

KAPPA DELTA PHI SORORITY
CONVENTION GUIDE
1992

Revised: 1992
By: Gamma Alpha Zeta Chapter
Brownsburg, Indiana

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Following are recommended suggestions for planning and executing a successful Kappa Delta Phi Convention. Some requirements are indicated to assist those who are hostessing for the first time. Individuality will make yours be a long remembered experience.

I. PRESENTATION

- A. The National Convention Site is bid for two (2) years in advance.
- B. A bid may be presented by a single chapter, two (2) or more chapters, or by chapters of a Region. Intention to bid must be presented to the National President by April 1, to be published in the May Bulletin, or presented at National Council Meeting.
- C. It is an honor to host a National Council. Much time, thought, energy, determination and cooperation is necessary for the execution of a successful convention.
- D. Locality and interest points are important factors in the selection of a location. When hosting a National Convention, serious consideration must be given to cost of accommodations, transportation and proximity of a major airport.
- E. It shall be held the fourth week of June unless changed temporarily by a 2/3 vote of National Council. Convention should be scheduled so as to achieve maximum attendance such as Thursday, Friday and Saturday to enable those who wish to return to homes and jobs.
- F. A novel presentation at the Council (both 2nd and 1st year prior) can do much to stimulate interest. Estimated room rates should be announced at the time bid is presented. If possible introduce the planned theme with attire, brochures and points of interest.

II. MEETING ROOM REQUIREMENTS

- A. Select room adequate in size to seat a minimum of 300 comfortably. Room must be absolutely private. Arrange it theater style with aisle on each wall plus one center aisle. The Mistress of Ceremonies is responsible for seating arrangements.
- B. Request a dressing room for National Officers adjacent to meeting room for convenient entrance and exit.
- C. Request that the meeting room remain set up for the three (3) sessions with no breakdown.

II. MEETING ROOM REQUIREMENTS (continued)

D. Equipment Required for Meeting Room

1. Lectern with light
2. Microphone (Check prior to each meeting and make sure mikes are functioning)
3. Black board, chalk and eraser
4. American and State flags
5. Piano
6. Ice water and glasses
 - (1) Each side of podium
 - (2) Rear of meeting room
 - (3) On piano
7. Two (2) tables (one at each entrance for the Guard and Monitor)
8. One (1) table for Memorial Service the first (1st) day
9. One (1) table for counting ballots
10. One (1) table for possible displays
11. Podium
12. One (1) standing microphone
13. Meeting room
14. Hospitality room

E. If stage, Officers table seating eight (8) people for meeting, to be placed on stage. If no stage, high rises are required. Steps are required at each end, if available.

III. DUTIES OF HOSTESS GROUP

A. General Chairman

1. The General Chairman should be carefully selected prior to the bid. The essential qualities needed are thoroughness, efficiency, dependability, capability, graciousness and enthusiasm.
2. An assistant or a Co-Chairman should be appointed and be knowledgeable of all progress in the event of illness or an unforeseen emergency. She must have good rapport with the General Chairman. Copies of all transactions should be given to Co-Chairman.
3. The General Chairman must be consulted before any commitments are finalized on behalf of the Hostess Group.
4. It is necessary for the General Chairman, plus two (2) members of Hostess Group to make appointments to visit all potential facilities prior to the bid. Careful comparisons should be made of hotels, services and prices before the contract is signed by the General Chairman.
5. Negotiations made should be written. It is very important to obtain in writing that the meeting rooms will be provided gratis regardless of the number of hotel rooms booked.

