



CLAN FORBES

CONVENERS GUIDE

*Basic Instructions for Hosting Tents and Tables
at Highland Games, Festivals and Other Events*



A. Introduction	Page 2
B. Planning	Page 3
C. Materials	Page 4
D. Set-up	Page 8
E. Hosting	Page 11
F. Follow-up	Page 12
G. Inventory and Checklist	Page 13

Appendices:

- Follow Your Clan Online
- Become an Active Member Today
- House of Forbes
- Join Clan Forbes Society, Inc.

A. INTRODUCTION

1. **Thank you** for considering the role of a Clan Convener at a local Highland Games or Scottish Festival! Not only is this one of the most productive ways to recruit new members for the Clan Forbes Society, Inc., but you will enjoy yourself and make life-long friends. The Society will support your efforts but you need to be able to take ownership of the responsibility. You'll need to coordinate with the Society, plan your efforts, gather the necessary materials, represent the Society through excellent customer service, and follow up with your guests and with the Society. Hopefully, you'll enjoy the process and the results enough to continue representing the Clan Forbes Society for many more years.
2. **Highland Gatherings and Games** are traditional events that members of a clan use to renew their family bonds and compare feats of prowess. Reputedly, King Malcolm III of Scotland, in the 11th century, summoned contestants to a foot race to the summit of Craig Choinnich (overlooking Braemar). The King created this foot race to find the fastest runner in the land to be his royal messenger. However, many dismiss this story as being apocryphal and believe that the modern Highland games are largely a Victorian invention, developed after the Highland Clearances. No matter its origins, Highland Gatherings and Games have become an integral part of Scottish culture throughout the world.
3. **Conveners** sponsor and host tents celebrating our Forbes heritage. This is an effective and enjoyable way to meet people interested in Scottish culture, provide education on the importance of the House of Forbes, encourage membership in the Clan Forbes Society, and make life-long friends! Your tent can be simply a pop-up canopy with a card table and chairs – or a major display and hospitality suite. The choice is yours!
4. **Clan Forbes Society Inc. (the Society)** is a charitable, cultural and educational organization dedicated to helping and encouraging all those with lineage from the Scottish House of Forbes to connect with their Scottish roots by assisting with genealogical and historical research, promoting education of Scottish culture, and creating of a sense of community among the descendants of the Scottish Clan Forbes and its adherents. Paid membership directly assists the Society in reaching out to potential members and pursue these goals.
5. **This Conveners Guide** will prepare you for becoming the Clan Forbes Society Ambassador at your local Highland Gathering and Games. This is the product of many years of experience by many people. However, this is just a start. By sharing your experiences and advice, you can continue to assist other potential conveners throughout the world.

B. PLANNING

1. **Making the Decision.** Do not make the decision to become a Clan Convener lightly. First, you should be an Active Member of the Clan Forbes Society, Inc. You can't convince others to join if you're not a member yourself! Ideally, you should have participated in your local event in the past so you know what to expect. You may want to ask other conveners about their experiences. You should recruit members of your family and friends to assist you. You should commit to the time required to plan, prepare, set up, host, and follow up. This guide will give you an idea of how much time you may need to devote.
2. **Researching Local Requirements.** Check with your local event's website, get on their e-mail or postal list, and find out all you can about their requirements and benefits. You will need to know the costs of a tent space; tent rental fees (if any) and whether they will provide chairs and tables. While renting a tent, chair, and tables may seem to be excessive, you may find the convenience outweighs the cost. You also need to consider how much you can transport to the site event. If you opt to bring your own tent, be sure to get the expanding, "pop-up" canopy rather than any cheaper version that requires assembly. Folding camp chairs and tables are also very useful. You should find out about the clan involvement during the event. For example, the event may have a Parade of Clans or a Kirkin' o' the Tartan. Grandfather Mountain Highland Games has an impressive torchlight opening ceremony. You'll also need to know the deadlines for participating and inclusion in the program book. Many Games offer benefits such as access to a hospitality area, program books, additional tickets, parking, or a free reception.
3. **Coordinating with the Society.** Please contact the Society as soon as possible if you decide to be a Clan Convener. We don't want to have any conflicts between members who want to be Conveners at the same event and we need to budget for the tent space fees. Send an e-mail to president@clan-forbes.org with the name and location of the event, the dates you will host a Clan Forbes Society tent (you may decide to host only one day of a two-day event), the costs you would like the Society to cover, and the materials that you will need. Please do not pay for any expense until you have received written confirmation that you have been approved as the Convener.
4. **Confirming Participation.** Once the Society has received your request to act as Convener, we will consider and send you a written confirmation. The Society will cover only the tent space fees, unless your request for more is approved. The Society will either pay the tent space fee upfront through PayPal or reimburse you directly after you have submitted a written invoice for the approved expenses. The Society will provide you with a basic Convener Kit that includes a tent banner, marching banner, and membership materials. Food, travel, lodging and other tent display items are your own responsibility.
5. **Understanding Liability.** While you are acting as Convener, please understand that you are not an agent of the Society. That would create a liability for the Society in the event of any injury or destruction of property. Therefore, for your own protection, you should make sure you have the proper insurance to cover your own health, dental, personal property liability and/or accident insurance for your activities at the event. Check with your agent. Guests and visitors may be and usually are covered by insurance procured by the sponsoring organization of the event. Be sure to determine insurance coverage of the event's sponsoring organization. Better safe than sorry!

