

# WORLD CLOWN ASSOCIATION



## CONVENTION GUIDELINES

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## TABLE OF CONTENTS

WCA Planning Guide Introduction	3
Putting Together the Convention Team	4
Basic Understanding of WCA Convention Budget	5
Sample Budget (Chart)	7
Getting Started On A USA-Based Convention	8
Non-American-Based Convention	9
Bid Package Information	9
Considerations In Choosing a Convention Hotel Site	11
Final Arrangements With Hotel	13
Convention Duties of the Vice President	14
Convention Duties of the Future Convention Chair	14
Duties of the Convention Committee Chair	14
Convention Duties of the Business Manager	20
Convention Duties of the Educational Director	21
Convention Duties of the Awards Director	28
Convention Duties of the Clown Ministry Director	32
Convention Duties Concerning Educational Suppliers	32
Convention Duties of the Bo-Dino Scholarship Chair	40
Duties of the Local Hosting Alley (if there is one)	41
Duties of the Regional Director	42
Arrangements for Special Meetings and Awards Banquet	43
Installation of Officers	44
Addendum	45

## WORLD CLOWN ASSOCIATION CONVENTION GUIDELINES

Clowning is an ancient art full of tradition and history. At the same time, clowning is constantly changing. Clowning needs tradition as well as change. A World Clown Association convention should be a mixture of the old and the new in clowning. The WCA officers need to maintain established policies, tradition, and the overall quality of the convention. The WCA officers need manpower, enthusiasm and new ideas to stage quality conventions each year. The annual WCA convention is just that, the World Clown Association convention. It is not the WCA Board of Director's convention or the current President's convention but it is the member's convention. It is the responsibility of the WCA Board of Directors to see that appropriate plans and actions are undertaken to make the annual convention a successful event for the members present. The annual convention is a team effort on the part of the WCA officers and the members of the Convention Committee. Each must support the rest of the team by providing their areas of responsibility in a timely and complete manner.

WCA convention sites are planned, on a four-year rotating basis, in different regions. These regions are as follows: Eastern United States, Western United States, Central United States, and a site outside of the continental United States.

This Convention Handbook contains detailed instructions for all team members but also encourages the creativity and flexibility needed to provide improvements each year, resulting in WCA having the finest annual clown convention possible.

The Bylaws of the World Clown Association state that

- The Association will hold at least one convention per year.
- The Convention Committee will budget, plan, promote, and conduct the convention, utilizing the members of the Association.
- The WCA shall serve as host to its annual convention.
- The Convention site shall be selected by the Executive Committee based on the bids presented by the Vice President.
- The Board of Directors shall have one Annual Meeting held at the site of and during the Annual Convention and prior to the General Membership meeting.
- There must be a General Membership Meeting to be held yearly at the site of and during the Annual Convention. At such meeting the General Membership shall consider, interpret and make recommendations for procedures and rules for the operation and conduct of the affairs of the Association and shall consider matters relating to General Member services and make recommendations thereon.

The following sections of the WCA Convention Handbook outline the various duties of each officer involved in running the convention. It is our intent to provide a Convention Handbook for future officers of the World Clown Association that will enable them to consistently run conventions that are financially sound, educationally superior, sources of growth in all areas of clowning through

competitions, a marketplace for clown-related merchandise, and places where the general membership will assemble for fun, inspiration and fellowship.

### **PUTTING TOGETHER THE CONVENTION TEAM**

The WCA utilizes a Convention Committee to recommend a budget, as well as plan, promote, and conduct the convention, working with and gathering input from other officers and members of the Association.

The President of the Association appoints a Future Convention Chair to begin work on the convention two years prior to the event. This person receives information concerning future convention site possibilities and decisions from the VP. One year prior to convention, the Future Convention Chair may be appointed as Convention Chair for the upcoming convention, or may be asked to transfer information to another appointed by the current WCA President.

The Future Convention Chair (for the convention 2 years out) and the Convention Chair (for the upcoming convention) report to the Vice President.

The President of the Association annually appoints a Chair of the Convention Committee for the upcoming event one year out. The Chair chooses and utilizes committee members to choose and implement a convention theme, and manage all convention events, the budget, and the schedule. The Convention Committee is a team effort with the Chair of the Convention Committee responsible for insuring that every member of the team producing the Annual Convention follows the recommendations as set forth in the Convention Planning Guide. The aim of the Convention Committee is to assure a quality convention for the Association while removing the day-to-day planning from the officers of WCA, freeing them to conduct all other business of the Association.

The Convention Committee works closely with the following members of the Board of Directors in each of their areas of responsibility:

- The Vice President serves on the Convention Committee as the liaison to the Executive Committee and submits reports to the President and Executive officers on a regular basis.
- The VP will research future sites at the request of the President starting 26 months prior to convention.
- The Educational Director coordinates the scheduling of educational sessions with the finest lecturers available.
- The Awards Director has primary input concerning the scheduling of all areas of competition.
- The Marketing Director is in charge of the publicizing and marketing efforts for the convention.
- The Clown Ministry Director provides or coordinates a Clown Ministry Worship Service at the Annual Convention. This Director also provides a Memorial Tribute at the Annual Convention for those members who have died during the previous year. (See listing on page 32)

- The Education Director is expected to select a wide range of exhibits and educational suppliers who can offer a wide range of resources for those attending the convention.

The Executive Committee has the final approval of all major elements of the convention program-

If, in the opinion of the convention committee chair, a member of the committee is not performing his/her duties properly, the committee chair, with the approval of the Vice President, has the authority to replace this particular committee member.

## **BASIC UNDERSTANDING OF WCA CONVENTION BUDGET**

- Income from
  - Registrations - full and one day
  - Extra banquet tickets
  - Educational Suppliers fees (used to pay lecturer's expenses)
  - Donations
  - Sponsorships
  - Grants
- Expenses for
  - Banquet - requirements: raised head table, sound, video projector and screen, power point production and computer, microphone, sound system, rheostat lighting, banquet tables seating from 8-12
  - \*Welcoming Theme Party -to be held the first or second convention night, requirements: Sound system with microphone, food, welcoming activities, entertainment which might include a DJ or band
  - \*Hospitality Suites - requirements: snack foods for morning and evening hospitality  
 \*NOTE: The Welcoming Theme Party and Hospitality Suites may not all be provided if it is necessary to delete one or more to balance the budget.
  - Activities
  - Competitions - see requirements for staging, lights, timer, and sound under individual section on competitions
  - Awards
  - Performances - requirements: stage, sound system with wireless microphone, spot lights
  - Printing / Convention program book
  - Decorating
  - Rental equipment for audio visual events (sound system and microphones, projectors, screens, staging or curtains)
  - Publicity
  - Office, telephone and registration supplies
  - Gifts or gratuities
  - Insurance

- Other hotel add-ons (room fees, table fees, moving walls, etc.)
- Other staff expenses:
  - Jr. Joey Director registration
  - Convention Chairs registration
  - Awards Director's registration
  - Airline tickets for Business Manager
  - Hotel suite for President
  - Hotel accommodations for Manager
  - Hotel accommodations for Junior Joey Director
  - One night hotel accommodation for officers attending the Board Meeting prior to the convention. The WCA will only reimburse actual cost of room expense identified on your hotel receipt for the night of the meeting. Hotel expense will be reimbursed at the single room rate for the designated meeting hotel only.

ALL Convention Expense Receipts **MUST** be turned into the WCA treasure no later than 60 days after last day of convention. Any receipts turned in after 60 days will not be reimbursed.

### SAMPLE BUDGET

<b>PROJECTED INCOME</b>	<b>AMOUNT</b>	<b>150 ATTEND</b>	<b>200 ATTEND</b>	<b>250 ATTEND</b>
Registrations	\$250 Average/person	37500	50,000	62,500
Educational Resources				
20 dealers x 2.5 tables	\$125/table	6,250	6,250	6,250
Donations: Insurance Co.	2,500	2,500	2,500	2,500
Sales of Group Photo/Videos	250	250	275	300
Possible Gifts/Sponsors/Grants	1,000	1,000	1,000	1,000
<b>Total Revenue</b>		<b>\$47,500</b>	<b>\$60,025</b>	<b>\$72,550</b>

