

The CONvergence Party Rules, Tips and Tricks Guide

Brought to you by the CONvergence Parties Department and hosts just like you!



Information found in this guide is accurate as of April 2023 please check the website and the CVG Parties Department for most up to date information.

What is this? Why should I read it?



This is an information guide to hosting a room party and making things run as smooth as humanly possible during the convention. Send this guide to all of your room volunteers. Send it to people you know who are interested in starting a party of their own. The important part is that you read it, digest it, and are informed going into the convention season.

Running a room party is a lot of effort and it's a lot to take in. Everyone on the Parties Department team has run a room party and we are committed to being here to help you.

This guide is not all there is to know. Every year things change a little and people come up with new ideas. Parties are a constantly changing community and we are here for you every step of the way.

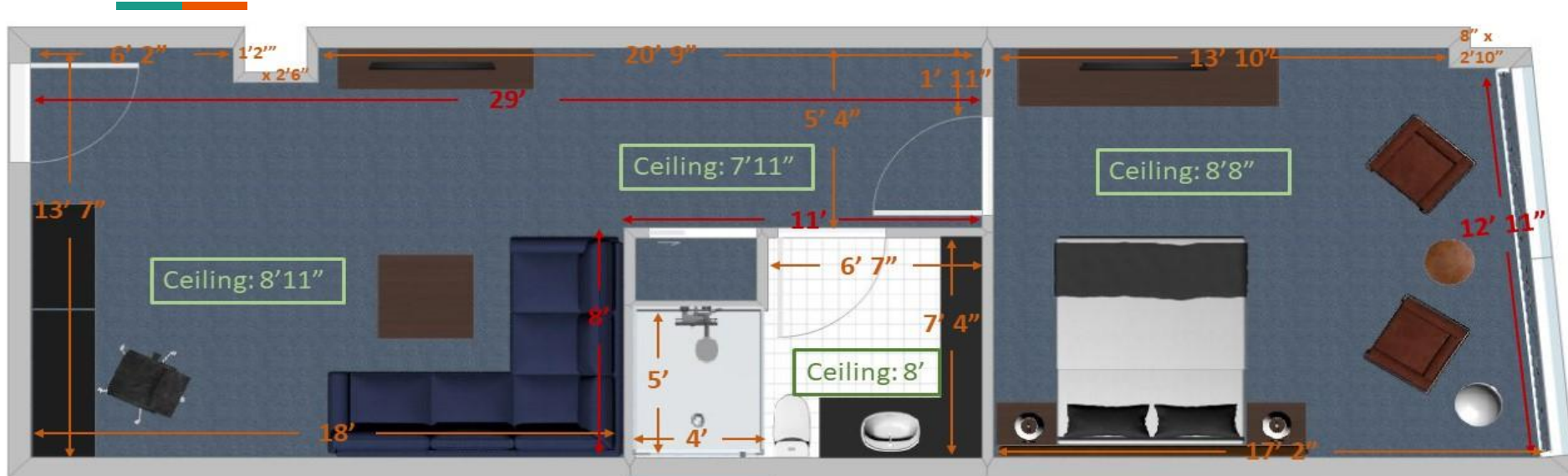
Please make sure to visit the website and read through the rules and guidelines as this is just a brief overview.

The Room

All rooms include:

-Mini Fridge -Sectional -Coffee Table -2 TVs -Large Desk

Upon room approval you will get a layout like this tailored to your room



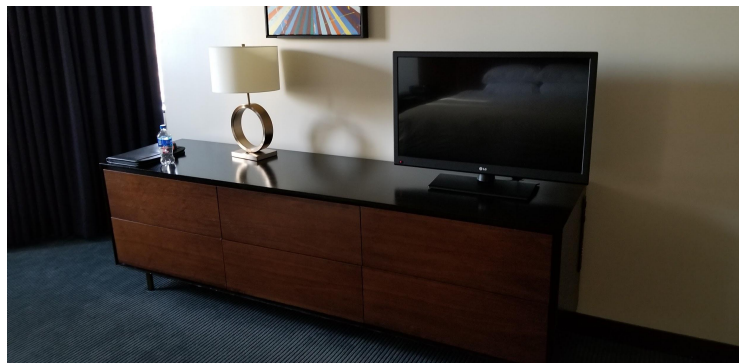
Note: all measurements were taken with a laser tape measure, rounded to the full inch, and done quickly. Some measurements may have been collected from the suite directly above or below. There may be some minor differences or errors.

