

Convention Organization Guidelines

February 2026

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CHAPTER 1: OVERVIEW OF CONVENTION ORGANIZATION

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INTRODUCTION

1. During the modern-day history of Jehovah's Witnesses, conventions have played a very important role in uniting the brotherhood and providing spiritual "food at the proper time" prepared by "the faithful and discreet slave." (Matt. 24:45-47) On such occasions, the worldwide brotherhood enjoys a spiritual feast at Jehovah's table and is taught by him to do his will. (Ps. 23:5; 143:10; Isa. 25:6; 54:13) The need for such a provision becomes all the more evident as Jehovah's great day draws near.—Heb. 10:24, 25.

2. It is thrilling to see Jehovah's people willingly caring for the many organizational matters involved with conventions. (Ps. 110:3) Making convention arrangements for large numbers of people involves much time and effort. Most of this activity is not observed by our brothers. Since we "do all things for God's glory," it is a privilege to assist the faithful and discreet slave in this unique way. (1 Cor. 10:31) We appreciate your willingness to care for an assignment that involves the spiritual interests of all who attend, especially those of our brotherhood.

3. *Convention Organization Guidelines* (CO-1) is for the use of each appointed Convention Committee member, Convention Committee member assistant, convention chairman, circuit overseer, substitute circuit overseer, Assembly Hall overseer, assistant Assembly Hall overseer, department overseer, assistant department overseer, safety coordinator, assistant safety coordinator, contract representative, assistant contract representative, rooming coordinator, assistant rooming coordinator, and Convention Equipment Pool Committee members. It is also provided to all brothers appointed as qualified to serve on a Convention Committee, whether they will receive an assignment in a given year or not. This material may not be reproduced except for use by the persons noted above. Before each convention, the Convention Committee should confirm that all those involved with convention organization have the latest version of *Convention Organization Guidelines*. Although only the aforementioned brothers should have access to *Convention Organization Guidelines* as a whole, department overseers should ensure that keymen read the portions that pertain to their assignments.

PRELIMINARY ARRANGEMENTS

4. Each year, the Convention and Assembly Desk in the Service Department writes to the contract representative and a rooming coordinator and directs them to conduct a survey in cities in the branch territory to determine where conventions can be held the following calendar year. If dates are already on hold at a facility, the contract representative will confirm those dates and inform the rooming coordinator. The rooming coordinator can then proceed with the hotel rooming survey, following the instructions in *Convention Rooming Guidelines* (CO-80). While the appointed rooming overseers should be involved in the rooming survey, the rooming coordinator may select other qualified local brothers to assist as needed.

5. The contract representative and the rooming coordinator have one or more assistants appointed by the branch office. The rooming coordinator and the contract representative are to provide the Convention and Assembly Desk with interim progress reports, and as needed, the Convention and Assembly Desk will give direction on how to proceed. When directed to do so, the rooming coordinator and the contract representative should report their survey results to the Convention and Assembly Desk. Thereafter, the results of the surveys will be analyzed as negotiations with facility management continue. Surveys in alternate cities can be initiated if needed. In due course, the contract representative and rooming coordinator will be directed to finalize the facility and rooming agreements in the locations selected by the Convention and Assembly Desk for the following year's convention(s).

ROLE OF CONVENTION COMMITTEE

6. The branch office appoints a Convention Committee made up of three brothers to oversee each convention. The committee comprises a Convention Committee coordinator, a program overseer, and a rooming overseer. After each brother receives his committee assignment letter, he should prayerfully analyze his personal situation to see if he has the time and circumstances to fulfill this weighty assignment. (Luke 14:28) Brothers will not serve as Convention Committee members after they reach 80 years of age.

7. The branch office will inform the Convention Committee in writing if a member of the Branch Committee, a member of the Governing Body, or a helper to the Governing Body has been assigned to the convention. The Convention Committee is responsible to show hospitality by arranging accommodations, transportation, and meals for the visiting brother and his wife. The Convention Committee should also ensure their safety and security throughout their visit. Local brothers and sisters normally view it as a privilege to use their private funds to provide meals.—Rom. 12:13; Heb. 13:2.

- (1) The opportunity also exists to show hospitality to others in special full-time service that will be attending your convention from outside of the local area, such as Bethel speakers, special pioneers, circuit overseers, and field missionaries. Keeping the hospitality arrangements simple can be mutually encouraging.—See 2:19.

8. While sharing equal responsibility for the overall operation of the convention, the Convention Committee members should take initiative in matters under their individual oversight. At the same time, the committee should communicate regularly, keeping in mind that some matters should be considered by the committee. (Prov. 13:10) During the convention, the committee will function from the Convention Committee Office. At least two members of the committee must be on-site at all times that the facility is open for our use.

9. Committee members should always follow Bible principles in dealing with others. Their fine example will be observed and followed by others in the convention organization. If problems develop, the committee should assist the brothers in a mature, kind way so that peace

and unity are maintained. (1 Pet. 4:8-10) Humbly working together and giving unified direction will ensure that the convention functions smoothly.

10. Each Convention Committee member oversees selected departments, as shown in the following chart. Depending on local circumstances, some departments listed may not be needed.—See [2:75](#); [3:55](#), [80](#), [86](#).

Convention Committee Coordinator	Program Overseer	Rooming Overseer
Convention Committee Coordinator Assistant	Program Overseer Assistant	Rooming Overseer Assistant
Accounts	Audio/Video	Cleaning
Attendant	Baptism	Information and Volunteer Service
First Aid	Tactile Interpretation (sign-language conventions only)	Installation (if needed)
Parking		Lost & Found and Checkroom
		Rooming
		Trucking and Equipment (if needed)

11. Although department overseers have the responsibility to organize their departments in accordance with the standardized local operating plan posted on JW Drive, each committee member should regularly check with the department overseers to ensure that the departments under his supervision are running smoothly. Two to three months before the convention, the committee should know the status of all departments. If a department is understaffed, the committee member responsible should assist the department overseer to correct the situation.—See [1:42-43](#); [3:52-54](#).

12. Each day of the convention, committee members along with their assistants should personally visit the departments they oversee. They will look for areas where they can give commendation and help the brothers to improve their departmental operations. If a committee member observes a problem in a department he does not oversee, he should bring it to the attention of the committee member responsible for that department. If immediate attention is needed, the committee member observing the problem should take the appropriate action and thereafter inform the responsible committee member as soon as possible.

13. Each overseer is responsible for the operation of his department in accordance with the standardized local operating plan posted on JW Drive. However, for a smooth transition from week to week, each department overseer should convey any pertinent information to the department overseer for the following convention. This is especially important with the Audio/Video Department.

14. Departments should not be eliminated or combined under one overseer unless the convention is held at an Assembly Hall. (See [2:75](#).) Maintaining separate departments provides good training for future growth.

ROLE OF CONVENTION COMMITTEE COORDINATOR

15. The Convention Committee coordinator serves on the Convention Committee in much the same way as the coordinator of the body of elders on a congregation elder body. He is the chairman of the meetings of the committee. Like his fellow committee members, he has direct oversight of some convention departments. He represents the committee in handling facility-related matters that are included in the contract. (See [2:70](#)) In advance of the convention, the Convention Committee coordinator should provide a copy of the *Convention Accounts Audit Report* and a copy of the *Instructions for Event Accounting* (CO-63) to the auditor selected by the program overseer and rooming overseer.—See *Instructions for Event Accounting* (CO-63), under the section “Auditing.”

16. On the morning after the convention, the Convention Committee coordinator should use JW Hub to submit the *Postconvention Report* (CO-62) to the Convention and Assembly Desk in the Service Department. The attendance and baptism figures in this report should include any congregations that were originally assigned to attend the convention but received permission to tie in to the program. Accounting records should be forwarded to the branch Accounting Department as directed in *Instructions for Event Accounting* (CO-63).

17. The Convention Committee coordinator should retain copies of certain documents related to the current year’s convention, even if he does not serve as the Convention Committee coordinator the following year. Such documents may include selected accounting records as directed in *Instructions for Event Accounting*.

ROLE OF PROGRAM OVERSEER

18. The program overseer cares for the physical matters that support the convention program (audio, video, stage, and so forth) and works closely with the convention chairman. The program overseer or his assistant should be present for each walk-through conducted by the chairman or his representative. In the event that the Convention Committee coordinator cannot fulfill part of his assignment during the convention, the program overseer will assume that responsibility.

19. The program overseer should ensure that the audio/video (AV) overseer provides a copy of *Audio/Video Guidelines for Assemblies and Conventions* (CO-160) to all in his department. Although at times the overseers of the AV crews may be more familiar with the technical aspects of the work than the program overseer, he should be thoroughly familiar with all of the direction contained in the *Convention Stage and Audio/Video Guide* (CO-13) and in *Audio/Video Guidelines for Assemblies and Conventions*. Prior to the convention, the program overseer should ensure that the AV overseer, AV assistant overseers, and other key brothers in the AV Department have been assigned the correct responsibilities using the JW Hub Convention Information feature and that they have access to all the necessary material.—See [2:15](#).

20. The program overseer and the convention chairman should meet together no later than one month prior to the convention to review each other’s roles and to consider specific information that is relevant locally. The purpose of this meeting is to make it easier to cooperate so as to ensure that the program is presented at the highest level possible. During this meeting, it would be helpful for the program overseer to provide the convention chairman

with the names of the brothers from the AV Department who will attend the walk-throughs for each session. Likewise, it would be helpful for the convention chairman to provide the program overseer with the names of the brothers who will be conducting each walk-through and to specify at what time the walk-throughs will begin. They should also discuss how and when the convention chairman would like the AV representative to convey the necessary reminders and instructions to program participants during the walk-throughs.—See *Audio/Video Guidelines for Assemblies and Conventions*, chapter 5 and appendix E.

21. Although speakers on the program may keep their copy of the outline, the program overseer should destroy all other outlines and program materials (whether printed or electronic) after the convention. Such material should not be given to anyone for personal use.

22. The program overseer should prepare a convention program that lists the name of each speaker beside his assigned part. (A version of the program with editable fields will be posted on JW Hub for this purpose.) On the first day of the convention, the program overseer should provide a copy of the program to the Information and Volunteer Service Department as well as to each Governing Body member, appointed helper to a Governing Body committee, and Branch Committee member in attendance. Once program participant assignments are made, the program overseer can access the roster on JW Hub by using the “Convention Speakers” link on the “Lookup” tab. The roster will be updated by the branch office as needed.

ROLE OF ROOMING OVERSEER

23. In addition to being a member of the Convention Committee, the rooming overseer serves as the overseer of the Rooming Department. He should carefully study *Convention Rooming Guidelines* (CO-80) and follow through accordingly.

24. If there is a need to revise the information on the online *Rooming List*, the rooming overseer should notify the affected congregations. The Contact Search feature on the “Lookup” tab on JW Hub can be used to obtain the addresses for congregations assigned to the convention. The addresses may then be downloaded as a spreadsheet. Be sure to download this information each time a mailing is sent to the congregations. Please be mindful of the confidential nature of this data.

25. The Rooming Department should be set up at an appropriate place in the facility for the assistant overseer(s) and keymen to handle routine rooming matters. If problems are encountered for which they need assistance, they should contact the rooming overseer.

26. The rooming overseer is responsible for providing the attendant overseer and the information and volunteer service overseer with a sufficient supply of simple directories showing the location of all convention departments other than areas dealing with accounts. (See 3:11, 51.) Copies should also be provided to committee members, their assistants, the convention chairman, and all other department overseers as needed. Directories should not be provided to attendees in general.

COORDINATION WITH OTHER CONVENTION COMMITTEES

27. If more than one Convention Committee is serving in the same facility, the committees should initially meet together to make necessary decisions. The committee for the first convention will take the initiative to arrange for this meeting. The Convention Committee coordinator for the first convention may serve as chairman. The contract representative, the rooming coordinator, and their appointed assistants should be included in the joint meeting

to provide direction on matters related to the facility and rooming. The purpose of the joint meeting is to make decisions on matters that will affect all the conventions. These matters will include the location for the end stage and design guidelines that the installation overseers will keep in mind when developing designs for approval by all the committees. They will also determine department locations and other matters requiring joint decisions. (See [2:86](#).) Once these decisions are made, they will be binding upon all the conventions held that year at that facility. Principles of good communication should apply in the committees' dealings with one another. (Prov. 15:22) With good cooperation and planning, the need to have the contract representative make special requests of the facility management or its staff just prior to or during the conventions can be minimized or eliminated.

28. A separate purchasing department should not be set up. However, where practical, the committees should arrange to combine the purchase of items used by all the conventions. Buying in larger quantities and using cooperative vendors keeps costs down and saves duplication of effort. If multiple conventions are involved, any surplus items can be passed on to the next convention. Some vendors may accept unopened cartons of unused items for full credit. Before making any large purchases or rentals, Convention Committees should consult with their assigned Convention Equipment Pool Committee to see if they already have the items or can assist in obtaining the items at a reduced rate.