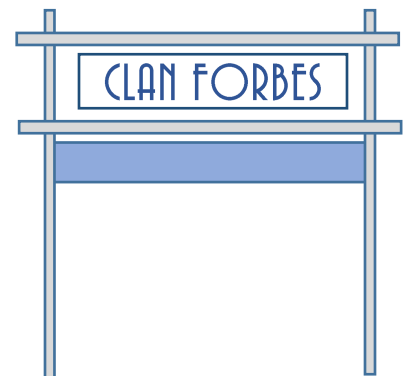
C. MATERIALS

1. **Tent.** If the event does not provide you with a tent, the best option is to purchase a collapsible “pop-up” tent. Walmart offers a 10’ by 10’ Pop Up Canopy for about \$60 to \$90. If you use guy wires and stakes to secure your canopy, be sure to use orange cones and orange tape tied to wires to avoid tripping. With guy wires, you’ll need stakes and a sledge hammer. Cinder blocks are also useful to weigh down the legs of the canopy.
2. **Tent Flies.** Tent flies can block rain, wind, and sun. Rather than using more expensive camping flies, you can use shower curtains or plastic tarps attached with curtain rings, string, zip ties or bungee cords.
3. **Tables.** You’ll need at least one table. Ideally, you should have two: one for your display and one for your hospitality so you don’t get food all over your display! A six- to seven-foot table is good for the display and a card table works well for hospitality. Make sure that you bring durable water-proof tablecloths with tablecloth clips. If you want to use cloth (such as a tartan) you can use sturdy clear plastic on top.
4. **Chairs.** Make sure you have at least two chairs for you and another host. You can also encourage longer guest visits by adding a few more chairs. Collapsible lawn chairs and camp chairs are comfortable, portable and sturdy. Walmart offers chairs for \$10 to \$30.
5. **Carpet.** If the ground is expected to be muddy, you may want to consider purchasing an inexpensive indoor/outdoor rug.
6. **Tent Banner.** The most important signage is a large tent banner that can be seen across the field! The Society will provide you with a banner that should fit across the full front of a 10” by 10” tent. The best installation is using tall (at least 8-foot) poles of either wood or PVC. This will boost the bottom of the banner above the opening of the tent. If you cannot procure these poles, you can hang the banner either in front of the tent or in the inside of the tent.

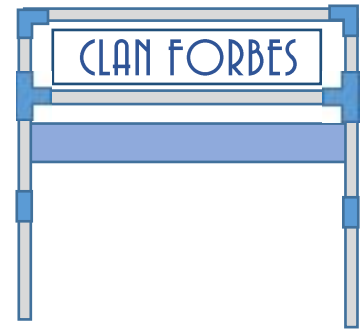
Option A. The simplest approach for the standard 6-foot banner provided by the Society is hanging it in the front or back. If you attach the banner in the front, you should shift to the left or right to allow enough space for your taller guests to enter the tent. Attach to the canopy cross beams using string, bungee cords, or zip (cable) ties.



Option B. If you have a wide banner (8 feet or more), you may consider raising the banner above canopy. Purchase $\frac{3}{4}$ " PVC pipe at least eight feet high for the uprights and ten feet long for the cross bars. The height is required to clear the opening to the tent. The length of the cross bars allows you to secure then pipe to the legs of your tent. You can attach the pipe and banners by using rope, bungee cords or zip ties (cable ties.) To make the structure sturdier, drill holes through the PVC pipe at the junctures and run the cords or zip ties through the holes. You can also drill holes on the cross bars where the grommets are located and secure the banner.



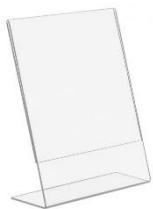
Option C. For a wide (8 feet or more) banner, you may want to consider a more “finished” look to your frame. Purchase the ¾” PVC pipe as mentioned above, along with PVC elbow joints and T-connectors for a more finished look to the banner framework. You may also want to purchase couplers so that you can transport the uprights and cross bars more easily.



