

## DSC Checklist for ConComs

Created by members of the DSC 50 committee for the benefit of Posterity

### 1 year to 6 months before convention

*Awards*--Survey previous Rebel and Phoenix winners for suggestions for this year's awards.

Choose the form of the award. The form is up to each committee and often reflects the convention location or theme, or something meaningful to the recipient. Information on the award should include recipient's name, convention name & year, and the name of the award.

*Program book*--Make sure the DSC by-laws are included; this is mandatory. Also good to include is the History of the DSC chart. You can create your own or do as everyone else has done since 1997 and update the one from the SFC History & Handbook site.

Some DSCs are exchanging ads, i.e. you run an ad for the next DSC free of charge, since the previous one ran yours.

*DSC Bidding*--Survey announced DSC bids so that they may be put on the ballot ahead of the DSC voting on Sunday. Some bids will have presentations that need AV support, so you will want to let your tech people know ahead of time if that's the case. If there is only one announced bid this is not strictly necessary, and a voice vote can be taken at the meeting to decide the winner.

### At-Con Programming Items

*Meetings*--Two you cannot do without: the DSC site selection meeting, usually 11am Sunday, and the Southern Fandom Confederation meeting, usually 10am Sunday. You will need to send a representative of your committee to run the DSC site selection meeting, if not your chair, then your resident DSC consultant/Old Phart, if you have one.

*Awards Ceremony*--Saturday evening is the traditional time for the awards ceremony to present the Rebel & Phoenix awards as selected by your committee, and the Rubble Award, as presented by its administrator, Gary Robe. This usually takes half an hour to 45 minutes. The Rebel is sometimes presented by the committee, sometimes by Guy Lillian or other previous Rebel winner. The Phoenix winner is sometimes presented by the committee, sometimes by a previous Phoenix winner or pro at the convention. It's best to let the presenters know some of the reasons behind the committee's choice if they were not in on the selection personally.

*Hearts Championship of the Known Universe*--This tournament is held at the convention, but no program room need be designated for it if space is tight; Hearts players are resourceful. It is best to hand off responsibility to an experienced Hearts player to administer the tournament. A sign-up sheet can be posted at registration or in some other prominent place. Sometimes a trophy is awarded, but not always. Sometimes the committee provides cards, but not always. The winner can be announced at the awards ceremony if the tournament is completed in time, but is not mandatory.

## Optional semi-traditional program items

*Opening Ceremonies*—A good time to introduce your guests and explain why you've invited them. If the con is not a standalone DSC it's also a good time to give your regular con attendees a short explanation of what the DSC is and highlight any special DSC programming.

*The One-Shot*--The attending members of SFPA will most likely start up a one-shot fanzine anyway. If the committee provides a space for it to be kicked off, then other members of the convention can be included. It is nice to have the one-shot finished and reproduced for distribution Sunday morning at the con or at closing ceremonies; it gives the members a souvenir they participated in creating. Usually someone present at the panel can be designated to complete the task. Outlets for laptops are useful.

*A History of DSCs*--Can be general or concentrate on the ones in your area.

*Closing Ceremonies*—This is a good time to thank your key staff members publically. It is nice to do a "hand-off" here to the chair of next year's DSC. This has not been consistently done, but we think it's something we should try to do more often. It also gives the committee of the next DSC a chance to plug their convention, invite everyone to attend and even sell memberships.

Feel free to borrow from previous DSC programs. Imitation is the sincerest form of flattery (after money).

## Website

It would be nice to include a link to the next DSCs on your website. Also nice to link to is the SFC History & Handbook site (<http://www.smithuel.net/sfc/frameset/home.htm>). And don't forget to let Rebel winner Kelly Lockhart know about your con so he can put it on his list at the Southern Fandom Resource Guide (<http://scenic-city.com/sfrg/calendar.htm>).

If your con is not a standalone DSC, or even if it is, it can be good to include a short explanation on the website of the DSC and why you are hosting it for your regular attendees.

After the convention, it is nice to post the award winners and the results of the DSC site selection vote at your site so that the news can be spread. The SouthernFandomClassic Yahoo group is another good place to get the word out. Other places include the Southern Fandom Confederation Facebook group & SFPA Facebook group, as well as general fan news outlets File 770 and Ansible.

Other general website items your members and prospective members will find useful: Con name, dates, guests, committee list, contact info, hotel (with link) and rates, how to advertise in souvenir book (deadlines, ad formats, prices, how to pay including who to make checks out to), and emails for dealers and art show heads.