29. The Local Broadcasting Department will contact the program overseer for the first convention about the audio and video equipment needs for the convention(s) at that facility. The program overseer will thereafter contact the program overseers for subsequent conventions held in the same facility to compile their comments for the Local Broadcasting Department. —See [3:24](#).

SELECTING AND ASSIGNING QUALIFIED MEN

30. **Convention Committee Member Assistants:** Soon after the Convention Committee members have accepted their assignments, they should meet to select capable elders to serve as committee member assistants. They should select younger men who have potential and who are reaching out. Those selected should have experience in convention organization, and with training they should be able to serve as committee members. In most cases, committee members should be unanimous in their selection of those who serve as assistants. To the extent possible, they should first choose from among those who have already served as committee member assistants or department overseers and who may have also been recommended in the past to serve on a committee. When selecting assistants, committee members should not choose from only those brothers with whom they are most familiar. In some cases, the Convention and Assembly Desk in the Service Department may provide the committee members with direction specific to their convention. Committee members should feel free to contact the Convention and Assembly Desk for assistance as they review their options as a committee.

31. Committee member assistants can attend committee meetings, including the meeting when department overseers and assistants are selected and any meetings with other committees. Convention-related messages sent to the entire committee via JW Hub should be shared with committee member assistants. While they may participate in discussions, the committee is responsible for making final decisions. However, they should not be viewed merely as helpers. With proper training, they may qualify to care for all aspects of committee responsibilities and thus be recommended to serve on a committee in the future.

32. During the convention, they may be used to handle problems of a minor nature, make out confidential reports, accompany the appropriate committee member when he personally

visits the departments he oversees, accompany the committee on site inspections, and care for other matters at the direction of the committee. They should be able to convey direction when a member of the committee is not available. There should not be need for additional personnel in the Convention Committee Office other than some secretarial support.

33. Department Overseers and Assistants: The Convention Committee and the Convention Committee member assistants should meet to select qualified elders to serve as overseers and assistants for the various convention departments. Consideration can be given to selecting qualified brothers who may be in congregations farther away from the convention city, allowing them the opportunity to accept assignments as well. These selections should be completed and the brothers informed several months before the convention, so that they will have sufficient time to recruit keymen and volunteers and organize their departments fully. Committees may assign two assistants to convention departments for training purposes, where practical. In cities where multiple conventions are held, it may be practical to share a combined organization list for reference the following year.

34. The committee should select the most qualified brother for each assignment, realizing that each brother has different gifts. (Rom. 12:3-8) The committee may select as department overseers or assistants brothers who are appointed as qualified to serve on a Convention Committee but who are not serving on a committee in a given year. Those selected must be less than 80 years of age and have the time required to fulfill all aspects of the assignment. The same Scriptural qualifications for oversight in the congregation apply to convention oversight. Overseers should be able to give direction and instructions in a loving manner. They should display the fruitage of the spirit at all times. They should take the time to observe those working under their oversight and freely commend them for their efforts.—Ex. 18:21; Gal. 5:22, 23.

35. The committee should review the up-to-date assembly organization rosters and any further recommendations provided by the circuit overseers of the congregations assigned to the convention. The committee may use this information in their selection of department overseers and assistants. This information may also be supplied to department overseers so they can recruit keymen and other volunteers for their departments. The contact information for the circuit overseers of the assigned congregations may be found on JW Hub, using the Contact Search feature on the “Lookup” tab.—See [3:52-54](#).

36. Before inviting brothers to serve as department overseers or assistants, the Convention Committee coordinator should speak with the convention chairman about the personnel needs of the Chairman’s Office. At times, a qualified brother whom the Convention Committee would like to use may be needed more by the Chairman’s Office. With good communication and advance planning, the needs of convention departments can be balanced with the needs of the convention chairman.—1 Cor. 10:24.

37. When selecting an elder to serve as a department overseer or assistant, it is usually not necessary to seek the comments of his Congregation Service Committee. However, if the Convention Committee wishes to use a brother who has moved to a new congregation but has not yet been reappointed as an elder, the committee should confirm that he was recommended for reappointment by his previous body of elders.

38. Department overseers and assistants should generally be selected from the congregations assigned to the convention. The committee should direct department overseers to select their own keymen, although the committee may recommend the use of certain experienced brothers as needed.

39. In the rare event that a qualified elder is not available to serve as a department overseer or assistant, a well-qualified ministerial servant may be used. Unless there is an exceptional need and approval is given by the branch office, Bethel family members should not be used as department overseers or assistants. To avoid giving a wrong impression, a father and son should not be selected to serve as the accounts overseer and assistant.

TRAINING

40. Convention Committees and department overseers should be conscious of training others, especially younger men who have potential and who are reaching out. There is value in a brother receiving training in various departments, if possible. Progressive training may include serving as a keyman, assistant department overseer, and then as a department overseer. Brothers who qualify may serve as a Convention Committee member assistant and be recommended to serve on a committee.—See [2:8-11](#).

41. Information regarding a qualified brother who has been trained and who has potential for more responsibility should be retained for use by next year's committee. If needed, information regarding which convention a brother is assigned to attend can be obtained from the Convention and Assembly Desk in the Service Department.

PERSONAL RECRUITING

42. Each department is responsible to recruit its own volunteers well before the convention. As soon as department overseers and keymen accept their assignments and read their instructions, they should begin recruiting. They should recruit volunteers from among those assigned to the convention. The volunteers should be known personally by them. (See [Chapter 3, paragraphs 23 and 69](#), for exceptions to this direction.) If a department overseer, his assistant, and his keymen are unable to recruit sufficient volunteers, the Information and Volunteer Service Department should provide assistance. (See [3:52-53](#).) Those with access to the JW Hub convention domain can view the congregations assigned to the convention using the Contact Search feature. For large departments, keymen may need to select captains. These captains may assist in the recruiting process. The keymen must keep the department overseer informed of their progress.

43. Volunteers must be at least 18 years old to serve alone. Those who are 15 to 17 years of age may serve in an assignment appropriate to their age and experience with their parent or legal guardian if it is legally permissible locally. Sisters, unbaptized publishers, and undocumented immigrants should not be used in positions of oversight or to give direction to others. As long as good judgment is used, there is no objection to wives serving in the same department as their husbands. Volunteers should be approved by the elders of the congregation they attend.

CONVENTION CHAIRMAN

44. The branch office appoints the convention chairman to oversee the program itself. He is to cooperate with the Convention Committee and work closely with the program overseer and the Audio/Video (AV) Department. The convention chairman or someone he assigns will conduct walk-throughs with program participants prior to each session. Although the AV representative is assigned to convey certain direction to program participants and may be more familiar with the technical aspects of the work than the convention chairman, the convention chairman should be thoroughly familiar with all of the direction contained in the *Convention Stage and Audio/Video Guide* (CO-13) and the direction in *Audio/Video Guidelines for Assemblies and Conventions* (CO-160) regarding walk-throughs. He should work

closely with the AV representative to ensure that this direction is followed. No less than one month before the convention, the convention chairman and the program overseer should review together how and when the convention chairman would like the AV representative to convey the necessary reminders and instructions to program participants during the walk-throughs. (See [1:20](#).) For a complete description of the work of the chairman, see *Instructions for Convention Chairman* (S-329).

INTERNATIONAL CONVENTIONS

45. When the Governing Body arranges for international conventions, specific direction will be provided to the Convention Committee(s).

CHAPTER 2: GENERAL INFORMATION

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IDENTIFICATION CARDS

1. The Convention Committee may make an identification card that can be used to gain access to restricted convention areas other than the Accounts Department. If needed, this card should be given only to Convention Committee members and their assistants, the convention chairman and his assistants, department overseers and their assistants, and the safety coordinator and his assistant(s). In commercial facilities, the Convention Committee may make an identification card that can be used by volunteers to gain early access to the facility prior to the doors being opened to the public. In both cases, these cards are not to be worn but should be displayed when requested.

ALCOHOLIC BEVERAGES

2. Alcoholic beverages should not be brought to the convention site.

ANNOUNCEMENTS

3. Announcements should be prepared in advance and standardized for all conventions held in the same location, where possible. The content of announcements must be reviewed and approved by at least one member of the Convention Committee. Except in cases of extreme emergency, announcements should be made only during scheduled announcement periods. —See [Chapter 3, paragraph 30](#), regarding baptism announcements at locations with limited space around the baptism pool. See also the *Assembly and Convention Emergency Preparedness Plan* (CO-161).

BUSINESS CARDS

4. Brothers who are assigned to handle business matters for the convention may use Jehovah's Witnesses Convention business cards. This includes contract representatives and rooming negotiators. Their personal address and contact information should be used. No logos should be used on the card. If such cards are needed, they can be prepared locally, following the example below. Use the corporation name that appears on JW Hub along with the link to *Convention Organization Guidelines* (CO-1).

[Appropriate corporation name]

Operating Convention of Jehovah's Witnesses

Joseph Stevens	Cell: (917) 888-4848
Contract Representative	Home: (707) 736-6006
48-12 Always Blvd	Fax: (707) 536-5556
Boston, MA 42436-2273	Email: myname@personal.com

COMMUNICATION WITH THE BRANCH OFFICE

5. Correspondence and telephone calls to the Convention and Assembly Desk in the Service Department should come from members of the Convention Committee only. However, if necessary, a department overseer may join the committee member on the call. It is preferred that forms and correspondence be sent using jwpub.org email rather than unsecured email or postal mail. Any correspondence that must be sent via postal mail should include the name of the sender and the convention name, date, and number/language, if applicable.

6. After the convention, the committee should decide if there is an urgent need to report any difficulties in connection with the functions of the convention that could affect conventions

being held later at the same venue. Such difficulties might involve the sound, the video, the stage, the lighting, or the facility itself. If so, the committee should contact the Convention and Assembly Desk by email or phone. If the committee has general observations, suggestions, or outstanding experiences to share regarding the facility or function of the convention, the committee is welcome to include these in the *Postconvention Report* (CO-62).—See [1:16](#).

7. To ensure good communication, it is important that committee members keep the Convention and Assembly Desk informed of any changes to their contact information. Those who have an account on JW Hub must make needed adjustments to their phone numbers, email addresses and physical or mailing addresses in the “My Profile” section of JW Hub.

CONVENTION PERSONNEL REPORT (CO-53)

8. The *Convention Personnel Report* is used by the branch office to identify brothers who qualify to serve on Convention Committees. The Convention Committee coordinator will ensure that a master copy of the report is prepared, filling in the necessary names and statistics. Full names should be used rather than nicknames or abbreviations. After the master copy is prepared, the form should be sent electronically to the Convention Committee coordinator, program overseer, rooming overseer, Convention Committee member assistants, and Attendant and Cleaning department overseers. This should be done as soon as possible so that they can make meaningful observations and recommendations.

9. During the convention, the committee should discuss and come to an agreement regarding any additional brothers it believes should be included on the report. Although it is not required that a brother serve as a Convention Committee member assistant before being recommended, it is preferred that he first serve as the overseer of a large department.—See [1:40-41](#).

10. After the convention, the Convention Committee coordinator, program overseer, rooming overseer, Convention Committee member assistants, and Attendant and Cleaning department overseers should meet to review prayerfully the abilities and the example of each person listed on the report. While the Convention Committee coordinator should set the pace for the meeting, he should avoid dominating the discussion. (*sfg* chap. 1 pars. 6-8) The report should reflect a balanced and realistic evaluation. Each brother should understand that providing meaningful observations and recommendations is part of his assignment. Thus, he should sufficiently observe the brothers who are listed so that he can contribute to the discussion. When a member of the group is being evaluated during the meeting, he should step out of the room. Upon his return, generally there should be no discussion, change, or adjustment to the evaluation.

11. If the group believes that a brother is seriously deficient in a certain area, two members of the group should speak to the brother about the deficiency before the report is submitted. The report should indicate the counsel given and the brother’s response. No later than one week after the convention, the Convention Committee coordinator should complete and send the report to the Convention and Assembly Desk in the Service Department, including “CO-53” in the subject line of the message. This task should not be delegated to others.

CORRESPONDENCE WITH CONGREGATIONS AND INDIVIDUALS

12. Any official letters, whether to congregations or others, should follow the letter format shown in [Appendix A](#). All letters to congregations must be approved by the Convention Committee. If more than one Convention Committee is serving in the same facility, the joint

committees should prepare standard letters that can be edited for week specific information. Other letters, such as those to department overseers and volunteers, must be approved by at least one member of the committee. The committee may decide to send letters of appreciation to companies, city departments, management, facility personnel, and other non-Witnesses who provided outstanding service to the convention.