7. **Parade Banner (Gonfalon).** If your event includes a parade or March of the Clans, you’ll need a small banner. You can use either a reduced version of your tent banner or clan crest on a wooden or PVC pole. The Society will provide you with a rectangular banner and you can add the poles and the finishes. For example, you can use curtain pulls and tassels to tie the crossbar. You may also want to cut the banner with a point or shield design and add fringe. Here are some examples!



8. **Table Top Displays.** Your front table should also have a few stand-up displays to encourage interest in your tent. At the least, you should include the membership and online signs that are included in the appendix. These should be inserted into clear plastic display stands that are available at office supply stores such as Staples. Please make sure that you weigh them down with paperweights or secure with tablecloth clips or large binder clips so they won’t blow away!



Clear upright display

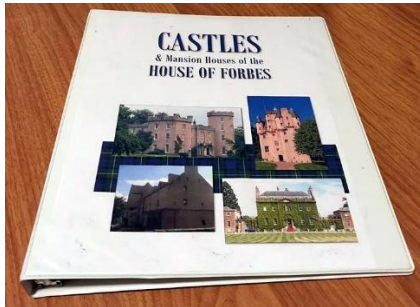


Table cloth clip



Binder clip

9. **Photograph Book.** Clan Forbes members love seeing their ancestral homes of Castle Forbes, Craigievar Castle, Druminnor Castle, and Culloden House! The Society will provide you with a PDF of these (and more!) that you can insert into page protectors and display in a binder.



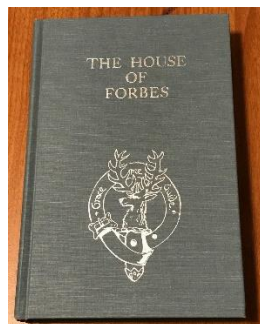
10. **Name Tags.** The conveners, at least, should wear name tags. These may be supplied by the event organizers. You may also want to offer name tags for your assistants and your guests.



11. **House of Forbes.** Since many Clan Forbes members are interested in researching their genealogy, you should have a version of the book *House of Forbes* available. If you have neither the 1937 edition or the 1987 version, please contact the Society. A one-page handout and display regarding the major branches of the House of Forbes is included in the appendix. You can also the complete House of Forbes online at www.clan-forbes.org/house-of-forbes



1937



1987

12. **Laptop, Tablet or Smartphone.** The best way to secure members is to ensure that they register online at your tent and pay their annual dues through PayPal, which accepts credit cards. You should have a laptop computer, tablet or smart phone available at the tent at all times, in case your guests do not have a way to sign onto the Clan Forbes Society website.
13. **Membership Materials.** Many clan conveners encourage everyone to sign a guest book or register with their names, hometown, and e-mail address. If your guests prefer to pay by check rather than going online, they can use the membership cards provided to each Convener. They can complete the form on the reverse and mail with their check to the membership address indicated. See the appendix.

14. **Hospitality.** As the host of your clan tent, you'll want to provide hospitality in the form of food and drink. Food can be as simple as oatcakes and shortbread or as extravagant as a family barbecue! This is where your family and local clan members can help. Ask each to bring a snack, plate of cookies, or dish. The same for beverage: water, soft drinks, beer, and (of course!) whisky. These may require a cooler with ice. Be sure to check with the event organizers for any restrictions on alcohol. Don't forget to bring plastic cups, sturdy plates, napkins or paper towels, and eating utensils. If the event does not provide trash cans, please bring your own trash bags.
15. **Plastic Bins.** You'll need to transport everything to the site and a large plastic bin is the best way. Cardboard boxes are generally flimsy and cannot stand up to rain or even wet grass. If your event lasts two days, you can pack everything away and store under a large table. Generally, Scottish events have overnight security. Just don't leave behind the alcohol!

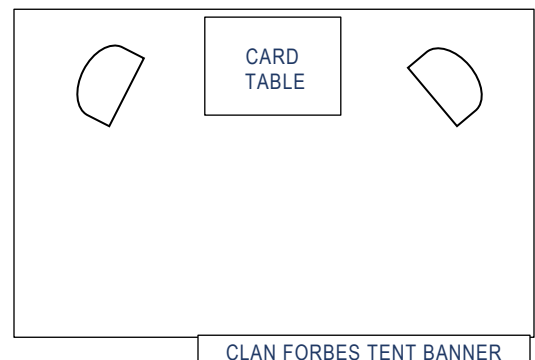


16. **Personal Items.** Take care of yourself and your guests by bringing lots of water, a first aid kit, sunblock, mosquito repellent, rain gear or plastic ponchos, facial tissues, wet wipes,
17. **Other Handy Items.** Experienced conveners have often brought other handy items such as bungee cords, masking tape, duct tape, string, rope, Swiss army knife, zip ties, rubber bands, scissors, portable tool kit, and a rechargeable battery for charging phones.