Space inside
shower doors
& clearing
faucet:
2' 6" x 4' 6"

Variations in Rooms include:

- Orientation of layout
- Couch or Chairs in bedroom
- Layout (we have 5 non standard rooms)
- Tub or shower
- Angle of the back wall and window

Rough Pictures to give you an idea



Additional Pictures



The bedroom portion of the suite has either a small couch with a coffee table or a table and chairs, this changes frequently and you won't know what the room has until you check in.



Room Rate, Booking and Furniture removal

After your room has been approved by the CONvergence Parties Department, you will be contacted to book your room. Keep an eye out for any emails from the CONvergence Allocations Department and the Hyatt Hotel, however most if not all booking information will come directly from us.

Furniture removal is priced out as shown below and any additional removals on your part is likely to result in fines from the hotel. Parties department and CONvergence are not responsible for fines incurred.

A form will be sent out prior to the convention for furniture removal. The form will need to be filled out and returned to us by a set deadline. The removal cost is wrapped into your room bill.

Room cost can vary from \$169.00+tax to \$189.00+tax depending on occupancy choice when you book the room.

<input type="checkbox"/> ONLY "L" Shaped Couch in Living Room moved and stored in Bedroom of Executive Suite - \$75.00 fee	<input type="checkbox"/> ONLY King Sized Bed in Bedroom removed from Executive Suite for duration of stay - \$75.00 fee
<input type="checkbox"/> ONLY "L" Shaped Couch in Living Room removed from Executive Suite for duration of stay - \$125.00 fee	<input type="checkbox"/> ONLY Couch in Bedroom removed from Executive Suite for duration of stay - \$75.00 fee
<input type="checkbox"/> BOTH "L" Shaped Couch in Living Room AND King Sized Bed in Bedroom removed from Executive Suite for duration of stay - \$150.00 fee	<input type="checkbox"/> BOTH Couch in Bedroom AND King Sized Bed in Bedroom removed from Executive Suite for duration of stay - \$150.00 fee
<input type="checkbox"/> ALL 3 ITEMS including "L" Shaped Couch in Living Room AND King Sized Bed in Bedroom AND Couch in Bedroom removed from Executive Suite for duration of stay - \$250.00 fee	<input type="checkbox"/> Non-standard Trash Removal Fee (if occupants choose not to use communal trash provided as listed below) - \$75.00 fee per day

Parties Department, Who we are and What we can do for you



Parties Department is group of past party hosts here to facilitate, assist, and encourage you in bringing the most amazing parties possible to CONvergence.

We are here to:

- Make sure you feel heard and represent you and other party hosts to the convention, the Convention Committee (also known as ConCom), and the Board of Directors.
- Build up the party host circuit to be more of a community that can network with each other.
- Organize bulk ice orders to bring down costs.
- Ease load in and load out of the hotel.
- Make sure parties are appreciated for their hard work.
- Organize volunteer hours as a thank you for the dedication you put into this convention.
- Be your onsite liaison between you, the convention and the hotel.

Parties Headquarters, your home away from home



Parties HQ (Room 418) is where you can always find a member of the Parties Department. It is also meant to be a place for hosts to get what they need, ask questions, or add volunteer hours. Even a quiet place to step away if needed during party hours but still be close to your party. We will be open from Wednesday to Monday with hours posted outside our door.

In Parties HQ you will find:

Party Supplies- Parties HQ will be fully stocked with things that may come in handy over the weekend, such as blue tape, paper towels, collapsible trash bins & bags, door stops, tote bags, magic erasers, plastic tablecloths and more. We will also have snacks and cold drinks available when you need a quick step away during your party hours.

Equipment Lending Library- Its a pain to bring extra things you don't know if you'll need or not so for that we're here to help. In HQ you'll find things like broom & dust bin, mop & bucket, clear plastic tape, moving carts, shop vac, box fans, and cleaning supplies to borrow when needed.

If you have ideas for other items that we could provide to make hosting easier please let us know at Parties@convergence-con.org.

What to know before running a party



- All party staff must be registered CONvergence members.
- Parties are expected to welcome any CONvergence member wearing a CONvergence badge, unless enforcing specific age restrictions by checking government-issued identification.
- Parties may be promoted via the CONvergence Programming Guide and website. Party descriptions for the programming guide need to be 50 words or less.
- At least one member of Core Staff must be at least 18 years of age, physically present, sober, and responsible during all of the party's stated hours of operation.
- Each room party may request a sleeping room on the same floor as their party room. If the party is cancelled, this sleeping room is forfeited.

Day Passes



New for 2023 Room Parties hosting all 3 nights of the convention will have the option to receive 5 one-day passes to be distributed out as you see fit, to bring in additional staff to help with your room party any day of the convention.