13. Letters to the congregations should be brief and focus only on vital issues or provide necessary information. There is no need to reiterate instructions from our publications or letters from the branch office unless there is a specific situation needing attention. In most cases, there is no need for the letter to be read to the congregation. Rather, at the next midweek meeting an announcement should be made to the congregation that a letter regarding the convention has been posted on the information board.

14. On occasion, the Convention Committee may receive requests from individuals in other countries for invitation or sponsorship letters. All such requests should be forwarded to the Convention and Assembly Desk in the Service Department.

JW HUB CONVENTION DOMAIN AND CONVENTION INFORMATION

15. Most forms and announcements are posted on JW Hub for downloading and printing. Convention Committee members, the contract representative and his assistant, and the rooming coordinator and his assistant are given access to the convention domain by the branch office. The Convention Committee is also given access to the Convention Information feature on JW Hub, which allows them to manage convention responsibilities, view convention details, and enter reports. Using the Convention Information feature, the Convention Committee assigns responsibilities to brothers appointed as Convention Committee assistants, department overseers and assistants, and the safety coordinator and his assistants. This allows the aforementioned brothers to access the convention domain.

16. In the rare event that a ministerial servant is assigned as a department overseer or an assistant, he will receive limited access to the convention domain. (See [1:39](#).) If a department overseer is not able to access the materials he needs by means of JW Hub, then the committee member responsible for that department should make arrangements for him to receive the assistance needed.

17. Please read the help text on JW Hub and endeavor to obtain local help on technical issues related to accessing JW Hub before calling the branch office Help Desk for assistance. Reviewing the principles provided for all bodies of elders regarding the use of JW Hub will be helpful as well. Questions related to the forms or announcements posted on JW Hub should be directed to the Convention and Assembly Desk in the Service Department.

DEPARTMENT DECORUM

18. Proper dignity and a quiet working environment should be maintained in all convention departments. Only necessary personnel should remain at a department's location during the program. This is especially important when departments are located in corridors.

19. The appearance of a large catered event should be avoided at mealtimes in the Convention Committee Office and the Chairman's Office.

20. At times, overseers may be approached by individuals requesting assistance with personal or congregation problems. In such cases, it is usually best to encourage these individuals to approach their own elders and to listen to the convention program, as this may provide the necessary spiritual assistance.

EMERGENCY SITUATIONS

21. A megaphone and a large flashlight should be accessible near the stage in the event the lighting or sound system fails.

22. The contract representative, along with the assistance of Convention Committee members and/or assembly overseers he selects, prepares a site-specific emergency preparedness plan for all events held at the venue using the *Assembly and Convention Emergency Preparedness Plan* (CO-161) template provided by the branch office. Only one emergency preparedness plan will be developed for each venue. The contract representative will provide the completed plan well in advance of an event to each Convention Committee coordinator who will use the venue. The Convention Committee coordinator will in turn make it available to all brothers making up the assigned Emergency Response Team (ERT) for the event along with their assistants. (See 2:65.) The ERT is composed of the Convention Committee and the attendant overseer. The ERT will coordinate matters in the event of an emergency and maintain good communication with the convention chairman.

23. If in the event of an emergency the committee needs to consult with the Convention and Assembly Desk in the Service Department after working hours, the emergency number provided to committee members in their appointment letter should be used.

24. The committee should complete a *Risk Incident Report* (TO-5) for all security-related incidents or threats. The report should be submitted to the Branch Risk Management Desk in the Accounting Department within 72 hours of the incident. Whenever possible, *Risk Incident Reports* should be submitted using the online-entry version of the form on JW Hub.

EQUIPMENT AND SUPPLIES

25. The Convention Committee should obtain approval from the Convention and Assembly Desk in the Service Department before renting or purchasing equipment, such as baptism pools. Before making any large purchases or rentals, Convention Committees should consult with their assigned Convention Equipment Pool (CEPC) to see if they already have the items or can assist in obtaining the items at a reduced rate. The CEPC may already have a source for such equipment or may have guidelines for standardizing such equipment. In some cases, it may be possible to borrow equipment rather than renting or buying it. When multiple conventions are held at the same facility, it may be possible to share equipment. Equipment should be stored for reuse wherever this is practical. (See 3:80-85.) All purchases of materials and supplies should be approved by one member of the committee.

26. To prevent theft or loss of expensive equipment and supplies, do not leave such items in the facility all night or during the interval between conventions unless the items are secured at all times.—See 3:22-23.

PRECONVENTION ACTIVITY

27. Extensive preconvention work is usually not necessary, especially if the same facility is used regularly for conventions. However, in some circumstances, such as in connection with an international convention, extensive preconvention work may be needed.

28. Limited preconvention work, such as setting up departments, installing and testing audio/video equipment, and cleaning the facility, is usually necessary. This work should be well-planned and organized. Volunteers participating in preconvention work should care for their own food needs and bring any personal protective equipment needed for their assigned tasks. Encourage modest dress and grooming. Volunteers should be required to wear a

badge card for identification. One or more Convention Committee members should be available as needed during the convention week.—See [2:51](#).

29. **Contact Information:** After being appointed, the committee should submit a completed *Convention Committee Acceptance and Rooming Information* (CO-68) form to the Convention and Assembly Desk in the Service Department. All parties involved should agree on which telephone number should be used, keeping in mind that it will appear on all correspondence from the convention to the congregations. The telephone number will be provided on JW Hub for congregation elders by means of the Lookup feature.

30. The committee should regularly check for correspondence and voice mail in the months leading up to the convention and each day during the week before the convention. Any inquiries should be responded to promptly.

31. **Preconvention Meetings:** Two to three months before the convention, the Convention Committee will arrange a meeting with all department overseers and their assistants. The purpose of this meeting is to ensure that preparations are progressing well for each department and to impart necessary additional instructions. This one-hour meeting should be opened and closed with prayer. There is no need to give Bible talks, sing Kingdom songs, or consider the daily text. Following the meeting, committee members should cover any necessary instructions with individual department overseers and assistants under their oversight. If the department overseers and assistants have not yet reviewed pertinent instructions in *Convention Organization Guidelines* (CO-1), this should be done. There should be no need for the committee to hold additional meetings with all departments. The committee may hold a move-in meeting with selected department overseers and their assistants a few weeks prior to the first convention in a facility and may hold a final move-out meeting on the last day of the convention.

SAFETY

32. Safety is a priority and must be taken seriously by every department overseer and assistant. Oversight of safety at a convention falls under the direction of the Convention Committee coordinator. The Convention Committee should assign and train an exemplary, capable, observant, and tactful brother to serve as the safety coordinator. The committee may also assign a brother(s) to serve as his assistant(s), depending on the size of the venue and the scope of the assignment. The safety coordinator's role is to identify and help resolve potential safety hazards. The safety coordinator and his assistant(s) should be invited to attend the preconvention meeting held with all department overseers. They should be given a copy of *Convention Organization Guidelines* (CO-1) and if applicable, *Safe Installation and Dismantling of Equipment at Theocratic Events* (A-149). Brothers should not serve as safety coordinators or safety coordinator assistants after they reach 80 years of age.

33. During the convention, the safety coordinator will work with the Convention Committee coordinator as well as the appropriate department overseers to address safety hazards. The safety coordinator should regularly check the facility, parking areas, sidewalks, and convention operations. Unsafe situations could include trip hazards, water spills, uneven cracks in the floor or stairs, loose or missing handrails, loose ceiling plaster or concrete, and so forth. He should be aware of the routes for the emergency evacuation plan and should ensure that these areas are unobstructed.

34. Each Convention Committee member, committee member assistant, safety coordinator, assistant safety coordinator, department overseer, and assistant department overseer should be familiar with the direction regarding safety contained in this section and elsewhere

in *Convention Organization Guidelines*. The program overseer and the audio/video overseer should carefully review any applicable direction provided by the Local Broadcasting Department regarding the safe setup and use of audio/video equipment.—See 3:12, 15, 26, 35, 40, and *Safe Installation and Dismantling of Equipment at Theocratic Events*.

35. During preconvention activity, each department overseer should ensure that he has completed a *Congregation Job Hazard Analysis* (DC-85) form for any potentially hazardous work. He should ensure that all workers follow the direction found in *Working Together Safely—Standards for Theocratic Construction and Maintenance* (DC-82). Department overseers are to make assignments in accord with a volunteer's ability and experience and should convey safety measures and policies to those in their departments prior to the convention. The Convention Committee should arrange for a 10-15 minute safety meeting to be held at the start of the day selected to set up the stage and audio/video equipment. Prior to move-out, a brief meeting providing general reminders should be held.

36. Most accidents occur on stairs, while loading and unloading trucks, and when moving materials. A sufficient number of volunteers should be used to move materials safely. Mature brothers should be assigned to move trash, equipment, and other items very carefully so as to avoid accidents. People working with knives, power tools, and machinery need to be especially safety conscious and use any necessary protective equipment. Anyone asked to use powered equipment must be competent and have the appropriate legal license or training.

PROPERTY DAMAGE

37. Property damage caused by convention personnel or attendees should be recoded on the *Risk Incident Report* (TO-5). If the damage involved the facility or facility equipment, the Convention Committee coordinator should immediately contact the contract representative, who will notify the appropriate facility representative. In many cases the contract allows for repairs by our own qualified volunteers. If possible, and with agreement by the facility management and the contract representative, minor repairs may be done by the Installation Department. (See 3:55) When substantial property damage has occurred and repairs can wait until after the convention, the contract representative should contact the Convention and Assembly Desk in the Service Department before suggesting any course of action. The convention and Assembly Desk will provide the Branch Risk Management Desk in the Accounting Department with any necessary additional information. In the event of property damage or loss, no convention personnel should agree to any settlement or commitment unless directed to do so by the branch office.

PROGRAMS IN DIFFERENT LANGUAGES HELD CONCURRENTLY

38. When programs in different languages are held concurrently at the same venue, the Convention and Assembly Desk in the Service Department will arrange for each program to have its own meeting location and appropriate oversight. Usually, it will appoint one Convention Committee to care for the entire convention, including all language programs. However, it has the option to appoint a separate Convention Committee for a language presenting the complete program if it feels this is best at a specific location. When multiple Convention Committees are functioning concurrently, the Convention Committee of the primary language program will coordinate such matters as installation, baptism, parking, rooming, attendants in common areas, and so forth. Good communication between the committees will be vital.

39. When one Convention Committee cares for multiple language programs, it may appoint additional Convention Committee assistants to help care for each program. (At times, the Convention and Assembly Desk may choose to appoint additional assistants rather than leaving this to the Convention Committee.) The additional assistants should speak the language of the program they will serve. The Convention Committee will determine which key departments, such as the Attendant, Audio/Video, and Cleaning departments, are needed for the functioning of each program. To organize the work, it may appoint additional assistant department overseers as needed. Those appointed should speak the language of the program they will serve. They will work under the direction of the department overseer and the Convention Committee. During convention planning, and especially during the convention, there should be regular communication between the Convention Committee, department overseers, and the brothers assigned to work with each program so that the needs of all are cared for.—Acts 6:1-3.

40. The Convention and Assembly Desk will appoint a chairman for each program. It will also arrange either for qualified speakers to present the entire program or for selected parts to be presented in the program language, with recordings or simultaneous interpretation of the remainder of the program being presented to the extent necessary. The chairman should focus on the program itself, and should not have to care for matters that are handled by the Convention Committee or convention departments. When interpreters are used, they should be provided with a quiet room, booth, or other area equipped with headphones or a speaker carrying the program in the primary language so that they can listen to the talks and interpret them using a microphone connected to the sound system of the target-language program. Simultaneous interpreting should not be arranged without permission from the branch office.

SIGN-LANGUAGE INTERPRETATION

41. When sign-language conventions are arranged, no provision should be made for sign-language interpretation at other conventions without permission from the Convention and Assembly Desk in the Service Department. In the event that a deaf person and a signer attend a hearing convention, only one-on-one interpreting is allowed. However, this should be done discreetly so as not to distract others. Tactile interpreting is allowed at any convention. (See [3:86-87](#).) If sign-language conventions are not arranged, the following direction applies:

42. **Seating Area:** Have a spiritually mature deaf brother assist with selecting the seating area. If possible, select an area where all the deaf attendees will be able to see the sign-language interpreter and the main stage in the same line of sight but where the interpreter will not be an inordinate distraction to the hearing audience. Many deaf individuals will benefit from being in an elevated seating area where they can look down at the interpreter and beyond to the main stage. However, the sign-language area should not be directly in front of the stage, since the signing may be distracting to the main audience. The area selected for the deaf audience should be free of visual distractions such as traffic, obstructions, glare, or overly bright houselights. When using outdoor facilities, neither the deaf nor the interpreters should face the sun if at all possible. Be sure the area can accommodate the families and companions of all the deaf attendees and of the interpreters. The number of hearing family members and friends may be twice that of the deaf people in attendance. If the attendance in this section is higher than expected, those who come merely to improve their interpreting skills may be asked to sit near the perimeter. The seating area should be clearly marked “SIGN LANGUAGE.” Tactile interpreters need to be located where they can clearly see the main interpreter without obstruction.