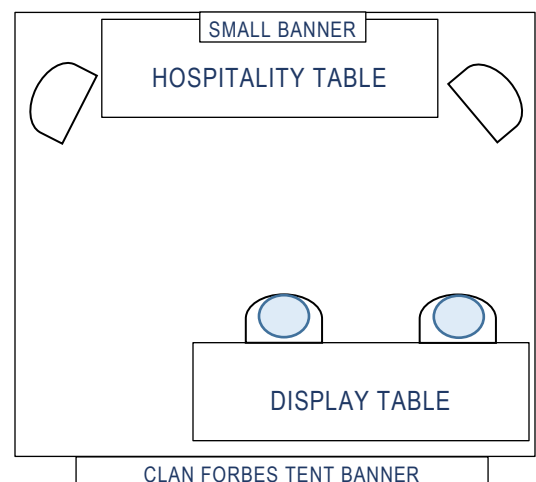
D. SET-UP

1. **Packing.** Use the big plastic bins to store all your event materials and hospitality items. You'll want to make as few trips from your car as possible. Some events allow you to drive right to your tent location for set up and then require you to move your car off the field. Some events offer staff with golf carts to assist with moving your materials to your site. Check beforehand! While you are packing up, make sure you have all the registration materials sent to you by the event organizers! You'll need your parking pass and tickets handy when you arrive at the field.
2. **Arrival.** For the first day, you should plan on arriving at the field as early as possible. This will avoid the later rush – and you can make friends with the other conveners by assisting them with their own tents.
3. **Tent Assembly.** If you have the time and the function permits, you might want to assemble the tent the day before the function. Contact field staff or the map in your registration materials to ensure that you are setting up in the correct location. Rise the canopy and secure it with cinder blocks and/or guy wires. Attach caution tape or secure orange cones to avoid any accidents. Then attach the side flies, which may be plastic shower curtains or plastic tarps. Only then should you set up the tables, chairs and display items.
4. **Tent Layout.** How you arrange your tables, chairs and displays depends on the number of tables you have. Many Conveners place tables at the front of the tent but putting them along the inside walls makes the tent more inviting for visitors. If you have a table in the front, do not use it for food or drink because that may get your materials soiled.

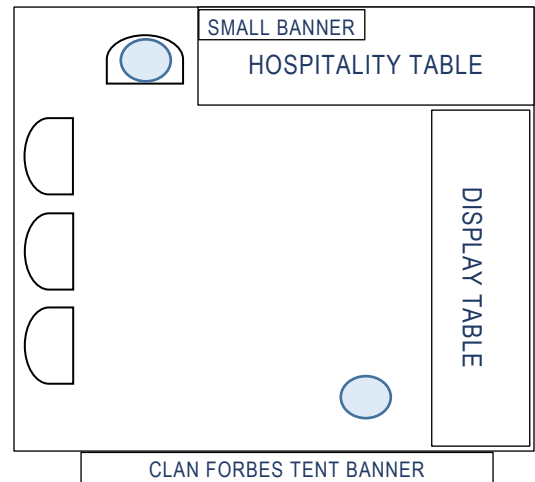
Option A is the simplest approach! Pop open your tent, set up your chair and card table, open your cooler – and sit back! If your tent is on the highland games field, you'll have an excellent view of the athletes and you're bound to make some new friends. Just be careful about mixing food with display items on the card table.



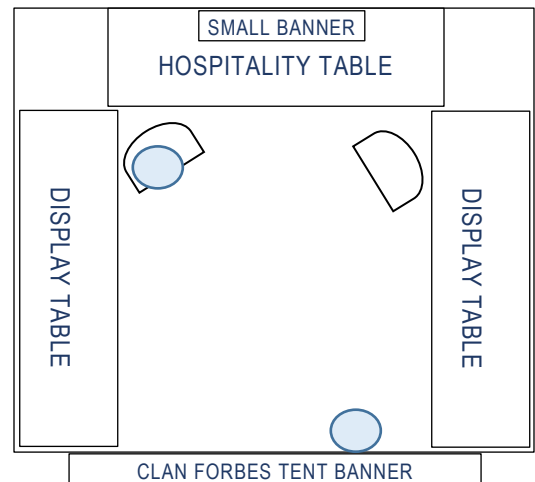
Option B is the traditional layout with front display table offset to one side to allow for entry into the hospitality area. One or two conveners sit at the front table to encourage registration and answer questions. Two or more chairs may be included near the hospitality table in the back.