Parties should use these in the way that best helps you fully staff your party. For example you can have 4 of them go to the same person every day of the convention or you could have 5 people each get one on Saturday. Mix and match as needed because you know your party and your staffing needs best.

Each one day pass is good for attending all parts of CONvergence and will be valid from 10:00am on the issuing day until 5:00am the following morning. Day passes must be reserved prior to the convention via a form that will be sent out after your party's approval email. They cannot go to a member of your party's core staff since core staff receive 25 volunteer hours at the start of the convention. These passes are not upgradable and are non-transferable once assigned.

Masking and Covid policy within a party room



Room parties may implement their own safety restrictions as they see fit for masking and a party may serve food and drinks as normal.

We will have signage available for you to use to advertise any restrictions you would like to implement.

- Current signage options are:
 - Masks required in this party space
 - Masks required while not eating or drinking

Please contact us if you have any questions or concerns on this subject.



Donations



- Parties may accept voluntary donations, but cannot require them or suggest an amount. Nothing can be given in return for a donation. Fundraising prior to the convention is not subject to these restrictions
- Service and/or access cannot be denied if someone does not make a donation. Fundraising during a party may not include gifts in exchange for donations.**
- Items cannot be sold in a party room. The only exception to this rule is selling convention memberships for other conventions.
- Tips for better Donations!
 - Label your donation jar in big bold letters
 - Throw a couple bucks at the bottom of it so it never looks empty
 - People love to vote, let them vote by donations like Star Wars vs Star Trek, Tennant vs Smith, ect
 - Have multiple donation jars (at least one for each room)
 - Digital donation jars like venmo and paypal codes are good for people who may not have cash

Fundraising



Fundraising is how parties are funded prior to the convention. If you choose to fund your party via a crowdfunding website, there are a few things to keep in mind.

- Parties may share the information in the CONvergence Community Facebook group and Discord server. Please comply with the group rules to not post the link more than once per month. You can comment on your post to bump it up.
- Parties may keep their crowdfunding active during the convention to allow people to donate electronically however because the hotel sees thank you gifts as selling, gifts cannot be earned while the convention is running.
- Thank you gifts for crowdfunding maybe picked up during the convention. We recommend you setting a time aside for people to pick them up outside your party times though.

Some other fundraising options include:

- A fundraiser within your own group or organization, such as a raffle or fundraising dinner
- Use of funds from garage sales, bake sales, auctions, etc.
- Sponsorship from local businesses or organizations

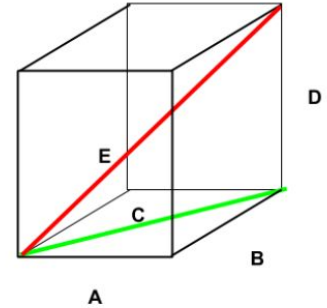
**Thank you gifts for crowdfunding maybe picked up but cannot be earned while the convention is running.

Decor



- All decor must be able to fit within a standard elevator.
- Within reason the escalators may be used. Use common sense.
- Things like pvc frames and tension rods for hanging decorations are encouraged for highly immersive parties. (Tension rods may not be used in hallways as it is a fire hazard)
- Things cannot be hung on walls with anything but blue tape.
- Decor may not obstruct thermostats, smoke detectors, fire sprinklers, or doorways.
- Must not impede foot traffic in hallways and the room must be wheelchair accessible.
- Fog machines or dry ice effects may not be used as it is a hazard for ventilation.
- Many people have latex allergies and cannot share space with latex without risking a severe allergic reaction. To be welcoming to everyone, please minimize the use of latex decorations for your party—especially latex balloons
- Large Decor cannot be placed in the hallway, a small banner or standee is fine

Hyatt Public Elevators Dimensions



- CAB DIMENSIONS-

A = 75" (6'3")
B = 55" (4'7")
C = 93" (7'9")
D = 90" (7'6")
E = 129" (10'9")

Flyers and billboards



Flyers cannot be posted the official start of the convention, parties will be told when posting is allowed as it varies year to year.

Content of signage cannot have any mention of donations, tips, fundraising, etc

Signage is not allowed in the lobby, skyway, elevators or on the escalator. Be considerate of the businesses on the second floor.

Blue painter's tape is the only acceptable adhesive for anything attached to anything. (This includes hanging things inside your party room.)

The hallways leading to the room parties will have what we are calling "roadside billboards". Each party that requests it will get a 3 foot wide space of wall from floor to ceiling that they can decorate with posters and signs on the wall of that parties floor. This does not prohibit you from putting up flyers elsewhere.