III. DUTIES OF HOSTESS GROUP (continued)

6. Hotel choice may be changed after first presentation if it is indicated that they are unwilling to fulfill promises.
7. Following bid acceptance, the hotel should be notified and contract signed; then definite plans should be formulated and executed.
8. The General Chairman should be in frequent contact with Hotel, especially during the last six (6) months prior to Convention to ensure full compliance with contracted stipulations.
9. Make notes at all conferences with Hotel personnel or other service agencies (i.e. tours, entertainment, etc.). Follow all conferences with letter stating all resolved details and request their reply of compliance. Hotel personnel change frequently. If you do not have all promises of its cost in writing, it is likely a successor will not honor them.
10. Require that one person of Hotel staff in authority be available to you at **all times** during Convention to solve the many last minute problems that will arise.
11. Consult with the National President before arranging final time schedule.
12. Request opening welcome by Mayor and Hotel manager.
13. Be prepared to make announcements following all sessions.
14. Be Ex-Officio Chairman of all committees.
15. Set up Committees Chairmen as soon as possible.
16. Follow up on all committees to advise, inspire, and if necessary, assign new Chairmen.

NECESSITIES

- | | |
|---------------------------------------|--|
| (a) Badges | (i) Meeting Room |
| (b) Banquet-Entertainment | (j) Photographs |
| (c) Budget | (k) Program |
| (d) Door Prizes - Optional | (l) Publicity |
| (e) Favors | (m) Raffle - Hostess, Optional |
| (f) Flowers and Decorations | (n) Tours |
| (g) Hospitality | (o) Registration |
| (h) Luncheon - Fashion Show, Optional | (p) Wednesday Night Get Acquainted Party |

17. Reserve five (5) rooms for the National Officers who arrive at Hotel three (3) days prior to convention. These rooms should be adjacent to each other if possible.

III. DUTIES OF HOSTESS GROUP (continued)

- 18. Reserve block of 100 rooms within the same area.
- 19. Obtain list of good restaurants and provide menu and price lists to the National President to aid her in selecting one for the Executive dinner that precedes the Convention.
- 20. All during planning, keep in close and frequent communication with the National President.
- 21. When dealing with large Hotels, it is advisable to get assurance that they are not going to overlap your Convention with another, which past experience proves disastrous and results in their inability to supply rooms.
- 22. During the original negotiations is the time to inquire for complimentary rooms, which are normally one free room for every 50 rooms or portion thereof. Request that the hospitality room or suite be gratis.

CONVENTION CHECK LIST

<u>HOTEL:</u>	<u>CONFERENCE WITH:</u>	<u>DATE:</u>	<u>A</u>	<u>B</u>	<u>C</u>
1. Free Parking - if available					
2. Complimentary Hospitality Suite					
3. Complimentary Rooms					
4. Dressing Room					
5. Meeting Room					
6. Room Prices:	Single				
7.	Double				
8. Twin	1 Bedroom				
9. Suite	2 Bedrooms				
10.	Additional Person				
11.	Children				
12. Beauty Shop					
13. Children's Banquet (Optional):	If there aren't enough children registered to attend, it could be eliminated and registration monies be refunded.				
14. Pets					
15. Piano					
16. Flags					
17. Meal Price:	Lunch				
18.	Banquet				
19. Band or Entertainment					
20. Tour Assistance					
21. Bar Drink Price or Bartender's Fees					
22. Golf - Cost of					
23. Health Club					
24. Assist with Fashion Show					
25. Lectern Lighted and Standing Podium					
26. Microphones (2)					
27. Restaurant Prices					
28. One (1) Coordinator Through Convention (See Page 3, Item #10)					
29. Credit Cards Honored					
30. Free Ice, Self Service					
31. Quality of Sleeping Rooms					
32. Quality of Meeting & Banquet Rooms					

