duties and honorarium amounts for participants. Pay-outs are paid in cash according to the list provided by the LPC. The NIEA accountant will procure pay-outs.

Native/English Oratory Speech Contest: The contest will be open to any registered NIEA Junior High, High School & Postsecondary students. A 5-10 minute speech that advocates ways of thinking, belief systems, or an attitude towards specific issues related to Alaska Native, American Indian, Native Hawaiian or other indigenous languages. The speech can be delivered in the English or Native language. For the Native language speech presentation, an English translation must be provided to the contest officials. The Native Oratory Speech Contest is held on Saturday of the Convention.

- NIEA headquarters will develop the contest registration forms to include on NIEA website and CTC brochure.
- NIEA headquarters will coordinate contest time and location logistics. The contest is scheduled for Saturday.
- The LPC will help advertise and encourage students to participate in the oratory speech contest.
- The LPC will recommend three (3) judges for the contest and provide biographic information on each. NIEA headquarters will be responsible for providing to each selected judge a letter of invitation entailing all pertinent information regarding the contest.
- The LPC will coordinate with the NIEA headquarters the award categories and cash prizes up to three places. NIEA headquarters will determine the cash prizes on-site, this is determined according to the number of participants. NIEA Accountant will procure the cash prize pay-outs on site.

Elder Network Area: A special place is created for the Elder's to relax, enjoy shared stories, listen to cultural presentations, and share coffee refreshments with one another.

- Atmosphere: Elder Network area will be in the same location or near the general assembly hall.
- The Elder's area should be decorated by 12 noon on the Wednesday before registration opens.
- NIEA headquarters will make the arrangements for seating/tables or furniture as needed for the Elder Network.
- NIEA headquarters will make the arrangements for the coffee service for the Elder Network. The Elder Network coffee service will be separate from the general coffee service.
- LPC may want to seek donations for additional coffee service, snack food items or pastry items to be served, NIEA will only pay for coffee service. The snack food/pastry items have to be purchased through the Convention center catering department unless approved by the Convention center catering department.
- Assign 1-2 rotating volunteers for the Elder Network to serve as hosts, greet and welcome attendees, and assist with providing general information and directions.

Convention Volunteers: The LPC shall provide and coordinate volunteers to assist with Convention activities including registration-related activities prior to the commencement of the Convention as directed by NIEA. NIEA will determine the total number of volunteers needed for the Convention. Except as provided under the Registration Guidelines, volunteers are not entitled to free registration. Lunch vouchers will be provided to volunteers who volunteer four or more hours.

Event	Number of volunteers needed	Days (each day)
Bag Stuffing	25 (bag stuffing and badge preparation 8-5pm)	Tuesday
Elder Network	2-3 (prep Elder Network area)	Tuesday or Wednesday
President's Reception	2-3 (post signage, assist with set-up and program)	Wednesday
Registration	15 (customer service at registration desks)	Wednesday through Saturday
Cultural Night	2-3 (post signage, assist with set-up and program)	Thursday
Workshop/Forums	4-5 (assist as meeting room monitors, evaluation coordinators and other duties as needed, runners)	Thursday through Saturday
Elder Network	1-2 (serve as hosts and greeters, provide general assistance where needed)	Thursday through Saturday
Greeters	2-3 (serve as hosts; greet & welcome attendees; give information and assist with meeting room directions at hospitality desk)	Thursday through Sunday
Signs	2-3 (help post signs: general assembly, trade show lobby areas and hotels)	Thursday through Sunday
Trade Show Vendors & Exhibitors	1-2 (conduct quality control and general assistance to exhibit vendors)	Thursday through Sunday
Health/Fitness/Fun Run	2-3 (post signage, assist with set-up and program)	Friday
Youth Day Activities & Youth Day Luncheon	2-3 (post signage, assist with set-up and program)	Friday
Social Powwow	2-3 (post signage, assist with set-up and program)	Friday
Tribal Leader's Summit	2-3 (post signage and assist with program)	Saturday
College Student Strand	2-3 (post signage and assist with program)	Saturday
Native Oratory Speech Contest	3-4 (post signage and assist with program)	Saturday
Awards Banquet	4-5 (set-up and ticket takers at the door)	Saturday

Convention Evaluation: The LPC will assign one person to work with the NIEA Research Committee in developing the Convention evaluation forms and consolidate the evaluation reports at the close of Convention.

- Revise and update previous year's workshop/forum evaluation form for Convention attendee responses.
- Revise and update overall evaluation form for Convention attendee responses.
- Coordinate the distribution and compilation of evaluation forms for each workshop, forum and general overall attendee.

Convention Speakers & Workshop/Forum Presenters: The LPC will recommend to the NIEA Board the following Convention speakers.

- General Assembly Invocation (Thurs, Fri, Sat, & Sun)
- General Assembly Grand Entry Song (Thurs)
- General Assembly Flag Song/drum (Thurs & Sun)
- General Assembly post Flags (Thursday)
- General Assembly Retreat Song (Sunday)
- General Assembly Welcome Remarks or Special Remarks (Thurs, Fri, Sat, & Sun)
- General Assembly Keynote Address (Thurs, Fri, Sat, & Sun)
- Workshop/Forum Presenters (Thurs, Fri, & Sat)
- Youth Day Activities Luncheon Keynote Address (Friday)
- College Symposium Workshop/Forum Presenters (Saturday)
- The LPC is responsible only for the recommendations of the speakers to the NIEA Board; the LPC will not make any promises, arrangements or commit anyone for speaking obligations.
- The NIEA Board is responsible for the selection of Convention keynote speakers, principle general assembly speakers, and is responsible for sending out invitation letters and other follow-up needed to obtain the commitment of speakers for the Convention.
- The LPC to provide a recommendation for emcee of the first general assembly to allow for the participation of the NIEA board members in the general procession.
- The LPC will greet workshop and forum presenters. The workshop room monitors will be assigned to check-in with each workshop and forum presenter to make sure the scheduled workshop will be presented. Cancelled workshop(s) will be replaced with on-site floating presenters. NIEA Headquarters will assist with this coordination and workshop/forum schedule of daily updates.

Convention Entertainment: The LPC will provide NIEA with a proposed plan entailing recommendations for entertainment and performances for the four General Assembly sessions, President's Reception, Cultural Night, Youth Luncheon, Social Powwow and Awards Banquet. In addition there is opportunity for performances to be held in the lobby areas of the General Assembly throughout the Convention (Thursday, Friday, Saturday and Sunday AM).

All performance fees and contracts must be approved by NIEA prior to any commitment, verbal or otherwise.

Trade Show Vendors & Exhibitors: NIEA headquarters administers all exhibit booths. Revenue collected and/or expenses related to overall exhibit show management are excluded from Convention revenue. Three hundred (10x10) exhibit booths will be showcased beginning Thursday through Sunday. Exhibit decorator move-in/set-up is always scheduled for Tuesday and Wednesday morning. Vendor & Exhibitor move-in day begins on Wednesday at noon. NIEA headquarters will provide price sheet, show hours and guidelines for exhibit booths.

- The LPC shall solicit for the sale of exhibit booths for the Convention trade show.
- Recommend potential exhibitors related to college bound organizations and entities, college and career fields, arts and crafts, book publishers, and all vendors and exhibitors related to the education industry.

Elections: The LPC will assist the NIEA board member in charge of elections in securing a local group to conduct the elections process and ballot tabulation for board elections and the 2015 site selection.

NIEA is responsible for the budget allocation and honorarium pay-out for the elections staff. NIEA Accountant will procure the cash honorarium pay-out on site.