ALL POSTERS **MUST** BE SECURED WITH
THE **ONE TAPE:**



**LOW-TACK BLUE
PAINTER'S TAPE**

Core Staff and Additional Volunteers



Core Staff are the main people responsible for running a party from any combination of pre-con planning and preparations, move in, set up, tear down, and everything done for the party during the convention.

Room Parties may have up to six Core Staff but require a minimum of two to be the Primary and Secondary Hosts for the party. The Primary host will receive emails from the Parties department and will be responsible for providing information when requested by CONvergence, if the Primary Host does not respond the Secondary Host will be contacted.

Additional Volunteers are the people who assist with your party but don't spend as much time and energy as members of the Core Staff or are focused only on specific tasks.

Volunteer Hours



Core Staff will be awarded 25 volunteer hours each for the hard work and dedication it takes to throw a party. These hours will be entered into the system at the start of the convention, and will automatically qualify you for a t-shirt, access to the Volunteers Den, and other volunteer rewards redeemable at the volunteer table. A person may not receive Core Staff volunteer hours from more than one party per convention year.

Core Staff are expected to have worked a minimum of 25 hours on their party. This can be pre convention preparation, at the convention, or a mix of both.

Each party will also be given a pool of 60 volunteer hours to distribute to their additional volunteers. No one volunteer may be awarded more than 15 hours in total from these pools, regardless of the issuing party. Core Staff cannot be granted hours from these pools.



CONvergence Operations, First Advisors and what they can do for you



Operations serves as the main contact for members, community authorities, emergency services and anyone else who wishes to contact CONvergence during the convention.

Wandering Hosts (the individuals in purple vests) will check in on you and the people attending your party during party hours. They are there to be friendly and helpful. If you need assistance when they stop by they will be glad to help, if you need to contact parties department in a hurry they are also able to radio and get us to you quickly. (You can also use the Text Line (651) 800-1677) to get a hold of Parties Department)

First Advisors are the first aid department of the convention. They are on duty to assist in the event of medical emergencies. The First Advisors Room is located in the Hiawatha Room on the second floor of the Hyatt, they can also be contacted via Wandering Host and Text Line.

The Operations Text Line



The Operations Text Line may be reached at 651-8-00-1677. This text line goes directly to The Bridge, and is the fastest way to contact a department during the convention.

Examples of when you might need help and what to text:

- You have a drunk member that needs to be escorted “home”
 - Text Example: “Room ####, has an intoxicated member.”
- A member is having a panic attack or medical issue in your room
 - “Room ####, has a member with /list medical issue/”
- A clean up is needed
 - “Room ####, needs a member of hotel cleaning staff”
- You need a member of the Parties Department to back you up
 - “Please send a member of Parties Department to room ####”

CONvergence Safe Spaces



“Safe Spaces” are locations within the convention that are or can be made to be places of heightened physical, intellectual, and/or emotional security. If a member needs or desires help to feel that security, these locations either have volunteers present or will be able to call volunteers to the location to assist anyone who is feeling harassed or threatened. Designated Safe Space locations are a promise that assistance will be provided to anyone who seeks it, without judgement and without expressions of doubt.

Room Parties are not required to be safe spaces, however you should know where one is on your floor so you can direct members there if needed. If your party is interested in becoming a safe place please let us know.

Parties Headquarters is a designated Safe Space



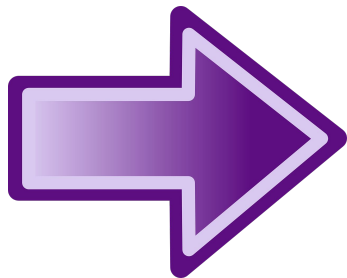
Load In, Load Out, and What to Expect



Because of the location of the hotel in downtown Minneapolis, moving in and out needs to be more structured. A detailed move in/out guide will be sent out with the most accurate and up to date info prior to the convention but the basics are as follows.

Parties will have a sign up sheet for reserving time slots in the loading dock of the hotel. These time slots give you one parking space for that allotted time and you should plan to have as many helpers as possible to be in and out before your time is up. (This is a good time to dig into your pool of volunteer hours and you can ask for help on the CONvergence Facebook group.)

Outside of the loading dock, parties can do a quick drop offs in the parking ramp (if you are in and out in 20 minutes it's free) or in the car port of the front lobby (keep in mind that area is very busy). These options should not be used for large decor or big loads.



Please plan to have as many helpers as possible to make fewer trips. If you can borrow a cart or wagon, do so. (You can give helpers volunteer hours and look for help on the CONvergence Facebook group)

On Wednesday and Thursday Parties HQ will have cold water and snacks available for you and your helpers as well.