<b>PROJECTED EXPENSES</b>	<b>Actual Cost</b>	<b>150 ATTEND</b>	<b>200 ATTEND</b>	<b>250 ATTEND</b>
Convention Insurance	\$300	300	300	300
<b>Jr. Joey Expenses</b>	<b>\$300</b>	<b>300</b>	<b>300</b>	<b>300</b>
Banquet meal	\$60/person	6,750	9,000	11,250
Theme Party Entertainment	2000	2,000	2,000	2,000
Theme Party meal	\$30/person	2,250	3,000	3,750
Hospitality Room	\$10/person	1,500	2,000	2,500
Decorations-Registration	500	500	500	500
Decorations-Banquet	\$10/8 people	188	250	313
Ed.Res.(dealers) cost	500	500	500	500
Featured Performer	4000	4,000	4,000	4,000
Lecturers	7500	7500	7500	7500
A.V. Equipment	2000	2,000	2,000	2,000
Staging and Risers	1500	1,500	1,500	1,500
Competition Awards	1500	1,500	1,500	1,500
Printing-scores, banq.program	\$5/person	750	1,000	1,250
Office Supplies (badges, misc.)	\$5/person	750	1000	1250
Advertising	1500	1,500	1,500	1,500
Postage	\$2/person	300	400	500
Air fare for Business Manager	600	600	600	600
Hotel for Business Manager	700	700	700	700
Hotel Suite for President	1050	1,050	1,050	1,050
Hotel Jr. Joey Director	700	700	700	700
Gifts/gratuities	300	300	300	300
Comp. Registrations	\$125/person	2500	2500	2500
Hotel Charges for set-up,etc.	500	500	500	500
Miscellaneous	800 - 1000	800	900	1000
Site Visit Expense	\$800	800	800	900
<b>Total Projected Expenses</b>		<b>\$42,038</b>	<b>\$46,300</b>	<b>\$50,663</b>

## GETTING STARTED ON USA-BASED CONVENTION

The President, 26 months before the convention, confirms the region (Eastern United States, Western United States, Central United States, or outside of the United States) for the next convention.

The Vice President then solicits site bids from convention bureaus, convention hotels and local alleys in that region. Bids received will be reviewed by the Vice President for completeness. Incomplete bids will be returned. The due date for complete bid packages is September 1 and are to be considered at the WCA EC mid-term meeting.

19 months before the convention, the Vice President will recommend at least (3) sites to the Executive Committee at the mid-year meeting with the following considerations:

- The location and dates of conventions that year of other international clown organizations and local WCA affiliate organizations.
- The convention may be as long as six days and the WCA Board will meet the evening before the first day of the convention.
- Review February through April for that calendar year to highlight conflicts or local events in the region, such as:
  - Dates of religious holidays and celebrations in that region
  - Airline rate change dates and blackout dates for the location you are considering
  - Available dates for the convention hotel you are considering
  - A tentative budget should be included for each site. A positive financial income should be required.

At the mid-year meeting, the Executive Committee will receive the Vice President's report and vote on their convention site selection.

The President will appoint a Future Convention Chair (FCC) a minimum of 19 months before the convention. The convention site will be announced to the membership at the WCA General Meeting, 12 months before the convention when possible. This timeframe is important so that the planning and marketing of the convention will be maximized.

Once the future convention chair is determined, the VP's responsibility in site selection (if not yet accomplished) is assumed by the future convention chair.

- Any local alley wishing to recommend a bid for a convention should contact the appropriate officer (VP or Future Convention Chair) who will be of help to the alley in formulating a bid.



## **NON-AMERICAN-BASED CONVENTIONS**

The timeframe for conventions outside the continental United States should begin earlier than the standards listed above for a USA-based convention. A non-America located convention requires more communication and strategic planning.

The President, 36 months before the convention, confirms the region outside of the United States for the next convention. 30 to 36 months before the convention, the Vice President solicits site bids from convention bureaus, convention hotels and local allies in that region. These bids may be generated by local WCA allies in the area or may be received directly from convention bureaus. A local WCA member may help the VP in finding bids.

Bids received will be reviewed by the Vice President for completeness. Incomplete bids will be returned. The due date for complete bid packages is September 1 and are to be considered at the WCA EC mid-term meeting.

30 months before the convention, the Vice President will recommend at least (3) hotel/convention sites to the Executive Committee at the mid-year meeting with the following considerations:

The Executive Committee will receive the Vice President's report and recommend at least two of the sites to present to the Board of Directors for their vote. The Board of Directors selection vote should take place a minimum of 26 months before the convention.

The President will appoint a Future Convention Chair (FCC) 26 months before the convention. The convention site will be announced to the membership at the WCA General Meeting, 24 months before the convention when possible. This timeframe is important so that the planning and marketing of the convention will be maximized.

The Future Convention Chair needs to locate a local conference organizer to aid in the reservations, transportation, and practical preparations for an international convention. The FCC brings the recommendation for a contracted conference organizer to the EC for approval. Note: A WCA member who professionally works with travel/event organization may be considered for the role of local conference organizer.

## **BID PACKAGE INFORMATION**

### **Required Information:**

1. Name, address and website of proposed site/hotel. (Note: it is the hotel convention site being considered. Not just the city.)

2. Available/suggested dates for proposed convention February through April (considerations to include room availability as well as local national holidays or seasonable conditions that should be considered-i.e. such things as monsoon season and extreme seasons with very high or very low temperatures)
3. Hotel facilities capability of meeting convention needs including, number of meeting rooms, room appropriate for performances, vendor space
4. Number of lodging rooms at proposed hotel/site
5. Hotel guest lodging costs including meals that will be included in daily lodging rate
6. Cost for parking and policy for in-and-out.
7. Number and types of restaurants located in host hotel
8. Complimentary rooms based upon number of rooms booked by attendees
9. Number of days the hotel will offer the convention room rates before and after the convention dates. (We request room rates in effect one week before and after)
10. Hotel meeting room inclusions. (Such as set-ups, table clothes on vendor tables, morning and/or afternoon tea breaks with included snacks, a stage and a backdrop for the stage)
11. Costs for the banquet / awards dinner
12. Food costs for the theme party
13. Possible outdoor / off site locations for paradeability competition
14. Distance and availability of local restaurants, walking distance from the host hotel
15. Distance of host hotel from city center
16. Host hotel's availability of transportation to local shopping / restaurants and cost (in USD)
17. Comparison costs of flights from major international hubs to the host city (for example, London, Tokyo, Chicago, New York, Los Angeles, Houston, Miami, etc.)
18. Minimum number of international flights arriving daily at host city
19. Distance of host site to international airport
20. Available transportation from airport to host hotel and cost (in USD)

21 - 25 Are Only Required for Conventions Outside the United States:

21. Information as to whether a local conference organizer, manager, or 'arranger' to handle local arrangements and financial transactions is required, and / or is beneficial to the WCA.
22. Local currency information including method by which currency conversions can take place for needed services to support the convention
23. The two primary languages spoken at the proposed host city
24. Necessary Visas or Working Papers for convention attendees from outside host country locations.

Additional Information Requested:

26. Availability and names of local counsel, tourism, city or government agencies that offer funding grants or gifts to support our convention or our attendee's costs
27. Local talent, unique to the host culture, that might be available to perform at the convention
28. Tourist attractions and/or events in the area
29. Available tours of sites / attractions for attendees before or after the convention

30. Availability of sponsorship for transportation costs to and from humanitarian day activities within the city

31. Services available to convention by local tourism office or government agency (This might include local advertising, free printing, purchasing an ad in the program book, local hospitality event, etc.)

### CONSIDERATIONS IN CHOOSING A CONVENTION HOTEL SITE

An ideal convention hotel is a larger hotel with several meeting rooms and a large area for banquets and dealer displays. Generally larger cities or tourist areas have convention hotels. There are a number of considerations in choosing the specific hotel:

- Easy access to the hotel
  - close to a major airport
  - free or reasonable hotel shuttle service
  - public transportation to get from train, bus, or plane
- Is parking free and what is the in-and-out policy?
- Close to other hotels - This one may hurt the convention as people will register for the convention hotel, then move next day to a much cheaper hotel within walking distance, taking away from our booked room-nights
- Reasonably priced sleeping rooms - single, double, king size, and suites and do they have roll-away beds to add to rooms
- What are check-in and check-out times and is there free storage if people arrive early or vacation late on the final day?
- Does the hotel charge a fee to hold luggage or vendor supplies that arrive earlier than the guests?
- Will there be other conventions scheduled there at the same time?
- Are there enough meeting and break out rooms?
- Are meeting and break out rooms included in our package price based on sleeping rooms used?
- What is the fewest number of room reservations we can ~~make~~ book in order to get the special convention package rates?
- What other facilities does the hotel have that we can use - pool, tennis courts, health and weight room equipment?
- What services are included in the convention package - security for Educational Supplier's room, sound equipment, staging, microphones, set up and remove of chairs and tables
- Hotel policy on complimentary rooms - how many with convention package, number of room nights needed to obtain (Personal and incidental charges for these are the individuals' responsibility, but not the room charge)
- Are children under 18 free?
- Consider layout of the hotel for the areas we need
  - Registration area - can we get a phone line there?
  - Competition sign up area
  - Competition room needs plus paradeability