III. DUTIES OF HOSTESS GROUP (continued)

B. Banquet - Entertainment

1. Make sure room will comfortably seat the number of registered members and guests.
2. A suitable menu within budget limitation to be included in the signed contract, listing items to be served and firm price. Dessert is not always included with the dinner.
3. Obtain best entertainment available that you can afford far in advance and have contract signed, listing time desired. Clarify that only KDP members and their guests will be allowed. Before any substitution can be made, it must be first cleared by Hostess group.
4. The cost of the banquet favor is extracted from the registration fee. It is advisable to charge a little more than meal costs for guests or spouses in order to pay for their banquet favor. Buy favors far in advance and get price break by purchasing in wholesale lots. Use discretion in buying extras because many who attend like to buy some.
5. Plan your decorations as soon as possible. Check with Hotel or Fire Department regarding the local fire proofing requirements. Some areas permit no candles used that are purchased off premises. This precaution may prevent the last minute problems of having the Fire Department order the removal of decorations.
6. Seating arrangements for banquet. State your setup requirements both verbally and in writing with Hotel.
 - (a) Raised head table for the outgoing National Officers; place cards for:

(1) President	(8) Historian
(2) Vice President	(9) Chairman of the Board
(3) Recording Secretary	(10) Elected Member of the Board
(4) Corresponding Secretary	(11) General Convention Chairman
(5) Treasurer	(12) Convention Co-Chairman (Optional)
(6) Organizer	(13) Banquet Chairman (Optional)
(7) Mistress of Ceremonies	
 - (b) Lower tier head table (optional)
 - (1) To seat Spouses of the above
 - (2) Past National Presidents
 - (3) Two (2) Members of the Judicial Committee
 - (c) Lighted Lectern
 - (d) Microphone: Make sure it is in working order before function.
 - (e) Area for entertainment

III. DUTIES OF HOSTESS GROUP (continued)

- 7. Have dance floor adequate size for comfortable dancing. It is advisable to move any portion of assembly following dinner.
- 8. Place cards at head table only. (See Page 5, Item 6 (a)).
- 9. Request guarantee requirement (usually 10% above or below). It is wise to order low.

C. Budget

- 1. The Convention Treasurer is Chairman of this committee.
- 2. Upon receipt of request from hostess chapter(s), \$350.00 may be advanced by October 1, as a working capital. The request to be submitted to the National President. This money is deducted from the registration fee sent from the National Treasurer for registration of National Officers and Delegates. NATIONAL CONSTITUTION, Page 44.
- 3. Hostess Group assumes any deficit.
- 4. Any profit in excess of \$200.00 is given to National Treasury. This does not apply to profit from the Hostess Group Raffle.
- 5. Budget the Convention on the number of National Officers and Delegates guaranteed. Check figures of the previous Convention for anticipated additional attendance.

EXAMPLE: Receipts:

National Officers	10 at \$40.00	\$ 400.00
Chapter Delegates	63 at \$40.00	2520.00
Members	125 at \$40.00	5000.00
TOTAL 198	..\$7920.00

FIGURES FOR EXAMPLE ONLY:

Expenses:

Banquet	\$15.00 including Tax & Gratuity
Favor	2.00 per person
	<u>\$17.00 X 198</u> \$3366.00

This allows only \$4554 to cover costs for entertainment, decorations, postage, supplies, gifts, telephone, tickets, programs, door prizes, etc. It is surprising how fast this amount will disappear. You will have to be careful.

- 6. A Convention bank account should be set up requiring two (2) signatures on all checks. NO expenditures to be made unless given prior approval by the Hostess Group. All bills to be itemized because a detailed report must be sent by General Chairman to the National President, Chairman of the Board and National Historian for publication in Kadelphian within two (2) months after Convention.

III. DUTIES OF HOSTESS GROUP (continued)

D. Cocktail Party

This may be a no-host affair at bar in banquet room. This encourages more promptness to dinner while offering a get-acquainted period.

E. Door Prizes (Optional)

1. Everyone wants to be a winner. Many door prizes are well accepted.
2. Table decorations can be used as door prizes.

F. Favors

1. Contact Chamber of Commerce or Convention Bureau who may obtain them for you, or direct you to sources.
2. Other possible sources are Banks, Savings and Loan Companies, Telephone Companies, Gas Companies, Electric Companies, Realtors, Canneries, Cosmetic Suppliers or Insurance Companies.
3. A banquet favor is to be purchased for all attending the banquet. Buy gifts in advance, endeavoring to get at wholesale prices, and in sufficient time to wrap if so desired. Get extras as many wish to purchase them to take home.