IDing and Drinks, Part 1



If you are serving alcohol, as a party host it is your responsibility to make sure this information is passed onto every person who serves alcohol in your room.

All room parties serving alcohol are required to check IDs before serving a person alcohol regardless of that person's appearance or relationship to you. (i.e. if your grandma comes in you still need to see her ID.) If the person in question has issues with this rule feel free to remind them drinking is a privilege not a right and send them along to Parties HQ. We will gladly explain the situation to them for you.

Remember No ID = No Alcohol.

In the State of Minnesota, Proof of Age for consuming alcohol is established ONLY by one of the following:

- A valid driver's license. If expired, ID must have yellow papers not over 4 months old.
- A valid state identification card, which includes a photograph and date of birth of the person.
- A valid military photo ID issued by the U.S. Dept. of Defense (must have photograph and date of birth).
- A valid passport or passport card, the only form of foreign ID accepted, must still meet photo / DOB requirements
- A valid tribal ID

All of the above must have a photograph and the date of birth of the person. If the card is damaged, obscured, unreadable or unverifiable, it is your right to turn the person away.

IDing and Drinks, Part 2



Things to look for when looking at identification

- Does the face on the ID photo match the person being served alcohol? If the person is wearing a mask, helmet, or other facial covering, please ask them to remove it to confirm.
- Is the license expired or is there evidence of tampering? If expired, ID must have yellow papers.
- Validate other security details. Ghost images, UV images, state seals, and other security features are present on virtually every modern ID
- Does the ID have any back of card info like “do not serve” or previous DWIs?
- Is the person visibly intoxicated?

Miscellaneous IDing Info:

- Hand stamps and other forms of marking are not allowed to be used for age confirmations.
- You can ID at the door only if no minors are allowed in the room but you must still ID at bar.

**Remember when serving: This is your party, you can ALWAYS deny somebody a drink if you don't feel it's safe to do so.
Parties Department is here to back you up.**

Things Not Allowed in Room Parties



Per hotel regulations, the following are not allowed in party rooms:

- Kegs
- Portable air conditioner units
 - Swamp coolers are allowed though
- Deep Fryers
 - I mean really, I shouldn't have to say this
- Open flames
- Fog machines
- Dry ice effects



Basically, use common sense, if you have a question about whether an item is allowed, contact Parties at parties@convergence-con.org

Party Guides

All parties are required to fill out a party room guide and have it posted next to the door to your party.

Party Guides are a way to tell members when when you are open, what to expect in your room, and to aid in accessibility by warning of potential triggers like strobe lights or allergens.

A blank party guide is provided to your party in your welcome packet along with what you'll need to fill it out.



ROOM NAME
Room ####

PARTY HOURS:

Thursday: 8PM - 12AM

Friday: 8PM - 12AM

Saturday: 8PM - 12AM

GUIDE:

- ☐ Kid Friendly
- ☐ Alcohol
- ☐ Non-Alcoholic Options
- ☐ Strobe Effects
- ☐ Adult Themes
- ☐ Snacks
- ☐ Loud Music

☐ Allergens:

☐ Gluten

☐ Peanuts

☐ Latex

☐ Other:



Welcome Packet



When you get to the hotel to start setting up your room party, please stop by Parties HQ to pick up your welcome packet and help yourself to party supplies, water, and snacks

In this packet you will find:

- A blank party guide with the stickers you need to fill it out.
- The 'Important Party Info Card' for you to hang up so your staff may have easy access to it. (Most people hang this in the bathroom since it's usually a 'staff only' area. This card contains the parties HQ hours, Operations Text Line number (651-800-1677), and other helpful information.
- Volunteer hours submission information
- Other important information to improve your con experience

Tips, tricks, knowledge passed down from your elder hosts



- If you decide to keep the sectional in your room, you will be liable for cleaning or damage fees. If you decide to keep it in your room, an easy way to prevent spill damage is covering it with plastic table cloths.
- Be prepared to have people ask if you can break a \$20. Instead of digging that out of your tip jar, have some bundles of \$1s, \$5s, and \$10s available in advance.
- Get carpet protection tape. It can be found in home improvement stores. Get at least one for anywhere you are serving but you are safer if you just do the whole room.
- When you get into your room, turn your temperature down as low as possible. The parties area gets very hot during peak hours so this helps keep it cool. Want it colder? Use a swamp cooler.
- Self care is a critical part of a successful party, keep an eye on your burn out levels and make sure you have divided out tasks well. Not everything has to rely on one person.

Join the Convention Party Rooms group on facebook to pool knowledge and get help from your fellow hosts