43. **Lighting:** When meeting at a location other than an Assembly Hall, be sure to have good lighting so that shadows are minimized and the interpreters can be clearly seen by those in the rear of the designated section. Generally, it is sufficient to have one key light placed at a 45-degree angle above and to one side of the interpreter and one fill light placed at a 45-degree angle above and to the other side of the interpreter. This allows the interpreter to be viewed naturally. The fixtures should be shielded so that the light beam is controlled and focused on the interpreter and does not become a distraction to the deaf or the main hearing audience. At outdoor facilities, floodlights may be needed so that the interpreters do not appear considerably darker than the sky and field in the background.

44. **Sound:** In certain situations where the sound is not optimal or where noise from outside sources (such as planes flying over an outdoor stadium) may potentially interfere with the interpreting, it may be necessary for the audio crew to provide good-quality headphones for the interpreters.

45. **Stage and Backdrop:** When circumstances require a stage for the interpreters, the Installation Department should construct one that is at least 1.2 meters by 2.4 meters (4 ft x 8 ft), but not more than 2.4 meters by 3.7 meters (8 ft x 12 ft). (If the seating area is on risers or has an aisle in front where the interpreters will have enough space to work, there may be no need to build a stage.) If elevated above 25.4 centimeters (10 in), the stage should include steps that are wide enough for two persons (or two sets of steps) and a railing for safety. Use a solid backdrop, one with a pale- or medium-blue matte finish, at least 1.8 meters (6 ft). This will help eliminate eyestrain caused by a multicolored or glary background and will make the interpreter's signing stand out. Usually, cloth works best. At outdoor facilities, a dark screen-type material might serve equally well. If the seating area is wide, the backdrop may wrap around the signing stage 0.6 meters to 1.2 meters (2 to 4 ft) on both sides so that it will appear behind the interpreter from any viewing angle. Make sure not to block anyone's view of the main stage.

46. **Use of Natural Sign Language:** In many countries, sign language is used in two major ways. One form uses signs as a word-for-word interpretation of the spoken language. The other form is generally known as *natural sign language*. It is the form most commonly used by the deaf in their daily conversations. It functions separately from the spoken language and has a different grammar. It tends to put more emphasis on the use of space, facial expressions, and the inflection of signing motions in order to achieve various shades of meaning. Even though preference for either of these two forms of sign language will vary depending on the deaf individual, the majority of deaf people converse in *natural sign language* and, therefore, understand it best. Thus, where possible, those who are most proficient in the natural sign language should be used for interpreting.

47. **Assistant Parts:** Interpreters of assistant parts, such as experiences, interviews, and demonstrations, should be instructed to face the audience while signing their parts but to face the signing interpreter while waiting their turn.

48. **Attire:** The interpreter's appearance should be exemplary, measuring up to the standards set for program participants on the main stage. Any jewelry, watches, or clothing that could be distracting should not be worn, and long, brightly painted fingernails should be avoided. Clothing that clings to the body should also be avoided. Solid-colored clothing that contrasts with the interpreter's skin tone should be worn. This will help eliminate distractions caused by busy patterns.

49. **Head Coverings:** A sister's use of a head covering in *some* circumstances is not necessary, since all in attendance should be able to appreciate that she is not actually

conducting the meeting. This would be the case, for example, when she interprets demonstrations. However, if a well-qualified sister must be used to interpret talks given by brothers, prayers, or songs, she should wear a modest and appropriate head covering as a sign of submission to the theocratic arrangement in the Christian congregation. (1 Tim. 2:11, 12; *w09 11/15 pp. 12-13*) An exception to this direction can be made for a sister doing tactile interpreting for one who is both deaf and blind. Such a sister would be seated in the audience, signing into the palm of just one individual. Since she would not be situated prominently as would an interpreter for those who are deaf only, she would not need to use a head covering in this instance.

50. **Songs:** When the program calls for a song that is not available in the appropriate sign language, the brother assigned to coordinate the interpretation will make arrangements for an alternate song that shares a similar theme or sentiment to be carefully chosen. Attention should be given to the timing of the alternate song so that it does not unduly delay the program. If no songs in the appropriate sign language are available, the group should sign the scheduled song through an interpreter, preferably a brother.

SITE INSPECTION OF COMMERCIAL FACILITIES

51. At the start of the move-in day, the Convention Committee members and their assistants should make a thorough inspection of the facility, equipment, and parking areas that are under contract for the event. The committee should make a written record of any preexisting defect or damage. It can be helpful to take photos or make a video of the defect or damage. This record should be reviewed with the contract representative who, in turn, will review it with the facility management. Copies of the record should be given to the facility management and the contract representative.

52. After the convention, when the facility has been thoroughly cleaned, a final inspection should be made of the facility, equipment, and parking areas that were under contract for the event. The inspection is performed by the contract representative (or his assistant if the contract representative is not available), the Convention Committee members and their assistants, and the facility management representative. If there is any damage to the facility or any damaged or missing equipment or if any areas were not properly cleaned, this should be noted and, if possible, corrected immediately.

53. After the final inspection is completed and any discrepancies have been resolved, the contract representative (or his assistant) and the facility management representative will sign and date a *Site Inspection Release Agreement* (CO-14). This should be done after each convention, even when there is no move-out between multiple convention weeks. The contract representative will send the signed *Site Inspection Release Agreement* to the Convention and Assembly Desk in the Service Department on the day following the convention. He should make a copy of the signed release agreement for his file, for the committee, and for the facility management.—See [Chapter 2, paragraph 76](#), for direction on inspections of Assembly Halls.

SPECIAL ARRANGEMENTS

54. A ventilated room or enclosed area divided with separate sections for diaper changing and feeding should be arranged for mothers to care for their babies. This room should be conveniently located and equipped with chairs, tables, program sound, and, if possible, restroom facilities.

55. Special sections or rooms cannot usually be provided for individuals who are claustrophobic or seriously ill or who have chemical sensitivities. Convention Committees should contact the Convention and Assembly Desk in the Service Department before making exceptions, keeping in mind what is in the best interests of the majority of attendees.

56. Special parking for convention oversight is not necessary. However, the committee should reserve a few parking spaces for convention operation in addition to those for the disabled.

TRAVEL EXPENSES AND ACCOMMODATIONS

57. **Circuit Overseers:** Circuit overseers desiring reimbursement for expenses incurred during the week of their assigned convention should submit the expenses to the branch office rather than to the Convention Committee.

58. The committee should arrange for accommodations either in complimentary hotel rooms or in the homes of local brothers for any circuit overseers attending the convention. In either case, circuit overseers should submit a *Special Rooming Needs Request (CO-5a)* to the Rooming Department well in advance of the convention. If a circuit overseer chooses to make his own arrangements, he may do so.

59. **Governing Body Members:** World headquarters will make arrangements for travel, including airfare, accommodations, and transportation, for Governing Body members (and their wives) and those traveling with them. These arrangements apply to international conventions, other assigned conventions, and conventions featuring the release of a revised edition of the *New World Translation*. The Convention Committee should care for all meals. Additionally, it would be appropriate for Branch Committee members who are present to arrange or join the Governing Body member (and his wife) and those traveling with them for a meal(s) during these events. Also, if the Governing Body member is being accommodated at the branch office, please communicate with the branch office to ensure meals and other arrangements are cared for.

60. At times, Convention Committees invite Governing Body members to attend a regional convention. However, invitations to such events are accommodated only if the Governing Body members are available and as long as the Convention Committee extending the invitation specifies that travel expenses will be covered by private funds. Funds contributed to the worldwide work at conventions are not to be used for this purpose.

61. **Appointed Helpers:** World headquarters will make travel arrangements (for example, airline tickets) for appointed helpers (and their wives) assigned to serve at international conventions as well as other assigned conventions. The Convention Committee should make appropriate arrangements for accommodations, transportation, and meals in connection with the convention.

62. **Travel Expenses:** If any would like to make a donation to help defray the travel expenses of a Governing Body member or appointed helper, they may do so, and it is appreciated.

63. **Meals:** For meals, it is best to use private funds. Often generous brothers and sisters wish to care for these arrangements. In cases where private funds are not available, the Convention Committee should contact the branch office for direction. All meal arrangements should be planned with modesty and good judgement.

64. **Convention Funds:** Convention funds should not be used for travel or other expenses for anyone who attends the convention or shares on the program. If someone is invited from Bethel or elsewhere, *he must pay his own travel expenses or these must be cared for by an unsolicited private source.*

WORKING WITH THE CONTRACT REPRESENTATIVE

65. The branch office assigns a brother to serve as its contract representative in cities where conventions are held in commercial facilities and Assembly Halls. He cares for contract negotiations with facility management, concessionaires, parking facility owners, contractors, and local governmental agencies. He, along with the assistance of Convention Committee members and/or assembly overseers he selects, prepares the operating plan and the *Assembly and Convention Emergency Preparedness Plan* (CO-161) and provides a copy of both plans to each Convention Committee coordinator who will use the facility. (See 2:22.) When an Assembly Hall is used for conventions, the Assembly Hall overseer assists in developing these plans. Brothers will not serve as contract representatives or assistant contract representatives after they reach 80 years of age.

66. Prior to renting a facility, a risk evaluation will be performed by the contract representative. If a facility was used in a previous year, the risk evaluation should be reviewed and updated. If a facility receives significant renovations that could affect the risk evaluation, a review will be done prior to its next use. The evaluation identifies the potential security hazards, the potential severity, and any control methods to reduce or eliminate the threats. The *Assembly and Convention Emergency Preparedness Plan* will be updated as needed based on the evaluation. Some areas that will be considered include the following:

- (1) **Location:** Is there increased crime or are there threats toward the organization in the area of the venue?
- (2) **Exterior Security:** What is the quality and condition of fencing, gates, lighting, security alarm systems, and motion sensors? Are security camera locations adequate? In parking areas, are there visual obstructions from things such as shrubbery?
- (3) **Building Envelope:** Review of door locks, window size and any protection, access control, partitioning of key internal zones, or access to the roof or to the building through apartments, garages, or mechanical rooms.
- (4) **Evacuation Routes:** Are evacuation routes functioning and sufficient for expected occupancy limits?

67. Much time and effort is devoted to negotiating the best rental rate, and because of the uniqueness of our conventions, special terms are often agreed upon, which allow our conventions to operate in the manner required. The Facility Procedures Checklist, which is found on JW Drive, contains any relevant agreements and understandings made with the facility. Any questions regarding these arrangements should be directed to the Convention and Assembly Desk in the Service Department. The dates and convention location should be kept confidential until the congregations are informed. The terms of the contract(s) are always confidential.

68. If problems arise regarding equipment, supplies, or services included in the contract, the Convention Committee coordinator should discuss the matter with the contract representative. If the contract representative is not able to resolve the matter, he will contact the Convention and Assembly Desk.

69. When it is necessary to hire a contractor to perform a service that requires specialized skills or equipment, the contract representative should obtain, if possible, a copy of the contractor's certificate of insurance to verify this coverage before the work commences. If questions arise regarding the contract wording or specific local requirements, the Branch Risk Management Desk in the Accounting Department should be contacted for assistance.

70. **Special Requests:** To avoid problems with contract negotiations, Convention Committees should not approach the facility management with requests for additional use of the facility, equipment, supplies, or services not included in the contract. Such requests should be made only through the contract representative. If he determines that the request is appropriate, he and a member of the committee may discuss the matter with the facility management either in person or by conference call. If such requests might result in additional charges or complications, the contract representative should contact the Convention and Assembly Desk beforehand.

WORKING WITH THE ROOMING COORDINATOR

71. If an unusual situation involving rooming occurs, the rooming overseer or the Convention Committee may contact the rooming coordinator. Since hotel contacts may be available only on weekdays, problems may not be fully resolved until after the convention.

LIGHTING

72. No spotlights or special lighting may be used during the convention program unless the committee is directed to do so by the branch office. The committee should determine in advance if the available stage lighting is adequate. If it is not adequate, the Convention and Assembly Desk in the Service Department should be contacted for direction. Houselights should not be dimmed at rented facilities.—See [Chapter 2, paragraph 78](#), for additional direction on lighting at Assembly Halls.

USE OF ASSEMBLY HALLS

73. When an Assembly Hall is used for conventions, the contract representative, along with the Assembly Hall overseer, Convention Committee members and/or assembly overseers he selects, prepares the operating plan and the *Assembly and Convention Emergency Preparedness Plan* (CO-161) and provides a copy of each to the Convention Committee coordinator. (See [2:22](#).) The Assembly Hall overseer will perform a risk evaluation annually.—See [2:66](#).