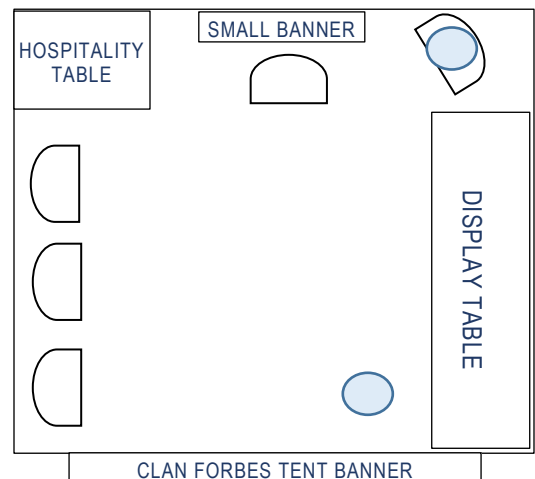
Option C offers a more open and hospitable layout with display table off to the side and clear access to the visitor area and hospitality table. Ideally, one convener should be standing at the entrance or at the display table to encourage visitors to enter and to answer any questions. Normally, visitors would not enter a tent unless invited.



Option D can be used if you decide to use three large tables. This provides more display space but does cut down on the area for hospitality.



Option E is the minimalist approach with just one large table and a small card table (or cooler) for hospitality. Allows for maximum hospitality without stinting on display space.



5. **Display.** Display lots of photographs and clan materials – without being too cluttered. Clear plastic stand-up displays are useful for maximizing table space and impact. You can purchase a few at office supply stores such as Staples. Many clans include general interest books on Scotland and weaponry. Keep an eye on the swords! Please maintain political neutrality by avoiding political posters or symbols, and militia information. Keep your table free of drinks, food, and trash.

6. Flags. While the Scottish national flag (the Saltire) is a nice touch, please do not use the Royal Banner of Scotland. This flag with the red lion rampant on a yellow field is strictly for the use of the British Royal Family. Also, please do not display controversial items such as the Confederate flag.



7. Sample Tents and Displays



E. HOSTING

1. **Dress.** First and foremost, dress comfortably! For set-up, experienced conveners wear work boots and for long days in the tent they wear comfortable shoes. Of, course traditional dress is desirable: kilts for the gentlemen and a white dress with tartan sash for the ladies. Some clan members dress in Argyll jackets and ties. Others may choose the reenactor approach with a great kilt and Jacobite shirt. "Clan Forbes" gear is always fun! Many online suppliers provide Forbes shirts, hoodies and sweatshirts. Use your judgement and remember that you represent the Clan Forbes Society.
2. **General Hospitality.** First impressions mean a lot when it comes to recruiting new members! Always greet visitors with enthusiasm and introduce these prospective members to the other folks at your tent. Make them feel like part of the Forbes family. Some visitors may only be curious and want to see your displays. Others will want to know if their surname is Scottish, or to which Clan they belong and which Tartan they can wear. Try to be as helpful as possible to everyone. While some events allow dogs, please be aware that some people are afraid or allergic. If you wish to allow clan members to bring dogs, please keep them leashed outside the clan tent.
3. **Forbes Heritage.** The primary purpose of hosting a clan tent is to educate visitors about the heritage and impact of the House of Forbes. Read through the provided materials, the information on the website, and the updated on the social media sources (Facebook, Twitter and Instagram.)
4. **Society Background.** You'll also need to be knowledgeable about the Clan Forbes Society, Inc. Again, read the materials and information on the website. If a question comes up that you can't answer, please e-mail president@clan-forbes.org or message the Society through the Facebook page. You can also encourage your visitors to contact the Society directly, as well, if they have more specific questions. Always keep membership information on hand and visible.
5. **March of the Clans.** Most functions have a parade or March of the Clans. No matter how big or small the function, we as a clan are expected to participate. Carry the small banner sign and invite as many Forbes (and Forbes visitors!) to participate in the parade. You do not need to be a Society member to march. You may want to share Forbes tartan regalia (such as scarfs and sashes) so they be readily identifiable as clan members. While you want to encourage as great a participation in the march as possible, please do not leave the tent unattended. Someone should be on duty at all times to welcome visitors.