- Educational Suppliers rooms - to accommodate 20 suppliers with an average of 2-1/2 tables each - with security
- 3 smaller seminar rooms - 75-100 theater style
- large area for general sessions - 300-350 theater style
- banquet area that seats 350 at tables of 8
- What restaurants are available and are there any 24 hours or late night?
- What are the signage policies of the hotel to display signs for rooms?
- Which rooms are refreshed with water and how often?
- Are there complimentary coffee/tea services provided to registrants?
- Is there an area appropriate for the Group Photo?
- What audio visual equipment is available:
  - Projector and screen for banquet
  - TV/VCR for lectures
  - Sound system with microphones for competitions, shows, and banquet
  - What audio visual equipment is available without charge (get this information in writing from the hotel) If the equipment has costs, obtain these fees.
- Will we have a hospitality suite with sink and refrigerator - available mornings and evenings?
- Can we arrange the same hotel room prices for 3 days before and 3 days after the convention?
- Get in writing the policy and penalty concerning free meeting and break out rooms if we fall short of our expected minimum.
- Get all taxes and add-on charges and gratuities in writing for hotel rooms, meeting rooms, food services, all room set-ups and banquet arrangements.
- Can we get 500 promotional flyers and reservation cards from the hotel for distribution at the prior year's convention?
- All packages or freight received by the hotel will be pre-paid or, if other arrangements are made, charged to the guest's room and not to the WCA
- All personal, incidental, and room charges will be the responsibility of the convention attendees.
- Calls made to the outside of the hotel from hotel house phones are to be billed to the guest's room and not billed to the WCA.
- The Convention Chair with the approval of the Executive Board, will provide the hotel with a list of those to receive complimentary rooms.
  - One of these free rooms will be a suite designated for the President. WCA will pay for the room but personal food and phone charges are the responsibility of the individual President. The President's suite sitting room will be available for Executive Board meetings during the Annual Convention.
  - One of these free rooms will be designated for the WCA Administrator. WCA will pay for the room but personal food and phone charges are the responsibility of the individual Administrator.

- One of these free rooms will be designated for the WCA Junior Joey Director. WCA will pay for the room but personal food and phone charges are the responsibility of the individual Director.
- If additional complimentary rooms are made available by the hotel due to sleeping rooms booked for the convention, consideration will be given to:
  - Special featured lecturers
  - Convention Chair
  - Vice President
  - President-Elect (or) Past President
  - Treasurer
  - Marketing Director
  - Education Director
  - Alley Director

These decisions are at the discretion of the Executive Committee

### **FINAL ARRANGEMENTS WITH HOTEL**

Final arrangements are to be handled by the Convention Chair within 30 days prior to the event:

Using a separate page for every event scheduled during the convention, list

- the room or area the event will be in
- the seating style (theater, perimeter, banquet rounds of 8 - 12)
- the number of chairs to set for that event
- time of that event
- Special A/V equipment
- Food service if any, with specific menu and prices
- Security arrangements, if required
- Contact person from WCA and/or the local host alley for that event
- Staging, risers, curtains, other room set-ups or tear-downs
- Any special arrangements required

When the Convention Committee has laid out every detail, the Convention Chair will communicate with the hotel convention coordinator and the catering manager and any other involved hotel personnel to completely review the above lists. Convention Committee Chair and hotel representative will both sign off on the arrangements for each and every event of the convention. The convention chair keeps a copy, and refer to it throughout the convention, and provides a second copy to the WCA Business Manager.

## **CONVENTION DUTIES OF THE VICE PRESIDENT**

The Vice President begins site selection research prior to the future convention (if possible) as previously noted. The VP offers recommendations of the "top three sites" to the Executive Committee. At that time:

1. The Executive Committee determines the best site for consideration and the recommendation is brought to the BOD for a vote of approval.
2. If none of the three sites are approved by the EC or the BOD, the President may give site selection recommendation responsibilities to the Future Convention Chair for completion.
3. The Vice President serves as a member of the Convention Committee throughout the process and is responsible for assuring that bi-monthly reports are made to the Executive Committee for their review. The VP works as the liason between the convention chair and the EC.

## **CONVENTION DUTIES OF THE FUTURE CONVENTION CHAIR (FCC)**

1. Though the VP is charged to obtain bids for future conventions, there are periods when timely information is unavailable, and the Future Convention Chair (FCC) may need to work to gather and complete the bid information provided by the VP. That information is then given to the VP who processes it with the Executive Committee for a final decision on location and hotel package chosen.
2. The FCC is the liaison with the hotel and works with the WCA officers to determine mandatory budget items, transportation options and potential tourism activities. The FCC may recommend potential performers, presenters, lecturers and convention theme to be considered by the WCA President, Vice President, President-Elect and Education Director in preparation for marketing endeavors.
3. The Future Convention Chair may coordinate with a local alley for hospitality assistance.

## **DUTIES OF THE CONVENTION COMMITTEE CHAIR**

The Convention Committee Chair is appointed a minimum of one year prior to the upcoming convention. The convention chair may have served previously as the Future Convention Chair, but this is not a requirement. The Convention Committee Chair shall oversee the team effort of the Convention Committee and be responsible for insuring that everyone involved in hosting the Annual Convention follows the recommendations as set forth in the Convention Section of the WCA Handbook.

1. The Convention Committee Chair assumes the responsibilities formerly handled by the Future Convention Chair.
2. The Convention Committee Chair works with WCA officers as part of the convention committee and also recruits and assigns other members to help with tasks.

3. The Convention Committee Chair is the liaison with the hotel and works closely with the convention committee to develop the budget, the schedule, the activities and food services, and oversees all details of the convention.
3. The Convention Committee Chair may coordinate with a local alley for hospitality assistance.
4. The Convention Committee Chair will oversee the Convention Committee and work with the Jr. Joey Director to coordinate the Jr. Joey Schedule.
5. The Convention Committee Chair will work with the Education Director and Awards Director to develop a full schedule using the following time suggestions:
  - Makeup Competition: White Face, Auguste, Tramp, Character, Clown Lite, - if run in simultaneous sections, 3 hours.
  - Individual and Group Skit Competition: - 3 hours each
  - Variety Arts Competition - 3 hours
  - Paradeability - 3 hours
  - Balloon Competition - 2 hours
  - Facepainting - 2 hours
  - Dealer's show - 1 hour
  - WCA Board Meeting -3-4 hours
  - General Membership Meeting - 2 hours
  - Opening Welcoming Party - first evening
  - Banquet - Last evening
6. The Convention Committee Chair will provide the "Clowning Around" Editor and Social Media Chair with a copy of the group photo of participants attending the convention.
7. The Convention Committee may assign additional responsibilities in several other areas to serve the needs of the convention and in the best interest of the membership.
  - A full time audio-visual person may be chosen to provide music for the welcoming party, check on microphones and other audio visual equipment needed for each lecturer, handle microphone and sound arrangements for the special events and the Awards Banquet.
  - A full time photographer may be chosen to take care of the competition photos and provide a Power Point photo production of winners at the Awards Banquet. The photographer may also circulate throughout the convention taking candid photos and show them as a Power Point loop during the Awards Banquet during the meal.
  - A video person may be contracted to videotape competitions, the parade, etc. Copies of the video may be sold with the profits going to the WCA.
8. At request of the WCA President, the Convention Committee Chair works to find locations for Humanitarian Day efforts in conjunction with the Caring Clown Director, the Clown Ministry Director, and/or the Regional Director. (A "Humanitarian Day" may or may not be a part of the annual convention.)
9. The Convention Committee Chair will receive reports from the various WCA Board positions and convention committee members every other month and pass on these reports to the Vice

President who will report as liaison from the Convention Committee to the Executive Committee.

10. The Convention Committee Chair will also prepare a final report 2-4 weeks following the completion of the convention. The final convention report should include:

- A list of recommendations for future conventions
- A list of countries represented by registrants
- A list of off-site humanitarian sites visited by registrant clowns
- A list of convention sponsors
- The names of the convention committee members
- The number of spouses attending the convention
- The number of Jr. Joey's participating in the Junior Joey program
- The number of educational classes offered at the convention
- The number of participants in each of the competition categories
- A breakdown of the convention registration fees by date of the registrations
- The cancellation reimbursement fees pay to those who cancel
- The name of the convention's headline entertainer(s)
- All final convention reports should be filed with the WCA business office and when requested, copied and made available for future and current convention committees and the WCA Historian.