G. Flowers

1. The flowers for the meeting is usually ordered by the National Mistress of Ceremonies. If you know of a reputable florist, feel free to send a suggestion.
2. Flowers for the special functions should be handled by the Chairman of that activity.

H. Hotel Reservations

1. Self addressed reservation cards are provided by the Hotel, who also sends out the confirmations. Prices for various type accommodations should specify the following:
 - (a) Single Bed - One (1) Person
 - (b) Double Bed - Two (2) Persons
 - (c) King Size Bed
 - (d) Two (2) Double Beds - Four (4) Persons
 - (e) Suites: Number of persons per suite
2. As stated elsewhere, the rooms for the National Officers should be ADJACENT to each other if possible.
3. Block of 100 rooms should be reserved and be in the same general area.

III. DUTIES OF HOSTESS GROUP (continued)

I. Hospitality

1. This is the key to success and the Hostess Group should endeavor to welcome everyone attending the Convention.
2. Hostesses should wear attire and/or ribbons or badges so as to be easily identified from others.
3. Two (2) members of this committee should be at the beginning and end of the registration desk. This depends on number of members in the Hostess Group.
4. The Hotel may furnish a hospitality suite whenever possible.
5. This room should be open especially during the time of the Council Meeting so the husbands can play cards or visit when the wife is absent.
6. It is well to have it open as much as you possibly can.
7. You may have coffee, tidbits, ice, cool liquid refreshments. Sometimes you can obtain crackers and cheese through the cracker and cheese companies. If the state law permits, sometimes liquor companies, Coca Cola, etc. will contribute.
8. This room is not for the primary enjoyment of the Hostess men and gals, but for the mixing and getting acquainted with guests.

J. Luncheon

1. It is a good idea to have a fashion show or entertainment at this luncheon.
2. Assist General Chairman in the selection of a menu. Get list of items to be served and firm price in writing.
3. Plan decor and centerpieces in keeping with theme.
4. Small favors and door prizes can be given at this luncheon.

5. Head table

- (a) Raised
- (b) Lighted Lectern

- (c) Working Microphone
- (d) Place Cards (Head Table Only)

President
Vice President
Recording Secretary
Corresponding Secretary
Treasurer
Organizer
Mistress of Ceremonies

Historian
Chairman of the Board
Elected Member of the Board
General Convention Chairman
Convention Co-Chairman (Optional)
Luncheon Chairman (Optional)
Special Guest

III. DUTIES OF HOSTESS GROUP (continued)

Luncheon (continued)

6. Tickets may be collected by the waiters as they serve, or by the Hostess. Confirm the count with the Maitre d' before signing bills for payment.

K. Men's Activities

1. It is most important that the husbands enjoy themselves, as this promotes enthusiasm for them to attend and sometimes they encourage the wives to come. A husband that does not enjoy himself will not attend or be as cooperative about his wife attending.
2. Cards and games should be available.
3. Tours can be arranged for them during the meeting times, such as ball games, horse races, boat rides, fishing trips, etc.
4. Arrangements can be made for them to have a no-host breakfast or lunch while the wives enjoy theirs.
5. A list of men's activities, times and location of the Hospitality Suite should be given to each man.

L. Mixer Party

1. This should be a get-acquainted night prior to the first planned Council Meeting.
2. It should not be an all sit down affair, but one that will cause those attending to circulate and visit. All family members should be able to participate.

M. Photographer

1. Note on your program, the day, time and place for the group photo. It should be on a terrace or where there are large wide steps.