F. FOLLOW-UP

1. **Tent Strike.** At the end of the event, take inventory and store all your materials in your plastic bins. Fold up your tables and chairs, stacking them out of the way. Carefully remove tent guy wires and stakes and then collapse the tent.
2. **Thank You Notes.** Enter the name, e-mail addresses and other information from the guest book into a spreadsheet. Use this to send e-mails to all your guests to thank them for visiting the Clan Forbes Society tent and include the links to the website and social media platforms. Here's a sample:

Thank you for visiting the Clan Forbes Society tent at the <games>! We greatly enjoyed meeting you and we hope you'll stay in contact with us. Please be sure to visit the Clan online:

*Website: www.clan-forbes.org
Facebook: @ClanForbesSociety
Instagram: ClanForbesSociety
Twitter: @ClanForbes1*

If you haven't already, please become an Active Member of the Society. You can join online at <https://www.clan-forbes.org/active-membership>.

Thanks again for sharing some of your time with us. Please let us know if you have any questions or if we can assist you in any way. Lonach!

3. **After Action Report.** Please send the guest book spreadsheet and a brief report to membership@clan-forbes.org. The report should include a list of the folks who helped you with the tent (so the Society can thank them), an overview of the activities at the event and the tent, your analysis of the impact you had on the guests, and any recommendations you may have for this event or for the support the Society provided you.
4. **Article and Photographs.** Most importantly, please send photographs and a brief article that we can post on the website and Facebook. You can either include with your report to membership@clan-forbes.org or send directly to news@clan-forbes.org.
5. **Plan for Next Year.** Start planning and recruiting assistants for next year!

G. INVENTORY AND CHECKLIST

Convener's Kit

- ☐ Tent Banner
- ☐ Marching Banner
- ☐ Membership Cards
- ☐ Name Tag
- ☐ Stickers
- ☐ Society Online Flyer
- ☐ Membership Flyer
- ☐ House of Forbes Flyer

Event Materials

- ☐ Registration Confirmation
- ☐ Map of Tent Location
- ☐ Event Tickets
- ☐ Parking Pass
- ☐ Program Book
- ☐ Contact Phone Number

Tent

- ☐ Tent (if not rented)
- ☐ Tables (if not rented)
- ☐ Chairs (if not rented)
- ☐ Guy wires and Stakes
- ☐ Cinder Blocks
- ☐ Tent Flies / Shower Curtains
- ☐ Indoor/Outdoor Carpet
- ☐ PVC Tent Banner Frame
- ☐ PVC Marching Banner Holder
- ☐ Duct Tape
- ☐ Bungee Cords
- ☐ Zip (Cable) Ties

Display

- ☐ Table Cloths
- ☐ Table Cloth Clips
- ☐ Clear Display Holder
- ☐ Photograph Book
- ☐ House of Forbes
- ☐ Scottish Flag (Saltire)
- ☐ Laptop or tablet
- ☐ Plastic Bins

Hospitality

- ☐ Guest Name Tags
- ☐ Bottled Water
- ☐ Alcoholic Beverages
- ☐ Soft Drinks
- ☐ Snacks
- ☐ Cooler and Ice
- ☐ Paper Cups and Plates
- ☐ Serving and Eating Utensils
- ☐ Paper Towels
- ☐ Trash Bags

Personal Items

- ☐ Sunscreen
- ☐ Mosquito Repellent
- ☐ Sun hat
- ☐ Rain gear or poncho
- ☐ First Aid Kit
- ☐ Facial Tissues
- ☐ Wet Wipes

Other Items

- ☐ Collapsible Hand Cart
- ☐ Masking tape
- ☐ String and Rope
- ☐ Swiss Army Knife
- ☐ Rubber Bands
- ☐ Scissors
- ☐ Portable tool kit
- ☐ Portable Phone Charger

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



FOLLOW YOUR CLAN ONLINE!

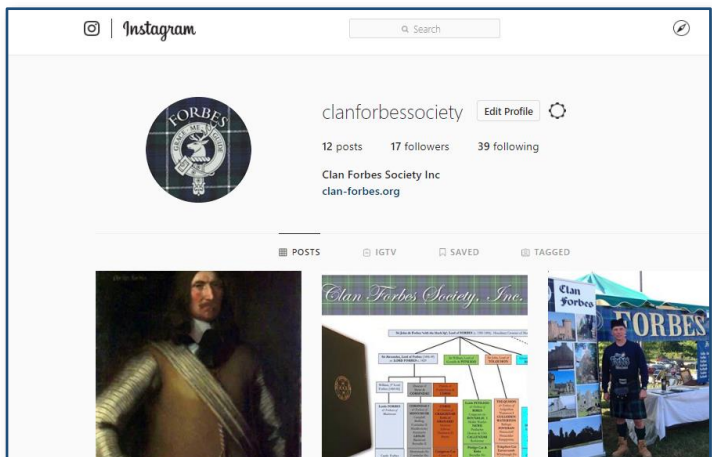
CLAN-FORBES.ORG



@CLANFORBESSOCIETY



CLANFORBESSOCIETY



@CLANFORBES1





Clan Forbes Society, Inc.