74. The Convention Committee may request use of the Assembly Hall for meetings in preparation for the convention. The Assembly Hall overseer and his assistant may attend the joint committee meeting to answer any facility related questions. During the convention, the committee and the convention chairman will care for matters pertaining to the event—both organizationally and with regard to the program. A brother who is qualified to respond to issues that may arise with the building or building systems will be on hand during the convention. He may be the Assembly Hall overseer, his assistant, or another elder designated by the Assembly Hall overseer. The committee should inform the Assembly Hall overseer of the name and contact information of each committee member.

75. An Installation Department and a Trucking and Equipment Department would likely not be needed when the convention is held at an Assembly Hall. The Lost & Found and Checkroom Department may be combined with the Information and Volunteer Service Department.

76. At the conclusion of the convention, after the building has been thoroughly cleaned, an Assembly Hall representative will accompany the committee members and their assistants on an inspection. If any areas were not properly cleaned, these should be noted and, if possible, corrected immediately.

77. There should not be a great need for the signs printed by the branch office when conventions are held at Assembly Halls. However, if some of the signs listed on the *Convention Sign Request* (CO-100) would be especially helpful for the convention, they may be requested. If this is the first time conventions will be held in a particular Assembly Hall, it may be beneficial for the Convention Committees to tour the Assembly Hall and select department locations first as well as check with the Assembly Hall overseer to see what signage already exists.

78. At Assembly Halls using low-brightness projectors, the lights may be dimmed when a video is shown as long as the lights can quickly be returned to full brightness. The lights should be dimmed only for longer videos, such as dramas. When the lights are dimmed, there should still be a sufficient light level to ensure audience safety.

USE OF SPECIAL PIONEERS

79. Special pioneers are not to be taken from their assignment without good reason. Requests to use special pioneers for preconvention or postconvention work should be made by the Convention Committee and directed to the Convention and Assembly Desk in the Service Department. This should be done prior to inviting them to serve. The request for a special pioneer should include his name, the dates he is to serve, the reason he is needed, and the assignment planned for him. Thereafter, the committee would contact the special pioneer, offering the assignment and informing him that the branch office has given approval if he is in a position to accept. A special pioneer approved by the branch office to do preconvention or postconvention work may submit any related travel expenses to the branch office. The convention would not care for any rehearsal expenses for a special pioneer participating on the convention program.

RELEASES

80. It is not necessary to have a Literature Department. With the exception of Bible releases, new publications are released at conventions only as electronic copies. When a Bible is released at a convention, the Convention Committee should make arrangements for the Attendant Department to assist with the distribution. Where it is practical to do so, attendants may distribute Bibles to all in attendance while the audience remains seated. Regardless of how the Bibles are distributed, please ensure that elderly and infirm ones receive special care so that they can easily obtain a Bible.

BADGE CARDS AND HOLDERS

81. Badge cards and holders should be obtained through the congregation and should not be made available by convention departments.

JW DRIVE

82. A file-sharing system, called JW Drive, is provided for use by all the Convention Committees and department overseers for conventions using the same venue during the current series. The contract representative, assistant contract representative(s), rooming coordinator, assistant rooming coordinator(s), and the Convention Equipment Pool Committee (CEPC) for the convention city associated with the convention venue may also use

JW Drive. When an Assembly Hall is used for conventions, the Assembly Hall overseer, assistant Assembly Hall overseer, and the Assembly Hall local technical representative may be granted access to the site using the Audio/Video Technician role.

83. Primarily, JW Drive is used for distributing documents and collaborating on matters related to the development of a unified operating plan for each convention venue. It is not a noticeboard or catchall location for storing every item considered or handled. The branch office will use JW Drive to distribute convention-venue-specific documentation and direction as needed. JW Drive does not replace the posting of general convention-related guidelines and direction on JW Hub. Neither does it replace the use of jwpub.org email. General convention-related guidelines should not be placed on JW Drive.

WORKING WITH THE MEDIA

84. The Public Information Department (PID) at the branch office is responsible for handling media matters, including convention publicity. Each year, the PID will select a limited number of conventions to publicize based on the size of the venue and the likelihood of media activity. The PID will assign spokesmen to be present to handle media matters at such conventions. The spokesman will contact the Convention Committee coordinator to exchange contact information and review arrangements for handling media interest at the convention.

85. The spokesman at such conventions serves under the oversight of the branch office and works in close cooperation with the Convention Committee coordinator. The spokesman supervises the vetting of journalists and approves their on-site coverage of the event, issues press passes, conducts media tours to approved areas of the venue, and accepts and arranges interviews.

86. The spokesman will require a designated office or another suitable area to coordinate activities such as receiving and greeting journalists who may arrive to cover the convention. Preferably, this would be a small office or other area that is isolated from the general flow of traffic. There should be no signs identifying the location. The Convention Committee coordinator and the spokesman should be able to contact one another easily during the convention. If cell phone reception is limited inside the convention venue, the Convention Committee coordinator will arrange another method of communication to enable the spokesman to stay in regular contact with the committee. The Convention Committee coordinator should provide the spokesman's name and contact information to the attendant overseer and his assistant and to the information and volunteer service overseer and his assistant.

87. Members of the press should always be escorted by the spokesman at the convention venue. The spokesman will need access to a printer to produce the required press pass identification, which will be given to approved media representatives. Only the spokesman is authorized to issue press passes. The Convention Committee coordinator should ensure that all attendants, department overseers, assistant department overseers, and keymen are aware that any media representatives who are covering the convention (including reporters, photographers, or other news crew members) are required to wear a press pass. He should clearly convey that a press pass does not authorize access to any areas of the convention venue without being accompanied by the spokesman. If any convention personnel see unescorted media representatives taking video or conducting interviews on the venue property, they should immediately contact the attendant overseer or his assistant, who will then contact the spokesman.

88. At most conventions the spokesman will not be present because of the unlikelihood of media interest. Instead, he will be available by telephone in case of unexpected media

attention. If a media representative arrives unannounced at such a convention, the Convention Committee coordinator, or someone assigned by him, should act as the liaison to the media representative. He should not answer questions or grant an interview. Instead, he should gather pertinent information, such as the person's name and the media outlet he represents. He should then contact the spokesman for guidance on handling the request.

CHAPTER 3: INSTRUCTIONS FOR CONVENTION DEPARTMENTS

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ACCOUNTS

1. To ensure that donated funds are handled properly, at least two brothers from the Accounts Department should be present when funds are collected, processed, and deposited. The brother assigned as the accounts overseer should be a well-qualified, trustworthy elder who is able to comprehend and follow detailed instructions. It is preferable that he have recent experience serving as an assistant accounts overseer or keyman in the Accounts Department, if possible. The accounts overseer, assistant(s), and keymen should personally recruit trustworthy, spiritually mature volunteers. In advance of the convention, the program overseer and rooming overseer should appoint a qualified elder to perform the convention

accounts audit.—For further direction on accounts, see *Instructions for Event Accounting* (CO-63).

ATTENDANT

2. As soon as possible after receiving their assignments, the attendant overseer, his assistant(s), and keymen should meet to discuss the instructions in this subheading, *Assembly and Convention Attendant Instructions* (CO-23), any local facility requirements, appropriate portions of the *Assembly and Convention Emergency Preparedness Plan* (CO-161), and arrangements for recruiting attendants and handling media matters. (See 2:84-88.) Thereafter, planning, recruiting, and training can begin.—See 1:11.

3. Attendants should be mature, experienced, and exemplary brothers, preferably elders or ministerial servants, who demonstrate good judgment. They should be alert, courteous, and kind. Attendants should dress in harmony with the standard for brothers handling meeting parts. (If a convention is held in conditions of extreme heat, the Convention Committee can decide to adjust the standard of dress.) Attendants under 20 years of age should be ministerial servants. (See 1:43.) Well in advance of the convention, the attendant overseer should provide each attendant with a copy of *Assembly and Convention Attendant Instructions*.

4. All attendants must wear an *Attendant* (CO-19a) badge along with an orange lanyard for identification. The words “security” or “guards” should not be used regarding any volunteers—they are “attendants” or “watchmen.”

5. On the first day of the convention, the attendant overseer will hold a meeting with all attendants before the doors are opened to the public. During this meeting, he will review reminders from *Assembly and Convention Attendant Instructions* and from this subheading. He should review how to welcome members of the media; however, the video *Welcome the Media* should not be shown at this meeting. He should describe how an attendant can kindly remind any who are not seated during the music-video presentations to find their seats and quietly enjoy the presentation. He should also review emergency procedures so that all attendants will know their duties in the event of an evacuation or other emergency, including how to make immediate contact with the First Aid Department and the attendant overseer or his assistant.—See 2:22.

6. Some attendants should be on hand when convention personnel arrive for work assignments before the doors are opened to the public. To assist with seating and crowd control, a sufficient number of attendants, especially those posted at the entrances, should be at their assigned locations at least 15 minutes before the doors are opened to the public. If necessary, attendants may be assigned to serve in shifts.

7. A sufficient number of attendants should be assigned to perform a security walk-through of the entire venue, including underneath and around the stage area, each morning before the doors are opened to the public. They should be directed to look for suspicious packages, suspicious individuals, and so forth.

8. When a Bible is released at a convention, the Attendant Department will assist with the distribution.—See 2:80.

9. Attendants should be assigned to monitor and control access to the stage at all times that the building is open to the public. This should be done in a way that is not distracting to the audience. Attendants should ensure that only authorized persons are allowed backstage. Authorized persons are those with work assignments backstage, program participants, and

the parents of program participants who are minors. If there is no seating on the field of a stadium, attendants should be assigned to monitor the entrances to the field to prevent unauthorized individuals from entering.

10. At times, children or others may set off a fire alarm. If this is likely to occur, an attendant should be stationed beside each fire alarm pull box in the areas of the building included in the contract and remain there during the time the building is open to the public.

11. **Directories:** The rooming overseer will provide the attendant overseer with a sufficient supply of simple directories showing the location of all convention departments other than areas dealing with accounts. The attendant overseer will provide a directory to any attendant not familiar with these locations. Directories should not be provided to attendees in general.

12. **Escalators, Stairs, and Elevators:** Escalators and stairways should have attendants assigned at the top and bottom of each level to supervise their use and assist anyone needing help. Assigned attendants should know how to stop the escalators in an emergency. When allowed by the facility management, attendants should operate elevators in order to maintain the orderly movement of attendees and to ensure proper supervision. Elevator operators should be assigned in shifts so that they do not miss large portions of the program.

13. **Seating:** The Convention Committee will determine what sections of seating will be used, taking into consideration the estimated total attendance, including the percentage of disabled, elderly, and infirm ones. Avoid using sections in upper levels and behind the stage if they are not needed. The committee may decide to open these sections later if the attendance is greater than expected. If a seating section will be used that is not included in the audio/video design provided by the Local Broadcasting Department (LBD), the program overseer should contact the LBD for direction before using that section. All sections that are likely to be used should be opened simultaneously at the start of the day. This will avoid overcrowded seating and allow attendees to choose their preferred seating location. At least two attendants should be assigned to all seating sections, one at the front and one at the back.

14. On the morning of the baptism, the Attendant Department will reserve a section of seats in front of the stage for baptism candidates. The attendant overseer and the baptism overseer should make these arrangements.—See [3:25](#).

15. For safety reasons, baby strollers and lawn chairs may not be used by attendees in general. However, if allowed by the secular authorities and the facility, strollers and lawn chairs may be used for disabled children and adults, but only in a section reserved for the disabled.

16. Adequate seating, including space for wheelchairs, should be reserved for the disabled, the infirm, and those 65 years of age and older. Signs may be used to identify these special sections. These sections may include some floor seating, the first few rows up from the floor, or seating near the corridor where attendees enter the seating area. To the extent possible, these seats should provide a clear view of the stage and easy access to restrooms. Persons directly assisting the disabled, elderly, and infirm may sit with or near them. Prior to the convention, each assigned congregation should be informed which rows or sections will be reserved.

17. **Attendance Count:** To ensure uniform attendance figures, the count should be taken simultaneously at a time that will have the highest attendance for that session as determined by the Convention Committee. Do not take the count while a video is being played.

Convention Attendant Count Cards (CO-24) are provided for captains and keymen so that the count can be taken at the designated times and the total attendance compiled by the Attendant Department. The attendance figures for each session should be provided to the convention chairman and the Convention Committee Office so that an announcement can be made at the end of each session. The attendance figures should include any congregations that were originally assigned to attend the convention but received permission to tie in to the program.

18. Emergencies: If a nonmedical emergency arises, attendants should immediately contact the attendant overseer or his assistant for direction. The attendant overseer or his assistant should immediately inform the Convention Committee coordinator. (See *Assembly and Convention Emergency Preparedness Plan* and *Assembly and Convention Attendant Instructions* for direction on handling emergencies involving violent individuals.) In case of a medical emergency, attendants should immediately notify the First Aid Department so that first-aid personnel can render assistance and call emergency services if necessary. Facility management may also need to be notified in the event of a serious medical emergency.

