

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES  
DECORATIONS COMMITTEE  
CHAPTER 4 APPENDIX (B)**

**I Decorations Committee:**

- A. Arrange for floral tribute for the Eulogy service at the opening of the convention. Traditionally this arrangement is red, white and blue, and in a low bowl with a nice bouquet that is flat on the back, so it may be placed against the skirt on a small table at the front of the head table.
- B. Arrange for a vase with greenery and perhaps babies breath (which will also hold ten roses) and ten individual red roses (with stems about 12 inches long) for use by the District Vice Presidents in remembrance of members within their districts who have passed away during the previous year. The Federation shall pay for the flowers used for the Eulogy, however, try not to exceed the budgeted amount, which is about \$100. These flowers will be used throughout the convention (let the hotel know, so they can be retained - perhaps in a refrigerator).
- C. A candle holder, provided by the Federation, should be elevated, so people in the back of the room can witness the candle lighting ceremony. The candle holder requires 10 white tapers of 10" to 12" in length, plus one blue candle (10" to 12" in length), which represents the Federation. If possible, provide a butane lighter (like you use for a barbeque) to light the candles rather than matches for use by the District Vice Presidents. The Federation shall pay for the candles used for the Eulogy.
- D. Arrange for center pieces for the Head Table, if requested by the Federation President, for the Recognition Luncheon and the Banquet. Arrange for a small table in front of the Head Table on which to place the flowers from the Eulogy during the Recognition Luncheon and the Banquet
- E. Provide flowers, a boutonniere or single flower corsage will be provided for each Federation Past President and a single flower corsage or boutonniere for their spouse or guest at the Recognition Luncheon. The Convention Host Committee will pay for these flowers
- F. Provide decorations for each table at the Banquet. Contact the hotel to determine if they have some type of decoration that might be used. Some hotels have mirrored squares, candles, small vases, etc., which may be very effective, without the committee expending time, effort and cost to make elaborate centerpieces.

**END**