

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
INFORMATION COMMITTEE
CHAPTER 4 APPENDIX (G)**

I Information Committee Responsibilities:

- A. Gather information about the schedules, and cost, if any for transportation to and from airport, bus station or rail depot to the convention hotel. Provide this information to the Convention Host Committee Secretary, so it may be included in the initial letter that is provided with the Call to Convention
- B. Contact the local Chamber of Commerce to gather information about restaurants, shopping, points of interest, recreation facilities, and tours that attendees might find interesting.
- C. Gather names and locations of churches in proximity of hotel.
- D. Obtain (at no cost) a supply of local maps to hand out to assist convention attendees in getting around the area.
- E. Have all information concerning times and locations of the various Convention activities, i.e., committee meetings, convention sessions, seminars, District meetings
- F. Prepare a set of informational procedures for orientation and use by committee members, which includes instructions in event of emergency
- G. Arrange with the Facilities Coordinator to have an information table set up in the hotel lobby/foyer area near to the NARFE Registration Desk
- H. Arrange with the Facilities Coordinator to have a bulletin board placed in the hotel lobby/foyer, adjacent to the Information Table for listing special meetings, posting of resolution actions, campaign parties, prize winners, lost & found, etc.

END