19. Dealing With Disruptive Individuals: Attendants should be alert to individuals trying to enter the premises with ulterior motives. If there is a cause for concern, two attendants should first approach the person and greet him, which may lead to his motives becoming clear. In some cases, it may be necessary to monitor the individual's activity. If apostates are demonstrating outside the facility, attendees should be encouraged not to interact with them. Only if they attempt to disrupt the program or enter the facility or the private property of any in attendance should the police or facility security personnel be called. If an individual who is known as someone who has been aggressive or disruptive at an event in the past arrives at the facility, the attendant overseer or his assistant should be informed. Two attendants should inform the individual that he is not welcome at the facility and that the police will be called if he does not leave. If the individual does not leave, the police or facility security personnel should be called and informed that the individual is not welcome at the facility. The police may be informed that we are willing to file charges if it seems prudent and necessary under the circumstances.

20. It is best to ignore trivial or minor disturbances created by individuals. If an individual is agitated, an effort should be made to calm him. If he is willing to talk, at least two attendants should attempt to speak with him outside of the auditorium and away from others. They will try to ascertain if there is any assistance that can be given. If a person begins to act in a disorderly manner, especially if he approaches the stage, the attendants should intervene. If someone persists in being disruptive, he should be asked to leave the premises and the attendant overseer or his assistant should be informed immediately. If the disruptive individual refuses to leave, he should be informed that if he does not leave and continues to distract others, the police will be contacted. If the individual does not cooperate, the police or facility security personnel should be called and informed that the individual is not welcome at the facility. The police may be informed that we are willing to file charges if it seems prudent and necessary under the circumstances. Generally, attendants would not use force to remove a disruptive individual from the auditorium.—See the *Assembly and Convention Emergency Preparedness Plan* and *Assembly and Convention Attendant Instructions* for direction on handling emergencies involving violent individuals.

21. Kidnappings and Missing Persons: If a person is reported missing, often he can be located quickly with assistance from attendants and other friends and family. The parent or legal guardian of a child should be immediately contacted and involved. Details identifying the person, including a photo if possible, should be provided quickly to all attendants. All doors exiting the building should be monitored until the person is located.

22. **Watchmen:** If necessary, the Attendant Department will provide qualified, spiritually mature brothers to serve as night watchmen, primarily to secure our equipment. The facility personnel on duty should be notified of any authorized watchmen who will be in the building after it is secured.—See [2:26](#).

23. Since night watchmen will likely miss much of the program, the Convention Committee may decide to recruit qualified brothers who are assigned to attend other conventions. In this way, these brothers can attend their assigned conventions with their families.

AUDIO/VIDEO

24. The audio/video (AV) overseer works under the direction of the program overseer and works closely with the convention chairman. The AV Department is usually divided into four crews: audio, video, stage, and information technology (IT). Each crew is assigned an overseer, and each crew overseer serves as an assistant to the AV overseer. An IT crew will not be set up if video streaming will not be used.—For further direction, see *Audio/Video Guidelines for Assemblies and Conventions* (CO-160).

BAPTISM

25. The baptism overseer is responsible for all baptism arrangements, such as direction to the candidates, dressing room needs, and transportation to the baptism site if necessary. He should remind the attendant overseer to (1) reserve a seating section for the baptism candidates, (2) arrange for the attendants to *lead* the candidates out of the auditorium and direct them to the dressing rooms, and (3) assign attendants to care for crowd control around the pool. (See [3:14](#).) The baptism overseer should also contact the first aid overseer to ensure that at least one licensed or certified representative from First Aid is present for the baptism. The baptism overseer should examine the baptism site each time prior to use to verify that conditions are appropriate. This is especially important if the baptism will take place off-site. He should make sure in advance that the water temperature will be at a comfortable level at the time of the baptism.

26. Dressing rooms should be arranged to allow for modesty while candidates change into their baptism attire. At least two mature volunteers should be assigned to each dressing room to render assistance and watch the belongings of those being baptized. These volunteers should assist candidates wearing immodest bathing suits to correct the matter before leaving the dressing room. Appropriate precautions, such as caring for wet floors around the baptism pool, along the path from the pool to the dressing rooms, and in the dressing rooms, must be taken to ensure safety.

27. In most cases, only baptism candidates should sit in the section reserved for them. However, it is permissible for a disabled candidate to be joined by someone assisting him. Microphones should not be used to amplify the answers given by the candidates. The candidates will remain for the singing of the concluding song and file out afterward, following the direction of the attendants.

28. Those performing the baptism should be elders whose appearance is exemplary. They should wear plain white T-shirts and modest bathing suits. It is permissible for the baptizers to wear swim shirts, provided that they are modest-fitting, white-colored, and without slogans or logos. It is best that brothers with visible tattoos not be used. As candidates are lowered into the water, it is best to have them hold their nose with one hand and their wrist with the other hand, *bend their knees*, and lay backward. This reduces the chances of having to submerge the candidate again because part of his body came out of the water. Only one

brother should be used to baptize the candidate unless circumstances require having another person assist him. Candidates are to be baptized individually. They should not be allowed to hold hands with other candidates as they are baptized. Candidates should not be allowed to pose for photographs while in the pool either before or after being immersed.

29. Congregations should not be asked to provide a list of candidates' names to the Baptism Department. However, an inquiry may be made to congregations to determine if there are any disabled or infirm candidates who will need special assistance. Candidates should not be asked if they are being rebaptized or if they have been approved by the elders for baptism. The baptism overseer should ensure that a count is made of all who get baptized and should give this figure to the Convention Committee coordinator.

30. At some facilities, there may be limited space around the baptism pool, making it difficult for family and friends of baptism candidates to view the baptism. In such cases, the Baptism Department may be allowed to announce a candidate's congregation just prior to his baptism. When all from a particular congregation have been baptized, the next congregation will be announced and those wishing to view the next group of candidates can take their place. The Convention Committee will determine whether such an announcement is necessary and practical. Depending on the anticipated number to be baptized, a second pool can be used.

31. In most cases, the contract representative will have obtained advance approval from the facility management for a baptism pool to be placed where it can be clearly viewed by the audience. If this cannot be done in a particular facility, the contract representative should contact the Convention and Assembly Desk in the Service Department for direction.

32. Candidates With Communicable Diseases: If a candidate with a communicable disease presents himself for baptism and his elders have not discussed with him the following options regarding immersion, the baptism overseer and the program overseer (along with the coordinator of the body of elders and, if possible, another elder from the candidate's congregation) should meet with the candidate. The brothers performing the baptism should be informed of the health issue. This will allow them to make a personal decision as to whether they feel there would be a risk that they would be unwilling to take.

- (1) The candidate may attend the convention, listen to the baptism talk, and then be taken to a stream, river, lake, or sea to be baptized.
- (2) The candidate may attend the convention, listen to the baptism talk, and then be baptized in his hotel room or in a private home where there is a large tub that can be used for this purpose.
- (3) If the candidate is sensitive to others becoming aware of the fact that he has such a disease and does not want it to become known to others, he may attend a convention or assembly to which his congregation is not assigned, listen to the baptism talk, and then be baptized in a stream, river, lake, or sea.
- (4) The candidate may request that the local elders arrange for a private baptism.

CLEANING

33. Since the facility becomes a center for pure worship during the convention, its cleanliness reflects on Jehovah's name. Congregations can be assigned to clean specific seating sections in the auditorium. The Cleaning Department should write the congregations in advance to indicate their cleaning assignment and to provide any needed instructions. Each body of elders should be asked to select a capable exemplary brother to coordinate the

congregation assignment. In the rare instance that a congregation is unable to fulfill its assignment, the assignment can be given to another congregation. Volunteers recruited directly by the Cleaning Department are responsible for the daily cleaning of the building corridors, windows, offices, restrooms, exterior grounds, and so forth.

34. If the facility requires preconvention cleaning, the rooming overseer will make arrangements with the cleaning overseer to see that this is accomplished. The Cleaning Department should write a letter inviting congregations to support this activity.

35. When cleaning at the conclusion of the day's program, remind cleaning personnel to be considerate of any who are visiting with others. Conventions are occasions for brothers 'to encourage one another' and enjoy spiritual fellowship, especially with those they may not see regularly. (Heb. 10:24, 25) Thus, we do not expect that everyone will immediately leave the auditorium after the concluding prayer. Often, the cleaning can be accomplished by working around those who are enjoying Christian fellowship. If any need to be asked to move to allow for cleaning in a certain area, the cleaning personnel should do this in a loving manner. If the need arises to clean a portion of the floor, such as in the case of a spill, precautions should be taken to reduce the risk of slipping and falling.

36. **Cleaning and Restroom Supplies:** In most instances, the contract stipulates that the facility management will provide cleaning and restroom supplies. Therefore, the Cleaning Department should use the supplies provided by the facility and not purchase additional supplies. If possible, sufficient supplies for the entire convention should be stored in a locked room. The supplies should be inventoried at the beginning and end of each day of the convention. If additional supplies are needed, the Convention Committee coordinator should request these from the facility management and inform the contract representative. At the conclusion of the convention, any remaining supplies should be inventoried and the total used should be provided to the contract representative.

37. Volunteers should be conservative when using restroom cleaning supplies. Cleaning equipment should be cleaned daily and properly stored.

38. **Restrooms:** Volunteers who clean restrooms should be trained by the department overseer, his assistant(s), or keymen on the proper use of chemicals. Gloves designed for protection against germs and chemicals should be made available to these volunteers.

39. Each restroom is to be checked regularly by an assigned monitor to (1) restock paper goods and soap, (2) check for spills and plumbing failures, and (3) make sure children are not playing in restrooms. Any problems should be reported to the cleaning overseer.

40. **Trash Disposal:** Trash disposal is usually included in the contract. If the facility does not have sufficient refuse containers, the Convention Committee will arrange for these. Those assigned to pick up the trash can liners should be reminded to exercise caution so as to avoid injury from sharp objects.

41. **Recycling:** Soda cans and plastic bottles should be recycled if required by law. Separate containers for disposal of recyclables should be used for this purpose.

FIRST AID

42. The purpose of the First Aid Department is to administer only emergency first aid until the individual can be placed under the supervision of local health-care professionals. This limited function does not include diagnosing or treating chronic illnesses, administering treatment such as chiropractic adjustments, or providing other medical care—all of which could

expose the branch office and the convention and its volunteers to malpractice lawsuits. This caution should be explained to brothers and sisters serving in First Aid.

43. **Personnel:** Only adults may serve in the First Aid Department. Where possible, the department should be sufficiently staffed with health-care professionals, such as physicians, nurses, paramedics, and emergency medical technicians (EMT), when we are in the building, including during preconvention and postconvention work. It is preferred that only those who are licensed or certified in one of the above categories be used to respond to emergencies and, as needed, to call emergency services. First Aid volunteers should provide the First Aid overseer with a copy of their certification. Any medical professionals who volunteer to serve in First Aid do not represent the department if they choose to offer assistance beyond the limited departmental assignment already described. If someone decides to administer additional care at the convention, he should understand that this is his own personal decision and responsibility.

44. Those not licensed or certified in one of the above categories may volunteer to assist in the First Aid Department in a supporting role. In an emergency situation, First Aid volunteers should give way to anyone more qualified. There is no need to make rounds looking for opportunities to render assistance. At least one licensed or certified representative from First Aid should be present at the baptism.

45. **Confidentiality:** First Aid volunteers should treat the details of situations cared for by the department, including any medical problems described, as confidential. These details should not be discussed with unauthorized individuals.

46. **Room and Supplies:** The First Aid room should be staffed to the degree possible by at least two persons at all times. The First Aid room should contain directions and/or a map to one or more nearby hospitals and directions to one or more locations where prescription and over-the-counter medications may be purchased.

47. Unless otherwise approved by the Convention and Assembly Desk in the Service Department, no prescription drugs should be stocked in the First Aid Department. Only a licensed physician may carry and administer prescription drugs. A paramedic may carry prescription drugs and administer them under the direction of a licensed physician. The department should have a small supply of pain relievers, bandages, disinfectants, feminine hygiene items, and so forth, for accidents, emergencies, or other minor needs. Individuals should be allowed to select what they need from the items available. They should be encouraged to obtain items from a local source in the future.

48. No uniforms are to be worn by First Aid volunteers. Oxygen should not be brought to the facility for First Aid use. However, if oxygen is on the premises, only a licensed physician, registered nurse, paramedic, or certified EMT should administer it. The taking of blood pressure, when deemed necessary in caring for an emergency, must be done by someone licensed or certified to do so. When handling cases such as seizures and when administering CPR, procedures should be followed to protect both parties from the transmission of disease. Automatic external defibrillators should not be brought to the facility for First Aid use. However, if any are on hand in the facility, someone trained to use this equipment must be on duty at all times in the First Aid Department.