## **CONVENTION COMMITTEE CHAIR'S BI-MONTHLY CONVENTION REPORT**

Presented to the Vice President for the WCA Executive Committee's Review

CONVENTION CITY

CONVENTION DATES

HOTEL NAME AND ADDRESS

REPORT ON HOTEL NEGOTIATIONS

LOCAL HOST ALLEY, IF ANY

Alley Chairperson

REPORT ON PARTY, BANQUET, AND FOOD EVENTS

REPORT ON SPECIAL PERFORMANCES AND ENTERTAINMENT

REPORT ON COMPETITION

Judges

Rules

Necessary Facilities

REPORT ON LECTURERS

List names of lecturers currently contracted and subjects of their lectures

REPORT ON EDUCATIONAL SUPPLIERS (DEALERS)

List names of dealers currently contracted and items they are selling

OTHER COMMENTS

## CONVENTION COMMITTEE CHAIR'S FINAL CONVENTION REPORT

DATE \_\_\_\_\_ CITY \_\_\_\_\_

### CONVENTION HOTEL AND ADDRESS

Report on hotel accommodations, problems, successes

### LOCAL HOSTING ALLEY

Local Hosting Alley Chairperson, if any

List of local hosting alley members and their duties (attach additional sheet if necessary)

### REGISTRATION

Number of delegates registered

Number of one day registrants

Number of extra banquet tickets

Number of Registration Table workers

Hours Registration was open

Comments and Suggestions

### EDUCATIONAL SUPPLIERS

Education Supplier Liason

Number of Educational Suppliers

Names and addresses and category of items sold - attach extra sheet

Educational Supplier room hours

Total money received

Comments and Suggestions

### COMPETITION

Awards Director

List all the judges and the category - attach an extra sheet

List all the winners in each category - attach an extra sheet

List all the workers - runners - talliers - other volunteers

Was there a parade? How was it handled?

Total money spent on competition

Comments and Suggestions

### EDUCATION

Education Director

Number of lectures

Amount of money paid out for lecturers

Lectures - attach sheet listing names and addresses of all lecturers and the subjects of their lectures

Number of lecture rooms used

Attach a convention schedule

Comments and Suggestions

#### SCHOLARSHIP AUCTION

How was the Scholarship Auction handled?

How much money was raised for the Scholarship Fund?

Comments and Suggestions

#### WELCOMING THEME PARTY

What was the Theme

What time was the party

What was the menu

What decorations

What entertainment

Number of people who attended

Total money spent

Comments and suggestions

#### BANQUET

What time was the reception

What time was the dinner served

What was the menu

What was the theme?

What decorations?

What entertainment?

Attach a copy of the banquet program

Total money spent

Comments and Suggestions

#### HOSPITALITY SUITE

Was there a hospitality suite?

Hours open?

Sponsored by whom?

What food and drinks served?

List names of people who worked in the hospitality suite

Comments and Suggestions

## CONVENTION DUTIES OF BUSINESS MANAGER

- The Business Manager will serve as Registrar for the convention, collecting monies prior to the convention, and working the Registration desk during the convention.
- The Business Manager will work closely with the Convention Committee giving updates on the number of registrants and any special needs that need to be accommodated.

### SET UP FOR REGISTRATION AREA

- The Registrar will be in charge of overseeing the Registration area.
- Prior to the convention, the Registrar will keep all registration records and arrange to provide the necessary information and equipment for the Registration area of the convention.
- There will be three 6-8' skirted tables working the Registration area.
- There will be 6-8 chairs in the Registration area
- Items available at the Registration area will include
  - 3 file boxes for pre-registrations A-H, I-O, P-Z
  - Signs marked:
    - Pre-registration A-H
    - Pre-registration I-O
    - Pre-registration P-Z
    - New Registrations
    - Purchase extra Banquet Tickets
  - Registrar's Cash Box
  - Badges
  - Convention Program books
  - Paper
  - Pens
  - Pencils
  - Staplers
  - Tape
  - Calculator
  - Highlighters
  - Several schedules laid out on the table to help with questions

## CONVENTION DUTIES OF THE EDUCATION DIRECTOR

- The WCA Education Director is responsible for obtaining the lecturers and Education Suppliers for the convention. The goal should be to get the best lecturer available on any given subject. Consideration will be given to:
  - A well-rounded and balanced variety of subjects, including some traditional and some new or creative skill areas
  - Dealers with considerable clown experience in lecturing who may be asked to lecture as long as their lecture is not perceived as a "sales event" for what they sell.
  - Past Presidents of WCA and Board Members with considerable experience in clown-related subjects and who would benefit the organization by lecturing.
  - Input from the local clown alley, if there is one, concerning desired lectures and available lecturers in their area.
- The Education Director will schedule lectures appropriately, according to available times and space, with some general session featured lectures, and some 2 or 3 simultaneous lectures, and some hands-on workshops or jam sessions.
- The Education Director is responsible for contacting the various lecturers and sending them contracts indicating any financial arrangements (including meals, lodging, travel, transportation, and honorariums), or in-kind arrangements made (trade dealer space for lectures).
- Preliminary schedules will be available for publishing and advertising 8 months in advance. Contracts are to be finalized before the mid-term meeting prior to the convention. The schedule is to be finalized by the mid-term meeting prior to the convention.
- The Education Director will coordinate the special equipment needed by lecturers such as TV/VCR or microphones or music system.
- The Education Director will provide signs indicating which seminars are in which rooms during the convention, either on the doors or on easels outside the doors.
- ⊖ The Education Director should arrange for room hosts at each lecture. The Education Director may consider having a present officer, convention committee member or a WCA past president to introduce the presenter. These persons may also help the lecturer with lights, air-conditioning or audio/visual needs in the lecture room.
- ⊖ The Education Director should plan to gather evaluations from convention attendees.

## **EDUCATION DIRECTOR'S REPORT**

Updated and supplied each month to the Vice President

DATE

LECTURERS NAMES AND LECTURE SUBJECT

FEE ARRANGEMENTS

DATE CONTRACTED

FEATURED PERFORMERS

*Correlating Lectures by Featured Performers*

Submit a personal biography for each of the lecturers - to be used in the Convention Program book

Indicate any unusual arrangements required

# **WCA CONVENTION OVERALL EVALUTION**

How long have you been clowning? \_\_\_\_\_

Was this your first WCA convention? \_\_\_\_\_

What classes were not provided that you would like to see offered? \_\_\_\_\_

\_\_\_\_\_

What instructors would you like to see return (or not return)? \_\_\_\_\_

Who would you like to see as an instructor? \_\_\_\_\_

What vendor would you like to see return (or not return)? \_\_\_\_\_

What improvements could we make to competition? \_\_\_\_\_

\_\_\_\_\_

What suggestions could you make for our Jr. Joey program? \_\_\_\_\_

\_\_\_\_\_

Please provide overall comments or suggestions: \_\_\_\_\_

\_\_\_\_\_



## WORLD CLOWN ASSOCIATION, INC.

Congratulations!

August 1, 2005

You have been selected to be either a lecturer and/or featured performer at the 2006 World Clown Association Convention at the Don Laughlin's Riverside Resort Hotel & Casino in Laughlin, Nevada, March 19th-24th, 2006. After several weeks of gathering interested parties for their involvement with lecturing/performing in Laughlin, the list of lecturers and/or performers has been finalized and your preference for lectures and/or performances has been accepted.

You will find enclosed in this envelope two copies of an agreement spelling out the specifics of your lectures and/or performances that you have so graciously agreed to perform in Laughlin. Please sign, date and return one copy of this agreement at your earliest convenience to confirm these dates. Please feel free to keep one copy of this agreement for your own personal records. You may mail the signed agreement to Rick A. Zaborac, WCA Education Director at 10223 N. Spring Lane, Peoria, IL 61651-1347. Please include your 1-2 sentence capsule description about each lecture/performance that you will be presenting so it can be listed in our magazine "Clowning Around". If you have any additional questions or concerns, please call me at (309) 693-2707 or e-mail me at [rzaborac@hotmail.com](mailto:rzaborac@hotmail.com).

I thank you for your interest in helping with the 2006 WCA Convention and look forward to working with you on this great venture.

Sincerely,  
Rick A. Zaborac  
WCA Education Director



**WORLD CLOWN ASSOCIATION CONVENTION  
LETTER OF UNDERSTANDING - PERFORMERS and/or LECTURERS**

July 20, 2005

Name:  
Address:  
Phone Number:  
E-mail:

This letter is confirmation of your involvement at the following:

World Clown Association Convention  
Don Laughlin's Riverside Resort Hotel & Casino  
Laughlin, Nevada

Date: March 19-24, 2006

We are counting on you to perform or lecture as follows:

Honorarium:

Other Information:

- Please let us know as soon as possible if you have special needs or requests with regard to the above, including staging and sound requirements.
- We ask that the lecturer please not sell his lecture notes, books, etc. during the lecture but may make them available following the lecture.
- Please note that the World Clown Association does not provide travel expenses or your room accommodations, so please plan accordingly. Registration and hotel information available online at [www.worldclownassociation.com](http://www.worldclownassociation.com)
- We ask that you supply a 1-2 sentence capsule description about each lecture above that you are presenting so it may be listed in our magazine, "Clowning Around", at on our website, [www.worldclownassociation.com](http://www.worldclownassociation.com)
- For ease in bookkeeping, we are not able to trade a dealer's space or a registration for a lecture fee but will be giving you a direct payment for your services.
- Lecturers at the Annual WCA Convention are required to submit an educational article for publication in Clowning Around on a clown-related subject of their choice. The article is to be submitted to the Educational Director prior to the convention lecture.
- Please sign, date and return one copy of this agreement at your earliest convenience to confirm these dates. You may mail this document to Rick A. Zaborac, WCA Education Director at 10223 N. Spring Lane, Peoria, IL 61615-1347. We look forward to working with you. If you have any questions or needs, please call me at (309) 693-2707 or e-mail to [rzaborac@hotmail.com](mailto:rzaborac@hotmail.com)