N. Program

1. These may be commercially printed or handmade. Due to the small amount of funds available, it is suggested that these be handmade. These are usually the most attractive and can be tied in with the theme.
2. Material usually contained in this:
 - (a) Listing of each day's functions with times and places
 - (b) Be sure to include the activities for the men and children
 - (c) List of National Officers and space for their room numbers
 - (d) Blank spaces for newly-elected National Officers
 - (e) Names of Hostesses and Chapter(s)
 - (f) Blank pages for notes

III. DUTIES OF HOSTESS GROUP (continued)

P. Publicity

1. Hostess Group to send small articles to be printed in the Monthly Bulletin and the Kadelphian.
2. The Registration Chairman should send to all Chapters, National Officers, Past National Presidents, Regional Directors and National Honorary Members letters of information, registration forms and brochures with points of interest, no later than February 1st. A registration form may be printed in the Kadelphian (Winter Issue if possible) at no cost to Hostess Group.
3. A gratis Convention ad for the Spring Issue of the Kadelphian should be sent to the National Historian by February 1st.
4. Supply press release to local press and arrange for pictures.

Q. Raffle (Optional)

This is the Hostess Group's chance to pull themselves out of the RED, and perhaps realize some profit.

1. Choose items for first, second and third prizes that will have an appeal to all. Many times, a sharp Chairman can obtain a really big prize for little money by zealously searching for a big item for a bargain price.
2. Send tickets to all Chapters.
3. Put reminders in the Monthly Bulletin.
4. Verbally stimulate sales at Convention activities.
5. Circulate with the tickets.
6. Display gifts as often as possible.
7. All profit from this is retained by Hostess Chapter or Hostess Group.

R. Registration

1. The registration fee not to exceed \$40.00, should include banquet and banquet favor.
2. Registration table should be planned to result in expediting each participant as quickly as possible. (See Example, Page 12).
3. This Chairman is to prepare registration form to be mailed out on or before February 1st, to all National Officers Past National Presidents, National Honorary Members, Regional Directors and Chapter Presidents, with return deadline of May 10.

III. DUTIES OF HOSTESS GROUP continued

O. Registration (continued)

- (a) Forms to list all functions, schedules and prices
- (b) Hotel registration cards (self addressed by Hotel) with list of rooms prices
 - (1) Single
 - (2) Double
 - (3) King
 - (4) Additional Person(s) in Room
 - (5) Children
 - (6) Suite - 1 Bedroom
 - (7) Suite - Number of Bedrooms
- 4. Give activities information extracted from registration forms returned, to the Chairman of the various functions.
- 5. Convention reminders will be announced in each Monthly Bulletin.
- 6. All Members shall present current paid up membership card.
- 7. Delegates shall present registration fee receipt.
- 8. Fee for National Officers and Chapter Delegates are collected and paid by National Treasurer by April 1st to the Hostess Chapter or Hostess Group.
- 9. Take registration to the National Officers prior to general registration and deliver tickets, badges and packets to them personally.

P. The Daily Attendance Report

The National President will ask for this report to be read in the early part of each Council Meeting. After reading the report to the assembly, it will then be given to the National President for the records.

- 1. This report should include those members eligible to vote. They are as follows:

Example:	National Officers10
	Past National Presidents13-varies
	Regional Directors	7-varies
	Chapter Delegates63
	Total Eligible to Vote93
- 2. After the above count, a count of Members in attendance not eligible to vote, all husbands, children and other guests for the Grand Total of each days count.

Example:	Members53
	Husbands25
	Children	9
	Guests15
	Total	<u>102</u>

Grand Total 195

VII. DUTIES OF HOSTESS GROUP (continued)

The Daily Attendance Report (continued)

3. The Chairman of the Board is always a Past National President, but can only be counted as Chairman of the Board in the National Officers' count, and not as a Past National President. Also, any Past National President serving as a Chapter Delegate (and they do) can only be counted as that Chapter's Delegate and not as a Past National President. The same applies to the Regional Directors, if they are serving as Chapter Delegate, they cannot be counted as being in attendance as a Regional Director. To get an accurate count of those in attendance each day, these are some of the things the Hostess Group will have to be careful of, and verify.