49. Some cots or beds should be set up in First Aid for emergency use only. The cots should be screened off or located in an adjacent room so that they are not visible to those entering the department. A reasonable time limit should be placed on the use of the cots. Coverings on cots and pillows should be changed after each use. Disposable paper pillowcases and

sheets may be obtained for this purpose. One or two wheelchairs should be available for temporary emergency needs.

50. **Emergencies:** Where possible, an ambulance or a similar emergency service should be on call rather than on-site. If someone needs more than basic first aid, it should be recommended that he be transported to the hospital. If the individual is in agreement, First Aid may call emergency services and should arrange for someone to meet them upon their arrival so that they can be escorted to the individual's location. On the other hand, the individual may decide to have a family member or friend provide transportation. If the person refuses to be transported, First Aid may wish to consult with a close family member, if one is present, to explain why the person should seek medical help. If the person continues to refuse transport, then it is his own responsibility. However, the interaction should be recorded in a *Risk Incident Report (TO-5)*. As a reminder, a *Risk Incident Report* should be completed for any incident that involved serious illness or that involved or nearly involved personal injury requiring medical treatment beyond minor first aid. The report should be submitted to the Branch Risk Management Desk in the Accounting Department within 72 hours of the incident. Whenever possible, *Risk Incident Reports* should be submitted using the online-entry version of the form on JW Hub.

INFORMATION AND VOLUNTEER SERVICE

51. **Information:** The information and volunteer service overseer should recruit exemplary brothers and sisters who are capable of explaining where convention departments are located and who can give clear directions on how to get to hotels, shopping centers, restaurants, pharmacies, and so forth in the convention city. The rooming overseer will provide the information and volunteer service overseer with a sufficient supply of simple directories showing the location of all convention departments other than areas dealing with accounts. The information and volunteer service overseer will provide a directory to each Information and Volunteer Service Department volunteer. Directories should not be provided to attendees in general. (See 1:26.) Information boards should not be set up at conventions.

52. **Volunteer Service:** Although personal recruiting will normally provide the necessary volunteers, the Convention Committee may find prior to the convention that a department is still in need of volunteers. (See 1:11.) If so, congregations may be asked to provide assistance. Rather than individual departments writing their own letters, the rooming overseer may ask the information and volunteer service overseer to compose one letter to the bodies of elders of congregations assigned to the convention, with input from the department(s) involved. Please note that the letter should not request volunteers for the Accounts Department.

53. The letter should clearly describe the department(s) needing volunteers and the qualifications for serving in the department(s). As indicated in this document, volunteers for some departments must be exemplary. However, if this is not specified, volunteers must at least be in good standing. (*sfg* 1:20) The congregation secretary should be asked to provide the names and contact information for approved volunteers and to specify the departments for which they are volunteering. The information and volunteer service overseer will forward the names and contact information to the appropriate department overseer(s), who will arrange for the volunteer(s) to be contacted in due course.

54. The Information and Volunteer Service Department directs those wishing to volunteer during the convention to departments in need of assistance. First, though, it should verify that each volunteer is approved by the elders of the congregation he attends.—See 1:43.

INSTALLATION

55. An Installation Department will likely not be needed when the convention is held at an Assembly Hall. The Installation Department assists as needed with the setup, maintenance, repair, and move-out needs of the convention. If construction or repair work is needed and allowed by the facility, it is the responsibility of the installation overseer to ensure that volunteers meet any requirements stipulated by the facility contract and local laws.

56. **Signs:** It is the responsibility of the installation overseer to ensure that necessary signs are on hand and properly installed. If signs other than those provided by the branch office are necessary, they should be approved by the rooming overseer. If the facility does not have a provision for the use of outdoor electronic banners at no additional charge, an attractive outdoor sign may be produced if it is practical to do so and if it is permitted in the contract. Signs must be installed in a manner that does not mar or deface the building and should be removed at the conclusion of the convention. When no longer needed, any signs in good condition may be given to circuits that would like to have them. Otherwise, the signs should be discarded.

57. A number of standard signs can be requested from the Convention and Assembly Desk in the Service Department by means of the *Convention Sign Request* (CO-100). The Convention Committee coordinator should consult with the installation overseer to determine how many signs should be requested. When multiple conventions will be held at the same facility, each language group should submit a combined request on one form. After consulting with the other Convention Committees and installation overseers, the Convention Committee coordinator for the first convention of each language should submit a request for all of the conventions in that language. Signs should be requested for conventions to be held that year only. The request may include a few extras to replace any that may get damaged. No other requests should be sent in by the remaining committees. The signs will be shipped to the first convention in each language.—See [Chapter 2, paragraph 77](#), for direction on requesting signs when conventions are held at Assembly Halls.

58. **Stage Design:** Convention Committees should arrange to use an end stage, even if this results in a reduction of available seating. The stage should not be designed with a backdrop over three meters (10 ft) tall or a curtain suspended from the ceiling that would block the view of large numbers of attendees seated behind the stage. (See [3:13](#).) The stage size should usually be 1.2 meters high, 6.1 meters deep, and 9.8 meters wide (4 ft x 20 ft x 32 ft). However, if the convention is held at a very large facility, a larger stage may be appropriate. Likewise, a smaller stage may be used in facilities with space constraints or when local safety regulations limit the size of a raised platform. If a smaller stage is used, the backdrop must be wide enough to completely fill the camera field of view when showing program participants on either side of the lectern. Additional staging may be necessary if video screens are used. The stage should not have more than two entrances, with one entrance at least 0.9 to 1.2 meters (3 to 4 ft) wide. In the rare instance that an end stage seems impractical, the committee should contact the Convention and Assembly Desk for direction.

59. If the branch office will not be providing a design for the stage, the installation overseer(s) will design it. The design, including decorations, should be simple and tasteful, not distracting in appearance. One or more large-faced clocks that are easily readable by the speaker should be placed on the stage. Do not provide a countdown timer or an electronic signal to the speaker that he is overtime. The stage design should be agreed upon by all committees using the same facility and reviewed with the audio/video overseer(s) to minimize technical issues.—See [1:27](#).

60. Normally, a stage is included in the contract. While the facility management may prefer to construct the stage, it is the responsibility of the Installation Department to decorate it. If the facility does not provide the stage, the contract representative should contact the Convention and Assembly Desk. Thereafter, the Installation Department may be asked to construct it.

61. If the branch office will not be providing the theme sign(s) for the stage, the Installation Department is responsible for designing and building the sign(s). The sign(s) should have lettering large enough to be seen easily by all in the audience. Each year, the official wording of the sign is provided by the branch office on JW Hub. Video monitors can be used to display the convention theme as long as there are sufficient additional monitors to display the stage or media content. The convention theme is to be displayed during the entire program.

62. If more than one convention is scheduled at a facility, costs can be reduced if flowers and decorations are shared to the extent possible. After the last convention, stage materials and decorations can be liquidated for a suggested contribution.

LOST & FOUND AND CHECKROOM

63. The Lost & Found and Checkroom Department should be staffed at all times the facility is open.

64. **Lost & Found:** Inexpensive items should be displayed. However, wallets, purses, badge cards, and expensive items should not be displayed. Persons claiming them must be able to identify the items.

65. If individuals, particularly children, become separated from their group or parents, they should be brought to the Lost & Found and Checkroom Department. Sisters working in this department may be especially helpful in attending to lost children. No announcements regarding lost persons are to be made. The Attendant Department and the Convention Committee should be notified of any such persons.

66. After the convention, any remaining items should be held by the department overseer. If those who later inquire about an item can accurately describe it, the item may be forwarded to them at their expense. Unclaimed cash should be given to the Accounts Department at the conclusion of the convention. After two months, unclaimed items of significant value, such as expensive watches, rings, phones, and electronic tablets, should be sent to the Convention and Assembly Desk in the Service Department. Songbooks, Bibles, and items of little monetary value should not be sent to the Convention and Assembly Desk. Remaining unclaimed items can be disposed of locally at the discretion of the Convention Committee.

67. **Checkroom:** Checkroom volunteers should employ some means of identifying coats, luggage, packages, and other checked items. They should ensure that all checked items other than clothing have identification showing the owner's name, congregation, address, and telephone number. More space may be needed on the final day of the convention.

PARKING

68. The Parking Department oversees all parking facilities controlled by the convention and is responsible for the safety of pedestrians and vehicles in the parking area(s).

69. Parking attendants should be mature exemplary brothers, preferably elders or ministerial servants, who demonstrate good judgment. A brother under 20 years of age may be

used as a parking attendant if he is a ministerial servant. (See [1:43](#).) The attendants should be alert, courteous, and kind. Parking attendants should dress in harmony with the standard for brothers handling meeting parts. (Based on the weather, the Convention Committee can decide to adjust the standard of dress.) Enough parking attendants should be recruited so they can be rotated in shifts. Since some parking attendants miss parts of the program, the Convention Committee may decide to recruit qualified brothers who are assigned to attend other conventions. In this way, these brothers can attend their assigned convention with their families.

70. Each parking attendant should be given an assignment and a copy of *Assembly and Convention Parking Attendant Instructions* (CO-65) well in advance of the convention. The use of high-visibility safety vests is recommended.

71. If the convention is not held at an Assembly Hall, the contract representative, committee(s), and parking overseer(s) should develop a parking plan. Well in advance of the convention, each assigned congregation should be provided with a copy of the plan, which should show the recommended routes to the facility and parking location(s). This plan should also specify routes for entering and exiting the parking areas. A few legally placed signs may be requested from the branch office to direct drivers to and within the parking areas. The parking overseer and his assistant(s) should train all those working with them to follow the parking plan.

72. Prior to the convention, the contract representative and committee(s) should designate a drop-off area near a convenient facility entrance for the disabled, elderly, and infirm. If needed, a convenient location should also be selected for buses to drop off and pick up their passengers. We do not encourage the use of shuttles to transport attendees from the parking areas to the facility.

73. Before the parking areas open on the first day of the convention, the parking overseer should meet with all parking attendants. He should review the direction on handling disruptive individuals that appears in [Chapter 3, paragraphs 19-20](#), the parking plan, and *Assembly and Convention Parking Attendant Instructions*. He should also review the emergency procedures so that all parking attendants will know their duties in the event of an evacuation or other emergency, including how to make immediate contact with the First Aid Department and the parking overseer or his assistant. The meeting should conclude in time for all parking attendants to assume their assigned positions no later than 15 minutes prior to the opening of the parking areas.

74. The parking areas should be fully staffed prior to opening and until closing each day. Each morning and evening, when traffic is heaviest, a sufficient number of parking attendants should be stationed at each entrance and exit as well as throughout the parking areas to give proper direction to drivers. Throughout the convention, the parking overseer and his assistant(s) should regularly visit and encourage the parking attendants.

75. Parking attendants will direct only those with government-approved placards or license plates for the disabled to park in spaces legally marked as reserved for them. According to the need, the committee may designate additional parking areas for the disabled, elderly, and infirm. These areas should be included on the parking plan. A sufficient number of parking attendants must be assigned to these areas to ensure that only the disabled, elderly, or infirm park there.

76. Although fewer parking attendants will be needed between the morning and evening rush periods, a sufficient number should be assigned in pairs to monitor the parking areas

regularly. Golf carts or other motorized vehicles should not be borrowed from facility management or rented from an outside source for this purpose. Parking attendants may use their personal vehicles or bicycles if the parking areas are large. The presence of parking attendants is a strong deterrent to vandalism and theft. If parking attendants observe such activity, they should immediately contact the parking overseer or his assistant for direction. The facility's security personnel or the police should be contacted if the situation warrants it. The parking overseer or his assistant should immediately inform the Convention Committee. Brothers should exercise extreme caution so that none are injured or their safety jeopardized.

77. Significant parking issues or problems should first be directed to the committee, who will contact the contract representative. The contract representative may find it necessary to contact the Convention and Assembly Desk in the Service Department.

ROOMING

78. The Rooming Department should be conveniently located for attendees with rooming problems or last-minute accommodation needs. If the convention is large, an additional rooming desk may be set up. The assistant rooming overseer(s) and keymen will handle matters at the desk, consulting with the rooming overseer when needed.—See [1:23-26](#) and *Convention Rooming Guidelines* (CO-80).

79. Complimentary rooms are used to accommodate attendees who are in special full-time service, such as missionaries, circuit overseers, Bethelites, and special pioneers. In addition to any complimentary rooms earned at the hotels, the rooming overseer should have private-home accommodations available if needed. The Convention Committee, not just the rooming overseer or the brothers selected to assist him, decides who will be assigned to complimentary accommodations. When a *Special Rooming Needs Request* (CO-5a) is received from someone in special full-time service, the committee should do its best to fill the request. *Convention Rooming Guidelines* provides additional information regarding complimentary hotel rooms and private-home accommodations.

