

Deaf Alberta Expo Guideline

- The Deaf Alberta Expo (DAE) event will be hosted in an alternative city every odd year (Edmonton and Calgary).
- The host Thursday night (optional) and Friday-Saturday event will fall on the banquet (Saturday) date hosted by either the Calgary Association of the Deaf (CAD) or the Edmonton Association of the Deaf (EAD).
- Either CAD or EAD will appoint the DAE Coordinator. The choice of the Chairperson must be recorded from the host city's meeting minutes.
- Notification of the new DAE Coordinator must be delivered to the three Provincial associations [Alberta Association of the Deaf (AAD), Alberta Cultural Society of the Deaf (ACSD), and Alberta Deaf Sports Association (ADSA)].
- DAE has to use the host city's DAE bank account (separate from AAD, ACSD, and ADSA bank accounts) for auditing purposes. The DAE Coordinator and DAE Treasurer have authorization to sign the cheques.
- AAD, ACSD, and ADSA will sponsor the DAE for \$3,500 each as seed money with a total of \$10,500 each event year. This will be paid after a letter of criteria completion is sent from the DAE committee to the sponsors. The above amount must be paid to the host organization due to Canada Revenue Agency's requirements.
- The host city will appoint the banquet chairperson and coordinate with the DAE Coordinator for booking the banquet facility. The banquet chairperson will be fully responsible for the menu selection, table layout, scheduling the presenter, awards, prize draws, music & comedy show plan.
- Any profits during the event will go to the host city. The DAE committee must submit the audited financial report within one year after the hosted event. The host city will be fully responsible for any deficit.
- Purpose is to focus on variety services relate to disabilities, Deaf, Hard of Hearing, and Blind-Deaf and to provide to assist the general population explore the community's services in Alberta.
- DAE shall hold events such as:
 - a) Booths
 - b) Workshops/Sessions
 - c) Children's Day (optional)
 - d) Banquet
 - e) Friday Night event
- DAE Committee will be consisted of Minimum 3 executives;
 - a) Coordinator
 - b) Assistant Coordinator (optional)
 - c) Secretary and

- d) Treasurer and
 - e) Chairpersons (Hospitality, Registration, Security, Interpreter, Workshop/Booth, Banquet and Children's Day (optional))
- DAE is to coincide either with the Deaf Awareness Week usually in the last week of September or the annual banquet in October or November.

*** Approved by AAD, ACSD and ADSA on 02/28/2008 ***

*** Revised and Approved by AAD, ACSD, ADSA, CAD, and EAD on 01/30/2016 ***

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