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

WORLD CLOWN ASSOCIATION CONVENTION - 2006  
LAUGHLIN, NEVADA

ATTENDEES REVIEW

*In order to continue to have better and better conventions each year, we would appreciate your feedback on what we have done this year. Please take a moment and fill out the following information. You may choose to sign it or not but the information you give will help us plan our future events. Thank you.*

*On a scale of 1 to 5, with 5 BEING THE BEST rating that you can give, please evaluate by circling the following. If you did not attend a class, please circle that option.*

**CLASSES:**

<u>Sunday:</u>	
Clown Ministry - Norm Barnhart	Did not use/attend 5 4 3 2 1
Balloon Twisting for Beginners - Ken Stillman	Did not use/attend 5 4 3 2 1
Surprising the Eyes to Reach the Heart - Duane Loflin	Did not use/attend 5 4 3 2 1
Face Painting for Beginners - Paula Biggio	Did not use/attend 5 4 3 2 1
Clown Visits to Hospitals/Nursing Homes - O.J. Anderson	Did not use/attend 5 4 3 2 1
Family Fun Shows - Steve Kissell	Did not use/attend 5 4 3 2 1
Balloon Jam Session - Ken Stillman	Did not use/attend 5 4 3 2 1
Face Painting Jam Session (beginners) - Paula Biggio	Did not use/attend 5 4 3 2 1
Entertaining with a Yo-Yo Jam Session - Dave Tawney	Did not use/attend 5 4 3 2 1
<u>Monday:</u>	
Magically Delightful Routines for Children - Duane Loflin	Did not use/attend 5 4 3 2 1
Advanced Face Painting - Nina Dees	Did not use/attend 5 4 3 2 1
Improv Comedy - Norm Barnhart	Did not use/attend 5 4 3 2 1
Basic Make-up & Costuming - Betty Cash	Did not use/attend 5 4 3 2 1
Juggling Jam Session - O.J. Anderson	Did not use/attend 5 4 3 2 1
Face Painting Jam Session (advanced) - Nina Dees	Did not use/attend 5 4 3 2 1
<u>Tuesday:</u>	
Intermediate Balloons (cartoon characters) - Ken Stillman	Did not use/attend 5 4 3 2 1
Magic & Storytelling - Steve Kissell	Did not use/attend 5 4 3 2 1
Clowning with Puppets - Pat Lay Wilson	Did not use/attend 5 4 3 2 1
Sight Gags & Eye-Catching Comedy - Duane Loflin	Did not use/attend 5 4 3 2 1
Producing Smiles with Magic - Duane Loflin	Did not use/attend 5 4 3 2 1
Entertaining with Balloons - Steve Kissell	Did not use/attend 5 4 3 2 1
Birthday Party Clowning - Susan Kleinwacher	Did not use/attend 5 4 3 2
<u>Wednesday:</u>	
Physical Comedy - O.J. Anderson	Did not use/attend 5 4 3 2 1
Comedy & Magic with Balloons - Norm Barnhart	Did not use/attend 5 4 3 2 1
Clown Dancing & Movement - Susan Kleinwacher	Did not use/attend 5 4 3 2 1
<u>Thursday:</u>	
Comedy Bits & Magic Routines (class I) - Harry Allen	Did not use/attend 5 4 3 2 1
Clown Ministry Props - Jim Gorgans	Did not use/attend 5 4 3 2 1
Producing Smiles with Magic - Duane Loflin	Did not use/attend 5 4 3 2 1
Backdrops - How to Bring Your Stage Alive - Julie Varholdt	Did not use/attend 5 4 3 2 1

## ATTENDEES REVIEW - PAGE 2

### Friday:

Clowning as a Business - Jim Russell

Did not use/attend 5 4 3 2 1

Comedy Bits & Magic Routines (class II) - Harry Allen

Did not use/attend 5 4 3 2 1

### PERFORMANCES:

Sunday 8:30 p.m. - Duane Laflin

Did not use/attend 5 4 3 2 1

Tuesday 8:00 p.m. - O.J. Anderson

Did not use/attend 5 4 3 2 1

### COMPETITIONS:

Group Skit Competition

Did not use/attend 5 4 3 2 1

Makeup Competition

Did not use/attend 5 4 3 2 1

Balloon Competition

Did not use/attend 5 4 3 2 1

Single Skit Competition

Did not use/attend 5 4 3 2 1

Paradeability Competition

Did not use/attend 5 4 3 2 1

Jr. Joey Competition

Did not use/attend 5 4 3

2 1

### OTHER EVENTS:

Registration Handling

Did not use/attend 5 4 3 2 1

Theme Party

Did not use/attend 5 4 3 2 1

Riverside Resort & Casino Charity Event

Did not use/attend 5 4 3 2 1

Ba-Dina Auction

Did not use/attend 5 4 3 2 1

Parade at River-Walk

Did not use/attend 5 4 3 2 1

Junior Joey Program

Did not use/attend 5 4 3

2 1

Worship Service (held on Thursday)

Did not use/attend 5 4 3 2 1

### ADDITIONAL COMMENTS:

## CONVENTION DUTIES OF THE AWARDS DIRECTOR

- The Competition Director will run all competitions during the annual convention, including:
  - Makeup Competition:
    - Whiteface
    - Auguste
    - Tramp
    - Character
    - Clown Lite
  - Skit Competition:
    - Group Skit
    - Individual Skit
  - Variety Arts
  - Paradeability Competition
  - Balloon Competition
  - "All Around Clown" Competition
- The Awards Director will select judges for each competition category.
- The competitions will be run by established WCA competition rules. The decision of the WCA Competition Director is final in all disputes concerning competition.
- The Awards Director will arrange for 2 people to tally the judges' scores in each competition.
- The Awards Director will arrange for runners to deliver the judges' score sheets to the tally persons
- The Awards Director will arrange for each competitor in makeup, skit, balloon, and if possible, paradeability competition, to be photographed and those winning photos shown during the Annual Award Banquet. The Competition Director will be responsible for submitting pictures of all award winners and their names to the Editor of Clowning Around within two weeks of the end of the Annual Convention.
- The Awards Director shall present recommended changes in competition procedures to the Executive committee for approval at the Mid-Year Meeting.
- All awards for the WCA competitions will be announced by the WCA Awards Director at the Annual Awards Banquet and passed out by the WCA President with the assistance of the Awards Director.
- A registration number will be included in the registration packet so that each clown may attach this number to his/her costume for each competition. This will be that clown's number for the entire convention. Group skits, consisting of two or more clowns, will register at the competition registration desk at the start of the convention where they will receive a separate number of GS - for this competition only.
- World Clown Association will provide all award medallions for the clown competitions.
  - These awards are available through the WCA Business Manager.
  - For the winning Group Skit, all members will receive a medallion.
  - In the case of ties in any category, duplicate medallions will be awarded by the World Clown Association as set forth in the competition rules.

## AWARDS DIRECTOR'S REPORT

Updated and supplied each month to the Alley Director

### NAMES OF THE JUDGES AND THE CATEGORY THEY WILL BE JUDGING

### VOLUNTEERS FROM THE ASSISTING ALLEY

- Runners
- Talliers
- Stagehands
- Other helpers

### ARRANGEMENTS FOR:

- Sound System
- Drapes
- Lighting
- Staging
- Parade Route
- Rooms allocated for competitions
- Purchase of the award medallions
- Assorted necessary supplies

### COMMENTS

### EQUIPMENT FOR COMPETITIONS

### SKITS

- 1 timer
- 2 stagehands (help set/clean up the stage area and keep the next contestants ready to go on)
- 1 backstage helper (this person keeps the room orderly, keeps out non-contestants, and keeps the second contestant in line ready to go on).
- 1 sound technician
- 2 scorers
- 1 runner

### MAKE-UP

- 2 scorers
- 1 runner per make-up category if scheduled simultaneously
- 1 helper per category for assisting contestants on/off stage as well as double-checking contestant's costume for loose threads, straighten bow, etc.
- 1 backstage helper to assure that the waiting room area be for contestants only as this helps to assure a manageable and quiet environment.

## PARADEABILITY

2 scorers

1 runner

1 timer

3-4 people for additional help with crowd control and assisting with check-in, putting numbers on, arranging contestants in order.

## BALLOONS

1 timer

## LINE-UPS

Numbers are either drawn or contestants go in order of registration number. Registration number is placed on a straight pinned 3 x 5 card written in black marker and placed in the registration envelope.