THE FOLLOWING IS AN EXAMPLE FOR THE REGISTRATION COMMITTEE

1. A member of the Hospitality Committee is to be at the starting and ending points of the Registration Desk.

Station #1. Credentials Committee (2) Persons

- (a) Check paid-up dues cards
- (b) Check Delegates paid receipt
- (c) Have each Registrant sign registration book under each appropriate section: Region - Chapter - Whether Delegate or Member - National Officer - Past National President, etc. Then direct them to the proper station - either PAID IN FULL or BALANCE DUE.

Station #2. Registration with a Balance Due (2) Persons

Person 1, should pull card and check activities for she and her family, this card should already contain names of member, husband, children or guest and the activities they are attending and show the balance due. (It is a good idea to use three (3) different color pens to identify different days and activities for that day, and the monies collected in order to balance daily books). This is to confirm both Balance Due and Paid in Full Registrants.

Person 2, should double check tickets for all activities, name badges, which have been attached to card prior to registration and add on, or delete as required by the Registrant, with total amount owed as applicable. Person 2, give the card and tickets to Station #3, and direct Registrant to Station #3.

Station #3. Convention Treasurer

Take registration card, verify with Registrant, collect monies due. File card in completed registration file and direct her to the favor bag table.

III. DUTIES OF HOSTESS GROUP (continued)

Station #4. Registration Paid in Full and Activities Paid in Full (1) Person

This station is for members paid in full prior to Convention. You will pull registration card, verify information contained thereon, give Registrant her tickets and file card in completed registration file. (Be sure to mark this person off with colored pen, to keep records straight for days registration tally.) Should there be any additions or corrections to their registration, they should be directed back to Station #2 for final processing. Direct to favor bag table.

Station #5. Favor Bag Table, (1) Person

Station #6. Raffle Tickets Table (Optional) (1 or 2 Persons)

Handle distribution of tickets and collection of raffle monies.

PRE-CONVENTION GUIDE FOR REGISTRATION COMMITTEE

1. Prepare log books for incoming registration forms. Set books up according to the Region and Chapters. File Chapters in alphabetical order and also the names of the Registrants rather than filing Chapters according to installation order. This will be much easier to work with.
 - A. **Book No. 1** will be for those who have paid their registration fee and all activities in advance.
 - B. **Book No. 2** will be for those Registrants with a total balance due and partial balance due at Convention.
 - C. From these two (2) books, set up file cards (5 X 8 inches) for each Registrant with information taken from the registration form when it comes. Samples are attached, and Good Luck!
2. Prepare a ledger to record names and amounts of money received from Registrant, also, activities listed.
3. Prior to Convention, type up lists for paid and unpaid Registrants to help verify daily registration and receipts. Keep tallies of number of people attending activities. This will help you to verify tickets or seats as to what is available in what functions. (This may sound like a lot of work, but once you have it set up, it is really quite simple and registration goes smoothly.)

NOTE: This may need to be consolidated if there are not enough members in Hostess Group or Hostess Chapter to man the stations.

III. DUTIES OF HOSTESS GROUP (continued)

Registration (continued)

T. Tours

1. If you cannot think of interesting tour(s), ask the advise of the Chamber of Commerce or Convention Bureau.
2. Tour agencies, Greyhound or other bus lines will be cooperative in complying with your time schedule and price range. The tours are offered as an optional no-host extra.

Good thorough advance planning is "The Key to a Successful National Convention".

Gamma Alpha Zeta Chapter
Brownsburg, Indiana
1992

CENTRAL REGION
GAMMA ALPHA ZETA CHAPTER

SIGN IN AND CHECK ONE OF THE FOLLOWING COLUMNS

NAME	DELEGATE	MEMBER	HUSBAND	CHILD	GUEST

THE ABOVE IS AN EXAMPLE:

This is for your Registration Book when you open the Registration Desk.