TRUCKING AND EQUIPMENT

80. A Trucking and Equipment Department would likely not be needed when the convention is held at an Assembly Hall. The Trucking and Equipment Department is responsible for locating and transporting the equipment necessary to operate the convention(s). If the trucking and equipment overseer feels that certain equipment needs to be rented or purchased, he should advise the rooming overseer. Prior to renting or purchasing any equipment, the Convention Committee must obtain the approval of the Convention and Assembly Desk in the Service Department.—See [1:28](#); [Appendix F](#).

81. The *Equipment Record and Receipt* (CO-30) form is used to record the receipt and return of borrowed equipment. The *Convention Delivery Order* (CO-31) is used to record where and when materials were picked up and returned.—See *Instructions for Convention Trucking and Equipment Department* (CO-43).

82. Borrowed, leased, or rented equipment should be inspected for existing damage before taking possession of it. The equipment should be properly cared for and returned in good condition. However, the convention is not obligated to perform extensive repairs on borrowed equipment unless it was damaged during convention use. Circuit equipment may be borrowed with the approval of the assembly overseer and should never be sent to another convention without his consent.

83. All drivers must be exemplary baptized brothers, be properly licensed, and have appropriate driving experience. Any exceptions must be approved by the Convention and Assembly Desk. Whoever dispatches the vehicle is responsible to confirm that the driver and the vehicle (whether the vehicle is owned by the driver or someone else) have the proper credentials and appropriate insurance.

84. It is not necessary to request insurance coverage from the Branch Risk Management Desk in the Accounting Department, since the owners of all vehicles used must have ample insurance coverage. The trailer is covered by the tractor's insurance (not bobtail insurance) when a locally owned, fully insured vehicle is transporting it.

85. Contact the Branch Risk Management Desk if any questions arise regarding insurance. If any vehicle, whether branch-owned, rented, leased, or borrowed, is involved in an accident, this should be reported immediately to the committee, who in turn will inform both the Convention and Assembly Desk and the Branch Risk Management Desk. The committee should provide photographs, police reports, or witness statements if available.

TACTILE INTERPRETATION

86. Convention Committees for sign-language conventions may form a Tactile Interpretation Department to serve the needs of deaf persons who are blind or partially sighted. The program overseer will supervise this department. Tactile interpretation should normally be done in the main auditorium.—See *Audio/Video Guidelines for Assemblies and Conventions* (CO-60), chapter 7, for direction on video equipment for tactile interpretation.

87. The department overseer will arrange for the training and scheduling of interpreters. A sufficient number of interpreters are needed so that they can rotate in shifts without becoming overly tired. Well before the program, interpreters should be given access to any videos that they will interpret. The department may interpret for persons who have been removed from the congregation. Interpretation for minors should be done in the presence of a parent or guardian.

CONCLUSION

88. For many decades, conventions large and small have provided opportunities for those who love Jehovah to fellowship together. How it builds our faith to see thousands of fellow believers unified in one place to partake of “the table of Jehovah”!—1 Cor. 10:21.

89. The different abilities and talents you brothers possess are put to good use in convention organization. We are indeed grateful to have so many brothers who “offer themselves willingly” in whatever theocratic task needs to be accomplished. (Ps. 110:3) It is our hope that your convention assignment draws you closer to Jehovah as well as to your brothers and sisters and is viewed as a real spiritual blessing to you and your families. May Jehovah continue to bless you to accomplish his will more fully!

APPENDIX A: CONVENTION LETTER FORMAT

JEHOVAH'S WITNESSES CONVENTION
Pittsburgh, PA (Spanish)
June 24-26, 2016

[Date]

TO ALL CONGREGATIONS ATTENDING THE JUNE 24-26, 2016, CONVENTION IN
PITTSBURGH, PENNSYLVANIA

Re: [Subject]

Dear Brothers:

[Body of letter]

Your brothers,

JEHOVAH'S WITNESSES CONVENTION
Pittsburgh, Pennsylvania

PS to coordinators of the bodies of elders:

At the next midweek meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

APPENDIX B: CHECKLIST FOR CONVENTION COMMITTEE

Contents

[Matters to Be Cared for Prior to the Convention](#)

[Matters to Be Cared for During the Convention](#)

[Matters to Be Cared for After the Convention](#)

MATTERS TO BE CARED FOR PRIOR TO THE CONVENTION

- Submit the *Convention Committee Acceptance and Rooming Information* (CO-68) form to the Convention and Assembly Desk in the Service Department.—See [2:29](#).
- Provide the Assembly Hall overseer with contact information for each committee member, if applicable.—See [2:74](#).
- Select the committee member assistants.—See [1:30-32](#), [41](#).
- Select the department overseers, department assistants, and safety coordinator and assistant(s).—See [1:14](#), [33-39](#), [41](#); [2:32](#).
- Determine if watchmen or parking attendants should be recruited from other conventions.—See [3:23](#), [69](#).
- Confirm that all those involved with convention organization have the latest version of *Convention Organization Guidelines* (CO-1).—See [1:3](#).
- Arrange for a meeting with any other committees using the same facility, if applicable. This is the responsibility of the first committee to use the facility.—See [1:27](#).
- Determine joint purchasing opportunities and options for sharing of equipment with other committees, if applicable.—See [1:28](#); [2:25](#).
- Determine the stage location and design.—See [1:27](#); [3:58-59](#).
- Determine department locations.—See [1:27](#); [2:77](#).
- Determine which seating sections will be used.—See [2:42](#); [3:13](#).
- Determine which departments will be necessary when programs in different languages are held concurrently.—See [2:39](#).
- Determine the adequacy of existing stage lights in commercial facilities.—See [2:72](#).
- Arrange for a suitable mothers' room.—See [2:54](#).
- Arrange for additional trash disposal containers, if needed.—See [3:40](#).
- Work with the contract representative to develop a parking plan.—See [2:56](#); [3:71-72](#), [75](#).
- Review any contractual and insurance documentation for commercial facilities.—See [2:67](#).
- The program overseer and rooming overseer should select a qualified elder to perform the accounts audit.—See [3:1](#).
- Verify the status of each department, and assist with any staffing issues.—See [1:11](#); [3:52](#).
- Hold a preconvention meeting with all department overseers and assistant overseers.—See [2:31](#).

- Assign complimentary hotel accommodations and private home accommodations based on *Special Rooming Needs Requests* (CO-5a).—See [2:58](#); [3:79](#).
- Determine whether an identification card will be used to gain access to restricted convention areas.—See [2:1](#).
- Determine when the attendance count should be taken.—See [3:17](#).
- Conduct a site inspection on move-in day at commercial facilities.—See [2:51](#).

MATTERS TO BE CARED FOR DURING THE CONVENTION

- Discuss additional brothers to add to the *Convention Personnel Report* (CO-53).—See [2:9](#).

MATTERS TO BE CARED FOR AFTER THE CONVENTION

- Conduct a site inspection.—See [2:52-53](#), [76](#).
- Determine whether any reports other than the *Postconvention Report* (CO-62) should be submitted to the Convention and Assembly Desk.—See [2:6](#).
- Determine whether any letters of appreciation should be sent.—See [2:12](#).
- Ensure that information regarding qualified brothers who have been trained and who have potential for more responsibility is retained for use by next year's committee.—See [1:41](#).

APPENDIX C: CHECKLIST FOR CONVENTION COMMITTEE COORDINATOR

Contents

[Matters to Be Cared for Prior to the Convention](#)

[Matters to Be Cared for During the Convention](#)

[Matters to Be Cared for After the Convention](#)

MATTERS TO BE CARED FOR PRIOR TO THE CONVENTION

- Prepare and distribute the *Convention Personnel Report* (CO-53).—See [2:8](#).
- Submit the *Convention Sign Request* (CO-100). This is the responsibility of the Convention Committee coordinator for the first convention in each language.—See [3:57](#).
- If a spokesman has been assigned to be present to handle media matters, provide his name and contact information to the attendant overseer and his assistant and to the information and volunteer service overseer and his assistant.—See [2:84-88](#).

MATTERS TO BE CARED FOR DURING THE CONVENTION

- Along with your assistant, visit each department you oversee at least once per day if possible.—See [1:12](#).

MATTERS TO BE CARED FOR AFTER THE CONVENTION

- Forward accounting records to the branch Accounting Department as directed in *Instructions for Event Accounting* (CO-63).—See [1:16](#).
- Submit the *Postconvention Report* (CO-62) using JW Hub.—See [1:16](#).
- Retain accounting records as directed in *Instructions for Event Accounting* (CO-63).—See [1:17](#).
- Submit the *Convention Personnel Report* (CO-53) to the Convention and Assembly Desk in the Service Department.—See [2:8-11](#).
- Verify that all *Risk Incident Reports* (TO-5) have been submitted to the Branch Risk Management Desk in the Accounting Department.—See [2:37](#); [3:50](#).

APPENDIX D: CHECKLIST FOR PROGRAM OVERSEER

Contents

[Matters to Be Cared for Prior to the Convention](#)

[Matters to Be Cared for During the Convention](#)

[Matters to Be Cared for After the Convention](#)

MATTERS TO BE CARED FOR PRIOR TO THE CONVENTION

- If the first convention, contact the program overseers for any subsequent conventions held in the same facility to compile their comments for the Local Broadcasting Department.—See [1:29](#).
- Carefully read *Audio/Video Guidelines for Assemblies and Conventions* (CO-160), and ensure that the audio/video (AV) overseer provides a copy to all in the department.—See [1:19](#).
- Ensure that the AV overseer has access to needed material on the JW Hub convention domain.—See [1:19](#).
- Meet with the convention chairman to review each other's roles and discuss information that is relevant locally.—See [1:20](#).
- Prepare a convention program listing the names of the speakers assigned.—See [1:22](#).
- With the AV overseer, review any applicable direction provided by the Local Broadcasting Department regarding the safe setup and use of AV equipment.—See [2:32, 34](#).

MATTERS TO BE CARED FOR DURING THE CONVENTION

- Distribute the convention programs that list the names of the speakers assigned to each part.—See [1:22](#).
- As needed, meet with any baptism candidate who has a communicable disease.—See [3:32](#).
- Along with a representative of the Audio/Video Department, attend (or arrange for your assistant to attend) each walk-through conducted by the convention chairman or his representative.—See [1:18](#).
- Regularly evaluate the sound and video quality in various locations throughout the convention venue.
- Along with your assistant, visit each department you oversee at least once per day if possible.—See [1:12](#).

MATTERS TO BE CARED FOR AFTER THE CONVENTION

- Destroy outlines and program materials.—See [1:21](#).

APPENDIX E: CHECKLIST FOR ROOMING OVERSEER

Contents

[Matters to Be Cared for Prior to the Convention](#)

[Matters to Be Cared for During the Convention](#)

MATTERS TO BE CARED FOR PRIOR TO THE CONVENTION

- Carefully study *Convention Rooming Guidelines* (CO-80) and follow through accordingly.
- Work with the cleaning overseer on arrangements for preconvention cleaning.—See [3:34](#).
- Arrange for the information and volunteer service overseer to compose a letter to the bodies of elders regarding volunteer needs, if applicable.—See [3:52-53](#).
- Prepare the convention department directories.—See [1:26](#); [3:11](#), [51](#).

MATTERS TO BE CARED FOR DURING THE CONVENTION

- Distribute the convention department directories.—See [1:26](#); [3:11](#), [51](#).
- Along with your assistant, visit each department you oversee at least once per day if possible.—See [1:12](#).

APPENDIX F: CONVENTION EQUIPMENT POOL COMMITTEE

1. If a Convention Equipment Pool Committee arrangement is used, the Convention and Assembly Desk in the Service Department will inform Convention Committees which equipment pool committee will be serving them, list the Convention Committee coordinators (with their contact information) for each convention served by that equipment pool committee, and provide specific instructions for that year's conventions.
2. The equipment pool committee is responsible for the maintenance of any branch-owned tractors or trailers in their area. Before making any repairs, the equipment pool committee should be contacted. The Convention Committee and department overseers should cooperate fully with the equipment pool committee.
3. The section trucking coordinator is a member of the equipment pool committee. Under the direction of the Convention and Assembly Desk, he oversees the movement of any branch-owned tractors, trailers, or equipment. He also assists the conventions to find available drivers and trucks, and he helps with the movement of equipment.
4. He will keep the rest of the equipment pool committee informed of any adjustments to the routing of equipment and will inform them of any equipment malfunctions. If serious problems arise while the trailers are in transit, he should keep the Convention and Assembly Desk informed.
5. Convention funds should be used to pay the expenses for any local trucking arranged by the Convention Committee. Equipment pool committee funds should be used to pay the expenses for any trucking arranged by the equipment pool committee.