Competitors will draw placement number at the time of competition registration. The entire list will be posted at the mandatory meeting.

## COMPETITION SET-UP

### SKITS

- Stage should be at least 16 x 24 feet and 2 feet high (taped legs and sections for safety purposes)
- Wings (drape and pipes) for both sides of the stage
- Get a sound system, timing lights, and stop watch
- Arrange tables and chairs for 3 judges
- Arrange table and 3 chairs for scorers and runner
- Set up room theater style
- Have a vacuum cleaner, folding table and 2 chairs on hand
- Check where the outlets are for the extension cords

### MAKE-UP

- If possible have one runway per category with the judges at the end of each runway.
- If the categories are run simultaneously, a runner per category is necessary for the scorers
- If 3 categories are judged simultaneously, arrange to have 3 stages no smaller than 8 x 8 foot with good lighting in each area

## BALLOONS

- Arrange to have a 6-8 foot skirted table for every 2 contestants
- Arrange to have a chair for each person at each table
- Line up chairs along the perimeter of the room for spectators
- Arrange to have a small table and 2 chairs for the Timer and Competition Director

- Room should be a minimum of 17 x 64 feet
- Have extra 3 x 5 cards available in case someone forgets theirs

#### PARADEABILITY

- This event should be held in a non-traffic area
- The area needs to be arranged and/or roped off to provide a barrier for spectators
- Provide tables and chairs for the judges and scorers
- Keep the area clear around the judges and scorers
- Competition Director determines the length of the parade route
- Competition Director plans a back-up route
- If possible, use walkie-talkies to aid in communication to keep everything going smoothly and keep the judges informed of problems and timing

#### JUDGES

- Consider treating the judges with snacks of pretzels, chips, soda pop
- Provide water for the judges and helpers
- Have a supply of sharpened pencils for their use
- All Judge Scoring Sheets need to be accessible on the Judges table

#### SUPPLIES AND ACCESSORIES

- 2 calculators
- pencils, pens, pads (hotel may supply these)
- stapler and extra staples
- sound system for skits
- 1 microphone for announcer and/or contestant
- stop watch/timing lights
- wings (drapes and pipe) for both sides of the stage for skits and variety arts competitions
- 3 x 5 cards and straight pins
- black markers
- large plastic bags for removal of balloon art (hotel may supply these)

## CONVENTION DUTIES OF THE CLOWN MINISTRY DIRECTOR

- The Clown Ministry Director will prepare a Clown Ministry Worship Service. Time frame should be arranged with the Education Director and Convention Chairman. This may happen during a lecture time or as a separate event.
- The Clown Ministry Director will give a brief memorial service for those of our members who have died during the preceding year. This may be done at the General Membership Meeting or as part of the worship service.
- The Clown Ministry Director may arrange for pre-convention or post-convention ministry outings in the local area of the convention.

## CONVENTION DUTIES CONCERNING EDUCATIONAL SUPPLIERS

- WCA will provide a large secured area for the Educational Supplier rooms. The area must be available to be locked with adequate security when not in use.
- The Educational Supplier Rooms will not be open during the WCA General Membership Meeting.
- The Convention Committee may arrange an Educational Suppliers Show to be held the first or second day of the convention. This may or may not be M.C.'d by the Educational Director.
- For planning purposes, assume 50 tables (20 dealers with 2.5 tables each) of 8' each, skirted, one or more tables in front with equal number behind for each Educational Supplier. Consider adequate aisle space for standing, shopping and free flow of traffic.
- Individual spaces will be determined by the Education Director and is limited only by the space available.
- Reservations must be made and space paid for by 60 days before the convention.
- It is not necessary for an Educational Supplier to be a member of WCA.
- If an Educational Supplier wishes to take advantage of any convention opportunities, including lectures, workshops, social events or meals, they must register for the convention.
- All Educational Suppliers will have clown-related merchandise unless space allows for other types of merchandise as well.
- Consideration will be given to providing a good mix of clown-related merchandise, including but not limited to, costumes, wigs, clown shoes, makeup, magic and props, puppets, face or hand painting supplies, and books.
- One space will be provided to the WCA free of charge where WCA merchandise can be sold and WCA information can be distributed.
- There will be a price set for a standard set-up of one 8' table in front and one behind. If an Educational Supplier wants more space than the standard set up, it can be arranged with the Educational Supplier Director.
- The Education Director will:
  - Select the Educational Suppliers



- Collect fees
- Be responsible for contracts
- Open and close the room - working with security personnel
- Maintain a positive relationship with security personnel
- Handle all "situations"
- Enforce all rules including the "No Smoking" rule
- M.C. the Educational Suppliers' Show or designate an M.C.
- Make sure trash is removed and the room is refreshed periodically during the day.  
Arrange times for this beforehand with the Convention Committee and hotel staff.
- Make sure that no one is ever in the room alone.
- Be responsible for the only key to the room besides the security personnel key.
- Post open and closed times on an easel outside the door

EDUCATION-DIRECTOR'S SUPPLIER'S REPORT  
Updated and submitted to Convention Committee each month

DATE

LIST OF EDUCATIONAL SUPPLIERS NAMES -SPACE REQUESTED

HAS CONTRACT BEEN SENT?                      DATE SENT?

HAS CONTRACT BEEN RETURNED?                      DATE RETURNED?

HAVE TABLE FEES BEEN PAID?                      DATE PAID?

HAS EACH SUPPLIER BEEN SOLICITED FOR ITEMS FOR THE BO DINO AUCTION?

ITEMS DONATED - BY WHOM

INDICATE ANY SPECIAL ARRANGEMENTS REQUIRED

James T. Gorgans  
18721 N.W. 149 Ave.  
Williston, Florida 32696

Dear Educational Supplier,

You are invited to be an Educational Supplier at the 2004 World Clown Association Convention. To be a supplier at this convention it is required that each supplier put at least 3 ads in the *Clowning Around Magazine*. This will be the major criteria in determining if you can participate.

We require  $\frac{1}{2}$  of the rental fee by December 15, 2003 and the final payment is due no later than January 31, 2004. Please note that this fee does not include convention registration. All checks must be made payable to World Clown Association. Sign two copies of this contract and mail one copy of signed contract and check to the Educational Supplier Chairman Jim Gorgans at the above address. If you fail to mail in your signed contract and deposit by December 15, 2003 you may forfeit your spaces. Each space rented will have one table at the front and one table at the back. Tables will be standard hotel tables average length will be 6 or 8 feet. The back table may be a school table size at some spaces. All front tables will be covered. Subletting space is not permitted.

This year Educational Suppliers will be working out of their rooms. All room cost will be the responsibility of the Educational Supplier to the hotel. Table fee will be paid to WCA. Educational Supplier hours will be posted in the convention program. Educational Suppliers will close down during the General Membership Meeting and during scheduled competition.

WCA would appreciate your support of the local hosting alley, by placing ads in the Convention Program. The Alley Convention Chair will provide you with all pertinent information. WCA holds an Educational Supplier show to aid in showing your wares, you will be allowed 3 minutes, so please don't run over time. If you are selected to lecture, you are not to sell your products during your lecture time. If this is abused it may impact future invitations from WCA.

World Clown Association reserves the right to require dealers to remove any signs, literature, etc. that are not in accordance with the morals, tone or attitude of the convention. By contract nothing may be taped to the walls. Educational Suppliers are to be courteous and helpful during the convention. All Educational Suppliers are to be prompt in responding to customer request and/or complaints during and after the convention. If for any reason someone is not acting in a professional manner anywhere on the convention site, it is your responsibility to advise the Convention Chair of WCA or any WCA officer immediately. Educational Suppliers WILL SET UP IN THEIR SLEEPING ROOMS.

World Clown Association accepts no responsibility for any items shipped to the convention site. You are advised to check the storage and/or receiving practice and

charges at the convention site if you plan to ship your inventory. The local hosting Alley may be able to assist with shipping needs and transportation to the convention site. Call or email the Educational Supplier Chair for this information. Please call the convention site directly for information on parking details for vans and motor homes. Also check with the convention site for security details regarding parking.

Please address all questions and concerns to Jim "Rusty" Gorgans at 352-528-6167 or email at [j.gorgans@worldnet.att.net](mailto:j.gorgans@worldnet.att.net). Don't delay get your signed contract in today.