BECOME AN ACTIVE MEMBER TODAY!

RECEIVE YOUR CERTIFICATE AND MEMBERSHIP CARD

VISIT CLAN-FORBES.ORG AND PAY \$25 VIA PAYPAL



CLAN FORBES SOCIETY, INC.

Know all People by these Presents that

Your Name Here

*has been elected to the Clan Forbes Society, Inc., and is entitled
to all the Honors, Rights and Privileges associated with
Membership for the year*

2019

*Given under Our Hand and Seal this First day of
January, Anno Domini Two Thousand and Nineteen*



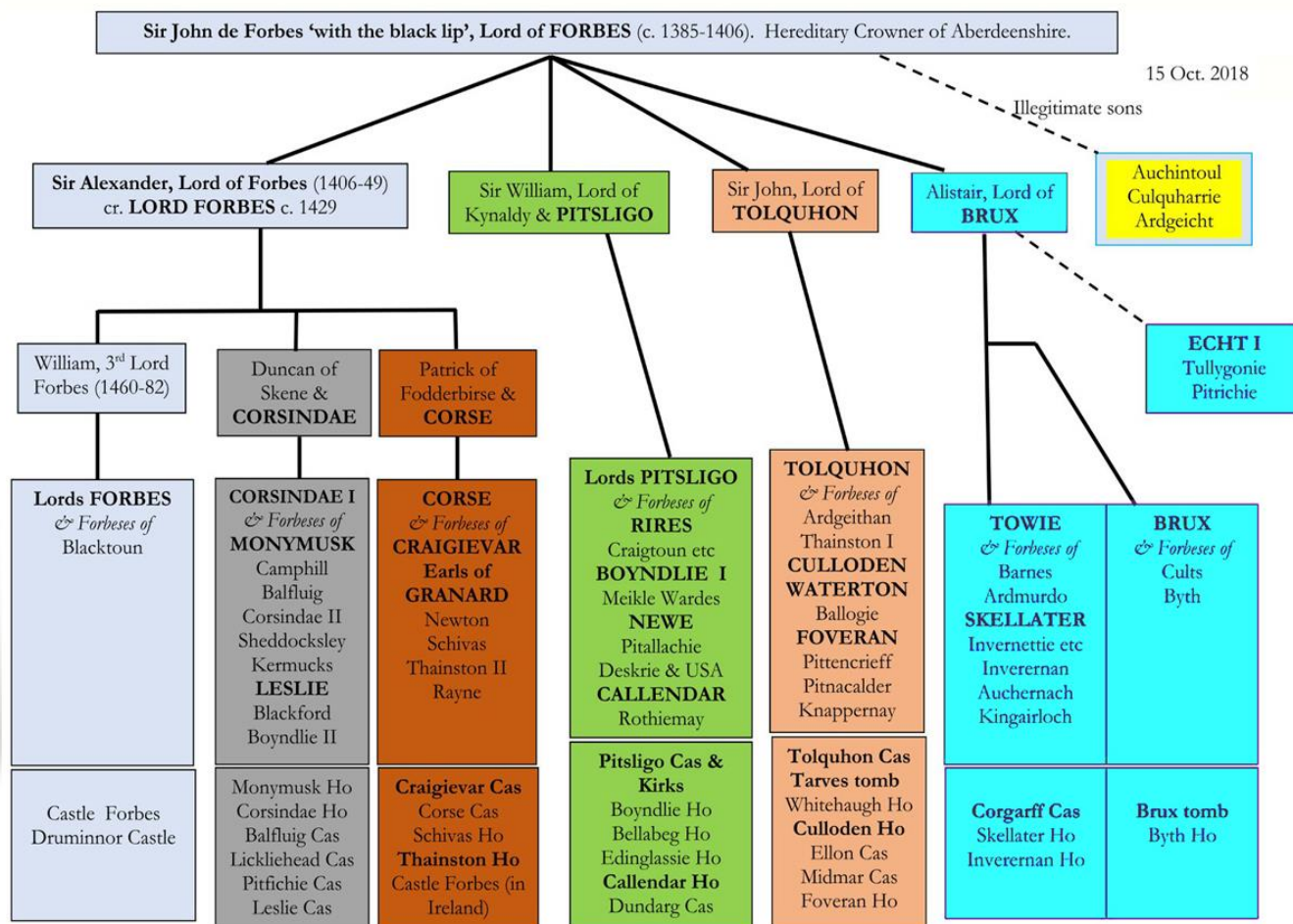
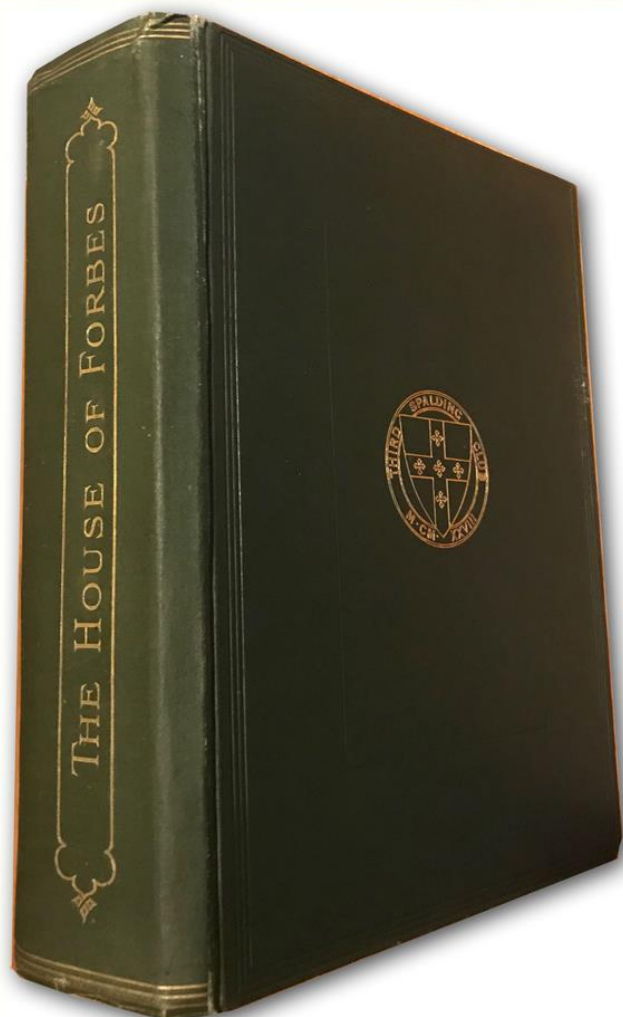
President