There should be a page like this made up for each Chapter and filed in a loose leaf notebook.

Also, there should be a page for National Officers, Past National Presidents, Past National Officers, Past Regional Officers and Members of 50 Years or more.

This page is referred to on Page 12 under Registration, Paragraph 1, Section (c).

CENTRAL REGION

SMITH, Mary Delegate (Chapter Pres.)
 Registration \$40.00 Paid 3-20-92
 Luncheon 12.50
 Statue of Liberty 25.00
 Riverboat Cruise 35.00

Gamma Xi, Columbus, IN

Balance Due: \$172.50

HUSBAND: Larry

Registration 40.00
 Statue of Liberty 25.00
 Riverboat Cruise 35.00

This member is also Delegate and Chapter President. If a National Officer, Regional Director or Past National President, identify as such.

The above information was taken from the Registration Form that was returned to you. This is an example of how the 5" X 8" cards would be set up.

WEST COAST REGION

DOE, Jane
 Registration \$40.00 Pd.
 Luncheon 12.50 Pd.
 Statue of Liberty 25.00 Pd.
 Riverboat Cruise 35.00 Pd.

Eta Lambda, Ventura, CA

Balance Due: 0

Paid by Check: \$112.50
 4-1-92

REGISTRATION FORM:

(Please list only (1) Registrant per form:

NAME: _____

ADDRESS: _____

CITY & STATE: _____
ZIP

HUSBAND ATTENDING: _____

HUSBAND'S NAME: _____
(List other guest on back of this sheet)

REGISTRATION FEES: FILL IN BLANKS

MEMBER: \$40.00 _____
HUSBAND OR GUEST: \$40.00 _____
CHILD: \$???.?? _____

WE WILL BE ARRIVING BY: _____

DAY: _____ TIME: _____

RETURN BEFORE: May 10, 1992

TO: Mary Smith
1212 Oak Street
Anyplace, Indiana 52525

CHAPTER NAME: _____

REGION: _____

CHECK HERE IF YOU ARE A DELEGATE: _____

NO. OF CHILDREN ATTENDING: _____

CHILDREN'S NAMES: _____

CHILDREN'S AGES: _____

ASSOCIATE: _____

CHECK HERE IF YOU'RE ENCLOSING FEES: _____

AMOUNT ENCLOSED: _____

PLEASE MAKE CHECKS PAYABLE TO: KAPPA DELTA PHI - GAMMA GAMMA ZETA AND ATTACH TO FORM:

THE FOLLOWING IS FOR OUR INFORMATION...PLEASE CHECK () EVENTS YOU PLAN TO ATTEND:

DAY	EVENT	MEMBER ()	HUSBAND ()	CHILD ()
WED.	OFFICERS RECEPTION	INCLUDED	INCLUDED	INCLUDED
THURS.	LUNCHEON & FASHION SHOW	\$12.50 ()	\$12.50 ()	\$12.50 ()
	STATUE OF LIBERTY TOUR INCLUDES TRANSPORTATION	\$25.00 ()	\$25.00 ()	\$25.00 ()
FRI:	RIVERBOAT CRUISE & DINNER INCLUDES TRANSPORTATION	\$35.00 ()	\$35.00 ()	\$35.00 ()
SAT:	CHILDREN'S PICNIC	INCLUDED 12 Yrs. & Under
	NO HOST COCKTAIL PARTY
	BANQUET & ENTERTAINMENT	INCLUDED	INCLUDED

*****GOLD WILL BE AVAILABLE, THURSDAY, FRIDAY AND SATURDAY FOR THOSE INTERESTED*****

JUNE 22, 23, 24 & 25, 1992

HILTON HOTEL - NEW YORK, NEW YORK

(This is the Sample Registration Form)