Sincerely,



June and Jim Gorgans  
Educational Supplier Co-Chairs

SAMPLE



# WORLD CLOWN ASSOCIATION

Educational Suppliers . . . Annual Convention

Attention: Jim Gorgans

18721 N.W. 149<sup>th</sup> Ave., Williston, FL 32696

352-528-6167

E-Mail: jgorgans@webkraft.net



Date: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

This letter is confirmation of your involvement at the following World Clown Association Annual Convention:  
**Laugh-In At Laughlin** **Don Laughlin's Riverside Resort Hotel & Casino**  
**March 19-24, 2006** **1650 South Casino Dr., Laughlin, NV 89029**  
**Laughlin, Nevada** **1-800-227-3330**

Educational Suppliers Fee is \$200.00, which includes 7 tables. There is a charge for additional tables. Nightly hotel rate will be \$39.00 dollars for this room. If you choose to use this room only for supplies, you can also get this rate for a sleeping room. You must make your hotel reservations with Jim Gorgans for your room or rooms. A list will be provided to the hotel of our suppliers.

We are counting on you to:

- Participate in the Dealers' Show (Final Date TBA)
- Be closed during the General Business Meeting and featured performers' shows
- Advertise in our WCA Magazine (Crowning Around) with three ads or a dollar amount of \$200.00
- Contribute to the Bo-Dine Scholarship Auction (optional)

Other information:

- We understand that you cannot be involved in many of the convention activities such as lectures and daily events, but we can offer you a Dealer's registration of \$80.00 which will cover the cost of the Banquet, Welcome Party, and Theme Party, as well as hospitality rooms and social events. I would like to have a Dealer's Registration at this price: ☐ Yes ☐ No \_\_\_\_\_ additional
- The World Clown Association does not provide travel expenses or your room accommodations. Please make your plans accordingly. (See attachment regarding suppliers room)
- Please sign, date, and return one copy of this agreement at your earliest convenience to confirm these arrangements.
- If you have any questions or needs, please call 352-528-6167 or e-mail: jgorgans@webkraft.net. We look forward to working with you.
- Mail to: Jim Gorgans, 18721 N.W. 149<sup>th</sup> Ave., Williston, FL 32696.
- Full payment of registration, Educational Supplier Fee, and the 1<sup>st</sup> night room rent will be required upon acceptance of this agreement on or before January 1, 2006. **This proposal is void after this date.**

Total Paid: Educational Suppliers Fee \$ \_\_\_\_\_ For Registration \$ \_\_\_\_\_

First Night's Room or Rooms Rent \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Check/Money Order # \_\_\_\_\_ or \_\_\_\_\_

Visa/MasterCard # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_ Dealer \_\_\_\_\_ Date \_\_\_\_\_

WCA Educational Supplier Director \_\_\_\_\_ Dealer \_\_\_\_\_



EDUCATIONAL SUPPLIER CONTRACT  
2007  
FAIRBANKS, ALASKA

Please print or type the following information:

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The World Clown Association does not provide travel expenses or room accommodations. Suppliers must make their own plans accordingly.

The Educational Suppliers fee is 150.00 which includes 3 tables. (Additional tables are 50.00 per table). A special registration fee of 80.00 (tablets) will be offered to each supplier and their workers.

Request for phone service and electrical outlets must be made through the Educational Supplier Director and cost will be the responsibility of the supplier.

Hours of operation will be included in registration packet; however there will be a daily posting at the doors of the supplier's room. This room will be secured each evening. Suppliers are expected to have their tables manned during posted hours and closed during the General Business Meeting and featured performers shows.

Each Educational Supplier is solely responsible for any sales taxes for items sold and must post a sign regarding their return policy.

We ask that you participate in the dealers show. A drawing for position of presentation will be made and posted in the supplier's room. We are counting on you to advertise in our WCA Magazine (Clowning Around) with three ads at a dollar amount of \$200.00.

If you desire to contribute an item for the Bo-Dino Scholarship Auction please give your item to the Chairperson who will contact you.

Please make out your check to the World Clown Association and send to the following address. James Gorgans, 18721 NW 149 Ave, Williston, Florida 32694.

Educational Supplier Fee \_\_\_\_\_ number of registrations x 80.00 \_\_\_\_\_

Remit half of total by December 30, 2006 and the remaining by February 1, 2007.

By signing this agreement, you release and hold harmless World Clown Association from any and all liability for damages to person or property arising out of or in connection with the selling of your products to the Educational Suppliers Room.

Please sign, date and return one copy of this agreement to confirm by February 01, 2007 to: Jim Gorgans, 18721 NW 149 Ave, Williston, FL 32694.

I accept all terms of this agreement: Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fairbanks Princess Riverside Lodge  
Vendor Request/Instruction Form

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1. FPRL Extension cords used and not returned will be charged replacement fees.
2. Because of heavy demand for phone lines, FPRL offers wireless internet access using a Linksys card. This provides for much faster connection time than dial-up. Cards are available for purchase at Season's Gift Shop.
3. Shipped materials are to arrive no more than one week prior to your function. Your name and the function name are to be easily visible on all labels.
4. You must take delivery of all boxes at the same time. Storage of your supplies and materials is to be in your guest room. FPRL assumes no responsibility for any materials or displays left on, behind or beneath your vendor table.
5. You may not affix anything to the walls in the public spaces. Only trained FPRL employees are allowed to stand on ladders at this property. The art on the walls must remain on the walls. Large decorative trees may not be moved. Vendor tables and displays may not block exits or fire exits or interfere with the proper operation of automatic fire doors.
6. You are responsible for unpacking your boxes, repacking your boxes and properly disposing of any trash that results from these actions. Boxes, packing materials, tape, etc. can be purchased at local stores located within one mile of FPRL. All boxes to be disposed of must be broken down. Labor and disposal fees will be charged if FPRL staff is required to pack or dispose of materials.
7. You must make your own shipping arrangements. All of your materials must be packaged, labeled and ready for pick up. Neither FPRL's front desk nor receiving department is authorized to make these arrangements for you. Labor and handling fees will be charged on boxes for which you do not make arrangements.



## **WORLD CLOWN ASSOCIATION, INC.**

January 24, 2007

### **Reminder Update**

Dear Educational Supplier,

Listed below are the items that I have or have not received from you. Please review your contract for dates that these items are due. If your plans have changed and you are not planning to attend Fairbanks please notify me of this immediately. If you have any questions regarding advertising in Clowning Around please contact our editor Jim Russell.

Yours truly,

Jim Gorgans  
Educational Supplier Director

Yes No

1. Signed contract
2. Registration fee
3. Educational Supplier fee

Have you made your hotel reservations?

I have enclosed a copy of the schedule please note the date and time you can set up. Also I have enclosed the information regarding shipping to the hotel. If you should have any questions that I can assist you with please drop me a line or call 352-528-6167. I plan to arrive on Saturday the 10<sup>th</sup> and will be available to assist you upon your arrival

### **CONVENTION DUTIES OF THE SCHOLARSHIP CHAIR**

- The Scholarship Chairperson will collect items to be used for the Scholarship Auction during the convention.
- The Scholarship Chairperson will work with the Convention Committee to set up a time and place for the Auction to be held at the convention.
  - This may be a block of time for a live auction
  - This may be a silent auction during the reception before the Banquet
  - This may be done over several days at specified times



- The Scholarship Chairperson will arrange the auction, choosing an auctioneer, the person to tally funds, runners, and others needed to generate as many funds as possible for the scholarship fund.

### **CONVENTION DUTIES OF A LOCAL ALLEY**

(If there is one for the chosen site. If there is no local hosting alley, the following are duties of the Convention Committee)

- The local hosting alley delegate works with the Regional Director to pursue all areas of sponsorships, grants, or donations for the convention.
- The convention program book is set up by the local hosting alley and is a fund-raiser for that alley.
  - Ads are solicited from local businesses to cover the cost of printing the book.
  - The first page should contain a welcome letter from the WCA President at no charge to WCA.
  - The centerfold of the program book will consist of the convention schedule and adjacent pages to the centerfold may contain information about the lecturers and dealers, all at no charge to WCA.
  - The host hotel shall be solicited to buy the back cover or inside back cover of the program book.
  - The program book must receive final approval from the Convention Committee before it can be printed.
- The local hosting alley may arrange for welcoming decorations to be placed at registration area at their own expense. Platform décor and signage should be developed in cooperation with the Marketing Director.
- The local hosting alley arranges for publicity coverage from Newspapers and TV during the convention
- The local hosting alley provides a welcoming committee of clowns to meet and greet registrants at the opening of the convention
- The local hosting alley provides assistance during the convention (as requested by the Business Manager) for areas which may include:
  - Registration table - 4 people on opening day, 2 people thereafter
  - WCA sales table of T-shirts, patches, etc. - 2 people
  - Help at competition sign-up table - 2 people
  - Helpers and runners for competitions - 6-8 people per competition
  - Set up for Annual Banquet including centerpieces, table programs, decorations, other special arrangements - 8 people or more if required
- The local hosting alley makes welcoming goody bags for each registrant, including pens, paper, freebies, information about the local area tourist sites, maps of nearby attractions, hotel amenities, and other "goodies" to make the attendees feel welcome.

- Members of the local hosting alley who attend the convention shall pay the full convention registration fee.