Member Number 19001





Clan Forbes Society, Inc.





JOIN CLAN FORBES SOCIETY, INC.!

- Show your family pride!
- Learn about the history and heritage of the House of Forbes
- Trace your genealogy with your cousins around the world
- Connect with other members in the Clan Forbes Community
- Share your family stories online
- Join members in events, tours and gatherings
- Receive discounts on Forbes publications and merchandise

Visit the **Clan Forbes Society online:**



www.clan-forbes.org (note the hyphen)



Facebook: @ClanForbesSociety



Twitter: @ClanForbes1 (note the number "1")



Instagram: @ClanForbesSociety



JOIN CLAN FORBES SOCIETY, INC.!

- Show your family pride!
- Learn about the history and heritage of the House of Forbes
- Trace your genealogy with your cousins around the world
- Connect with other members in the Clan Forbes Community
- Share your family stories online
- Join members in events, tours and gatherings
- Receive discounts on Forbes publications and merchandise

Visit the **Clan Forbes Society online:**



www.clan-forbes.org (note the hyphen)



Facebook: @ClanForbesSociety



Twitter: @ClanForbes1 (note the number "1")



Instagram: @ClanForbesSociety



BECOME AN ACTIVE MEMBER TODAY!

RECEIVE YOUR CERTIFICATE AND MEMBERSHIP CARD

VISIT CLAN-FORBES.ORG AND PAY \$25 VIA PAYPAL
OR SEND YOUR CHECK WITH THIS MEMBERSHIP CARD



Name: _____

Address: _____

City, State, ZIP: _____

E-mail: _____

Telephone: _____

Please make your check payable to Clan Forbes Society, Inc., and mail with this card to Clan Forbes Society, c/o Bart Forbes, 2726 Carter Farm Court, Alexandria, Virginia, 22306. Thank you!



BECOME AN ACTIVE MEMBER TODAY!

RECEIVE YOUR CERTIFICATE AND MEMBERSHIP CARD

VISIT CLAN-FORBES.ORG AND PAY \$25 VIA PAYPAL
OR SEND YOUR CHECK WITH THIS MEMBERSHIP CARD



Name: _____

Address: _____

City, State, ZIP: _____

E-mail: _____

Telephone: _____

Please make your check payable to Clan Forbes Society, Inc., and mail with this card to Clan Forbes Society, c/o Bart Forbes, 2726 Carter Farm Court, Alexandria, Virginia, 22306. Thank you!