### LOCAL HOST ALLEY REPORT

Updated and submitted to Convention Committee Chair each month

WHAT CONTACTS HAVE BEEN MADE WITH THE REGIONAL DIRECTOR TO LOCAL CONVENTION BUREAUS OR BUSINESSES FOR FINANCIAL AID TO THE CONVENTION?

WHAT PUBLICITY HAS BEEN ARRANGED BEFORE THE CONVENTION?

WHAT PUBLICITY HAS BEEN ARRANGED DURING THE CONVENTION?

WHAT ITEMS HAVE BEEN GATHERED FOR THE GOODY BAGS?

WHAT ARRANGEMENTS HAVE BEEN MADE FOR CONVENTION DECORATIONS?

LIST ANY SPECIAL ARRANGEMENTS MADE FOR THIS CONVENTION BY YOUR ALLEY

### CONVENTION DUTIES OF THE REGIONAL DIRECTOR

As an officer of WCA, the Regional Director should be the one to contact local organizations for financial help with the convention. The Regional Director will work with the local host alley delegate to make these contacts. This financial help may be in the way of:

- Sponsorships from local businesses, who might choose to underwrite the cost of a hospitality room or pay for the cost of the award medals.
- Matching grants from businesses for bringing business to the local area.
- Grants or giveaways from local or regional convention bureaus. The hotel will be able to provide information on such convention bureaus and there are many things that they may provide including:
  - Goody bags
  - Maps of the local area
  - Financial grants for advertising the convention
  - Financial grants to help with the parade
- Grants or giveaways from local or regional Chambers of Commerce. The hotel will again be able to give information on the local Chamber of Commerce and they may have sponsorships or grants available for national conventions coming into the area.

### **ARRANGEMENTS FOR THE WCA BOARD MEETING(S)**

- The WCA Bylaws state that the Board of Directors shall have 2 meetings held at the convention site. One before the *General Meeting* and one sometime after conclusion of the convention (with the new BODs.)
- The Convention Committee will arrange a conference room large enough for all the Board Members to attend the WCA Board Meetings.
- The room will contain a head table and microphone and may be a conference table or theater seating to accommodate the entire WCA Board and any special guests.

### **ARRANGEMENTS FOR THE WCA GENERAL MEMBERSHIP MEETING**

- The Convention Committee will arrange with the hotel to have a large meeting room with head table, microphone and adequate seating to hold the annual WCA General Membership Meeting.
- The meeting room shall be set up theater style and have microphones placed in each aisle for members to communicate.

### **ARRANGEMENTS FOR THE ANNUAL AWARDS BANQUET**

- The President shall outline the agenda, including, but not limited to,
  - Welcome
  - Introduction of Guests
  - Invocation by Clown Ministry Director
  - Dinner
  - Entertainment
  - Comments of Outgoing President
  - Installation of Officers
  - Comments of Incoming President
  - Presentation of Awards
    - Bo Dino Scholarships
    - Jr. Joey Scholarships
    - Alley of the Year
    - Clown of the Year
    - Competition Awards for
      - Jr. Joeys
      - Makeup
      - Skits
      - Balloons
      - Paradeability
- The Convention Committee will have the program printed and a copy placed on tables for each person attending the banquet.
- The Convention Committee will arrange with the hotel to have the Annual Awards Banquet the final evening of the convention
- The room will be set up banquet style with round tables for 8 - 12 persons.

- Subject to the wishes of the President, a head table will be on risers for the Executive Committee and special guests
- The head table will have a podium and microphone
- Reserved tables may be arranged in the front area of the room for Past Presidents and Guests or for the Local Host Alley. Guests may include Presidents of other International Clown Organizations, Hall of Fame Inductees, Presidents of Regional Clown Organizations, etc.
- There will be a table set up near the front of the room for the awards display
- There will be a projector, large screen, and sound system for showing the award winners
- Centerpieces may be given as door prizes at the Annual Awards Banquet
- The President will be in charge of arranging seating at all head tables. Place cards shall be provided by WCA at the President's direction.

## **INSTALLATION OF OFFICERS AT THE ANNUAL BANQUET**

### **INSTALLATION OF WORLD CLOWN ASSOCIATION PRESIDENT**

You, (name of President), as current President-Elect of the World Clown Association, are presenting yourself here this evening to pledge your service to us as President for the coming year.

The membership of this Association has honored you and placed its faith in your leadership by electing you to this position. During the upcoming year, you will be our leader. As such, I charge you to remember that real leadership is allowing others to show their talents. Remember that as the leader you are the number one member of this Association, not only in the eyes of the membership and potential members, but also in the public eye. Be positive and enthusiastic in your leadership. The negative viewpoint will always be provided by someone else, but don't let it come from you.

I doubt that any person could anticipate the extent or the exact nature of the tasks which you will need to perform as our President, but I charge you to be firm in your goals and be enthusiastic about the work of the World Clown Association. Remember, nothing great has ever been accomplished without enthusiasm.

I charge you to inform your members on an ongoing basis. The members will be loyal to this association only if they know that the leadership cares about them and their interests. Let your love for clowning through the World Clown Association be known by the members.

If you believe that you and the World Clown Association can continue to grow and prosper, as long as we continue to stand firmly upon the principles and ideals upon which this Association is founded, and if you hereby, of your own free will, pledge yourself to the responsibilities of the office of the President of the World Clown Association for the year (state the year), then repeat after me:

I (state your name) ... do hereby solemnly swear... to fulfill with diligence ... and to the limits... of my abilities... the duties of the office... of President ... of the World Clown Association... for the year (year).

Congratulations (Mr. or Madam) President

## INSTALLATION OF WORLD CLOWN ASSOCIATION OFFICERS

Will the duly elected members of the World Clown Association Board of Directors come forward as I call your name... (read the list of newly elected board members)

Taking to your hearts all that has been charged upon your President, if you hereby, of your own free will, also pledge yourselves to the responsibilities of your newly elected offices of the World Clown Association for the year (state the year), then repeat after me:

I (state your name) ... do hereby solemnly swear ... to fulfill with diligence ... and to the limit... of my abilities ... the duties of the office ... to which I have been elected... by the members ... of the World Clown Association... for the year (state the year)

Thank you and congratulations to our new Board of Directors. Our new officers shall assume their duties at the conclusion of this convention.

## ADDENDUM

The Convention Handbook is to be updated annually to include sites, dates, number of registrants and profit or loss amount for every year's convention.

All final convention reports should be filed with the WCA business office and when requested, copied and made available for current convention committees.

Year	Site	Country	From	To	Registrants	Profit/Loss
1983	Atlanta, GE	USA				
1984	Las Vegas, NV	USA	April 4th	April 8th		
1985	Las Vegas, NV	USA	April			
1986	Delevan, WI	USA	April 9th	April 13th		
1987	San Diego, CA	USA	April 7th	April 12th		
1988	Jacksonville, FL	USA	April 13th	April 17th		
1989	Milwaukee, WI	USA	April 18th	April 23rd		
1990	Minot, ND	USA				
1991	Bognor Regis	England	March 12th	March 17th	600	
1992	Las Vegas, NV	USA				
1993	Merrillville, IN	USA	April 21st	April 25th		
1994	Orlando, FL	USA	April 27th	May 1st	478	

1995	Southport	England			350	
1996	Laughlin, NV	USA				
1997	Peoria, IL	USA				
1998	Lowell, MA	USA				
1999	Glasgow	Scotland				
2000	Toronto, ON	Canada				
2001	Orlando, FL	USA	April 24	April 29		
2002	Mesa, AZ	USA	April 2	April 7	214	
2003	Jacksonville, FL	USA	March 18	March 23		
2004	Albuquerque, NM	USA	March 9	March 14		
2005	Peoria, IL	USA	April 5	April 10		
2006	Laughlin, NV	USA	March 19	March 24	200	
2007	Fairbanks, AK	USA	March 11	March 15	70?	(1,564.34)
2008	Orlando, FL	USA	April 13th	April 17th	254	14,642.15
2009	Denver, CO	USA	March 16th	March 20th	125	(17,422.24)
2010	Winnipeg, MB	Canada	April 18th	April 23rd	162	7,336.90
2011	New York, NY	USA	March 14th	March 18th	174	10,312.43
2012	San Diego, CA	USA	March 19th	March 23th	109	(1,778.29)
2013	Kuching, Boreno	Malaysia	February 25th	March 2nd	159	6,725.03
2014	Northbrook, IL	USA	March 25th	March 29th	218	10,212.99
2015	Reno, NV	USA	March 22nd	March 26th	189	1,028.98
2016	Orlando, FL	USA	March 7th	March 11th	193	6,964.33
2017	Bangkok, Thailand	Thailand	March 27th	March 31st	209	(9,883.78)
2018	Bloomington, MN	USA	March 12 <sup>th</sup>	March 16th	200	9,863.68
2019	Albuquerque, NM	USA	March 3 <sup>rd</sup>	March 7th	128	